



**You have questions.** We have answers.

## **2013 Seminar**

**Strategy, Risk Management and Best Practices  
for Benefits and HR Professionals**  
April 29 at the Amway Grand Plaza Hotel

# 2013 Seminar

## Strategy, Risk Management and Best Practices for Benefits and HR Professionals

Join us for an information-packed morning of employee benefits programs, including the latest court rulings and how they affect your business, an update on health care reform and the latest on fiduciary issues and wellness programs. The afternoon sessions feature labor and employment programs, including talent management, record keeping, FMLA and a regulatory and legislative update.

### Continuing Education Credits

This program has been awarded six hours of general credit toward PHR and SPHR recertification through the Human Resources Certification Institute (HRCI). For more information, please visit the HRCI web site at [www.hrci.org](http://www.hrci.org). Only those in attendance will receive certification documentation.



Register  
Online

[WNJ.com/2013\\_HR\\_Seminar](http://WNJ.com/2013_HR_Seminar)



### Pricing

#### Full-Day Program

	WNJ Client	Non-Client
Online materials	\$140	\$190
Flash drive	\$155	\$205

#### Half-day Program

Online materials	\$80	\$130
Flash drive	\$95	\$145

Multi-Attendee Discount: If three or more people from the same organization attend, please deduct 15% from each registration fee. Materials, parking and lunch are included with every registration.



# April 29 at Amway Grand Plaza



## Morning General Session / 8:00-9:00 AM

### Health Care Reform Update

Employer play-or-pay provisions are scheduled to take effect in 2014, so Norbert will discuss preparations for the change, including whether employers should continue to offer coverage, who to cover and potential penalties for not offering affordable coverage. He'll also summarize other health care reforms scheduled to take effect this year and next.



Norbert Kugele

## 9:15-10:15 AM (two concurrent sessions to choose from)

### 1A) Monitoring and Controlling Benefit Costs

Staggering increases in the cost of benefit plans can threaten an employer's bottom line. Join us for a discussion on how to reduce the costs associated with health, welfare and retirement plans and how to remain in compliance with the law. We'll cover the importance of identifying and monitoring expenses, managing vendors, changing a plan's design, cost sharing and avoiding expensive traps. We'll also offer tips on how to talk about the changes with managers and owners.



April Goff



Heidi Lyon

### 1B) Retirement Plan RFPs

What should be included in a retirement plan request for proposal (RFP)? Did you know that a thorough RFP may significantly reduce plan expenses? We'll cover what questions to ask and what answers to look for when soliciting for a service provider. And we'll use real-life examples to connect the plan sponsor's fiduciary duties with the selection of service providers and overall plan administration.



John McKendry



Justin Stemple

## 10:30-11:30 AM (two concurrent sessions to choose from)

### 2A) Lessons Learned: ERISA Fees and Expenses

Now that the Department of Labor's new rules on disclosure for pension plans have been in place for a year and annual disclosure deadlines are on the horizon, we'll discuss how the changes have affected employers and service providers. Some have fared far better than others. We'll also discuss ERISA-related litigation and the use of "ERISA accounts" to pay plan expenses.



Tony Kolenic



George Whitfield

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### 2B) **What's New with HIPAA?**

What's new in the realm of HIPAA privacy and security? We'll discuss updated regulations and guidance, offer some lessons to learn from recent HIPAA breaches and review enforcement actions.



*Norbert Kugele*



*April Goff*

### Lunch Program - Larry Boress / 11:30 AM-1:00 PM

How are other companies handling health care benefits for their employees? Based on his work with businesses throughout the Midwest, Larry will delve into the best ideas and provide details on the ones he predicts everyone will be using in the future.

### Afternoon General Session / 1:00-1:55 PM

#### **Legislative Update**

Staying on top of the changes in state and federal regulations is a constant challenge for HR professionals. What might these changes mean for you? Rob will review significant court decisions that may affect employer-employee relationships and provide practical advice that should help you stay in compliance with the law.



*Rob Dubault*

1:55-2:40 PM (three concurrent sessions to choose from)

### 3A) **Implementing a People Strategy**

Want a seat at the executive table? Consider creating a “people strategy” that clearly supports your organization’s overall business strategy. Strategic enough to provide broad guidance yet tactical enough to provide answers to day-to-day issues, a people strategy requires a robust discussion about:

- Employee hiring, development and retention
- Tradeoffs between wages and benefits
- Acceptability of employee turnover
- Compensation strategy (pay for performance)

We'll review the fundamentals of a good people strategy, which will help you implement your business strategy through your employees.



*Lou Rabaut*



*Emily Bakeman*

### 3B) **Performance Reviews**

Poorly done performance reviews can actually do more harm than good, which is why an effective and legal performance review process is essential. Karen will discuss developing a performance appraisal form specific to your business, review the importance of a consistently applied system and discuss ways to implement such a system.



*Karen VanderWerff*

### 3C) **Roadmap to Designing Compensation Plans**

Given the fact that employees are compensated in myriad ways, what's the best way to construct a thoughtful and attractive compensation plan that avoids potential legal stumbling blocks, such as the Fair Labor Standards Act, discrimination statutes, Section 409A and many others? We will cover job analysis, evaluation and pricing, designing performance-based compensation systems and benefits packages and various other routes.



*Greg Kilby*



*Justin Stemple*

2:50-3:35 PM (three concurrent sessions to choose from)

### 4A) **The Challenges of FMLA and ADA**

Join us for an in-depth look at the Family and Medical Leave Act and the Americans with Disabilities Act. These complex and evolving laws are tops on the list of HR headaches. Through real-world examples, we'll highlight the big issues, review developments and offer best practices and suggestions for compliance.



*Jon Kok*



*Amanda Fielder*

### 4B) **The NLRB for Nonunion Employers**

Employers with nonunionized workforces once went about their business without giving much thought to the NLRB. But with union membership at an all-time low and right-to-work legislation on the rise, an activist NLRB is branching out and emphasizing that its rules apply to all employees, not just those in a union. Steve will discuss the NLRB's perspective on social media, employee handbooks, at-will policies and harassment investigations.



*Steve Palazzolo*

### 4C) **Managing the Risks of Risk Management - Making EPLI Coverage Work for You**

More and more employers are opting for Employment Practices Liability Insurance (EPLI). We'll discuss the pros and cons of EPLI coverage, whether it's right for your organization and, if so, how you can craft a policy that fits your budget and meets your business objectives. Zackery Vandenberg, a certified insurance counselor with Berends Hendricks Stuit, will join us with his perspective.



*Andrea Bernard*



*Greg Kilby*

3:45-4:30 PM (three concurrent sessions to choose from)

5A) **Wage/Hour Update -  
Classifying Employees Correctly  
to Avoid Liability**

The stakes are high for wage/hour liability, evidenced by the fact that the Department of Labor has stepped-up enforcement and employees are filing more lawsuits. A veteran employment counselor and an employment litigator team up to discuss prevention, defense, proper employee classification under the Fair Labor Standards Act and tips for managing risk.



*Andrea Bernard*



*Steve Palazzolo*

5B) **FMLA/ADA** (Repeat of session 4A)  
Join us for an in-depth look at the Family and Medical Leave Act and the Americans with Disabilities Act. These complex and evolving laws are tops on the list of HR headaches. Through real-world examples, we'll highlight the big issues, review developments and offer best practices and suggestions for compliance.



*Jon Kok*



*Amanda Fielder*

5C) **Background Checks**

When making hiring decisions, more and more employers are relying on background checks. But what's legal and what isn't? In an effort to balance an employer's "need to know" with an employee's privacy and Equal Employment Opportunity rights, many federal and state laws regulate the type and amount of information that employers may obtain. Dean will discuss the litigation risks associated with background checks and help employers determine what information they can and cannot use.



*Dean Pacific*

**Seminar Materials**

To support our firm's sustainability initiatives, we offer our seminar materials in two eco-friendly formats. We're offering a discount to those who join us in reducing the volume of materials we produce for this seminar. Materials will be available in two ways:

- **Online materials.** Materials for your selected sessions will be e-mailed to you two days prior to the seminar. You may opt to print the materials to bring with you or you may access them from your computer. You will not receive additional hard copies at the seminar.
- **Flash drive.** Materials for your selected sessions will be loaded on 2GB flash drives. You may bring a laptop to follow along during the program or you may print the materials afterward.

# Strategy, Risk Management and Best Practices for Benefits and HR Professionals / April 29 / Amway Grand Plaza

## EB Breakout Sessions

9:15 - 10:15 am  
(please select one)

Monitoring and Controlling Benefit Costs (1A)

Retirement Plan RFPs (1B)

10:30 - 11:30 am  
(please select one)

Lessons Learned: ERISA Fees and Expenses (2A)

What's New with HIPAA? (2B)

## Labor Breakout Sessions

1:55 - 2:40 pm  
(please select one)

Implementing a People Strategy (3A)

Performance Reviews (3B)

Roadmap to Designing Compensation Plans (3C)

2:50 - 3:35 pm  
(please select one)

The Challenges of FMLA and ADA (4A)

The NLRB for Non-Union Employers (4B)

Managing the Risks of Risk Management - Making EPLI Coverage Work for You (4C)

3:45 - 4:30 pm  
(please select one)

Wage/Hour Update - Classifying Employees Correctly to Avoid Liability (5A)

FMLA/ADA Challenges (repeat of 4A) (5B)

Background Checks (5C)

## Full-Day Program

Online materials

WNJ Client  
 \$ 140

Non-Client  
 \$ 190

Flash drive

\$ 155

\$205

## Employee Benefits Program (morning only)

Online materials

\$ 80

\$ 130

Flash drive

\$ 95

\$ 145

## Labor & Employment Program (afternoon only)

Online materials

\$ 80

\$ 130

Flash drive

\$ 95

\$ 145

Multi-Attendee Discount: If three or more people from the same organization attend, please deduct 15% from each registration fee.

**LUNCH:** Please check this box if you will be joining us for lunch. Lunch is included in your registration fee.

Please check if you would like a vegetarian lunch.

## Registration and Payment Options

**First, Register Online at:**

[WNJ.com/2013\\_HR\\_Seminar](http://WNJ.com/2013_HR_Seminar)

**Next, Choose Your Payment Method:**

- Credit card or Paypal via the online registration form
- Check (send checks payable to Warner Norcross & Judd LLP, Attn: Sharon Sprague, 900 Fifth Third Center, 111 Lyon Street NW, Grand Rapids, MI 49503)

**Cancellation Policy:**

A full refund will be issued if cancellation is received by Wednesday, April 24, 2013.

## Directions & Parking

The program will take place in the Ambassador Ballroom of the Amway Grand Plaza Hotel.

The hotel is located in downtown Grand Rapids on the corner of Monroe Avenue and Pearl Street at 187 Monroe Ave. NW. For a detailed map, go to [www.amwaygrand.com/maps](http://www.amwaygrand.com/maps).

Once in the hotel, go to the second level (Concourse Level) and follow the signs to the Ambassador Ballroom.

Parking is available in the hotel ramp on Pearl Street, across from the hotel's main entrance. You will receive a parking voucher at the seminar registration table. This voucher is only valid for self-parking in the hotel ramp and does not apply to valet parking.

## Accommodations

Overnight accommodations are available at the Amway Grand Plaza. Please call the hotel at (800) 253.3590 to reserve your room. Be sure to identify yourself as a WNJ HR Seminar attendee to receive the special room rate of \$149. Please reserve your room before April 13.

## Questions

**If you have any questions about the program, please contact Sharon Sprague at (616) 752.2326 or [ssprague@wnj.com](mailto:ssprague@wnj.com).**

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