

# Employment Law Compliance Program

## How Best to Avoid Audits, Investigations, and Lawsuits

Employer violations of federal, state, and local employment laws and regulations can be costly in terms of monetary damages, penalties, legal fees, time, and reputational or brand injuries.

Please join us for the following complimentary employment law program presented by **David B. Feldman**, Partner in Phillips Nizer's Employment & Labor Law Practice Group. David will provide practical guidance on navigating the latest legislative, regulatory, and judicial developments at the federal, New York State, and New York City levels. This program is tailored for business owners, HR professionals, and in-house counsel seeking to strengthen their compliance strategies.

## General Employer Compliance

**Friday, June 20, 2025**

10:00 a.m. – 1:00 p.m. | Registration and Continental Breakfast: 9:15 a.m. – 10:00 a.m.

**Location:** Phillips Nizer LLP Boardroom, 485 Lexington Avenue, New York, NY

Topics Will Include:

- Worker classification and status (independent contractor v. employee; exempt v. non-exempt employee; full-time v. part-time employee; intern v. volunteer)
- Wage & hour (minimum wage, overtime, spread of hours; call-in pay; frequency of payment; remote work; weekly salary v. hourly wages; meal periods; break periods; wage deductions; work schedule changes; job advertisements and pay transparency; leaves of absence; personnel and medical files; recordkeeping; time clocks and other recording devices; “rounding off”)
- Agreements (executive/employment; confidentiality; non-compete; non-solicitation; arbitration)
- Fair employment practices/discrimination (policies; procedures; notices; training)
- Onboarding and documentation (employment application form; employee handbook; pre-employment inquiries; USCIS Form I-9; NYSDOL Notice and Acknowledgement of Pay Rate and Payday)
- Workplace postings
- The “dos and don’ts” of hiring, firing, and discipline
- Professional Employer Organizations (“PEOs”); Employment Practices Liability Insurance (“EPLI”)

Program materials will be made available to attendees.

Please **RSVP** by **Thursday, June 12, 2025** to [marketing@phillipsnizer.com](mailto:marketing@phillipsnizer.com) if you are interested in attending.

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## Hospitality Industry Compliance

**Thursday, June 26, 2025**

10:00 a.m. – 1:00 p.m. | Registration and Continental Breakfast: 9:15 a.m. – 10:00 a.m.

**Location:** Phillips Nizer LLP Boardroom, 485 Lexington Avenue, New York, NY

Topics Will Include:

- Worker classification and status (exempt v. non-exempt employee; full-time v. part-time employee; tipped v. non-tipped employee; food service worker v. service employee)
- Wage & hour (minimum wage; subminimum wage; overtime; spread of hours; frequency of payment; meal periods; break periods; wage deductions; work schedule changes; “tools of the trade;” leaves of absence; administrative charges v. gratuities; tips; tip pooling; tip sharing; tip credit allowance; tip misappropriation; “no tip” policies; IRS Forms 4070 and 8027; personnel and medical files; recordkeeping; time clocks and other recording devices; “rounding off”)
- Agreements (executive/employment; confidentiality; non-compete; non-solicitation; arbitration)
- Non-tipped work performed by tipped employees (the “80/20” Rule)
- Fair employment practices/discrimination (policies; procedures; notices; training)
- Onboarding and documentation (employment application form; employee handbook; pre-employment inquiries; USCIS Form I-9; NYSDOL Notice and Acknowledgement of Pay Rate and Payday)
- Undocumented workers; social security number mismatches; TIN numbers
- Donning/doffing; preliminary/postliminary activities
- Workplace postings
- The “dos and don’ts” of hiring, firing, and discipline

Program materials will be made available to attendees.

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