

## Speakers

### Jon Light

#### *Sexual Harassment Training*

With over 30 years of experience, Attorney Jon Light offers employment counsel and training programs to companies of all sizes to reduce liability and protect against lawsuits. Jon has shared his expertise with clients through:

- Periodic employment law updates and free roundtable discussions for small groups.
- Sexual harassment avoidance training for managers and staff.
- Management strategies for hiring, layoffs, reviews, discipline, and terminations.
- Strategies for protection of proprietary information and trade secrets.

### Yu-Ting Adler

#### *I-9 Form & E-Verify Information*

Yu-Ting Adler is a Management and Program Analyst in the Outreach Branch, U.S. Citizenship and Immigration Services (USCIS), Verification Division, in Los Angeles, CA. As part of the Outreach Branch, Yu-Ting educates employers and the public on programs supported by the Verification Division including: E-Verify, Form I-9, and my E-Verify.

Prior to USCIS, Yu-Ting worked with various industries which included the Department of Defense, insurance industry, education, and military service. Yu-Ting proudly served in the Army and was deployed to Iraq during Operation Iraqi Freedom. Yu-Ting earned her Master of Arts in Psychology from California State University, Fullerton.

## About the EAC

The San Gabriel Valley Employer Advisory Council (EAC) is composed of employer volunteers representing a cross section of business and industry. The EAC was developed to promote a stronger partnership between the California Employment Development Department (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 the EDD and the private sector.

This EAC is a member of the California Employer Advisory Council.

For more information about EAC membership, meetings, or this seminar, call Jennifer Chang at 626-960-1293 or email [Jennifer.Chang@edd.ca.gov](mailto:Jennifer.Chang@edd.ca.gov).

## Information

HRCI: This seminar is pre-approved for 3.25 recertification credit hours toward PHR, SPHR, and CPHR recertification through the HR Certification Institute.

SHRM: This program is valid for 3.25 PDCs for the SHRM-CP or SHRM-SCP.

An E-Certificate of Completion is provided by request only. Send your request via email to [jchang@edd.ca.gov](mailto:jchang@edd.ca.gov).

NOTE: No refunds or seminar credits after Monday, December 3, 2018.

The 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 626-814-8234 (voice). TTY users, please call the California Relay Service at 711.

The San Gabriel Valley  
Employer Advisory Council  
in partnership with the  
Employment Development Department  
present

## Sexual Harassment Training & Completing the New I-9 Form and E-Verify Information



Wednesday, December 5, 2018

8:15 a.m. to 12:30 p.m.

Diamond Bar Center

1600 Grand Avenue  
Diamond Bar, CA 91765



**EDD** Employment  
Development  
Department  
State of California

## Topics

### Sexual Harassment Training

(Speaker: Attorney Jonathan Light)

Join Attorney Jonathan Fraser Light as he presents two hours of state-mandated interactive training for supervisors at companies with 50 or more employees. The program includes all aspects of handling harassment complaints, investigation, legal requirements, policy elements, definitions, and examples. Acknowledgment forms and updated harassment policies will be provided.

### I-9 Form & E-Verify Information

(Speaker: Yu-Ting Adler, USCIS)

Do you have a Form I-9 for every employee you hired after November 6, 1986? Federal law requires that every employer who recruits, refers for a fee, or hires an individual for employment in the U.S. to complete a Form I-9, Employment Eligibility Verification, for a newly hired employee. Form I-9 helps you verify your employee's identity and employment authorization. A Management and Program Analyst from the U.S. Citizenship and Immigration Services (USCIS), Verification Division, will discuss how to properly complete a Form I-9 for your employee.

The presenter will also introduce E-Verify and how this free internet-based system will help you ensure a legal workforce. You will learn about:

- Form I-9 requirements.
- How to complete Forms I-9 for newly hired employees.
- How to correct mistakes on an I-9.

## Who Should Attend

- Business owners
- Employee benefits managers/staff
- Financial officers
- Human resource managers/staff
- Industrial relations managers
- Managers/supervisors

## Agenda

- 7:30 a.m. Check-in
- 7:30 a.m. Breakfast
- 8:15 a.m. Welcome & Overview of the Seminar-Dr. Jennie Wong, SGV EAC Chairperson
- EDD Information
- 8:30 a.m. Sexual Harassment Training (speaker: Attorney, Jonathan Light)
- 9:45 a.m. Break
- 10:00 a.m. Sexual Harassment Training (Continued)
- 10:45 a.m. Break/Box Lunch
- 11:00 a.m. I-9 form & E-Verify (speaker: Yu-Ting Adler, USCIS)
- 12:15 p.m. Raffle & Closing
- 12:30 p.m. Adjourn

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 San Gabriel Valley 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. Use photocopies for additional attendees.** Fees for this seminar may be tax deductible. Check with your tax consultant for details.

Name of attendee: \_\_\_\_\_  
Title: \_\_\_\_\_

Company/organization: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Payment and/or registration for this event is available through: Eventbrite at \$95 + 5.74 (service fee).

Make checks payable to: San Gabriel Valley EAC  
Mail with registration form to: **San Gabriel Valley EAC**  
**P.O. Box 5080**  
**Diamond Bar, CA 91765**

Please indicate any special accommodations required: \_\_\_\_\_  
*Note: Funds collected exceeding the seminar cost will support future seminars or community employment and training opportunities.*