

# Fair Labor Standards Act in Arizona

Phoenix, AZ • January 20, 2012 • ID# 388712



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## Are you tangled in a web of confusing wage and hour laws?

Employee lawsuits and government agency enforcement actions for wage and hour violations are at an all-time high, especially in Arizona. Penalties on even small errors can be extremely costly for your business. Register today and get the information you need to stay current on the latest rules and regulations and to keep your labor costs down.

In today's competitive environment, your ability to effectively, economically and lawfully manage your company's payroll is paramount. Attend this seminar to get the essential guidance and insight you need to avoid missteps in this minefield of federal and state laws.

## Benefits for You

- Determine which employees are exempt from federal and state wage and hour law
- Find out what compensable working time really is
- Calculate overtime properly - every time
- Stay up-to-date on new laws and critical legal developments

## Faculty

Priority Code 15999

**David T. Barton**, *Quarles & Brady LLP*

**Sandra J. Creta**, *Creta Law Firm, PLLC*

**Tracy A. Miller**, *Ogletree, Deakins, Nash, Smoak & Stewart, P.C.*

**Deanna R. Rader**, *Gordon & Rees LLP*

For more information about our speakers, go to [www.lorman.com/ID388712](http://www.lorman.com/ID388712).

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**REGISTER NOW • [www.lorman.com/ID388712](http://www.lorman.com/ID388712)**

8:00 AM – 8:30 AM  
8:30 AM – 10:30 AM

### Registration

#### Introduction to the Fair Labor Standards Act

— David T. Barton

- Background on the FLSA
- What Is an Exempt Employee
- Independent Contractors
- I.R.S. Test
- Trainees; Volunteers; Undocumented Aliens
- Collective Bargaining Agreements
- Impact of State Laws
- Arizona's Minimum Wage Law and Wage Statute
- Child Labor

#### What Is an Exempt Employee?

- Exempt/Nonexempt Employees
- The Salary Requirement and Its Exceptions
- Executive, Administrative and Professional Employees
- Unusual Exemptions/Restrictions

10:30 AM – 10:40 AM

### Break

10:40 AM – 12:00 PM

### The Salary Requirement

— Tracy A. Miller

- What Does It Mean to Be Paid a Salary
- Are All Salaried Employees Exempt
- Deductions
- Bonuses or Other Additions to Salary
- Safe Harbor Provisions

12:00 PM – 1:00 PM

### Lunch (On Your Own)

1:00 PM – 2:15 PM

### Computing Work Time

— Sandra J. Creta

- 8 and 80 Exceptions and "Comp" Time
- Hours Worked, Meal and Rest Periods
- Before and After Activities
- On-Call, Training and Seminar, and Travel Time

2:15 PM – 3:05 PM

### Complying With the Minimum Wage

— Sandra J. Creta

- Average Earnings
- Commission or Piece Rate
- Room and Board or Tips

#### Determining Regular Rate of Pay

- Hourly and Salaried Nonexempt Employees
- Bonuses and Shift Premiums
- Exclusions

3:05 PM – 3:15 PM

### Break

3:15 PM – 4:30 PM

### Methods for Calculating Overtime

— Deanna R. Rader

- Average Salary or Earnings
- Meals or Incidentals
- Belo Agreement
- Overtime for Employees Who Earn Piece Rates or Two or More Rates
- Are There Things I Can Offset From Hours Worked

#### Government Employment

- Rules for Public Sector Employees
- Comp Time
- Occasional and Sporadic Employment
- Are There Exemptions for Small Departments

#### Recordkeeping and Documentation Requirements

- Policies, Notices and Agreements
- What Are the Penalties If My Records Are Bad

#### Enforcement

- DOL Audit
- What Must I Prove If I Am Sued
- Damages
- Criminal or Individual Liability

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Register Online at [www.lorman.com/ID388712](http://www.lorman.com/ID388712)

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- Yes!** I would like to attend. (\$319 per person)
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## Names of Attendees

PRIORITY CODE	15999	DISCOUNT CODE	F2716129
NAME			
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## Firm Information

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TELEPHONE	FAX	WEBSITE

## Approving Manager

NAME		
TITLE	EMAIL	

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### Fair Labor Standards Act



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TELEPHONE: 866-352-9539

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MAIL: Mail this form with payment information to:

Lorman Education Services  
Dept. 5382, P.O. Box 2933  
Milwaukee, WI 53201-2933

SEMINAR ID: 388712

## Where Is It?

Hotel Highland at Biltmore  
2310 East Highland Avenue  
602-956-5221  
Phoenix, AZ

## Who Will Be There?

This seminar is designed for human resource managers, payroll managers, presidents, vice presidents, controllers, office managers, accountants and attorneys.

## YOUR SEMINAR LEADERS

### David T. Barton

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- Partner with Quarles & Brady LLP
- Practices labor and employment law
- Frequently speaks and writes on employment law topics
- Listed in “Top Lawyers 2010” by *Arizona Business Magazine*
- J.D. degree, magna cum laude, Brigham Young University Law School; B.A. degree, magna cum laude, Brigham Young University
- Can be contacted at 602-230-5526 or david.barton@quarles.com

### Sandra J. Creta

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- Managing member of Creta Law Firm, PLLC
- Practices in the areas of labor and employment law and business litigation
- Frequently writes and lectures on topics relating to practice areas
- Member of the Arizona State Bar, Labor and Employment Section, and Animal Rights Section of the Arizona State Bar, and the Defense Research Institute
- J.D. degree, University of Texas; B.S. degree, summa cum laude, Arizona State University
- Can be contacted at 602-288-8610 or sandra.creta@cretalaw.com

### Tracy A. Miller

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- Shareholder in the Phoenix office of Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
- Practices in the areas of employment law and litigation
- Member of the American Bar Association, Labor and Employment Section and Litigation Section; State Bar of Arizona, Labor and Employment Section, Animal Law Section and member of the Executive Committee; and the Animal Legal Defense Fund, board member
- Rated as one of the “Southwest Super Lawyers” for three consecutive years
- Listed in “Top Lawyers in Arizona” by AZ Business Magazine for three consecutive years
- J.D. degree, cum laude, Harvard Law School; B.S. degree, summa cum laude, American University
- Can be contacted at 602-778-3700 or tracy.miller@ogletreedeakins.com

### Deanna R. Rader

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- Partner in the Employment Group at Gordon & Rees LLP
- Practices in the areas of employment law and commercial litigation
- Recognized expertise representing school districts, charter schools and private schools on a comprehensive range of issues
- Member of the National Council of School Attorneys, Arizona Council of School Attorneys and the Arizona State Bar, Employment and Labor Law Section
- Can be contacted at 602-794-2460 or drader@gordonrees.com