<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Registration</td>
<td></td>
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<tr>
<td>9:00 a.m.</td>
<td>Employees’ Rights</td>
<td>Overview of legal protections for employees.</td>
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<tr>
<td></td>
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<td><em>Ashley Rohleder, KASB Attorney</em></td>
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<tr>
<td>9:45 a.m.</td>
<td>FLSA</td>
<td>Fair Labor Standards Act information, with focus on classification of employees.</td>
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<td></td>
<td></td>
<td><em>Sam Blasi, KASB Attorney</em></td>
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<tr>
<td>10:30 a.m.</td>
<td>Break</td>
<td></td>
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<tr>
<td>10:45 a.m.</td>
<td>FMLA and ADA</td>
<td>Discussion of Family Medical Leave Act and Americans with Disabilities Act protections for employees.</td>
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<td><em>Ashley Rohleder, KASB Attorney</em></td>
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<tr>
<td>11:30 a.m.</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>12:15 p.m.</td>
<td>Hands-on Scenarios</td>
<td>An opportunity for all participants to apply the previous sessions’ information and work through hypothetical scenarios.</td>
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<td><em>KASB Attorneys</em></td>
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<tr>
<td>1:15 p.m.</td>
<td>Break</td>
<td></td>
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<tr>
<td>1:30 p.m.</td>
<td>Pre- and Post-Employment Issues</td>
<td>Information on a variety of topics including job postings, interviews, references checks, and records retention.</td>
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<td><em>Sam Blasi, KASB Attorney</em></td>
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<tr>
<td>2:15 p.m.</td>
<td>Job Descriptions Blueprint</td>
<td>Outline for an effective Job Description, with a deep dive into considerations for each section.</td>
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<td><em>Ashley Rohleder, KASB Attorney</em></td>
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<tr>
<td>3:15 p.m.</td>
<td>Q &amp; A with KASB Attorneys</td>
<td></td>
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<tr>
<td>3:30 p.m.</td>
<td>Adjourn</td>
<td></td>
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**EVALUATION LINK:**