



NEWMAYER & DILLION LLP  
ATTORNEYS AT LAW

# Is Your Company HR Compliant? Self-Audit Guidelines for California Employers

**Date:** Tuesday, April 18<sup>th</sup>, 2006

**Time:** 8:00 a.m. – 10:00 a.m.

**Location:** The Westin South Coast Plaza  
686 Anton Boulevard, Costa Mesa, California 92626

There is no cost for the seminar, but space is limited.  
Breakfast will be served.

*Presented By:*

*Thomas H. Reilly and Allison Martin Nelson*

## Seminar Topics:

- Wage and Hour guidelines, including exempt vs. nonexempt classification, travel time, rest and meal periods, minimum wage, vacation pay, and overtime
- Human Resources guidelines, including document retention, personnel files, I-9 Forms, posting of Federal and State notices, and employee handbooks
- Discrimination and Harassment guidelines including sample policies and procedures, required posters, and training requirements
- Leave of absence guidelines

**RSVP:** 949-271-7318 or [rsvp@ndlf.com](mailto:rsvp@ndlf.com)

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895 Dove Street, Suite 500, Newport Beach, CA 92660

For more information regarding the seminar topic, contact Thomas Reilly or Allison Nelson at 949-854-7000.

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## HR Seminar Registration

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_