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# It's a Wrap: Avoiding the Year-End Employment Pitfalls

Wednesday, December 7 8:30 a.m.-10:30 a.m.

**The Cornell Club** 6 East 44th Street New York, New York 10017

The "holiday season" presents a host of issues for employers and human resources personnel alike. The most visible event of the season is usually the office holiday party. However, there are many issues that arise in connection with the holiday party, including preventing harassment and other improper conduct at the party and other year-end events and protecting the employer against liability related to these parties and events. This program will outline the practical and legal issues relevant to employers and human resources personnel to avoid any of the potential legal problems that may arise in connection with a company's holiday party.

But, the end of the year is not all about parties and celebrations. Employers conduct performance reviews during this time and make important decisions regarding compensation. This program will provide practical advice on how to conduct these evaluations (both written and in-person) and to make legally sound decisions with respect to compensation. Moreover, the end of the year is also the time that many employers and human resources personnel take stock of their policies and procedures and prepare for the upcoming year. We will provide a summary of the relevant document retention policies and provide advice on reviewing the company's personnel policies for the upcoming year. Finally, this program will provide a brief overview of the relevant legal issues and developments for employers in the upcoming year.

# **EPSTEIN BECKER & GREEN, P.C.**

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### **REGISTRATION FORM**

In order to register for the briefing, please complete this registration form and return it to: Jamie Millward Epstein Becker & Green, P.C. 250 Park Avenue, New York, NY 10177 Telephone: (212) 351-4661 Fax: (212) 661-0989 E-mail: jmillward@ebglaw.com

Do you require any accommodations to attend this program due to a disability?

Yes N	o Nature of	Accommodation:
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