

Equal Employment Opportunity Training

EEO Refresher Course for Investigators and Counselors

Date: October 19, 2017

Time: 8:00 a.m. - 4:00 p.m.

Cost: \$200.00

Location: Buffalo State
Chase Hall, B15
1300 Elmwood Avenue
Buffalo, NY 14222

Why attend?

- Get updates on the latest changes to EEO laws and regulations
- Avoid common pitfalls & mistakes
- Prepare for tough HR decisions
- Meet experienced EEO investigators
- Meet requirements for mandatory Management Directive 110

Who should attend?

Human resource staff, business owners, managers, supervisors, state and local government officials, federal agency EEO staff, employment agency staff, union officials, attorneys and others will obtain useful information and guidance at this seminar.

What is included?

Each participant will receive:

- Comprehensive Resource Guide
- Certificate
- Continental breakfast and lunch

Are Credits available?

Buffalo State will provide .8 CEU certificate of completion. Pre-Approved for HRCI recertification credits have been requested.

Schedule:

- 7:15 Registration and Continental Breakfast**
- 8:00 Welcome**
Jesse L. Burnette, Director
Erie County, Division of EEO
- John E. Thompson, Jr., Director
Equal Employment Opportunity Commission
Buffalo Local Office
- 8:15 Federal Contract Compliance
Essentials Discussion**
Jesse Burnette & John E. Thompson, Jr.
- 9:15 Federal Laws Update**
Title VII, ADA, ADEA, Rehab Act,
1973, Title IX, Title VII, GINA Act,
Religious Accommodations
Alisa Lukasiewicz
- 10:15 Break**
- 10:30 Best practices for handling various
complaints, i.e. Retaliation; Identifying and
Preventing Workplace Harassment; Pregnancy
at Work; Fraternalization and Overview of the
EEO Complaint Process**
Alisa Lukasiewicz Cont'd
- Noon Lunch**
- 1:00 Diversity and the Workplace**
Alisa Lukasiewicz Cont'd
- 2:00 EEO Federal Case Law Update**
John Thompson
- Division of Human Rights Case Law Update**
Michelle Parker
- 3:00 EEOC Discussion: Legal issues arising out of
social media in the workplace; claims involving
failure to accommodate a disability; claims
involving failure to accommodate religious
beliefs or practices**
- 3:30 Questions and Answers**

BIOGRAPHIES

ALISA LUKASIEWICZ, owner of Alisa Lukasiewicz, PLLC, has practiced law for over twenty years and has extensive experience in all aspects of litigation. Ms. Lukasiewicz served in both County and City governments, represented both public and private sector clients, and handled the defense of over 500 cases in both State and Federal Courts. She served as Corporation Counsel to the City of Buffalo. Ms. Lukasiewicz is listed in Who's Who is Law in Business First. She has diverse experience advising corporate clients in business and employment litigation. Awarded 2010 Distinguished Leadership Award of the Advocates Club. Selected Citizen of the Year in Law-Am-Pol Eagle – 2007. Currently, she is an adjunct at Buffalo State College in the Business Department teaching HR Management; Diversity in the Workplace; and International Management.

JOHN E. THOMPSON, JR is the Director of the Buffalo Local Office of the U.S. Equal Employment Opportunity Commission, and an officer in the Federal Contract Compliance division.

MICHELLE PARKER is the First Assistant County Attorney in the Erie County Department of Law, where her practice focuses on the defense of employment discrimination, personal injury, property damage, workplace safety, and various municipal issues. Ms. Parker was previously a partner in the Anspach Law Office and O'Shea Reynolds & Cummings. Ms. Parker is the Deputy Treasurer of the Bar Association of Erie County, and a member of the Western New York Defense Trial Lawyers Association and the Women's Bar Association of the State of New York. She earned her B.A. from Canisius College and her J.D. from the University at Buffalo School of Law.

Three ways to Register

1. Online at:

<http://continuingstudies.buffalostate.edu/>
Credit card payments will receive immediate confirmation.

2. By mail to:

Buffalo State
1300 Elmwood Avenue
Cleveland Hall Room 210
Buffalo, NY 14222

3. By FAX to:

716-878-5930

Cancellations, Refunds, No shows

Cancellations received more than 7 businesses day prior to the seminar are eligible for a refund. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

Reasonable Accommodation Requests

If you need an accommodation, please note it on the registration form and we will contact you.

Questions about registration? Call 716-878-5907 or email shawma@buffalostate.edu

Map of the Buffalo State Campus

<http://suny.buffalostate.edu/sites/suny.buffalostate.edu/files/uploads/Documents/campusmap.pdf>

Recommended Parking Lots: R-13 & R-14 Buffalo State will mail parking permit with registration receipt.

**** Please print and use a separate form for each attendee. ****

First Name _____ MI _____ Last Name _____
 Title _____
 Organization _____ Suborg _____
 Address _____
 City _____ State _____ Zip _____
 E-Mail _____
 Business Telephone (_____) _____ - _____ (____ if TTY, please check)
 Fax No. (____) _____ - _____
 Company/Agency Tax ID Number _____
 Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?
 _____ Yes Describe accommodation requested or special diet needed: _____

AMOUNT OF PAYMENT: \$200
 _____ Check Payable to *BSC Continuing Professional Studies*
 _____ To request an invoice please call (716) 878-5907
 Billing Organization Name & Address _____

 Name/Phone #/Email of Billing Contact _____

Person filling out this form (if different than registrant) _____
 Have you attended an EEO seminar, course or conference in the last 5 years? Yes No
 Are you a contractor doing do EEO investigations/mediations? _____Yes _____No

# Employee at Your Facility:	Your Position Category:	
___ Under 50	___ Attorney	___ EEO Director, Manager
___ 50-99	___ Supervisor	___ EEO Professional
___ 100-249	___ Investigator, Counselor, Specialist	___ HR Director
___ 250-499	___ Manager, Supervisor	___ HR Staff
___ 500-999	___ Mediator, ADR	___ Other Manager, Supervisor
___ 1,000+	___ President	___ Union Representative
	___ Other _____	

Your Organization's Business Type:
 ___ Federal Gov't ___ State/Local Gov't ___ Private

How did you hear about our seminar?
 ___ Web site ___ Newspaper/Radio Ad ___ SHRM ___ EEOC Event
 ___ Professional Organization ___ Brochure in mail
 ___ Email ___ Colleague ___ Other _____