

CITY OF RAPID CITY
TRAVEL REQUEST

LF020205-20

Person requesting travel Jacob Green Department Attorney

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Employment & Labor Relations Law

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Chicago, IL

Date of meeting 5/12/05 - 5/14/05

Date trip to begin 5/11/05 Date trip will end 5/14/05

Method of transportation requested airline

Estimated transportation cost \$ 431.00

Meals 101.00

Lodging _____ days 1000.00

Other costs—description tuition 895.00

MISC. 100.00

Total estimated cost of trip \$ 2,527.00

Signed _____ Date _____
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

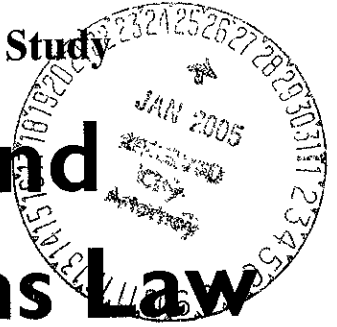
When the cost of the trip will exceed \$1,500, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor Yellow copy—Finance Gold copy—Department copy

28th Annual ALI-ABA Course of Study

Employment and Labor Relations Law for the Corporate Counsel and the General Practitioner



Thursday-Saturday, May 12-14, 2005

Chicago (Swissôtel)

WHAT WILL THIS COURSE DO FOR YOU?

By the end of this course, you will be able to:

- Recognize the employer's legal exposure;
- Advise your clients on practical procedures they can implement to avoid or minimize significant risks in their employment relationships;
- Decide intelligently when to seek more expert advice; and
- Deal knowledgeably with the latest trends in employment and labor law.

NETWORKING OPPORTUNITIES

Networking is an important reason to attend this and every other ALI-ABA course of study. The registrants for last year's presentation of this course came from 29 states!



AMERICAN LAW INSTITUTE-AMERICAN BAR ASSOCIATION
COMMITTEE ON CONTINUING PROFESSIONAL EDUCATION
a nonprofit endeavor providing continuing professional
education for lawyers since 1947. www.ali-aba.org

PLANNING CHAIRS *(also on faculty)*

Peter M. Panken, Epstein Becker & Green, P.C., New York

Frank Cummings, Of Counsel, LeBoeuf, Lamb, Greene & MacRae, LLP, Washington, D.C.

Kay H. Hodge, Stoneman, Chandler & Miller, LLP, Boston

FACULTY

Fred W. Alvarez, Wilson Sonsini Goodrich & Rosati, P.C., Palo Alto, California

Stacey B. Babson-Smith, Corporate Counsel—HR Compliance, Terex Corporation, Westport, Connecticut

Dennis P. Duffy, Vice President and Associate General Counsel, Time Warner, Inc., New York

Elaine S. Fox, Seyfarth Shaw LLP, Chicago

Marcellus A. McRae, Gibson, Dunn & Crutcher LLP, Los Angeles

Michael T. Roumell, Epstein Becker & Green, P.C., Chicago

Diana P. Scott, Greenberg Traurig, LLP, Santa Monica, California

Horace A. "Topper" Thompson III, Watkins Ludlam Winter & Stennis, P.A., Gulfport, Mississippi, and New Orleans

SCOPE AND PURPOSE

This annual course of study, **comprising more than 17 hours of instruction**, gives lawyers on the firing line an introduction to the myriad laws and governmental regulations that affect the employment relationship. It is a comprehensive primer for lawyers new to the field. At the same time, it brings more experienced practitioners up to the minute on current developments in this rapidly changing field.

EEO, NLRA, LMRA, ADA, ADEA, FEP, FLSA, WARN, SOX, OSHA, OFCCP, FCRA, FMLA, OWBPA, IRCA, MPPAA, and ERISA all are acronyms for potential employer liability, employee lawsuits, and government regulation. If you don't know what each requires, this course provides practical approaches to compliance and defense.

The course teaches you what the myriad laws affecting the employment relationship require, how to help clients comply, and how to minimize employer exposure to expensive government agency, individual, and class action lawsuits. You also learn about laws regulating labor-management relations, plant closings, safety, and employee benefits.

The focus of the course is not just on what the laws command, but also on practical advice in helping employers operate effectively: drafting employee manuals, employment contracts, and collective bargaining agreements and using effective grievance and alternative dispute resolution mechanisms to avoid costly litigation.

The course also covers new developments in this rapidly changing arena, including the tidal wave of retaliation lawsuits, the effects of Sarbanes-Oxley litigation, the proliferation of wage/hour class actions, and highlights of this year's U.S. Supreme Court cases.

Skilled practitioners also discuss handling administrative agencies and labor unions **and the ethical problems that arise in the practice of employment and labor law** *(one hour)*.

Time is set aside throughout the program to address written questions submitted by the registrants.

PROGRAM

Note: For more program details, please go to www.ali-aba.org/aliaba/ck083.htm.

Thursday, May 12, 2005

8:00 a.m. Registration and Continental Breakfast

9:00 a.m. Introductory Remarks and Course Overview

EMPLOYMENT DISCRIMINATION AND TERMINATION LAW

— *Mr. Panken, Chair*

9:05 a.m. **How To Keep a Firing from Backfiring: An Introduction to Employment Discrimination Laws** — *Mr. Panken*

10:00 a.m. Networking Break

10:15 a.m. **Handling the Anti-Discrimination Agency Investigation**
— *Mr. Alvarez and Ms. Babson-Smith*

11:00 a.m. **The Fair Labor Standards Act (FLSA)** — *Ms. Hodge and Mr. Panken*

11:45 a.m. **Sex Discrimination in the Workplace** — *Mss. Babson-Smith and Scott*

12:30 p.m. Lunch Break

2:00 p.m. **Dealing with Workplace Disabilities** — *Ms. Hodge and Mr. McRae*

2:45 p.m. **Veterans' Rights: USERRA** — *Mr. Alvarez*

3:15 p.m. Networking Break

3:30 p.m. **State Employment Law Developments** — *Mr. McRae and Ms. Scott*

4:15 p.m. **Drafting Employee Manuals and Employment Contracts**
— *Mr. Panken*

5:15 p.m. Adjournment for the Day

Friday, May 13, 2005

8:00 a.m. Continental Breakfast

LABOR RELATIONS LAW — *Ms. Hodge, Chair*

8:30 a.m. **Labor Law and Reality: The Role of Muscle**
— *Mr. Cummings*

9:00 a.m. **National Labor Relations Board (NLRB) Representation Proceedings: Determining Employee Desires**
— *Mr. Panken*

10:00 a.m. Networking Break

10:15 a.m. **Unfair Labor Practices (ULPs): The NLRB Enforcement Mechanism** — *Ms. Fox*

11:15 a.m. **Collective Bargaining** — *Ms. Hodge and Mr. Thompson*

12:00 noon Lunch Break

1:30 p.m. **Drafting Collective Bargaining Agreements, from A to Z**
— *Mr. Cummings*

2:15 p.m. **Economic Pressure: Strikes, Lockouts, and Picketing**
— *Mr. Thompson*

3:00 p.m. Networking Break

3:15 p.m. **Handling Grievances and Arbitrations under Union Contracts** — *Mss. Babson-Smith and Hodge*

4:00 p.m. **The Alternative Dispute Resolution (ADR) Alternative to Litigation** — *Mr. Roumell*

4:30 p.m. **Retaliation and Whistleblowing Protection** — *Mr. Panken*

5:15 p.m. Adjournment for the Day

Saturday, May 14, 2005

7:45 a.m. Continental Breakfast

ALPHABET SOUP: ERISA, MPPAA, WARN, OSHA, IRCA, AND OTHER LAWS AFFECTING EMPLOYMENT — *Mr. Cummings, Chair*

8:15 a.m. **ERISA and MPPAA: An Introduction** — *Mr. Cummings*

9.30 a.m. **Ethical Considerations in Handling Employment Law Problems** — *Mr. Duffy*

10:30 a.m. Networking Break

10.45 a.m. **Bankruptcy's Effect on Employment and Labor Relations Law** — *Mr. Cummings*

11:15 a.m. **Occupational Safety and Health** — *Mr. Thompson*

12:00 noon **Other Federal Laws and Regulations Affecting the Employment Relationship: WARN, IRCA, FMLA, PPA, and FCRA** — *Ms. Fox and Messrs. Roumell and Thompson*

1:00 p.m. Adjournment

Total 60-minute hours of instruction: 17.5, including one hour of ethics

REGISTRATION—800-CLE-NEWS—www.ali-aba.org

Tuition for this course is \$895. Tuition entitles registrants to admission to all sessions, a set of study materials, and Continental breakfasts and refreshment breaks daily. To register, simply return the form provided, with payment; or register with a credit card by:

- Phone: 800-CLE-NEWS (800-253-6397)
- FAX: 215-243-1664
- Internet: www.ali-aba.org

Registrations will be accepted at the door if space is available, but please call in advance to avoid disappointment. **All course accounts must be settled by the first session of the course to assure admittance to the classroom.**

Newly admitted lawyers (within the past two years) and retired senior lawyers (65 and over) are eligible for a 50% tuition discount and should include a note explaining their eligibility. Discounts may not be combined.

Services for Persons with Disabilities: If special arrangements are required for an individual with a disability to attend this program, please inform ALI-ABA of any special needs at least two weeks in advance. Write Alexander Hart, ALI-ABA, 4025 Chestnut Street, Philadelphia, PA 19104-3099, or call (215) 243-1630 or (800) CLE-NEWS (253-6397), extension 1630 (*toll-free, U.S. and Canada*).

CANCELLATIONS

Cancellations received no later than **May 9** will be honored and tuitions refunded, less a \$50 cancellation fee. Cancellations received by noon **May 11** also will be honored and tuitions refunded, less a \$100 cancellation fee. Telephone cancellations (800-CLE-NEWS) will be honored under the above time limits and terms, but *must* be confirmed by letter; all requests for refunds must be received in writing and must be postmarked no later than **May 16**.

HOTEL ACCOMMODATIONS

A limited block of rooms has been reserved at the Swissôtel Chicago. Room rate: \$299 per night, single or double occupancy. These rooms will be held as a block, unless exhausted, until April 20, at which time they will be released to the general public. Registrants must make their own hotel reservations and indicate that they are attending the ALI-ABA Course of Study to qualify for rooms in the block.

Room reservations may be made by calling or writing to the Swissôtel Chicago, 323 East Wacker Drive, Chicago, IL 60601; phone 312-565-0565; FAX 312-565-0540. Confirmations will be sent by the hotel. Please read the cancellation policy carefully.

ADDITIONAL INFORMATION AND WEB REGISTRATION

For further information write Alexander Hart, Director, Courses of Study, ALI-ABA, 4025 Chestnut Street, Philadelphia, PA 19104-3099; or telephone (215) 243-1630 or (*toll free, U.S. and Canada only*) (800) CLE-NEWS (253-6397), extension 1630. **To view full details and updates and/or register online, go to www.ali-aba.org/aliaba/ck083.htm.**

**Here's what registrants said about
last year's presentation of this course:**

"Every aspect of this course met or exceeded my expectations. The pace of presentation, and content, was sufficient to hold my attention for the full 2½ days."

"I have been to other courses in the past but this is the first where each and every speaker was not only very effective, but also interesting."

"The program was fantastic and I hope to be back next year."

"Mr. Cummings is outstanding. I have never heard ERISA made interesting before."

"The materials are excellent and can easily be used for future reference. Speakers offered some fantastic practical advice. Thank you for a fine conference."

CAN'T ATTEND? ORDER THE STUDY MATERIALS!

A substantial set of specially prepared study outlines and related material will be distributed at the course site. To order these materials separately for \$229, please use the form provided; **shipping and handling are free!**

AUDIOCASSETTE TAPES and **AUDIO mp3 CD-ROMs** of this course will be available with the study materials approximately four to six weeks after the program for \$449, about **one-half** the tuition. Recordings are nonreturnable, but will be replaced if defective. To order, please see the form; **shipping and handling are free!**

Suggested Prerequisite: Limited experience in general legal practice or completion of CLE Orientation Course

Educational Objectives: Development of an understanding of the major laws affecting the employment relationship; development of initial level of competency as a practitioner of employment and labor law; development of necessary skills to counsel clients facing practical problems; provision of information on recent legal developments

Level of Instruction: Basic

DISCOUNTED AIRFARES

For ALI-ABA discounted airfares, please call: DELTA 1-800-241-6760, re. File #205996A; UNITED 1-800-521-4041, re: File #535DG Restrictions may apply.

TUITION ASSISTANCE

Tuition assistance for ALI-ABA courses, **based on need**, is available on application. We are particularly interested in applications from minority lawyers, public interest lawyers, government lawyers, and recently admitted solo practitioners. To apply, please request application form: Tuition Assistance, Alexander Hart, ALI-ABA, 4025 Chestnut Street, Philadelphia, PA 19104-3099, or call (215) 243-1630 or (800) CLE-NEWS (253-6397), extension 1630. **All applications must be received by mail no later than three weeks before the course begins. FAX copies are not acceptable. Applications must be accompanied by a \$25 nonrefundable processing fee (waived for full-time J D candidates)**

MANDATORY CLE AND CPE CREDIT

Virtually all ALI-ABA Courses of Study are fully accredited in mandatory continuing legal education (MCLE) jurisdictions for varying numbers of credit hours. To obtain specific information on CLE, CPE, or other professional accreditation of this course, please write to: Mandatory CLE Credit, ALI-ABA, 4025 Chestnut Street, Philadelphia, PA 19104-3099.

OTHER ALI-ABA COURSES OF STUDY

Executive Compensation: Strategy, Design, and Implementation

June 23-24, 2005, New York

Current Developments in Employment Law

July 28-30, 2005, Santa Fe, New Mexico

Employment Discrimination and Civil Rights Actions in Federal and State Courts

September 15-17, 2005, Chicago

Advanced Employment Law and Litigation

December 1-3, 2005, Washington, D.C.