

Community Bankers Association of Georgia
presents

The 2010 CBA Workplace Law Membership Program



The CBA Workplace Law Membership Program is designed to provide affordable workplace law counsel and convenient and timely educational opportunities to those who have responsibility for workplace/employment and benefits law, including: Presidents, CEOs, Boards of Directors, Personnel & Human Resource Officers, Managers, Supervisors, Head Tellers and all staff who manage and supervise employees. The program offers affordable and reliable counsel to help you meet your workplace/employment law compliance requirements and to minimize or avoid costly lawsuits.



Workplace Law Provider

Over the past decade, E. Ray Stanford, Jr. and his colleagues have provided Workplace Law training and work law counseling services to the CBA. We are pleased once again to partner with Ray Stanford and Taylor|English to provide you with this program. Ray and the Workplace Law group at Taylor|English offer workplace representation and counsel for community banks in legal areas that range from traditional employment, benefits, and compensation to offsite staffing, violence/risk assessment, and intellectual property protection.

Taylor|English is a full service law firm built from the ground up to provide high quality legal services for optimal value. The firm was founded in 2005 and provides timely, creative and cost-effective counsel to help clients solve problems and achieve goals. They represent all types of clients—from Fortune 500 companies to start-ups to individuals. Taylor|English's general areas of practice include: Business Transactions, Corporate & Taxation, Employment, Labor & Immigration, Estate Planning, Wills & Trusts, Hospitality and Franchise, Intellectual Property & Technology Licensing, Workout and Foreclosure, Litigation & Dispute Resolution, Real Estate, Development & Construction and much more!

Membership

Annual membership in the CBA Workplace Law Program is in the bank's name. Typically the Workplace Law Program contact person is the Personnel & Human Resources Officer. This person would normally be registered to attend the Personnel & Human Resources Management Series and the telephone seminars. However, additional staff may attend these events at a discount price or as a substitute for the Personnel & Human Resources Officer. The annual membership fee includes major benefits such as:

1. Two hours of workplace law telephone counsel through Taylor|English;
2. Three workshops through the CBA Personnel and Human Resource Management Series;
3. Two complimentary telephone seminars covering workplace law hot topics; and
4. Electronic newsletter - *The WorkLaw Alert*.

The Manual

Taylor|English will provide detailed manuals for each workshop which incorporate work law requirements to help you meet your employment law compliance requirements. In addition, timely information will be provided to teach you the personnel & human resource skills necessary to keep up in today's fast-paced banking industry.

Program Features & Benefits

Workshops

Three times a year, full-day workshops are conducted to give you timely information about the latest workplace law regulatory changes and applications. Each workshop is a six-hour, in-depth look at workplace law topics. These workshops also create a forum to discuss current concerns or questions you may have regarding workplace law issues.

Attendees will receive a manual with a descriptive, "plain English" outline on each topic. In addition to serving as a reference guide and resource tool for your bank, the manual may include sample policies and forms for use in developing required policies and procedures as well as suggested training ideas.

CBA provides a brochure for each Personnel & Human Resources Management Workshop in the series, which identifies the topics that will be covered at each workshop along with the date and location for each workshop. To obtain this brochure and/or to register online, please visit our website at www.cbaofga.com or contact CBA.

Telephone Seminars

One-and-one-half-hour telephone seminars will be offered to the CBA Workplace Law Member banks throughout the year. These seminars are designed to provide timely information on subjects that may arise before or after one of the scheduled workshops. In addition, these seminars will provide a forum for you to interact with your peers.

Taylor|English Work Law Alert Newsletter

Periodically, the CBA Workplace Law Program member bank contact person will receive the Taylor|English *WorkLaw Alert* e-newsletter. The e-newsletter (a \$100 value) will address current workplace law developments and help the reader stay current with regulatory changes.

Workplace Law Program Telephone Counsel

Workplace Law Program member banks will receive two hours of telephone counsel with Taylor|English (a \$600+ value). Related counsel provided beyond two hours will be billed at the firm's reduced retainer rates.

To comply with applicable ethical requirements, all legal counsel will be provided solely by Taylor|English. \$200 of the Workplace Law Program fees will be allocated solely to legal counsel and the remaining fees will be used by CBA for workshop and telephone training expenses.

Certificates of Completion & Continuing Professional Education Credits

A Certificate of Completion is provided to each individual who has attended all three workshops. In addition, at the request of the participant in a CBA workshop and/or telephone seminar, CBA will provide a CPE letter indicating the number of CPE credits provided for the educational event.

How to Become a CBA Workplace Law Program Member Bank

To become a member of this valuable, convenient, and cost-effective program, simply complete the CBA Workplace Law Program membership form and send to CBA. Upon receipt of your membership form, CBA will invoice the bank for the membership fee. CBA will provide Taylor|English the email address for the contact person and Taylor|English will send the contact person the next *WorkLaw Alert* e-newsletter. Taylor|English will also provide the contact person with the Taylor|English telephone number and procedures to access the telephone workplace law legal counsel service.

Pricing

For the 2010 CBA Workplace Law Program, CBA members pay the reasonable price of \$1,000 for any one person to attend the three Personnel & Human Resource (HR) Management Series workshops and the two complimentary workplace law telephone seminars. This price also includes each workshop's manual, two hours of work law telephone counsel through Taylor|English and the periodic electronic Taylor|English *WorkLaw Alert* e-newsletter through December 2010. In addition, program members may send additional attendees for \$175 per person per workshop. There is no extra charge for multiple attendees to participate in the telephone seminars unless a separate phone line is utilized. In this case, the additional phone line fee is \$100.

Non-Workplace Law Program Members: For those banks who do not wish to join the 2010 CBA Workplace Law Program, the cost for all three workshops is \$585 for the first person and \$435 for each additional person from the same institution. Each individual workshop is \$245 for first person and \$225 for each additional attendee. For non-CBA members, the cost is \$1,200 per person for all three workshops or \$350 per person per workshop (prepayment required). Non-members may attend the Workplace Law Program telephone seminar(s) for a fee, as defined in the telephone brochure. Since most community banks do not have the time or resources available in-house to keep current on critical workplace law issues, participation in the Workplace Law Program is a way to minimize and/or avoid costly lawsuits.

Note: Members and Non-Members must register separately for each Personnel & HR Management Series Workshop & Telephone seminars.

Membership Form

Membership: Yes, I would like to join the 2010 CBA Workplace Law Membership Program. We understand that the annual fee of \$1,000 is for one person to attend all three workshops, the two scheduled complimentary telephone seminars, receive the Taylor|English *WorkLaw Alert* e-newsletter and two hours of Taylor|English telephone legal counsel service. Each additional attendee may attend the workshop at the discounted price of \$175. There is no extra charge for multiple attendees to participate in the telephone seminars unless an additional phone line is utilized. In this case, the additional phone line fee is \$100. If you become a member after the first 2010 seminar, the membership fee will be prorated.

Please complete the information below and return the Membership Form to CBA. You may also register to become a member online at www.cbaofga.com.

Bank/Company: _____

Billing Address: _____

City/State/Zip: _____

WORKPLACE LAW PROGRAM CONTACT PERSON:

Name: _____ Title: _____

Nickname for Badge: _____

Branch Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

The Workplace Law Program contact person must register for each of the three Personnel / Human Resources Management Series workshops and the Workplace Law telephone seminars using the registration form located on the brochure and/or the CBA website. Confirmation emails will be sent prior to the event. To register additional attendees, please use the Series brochure, visit our website at www.cbaofga.com or contact the CBA Education Department.

2010 Personnel/Human Resources Management Series Schedule

Workshop I: Thursday, February 11, 2010

Workshop II: Thursday, May 20, 2010

Workshop III: Thursday, October 7, 2010

***All 2010 workshops to be held in Macon*

2010 Workplace Law Telephone Series

Watch for details!