



John L. Knorek provides counsel and representation to large and small employers in all aspects of employment and wrongful discharge law. His practice also includes collective bargaining negotiations, affirmative action compliance, mediation and arbitration. He provides training to businesses on employment discrimination and preventative personnel practices, including family leave, disability law and sexual harassment. He is a founding co-editor of the Hawaii Chamber of Commerce's Desk Manual for Employers and its Model Employer Handbook.

Mr. Knorek serves as a member of the Board of Directors of the Chamber of Commerce of Hawaii and is Chair of the Human Resources Committee. He has also served on the Boards of Hospice Hawaii, Society of Human Resource Management – Hawaii and Le Jardin Academy. He received his JD in 1981 Georgetown University Law Center and holds a BA and MPA from the University of Cincinnati.



## MAUI NONPROFIT DIRECTORS ASSOCIATION

Invite you to participate in an Employment Law Workshop

### Employee Handbooks, What's In and What's Out Fair Labor Standards Act (FLSA) Update

*Presented by John L. Knorek, Esq.*

*Torkildson, Katz, Moore, Hetherington and Harris, Attorneys At Law*

Thursday, October 8, 2015

MEO Family Center at 99 Mahalani Street, Wailuku

1:30 p.m. to 4:00 p.m.

If your employee handbook hasn't been updated in the past six months, it's out of date. Your employee handbook can be an invaluable organizational tool...or an employment lawsuit waiting to happen. In recent years, Congress and state legislatures have been busy enacting laws that directly affect your employee handbook.

Join us and learn...

- Things that should be in a handbook – and things that shouldn't
- Common handbook errors that can land you in court
- How to avoid "the accidental contract"
- And more...

The U.S. Department of Labor's proposed changes to the Fair Labor Standards Act (FLSA) overtime regulations will impact individual sectors and industries, to include nonprofit employers.

Should every employee punch a time card? With new overtime compensation rules looming, it's time to prepare for change.

Find out about:

- Minimum Salary
- Overtime Compensation
- Exemptions
- Three Tests- Salary Level, Salary Basis and Duties Test
- Action steps to get you prepared

Free to MNPD members and their staff or board members  
RSVP to reserve a seat at [mauinonprofit@gmail.com](mailto:mauinonprofit@gmail.com) no later than Friday,  
October 2, 2015. Space is limited.