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Protecting Yourself and Your Company in Hiring, Firing,  
and Human Resource Issues

Presented By: STEVEN MITCHELL SACK, ESQ.

- I. Introduction - Why a job is an integral part of a person's life
- II. The HR Prospective
  1. Before Hiring: Avoid litigation through proper planning and execution.
    - a. the time to defend against the termination lawsuit begins before you hire
    - b. checklist of important pre-hiring concerns
  2. While Working: Remember, no good deed out of kindness goes unpunished.
    - a. checklist of important on-the-job policies to follow
    - b. how to properly conduct sexual harassment investigations
  3. Reducing Lawsuit Exposure from terminations
    - a. 11 things your company should know
    - b. pre-termination consideration checklist
    - c. poor references lead to expensive lawsuits
    - d. offering severance and other financial benefits
    - e. drafting Separation and Release Agreements
    - f. is it wise to contest unemployment compensation benefit claims?
- III. What Every Executive and Employee Must Know About Their Job Rights
  1. Negotiate the Job Properly.
    - a. finalize the deal in writing
    - b. Ten Questions to ask before accepting any job
  2. Recognize the Warning Signs Before Any Firing.
  3. Strategies to Take To Plan Ahead.
  4. Negotiating Strategies to Recover Maximum Compensation and Other Benefits.
  5. Resignations, Favorable Job References, Restrictive Covenants, Unemployment Benefits and Other Post-termination Issues.
- IV. Conclusion - Final Comments - *Samiento v. World Yacht, Inc.*
- V. Question and Answer Session