

## Topic

### **MANAGEMENT HOTLINE: The 10 Most Common Questions**

Bruce Matlock, an employment attorney, has answered the California Employer Advisory Council "Management Hotline" for more than 10 years. Matlock receives more than 100 questions each month from businesses throughout the State.

He will discuss the most common questions. In addition, Matlock will field all questions regarding labor and employment law, wage and hour queries, and human resources and personnel issues.

Please e-mail your question to [vnagle@edd.ca.gov](mailto:vnagle@edd.ca.gov) to ensure your question is answered.

## Who Should Attend

- Business Owners
- Employee Benefits Managers
- Human Resource Managers
- Office Managers
- Personnel Staff

## About the EAC

The Sonoma County EAC and Sonoma County Job Link are composed of employer volunteers representing a cross section of business and industry. The EAC was developed to promote a stronger partnership between the California EDD and the business community. Its commitment is to assist employers in conducting their business more effectively and efficiently, to provide information on employment-related issues, and to enhance the communication between EDD and the private sector.

These EACs are members of the California Employer Advisory Council.

For more information about EAC membership, meetings, or this seminar, call Valerie Nagle at (707) 576-2015 or e-mail [vnagle@edd.ca.gov](mailto:vnagle@edd.ca.gov).

## Information

Fees for this seminar may be tax deductible. Consult your tax specialist for details.  
**Nonprofit tax ID:** 68-0116829.

Sonoma County Employer Advisory Council's annual membership dues are \$60 per company. Join now and each attendee may participate in this seminar for the member discount.

Informative Web sites: [www.sonoma.ceac.org](http://www.sonoma.ceac.org) and [www.edd.ca.gov](http://www.edd.ca.gov)

No refunds for this event.

EDD, an equal opportunity employer/program, is a partner in this event. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made prior to the event by calling (707) 576-2015 (voice). TTY users, please call the California Relay Service at 711.



**The Sonoma County  
Employer Advisory Council  
In partnership with the  
Employment Development Department  
Present**

## *Management Hotline: The 10 Most Common Questions*



**Wednesday, January 13, 2010  
7:30 a.m. to 12 Noon**

**DoubleTree Hotel  
1 DoubleTree Drive  
Rohnert Park, CA 94928**



# Agenda

- 7:30 a.m. Registration and Breakfast Buffet
- 8:00 a.m. Welcome and Introduction of Speaker
- 8:10 a.m. MANAGEMENT HOTLINE:  
The 10 Most Common Questions
- Mid Morning Break
- 12 Noon Adjourn

# Speakers

## Bruce Matlock

Bruce Matlock is a California Attorney with more than 30 years of human resource experience. Matlock provides representation and consultation to a wide variety of employers throughout California. He is also the Legislative Chair for the California Employer Advisory Council (CEAC). He administers the CEAC "Management Hotline," providing legal assistance regarding employer-employee relationships for EAC members. Before entering private practice, Bruce was Director of Labor Relations for Price Clubs and Vice President of Human Resources for the administrative and reservation offices of Princess Cruises.

This employer seminar is provided for educational and informational purposes only; it does not constitute an endorsement of the curriculum or speakers by the State of California Employment Development Department (EDD) or by the Sonoma County Employer Advisory Council (EAC). Aside from staff designated to represent the EDD, we assume no responsibility for the accuracy, legality or content of the materials provided during this event.

# Registration



Please type, print clearly, or attach your business card. **One person per registration form please (use photocopies for additional attendees).** Fees for this seminar may be tax deductible. Check with your tax consultant for details.

Attendee name: \_\_\_\_\_  
 Company/organization: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City, state, zip code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 No. of employees: \_\_\_\_\_ Industry: \_\_\_\_\_

Space is limited. **Must register by January 6, 2010.**  
 Registration fee includes: Breakfast buffet, seminar materials, and parking.

Fee: member—\$65 nonmember—\$95

Substitutions welcome.

Make checks payable to: Sonoma County EAC

Mail with registration form to: **Sonoma County EAC**  
**P.O. Box 3185**  
**Santa Rosa, CA 95402**

Please indicate any special accommodations required: \_\_\_\_\_

**Note:** Funds collected exceeding the seminar cost will support future seminars or community employment and training opportunities.