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**June 20,  
2008**

2008 SEMINAR LOCATION

**DESERT WILLOW CONFERENCE  
CENTER**

4340 EAST COTTON CENTER BLVD

PHOENIX, AZ 85040

(602) 431-0001

[www.desertwillowconferencecenter.com](http://www.desertwillowconferencecenter.com)

**ENHANCE YOUR EEO KNOWLEDGE** at the **2008 EEOC Phoenix Technical Assistance Seminar (TAPS)**. This informative seminar, **sponsored by the EEOC Phoenix District Office**, will be held at The Desert Willow Conference Center in Phoenix, Arizona.



# EEOC Phoenix Seminar

**U.S. Equal Employment Opportunity Commission**

*Seminar includes  
a CD-ROM of 2000+ pages,  
a complete EEO LIBRARY*

## COME TO THE SOURCE!

Join EEOC for a one-day seminar on the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?

**Krista Watson**  
**EEOC Phoenix Office**  
(602) 640-4995  
(602) 640-5071 FAX  
(602) 640-5072 TTY  
[krista.watson@eeoc.gov](mailto:krista.watson@eeoc.gov)



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

Friday, June 20, 2008

# EEOC Phoenix Seminar

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

## Top 5 Reasons to Attend TAPS

- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for tough HR decisions
- Meet the people who enforce the laws
- Improve your company's bottom line

### Hotel Arrangements

*Registrants are responsible for their own hotel and travel arrangements. There are several hotels near the training site.*

## Who Should Attend?

- Human Resources
- Managers and Staff
- EEO Managers and Staff
- Attorneys
- Managers & Supervisors
- State and Local Officials
- Federal EEO Staff [approved for EEO Investigator Refresher credit]
- Union Representatives

## Registration Policy

**Payment — \$335** Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check payments received 30 days before the day of the seminar. Payment by government purchase order is not eligible for this Discount Price.

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and agency's 8 digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm you for the seminar. Electronic invoicing is NOT accepted. If you are paying by state or local government purchase order, provide your billing address where the invoice should be mailed.

**Registration** - There are three ways to register:

For immediate confirmation, register **ON-LINE** using a credit card at [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov), OR

**MAIL** your registration application and payment to **EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933**, OR

**FAX** your registration with credit card payment to **301-545-0718**.

Questions about registration? Call 1.800.600.6157, (TTY# 1.800.600.6158) or email [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

Space is limited, register early, and preferably at least 10 days in advance of a seminar. Late registrations will be accepted on a space available basis. *EEOC Tax ID Number: 52-0812909*

### Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

### Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a course are eligible for a refund, less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

### Reasonable Accommodation Requests

Please describe your accommodation needs due to a disability

# AGENDA Phoenix EEOC SEMINAR Friday, June 20, 2008



## Schedule

- Registration—7:15am
- Start—8:00 am
- Continental Breakfast, Lunch provided
- End—4:00 pm

## • LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

**Krista Watson**

Program Analyst

602-640-4995

[krista.watson@eoc.gov](mailto:krista.watson@eoc.gov)

8:00 a.m. – 8:15 a.m.

### Opening Remarks

Chester V. Bailey, District Director  
EEOC Phoenix District Office

8:15 a.m. – 9:45 a.m.

### Employer Liability in Harassment Cases

Paul Manget, Enforcement Manager  
EEOC Phoenix District Office

Did you know that harassment is the only issue addressed by EEOC where employer liability is generally not automatic? There are steps you can take that will reduce or eliminate your organization's liability for most types of harassment. In this session, you will gain a better understanding of what constitutes harassment in an employment setting and your organization's potential liability for that harassment.

9:45 a.m. – 10:00 a.m.

### Break

10:00 a.m. – 11:15 a.m.

### Your Family or Your Career

Berta Echeveste, Enforcement Supervisor  
EEOC Phoenix District Office

Discrimination against caregivers is an emerging EEO issue that has the potential to become increasingly significant in the future as work-family conflicts become more common. Caregiver discrimination is a "hot topic." In this session, you will hear more about EEOC's position regarding discrimination against caregivers.

11:15 a.m. – Noon

### U.S. Department of Justice – Office of Special Counsel For Immigration Related Unfair Employment Practices

Kay Baldwin, Deputy Special Counsel

Kay Baldwin will discuss the anti-discrimination provision of the Immigration and Nationality Act (INA). Topics include prohibited citizenship status discrimination and pitfalls to avoid in completing the I-9 and E-Verify process for new hires.

Noon – 1:15 p.m.

### Lunch

1:15 p.m. – 2:30 p.m.

### Job Accommodation Network (JAN)

Suzanne Gosden-Kitchen, Senior Consultant

The Job Accommodation Network (JAN) is a free consulting service designed to increase the employability of people with disabilities by providing individualized worksite accommodations solutions and technical assistance regarding the ADA and other disability related legislation. This is a unique opportunity to meet and hear from a JAN representative who will explain how to use JAN as a part of your job accommodation process.

2:30 p.m. – 2:45 p.m.

### Break

2:45 p.m. – 4:00 p.m.

### EEOC Litigation Update

Mary Jo O'Neill, Regional Attorney  
EEOC Phoenix District Office

Hear directly from the person responsible for EEOC's litigation program in five states, including Arizona. You will learn about lawsuits filed by the Phoenix District Office and the types of cases likely to be filed in the future. You will also gain a better understanding of recent Supreme Court decisions as they relate to employment discrimination. You will also be given an opportunity to ask questions.

**Credits:** HRCI re-certification credits may be requested on an hour-for-hour basis. The seminar meets the yearly refresher training requirement for federal agency EEO investigators.

# EEOC Phoenix Seminar June 20, 2008

Please print and use a separate form for each attendee.

**3 ways to register**

- **ON-LINE (for immediate confirmation)**  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)
- **MAIL TO:**  
EEOC TRAINING INSTITUTE  
PO BOX 83933  
GAITHERSBURG, MD 20883-3933
- **FAX to 301.545.0718**



## Seminar Location

Desert Willow Conference Center is located in the Cotton Center business park, and is at the hub of the Valley's major freeways at the Tempe-Phoenix border - 5 minutes from Sky Harbor International Airport and 10 minutes from downtown Phoenix.

From I-10 take the 40th Street Exit (Exit 152). Turn Right onto South 40th Street. Turn Left onto East Cotton Center Blvd.

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_

Title \_\_\_\_\_

Business/Organization \_\_\_\_\_

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  No Describe accommodation requested or special diet needed \_\_\_\_\_

AMOUNT OF PAYMENT:  \$335  \$299 One Day Discount Price\*

\*Discount price available for on-line registration up to the day before the seminar and for check payment received 30 days before the seminar.

Credit Card  MasterCard  Visa  American Express  Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Security Code (Required) \_\_\_\_\_ (the non-embossed 3 or 4 digits near the signature block)

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

Check Payable to EEOC Training Institute

State/Local Gov't Purchase Order - Email Address for invoice \_\_\_\_\_

Fed Government Purchase Order

8 digit Agency Location Code (ALC) (Required) \_\_\_\_\_

Have you previously attended an EEOC sponsored seminar, course or conference?  Yes  No

### # Employees at Your Facility:

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000-1,999
- 2,000+

### Your Organization's Business Type:

- Federal Gov't
- State/ Local Gov't
- Other

### Your Position Category:

- Attorney
- EEO Director, Manager, Supervisor
- EEO Investigator, Counselor, Staff
- HR Director, Manager, Supervisor
- HR Staff
- Mediator, ADR
- Other Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other \_\_\_\_\_

### How did you learn about our seminar?

- Brochure in mail
- Colleague
- EEOC event
- Email
- Website/Internet
- Newspaper /Radio Ad
- Professional Organization
- SHRM
- Other \_\_\_\_\_