

## LSUS Small Business Development Center

*A partnership program with the Small Business Administration, Louisiana Economic Development and LSUS*

# Hiring & Firing Essentials

**A Legal Guide for Small Business Owners**

**9 a.m. to noon March 18 \$35**

**LSUS Business/Education Bldg. Room 119**

A small business owner considering hiring employees faces many legal questions such as:

- **What questions can you ask a prospective employee?**
- **What type of employee contract do I need?**
- **What is the best way to handle the termination meeting?**

This workshop covers the dos and don'ts of hiring and firing as well as gives an overview of other basic employment law issues such as workers' compensation, employee vs. independent contractor, personnel policies, employee handbooks, maintaining employee records and anti-discrimination laws.

This workshop will be taught by **Price Barker**, a shareholder in the law firm **Cook, Yancey, King, and Galloway** in Shreveport.

His practice is devoted to representing employers in all aspects of **labor and employment law** and **workers' compensation**. Mr. Barker represents clients in collective bargaining, union campaigns, and in state and federal courts, as well as before various federal and state agencies, including the National Labor Relations Board, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor and the Louisiana and Texas Commissions on Human Rights.

He assists clients in the development of policies and procedures, the drafting of employment contracts and other agreements, and the counseling, discipline and termination of employees. Mr. Barker received his law degree from **Louisiana State University** and his undergraduate degree in business administration from **Louisiana Tech University**.

The Small Business Development Center will not discriminate against anyone based on color, sex, race, religion, creed or ethnic background. Special arrangements for handicapped individuals will be made with reasonable prior notification.

The LSUS SBDC is a service center of the Louisiana Small Business Development Center (LSBDC). The LSBDC operates in partnership with the U.S. Small Business Administration under Cooperative Agreement Number 9-603001-Z-0019-5 and the Louisiana Department of Economic Development. The support by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of the cosponsor(s) or participant's opinions, products or services.



**Louisiana SBDC at LSUS**

Pre-registration and pre-payment are required for this workshop because space is limited. Enrollment is on a first-come, first-served basis. Deadline is March 13. For more information, call 797-5144.

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

You may call 797-5144 to register by phone with a major credit card or make \$35 check payable to Louisiana SBDC and mail to:

LSUS Small Business Development Center  
One University Place  
Shreveport, LA 71115