

From: Joshua Gembicki, Executive Assistant to Timothy Snyder  
To: All Chairs – College of Arts and Sciences  
Date: November 29, 2007  
Subject: CAS Chairs Meeting – Thursday, December 6, 2007  
12:15 – 1:30 p.m. in Conference Center 113/114 (lunch at 11:45)

AGENDA:

Good morning all,

This is a reminder of the All Chairs meeting on Thursday, December 6th at 12:15 - 1:30 pm in Mangione Conference Center 113/114. Lunch will be available starting at 11:45 am.

Topic for All Chairs meeting: Required Presentation on Legal Liability for Supervisors

As a Loyola supervisor, you are faced with a host of legal considerations governing the treatment and rights of employees. The College is legally liable for the day-to-day actions of its supervisors and your understanding of key employment laws can help avoid costly litigation, increase employee productivity and improve morale.

Kathryn Hoskins, J.D., Loyola's counsel from Gallagher, Evelius and Jones, will provide an overview of essential employment law. It includes introductions to current federal laws regarding equal employment opportunity and discrimination, interviewing, reference checks, background checks, overtime pay, absenteeism, termination, and retaliation. Every Loyola supervisor is required to attend.

Thank you,  
Joshua

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