



PRESENT

Drug-Free Workplace Policies

How to Protect Your Business & Employees

Featuring Karen O'Connor of Barran Liebman Attorneys

Thur, Oct 18
1:00-4:00 pm

– OR –

Tue, Oct 23
1:00-4:00 pm

Clackamas Community College
Wilsonville Campus
29353 SW Town Center Loop E.
I-5 Exit 283 to Town Center Loop

Clackamas Community College
Harmony Campus
7616 SE Harmony Rd, Milwaukie
I-205 Exit 13 to Harmony Rd

About the Seminar

This comprehensive, interactive workshop focuses on how to develop or strengthen your company drug and alcohol policy. You'll learn why a policy is critical to attracting and retaining quality employees and to maintaining a safe and productive workplace.

Many businesses have reduced absenteeism, work-performance problems, accidents and worker's comp claims/premiums by developing and enforcing a substance-abuse policy.

The seminar is held at college computer labs, allowing all participants to create or update and save for later retrieval a legally defensible workplace drug and alcohol policy.

The seminar specifically covers:

- Essential components of a policy, including prohibitions and consequences for policy violation
- Policy enforcement, including drug testing
- Confidentiality requirements
- How to avoid negligent hiring and retention claims
- How to manage prescription medication and medical marijuana issues

Sponsored by Workdrugfree Oregon and Barran Liebman LLC

\$35 for Chamber members | \$45 for non-members

includes afternoon snack & training materials

Seating is Limited—Advance Registration Required
Call Clackamas Community College at 503-650-7363
or use registration form on backside

About the Presenter



Karen L. O'Connor is a partner at Barran Liebman LLP and represents management in employment and labor-law matters. Karen concentrates her practice in the areas of employment litigation and employment-related advice, and is a frequent trainer on human resources issues, including

drug and alcohol policies and testing, discrimination, harassment, the Americans with Disabilities Act and leave-law issues. Her litigation practice includes representing clients in federal and state court, as well as in front of BOLI and the EEOC.

She received her J.D. degree from University of Oregon, where she acted as the Editor in Chief of the *Oregon Law Review* and was the recipient of the Wayne Morse scholarship. She served as a judicial clerk to The Honorable Malcolm F. Marsh of the US District Court for the District of Oregon from 1995 to 1997. She is admitted to practice in Oregon and Washington.

Cosponsored by the Chambers of Commerce of Canby, Lake Oswego, Molalla, North Clackamas County, Oregon City, Sherwood, West Linn and Wilsonville and Clackamas Community College / Small Business Development Center

October 2007 Chamber of Commerce Business Seminar

Drug-Free Workplace Policies

How to Protect Your Business & Employees

Featuring Karen O'Connor of Barran Liebman Attorneys
Sponsored by Workdrugfree Oregon

Produced by the Portland Metro Chambers of Commerce Business Excellence Consortium
Chambers of Commerce of Canby, Lake Oswego, Molalla, North Clackamas County, Oregon City, Sherwood, West Linn and Wilsonville in conjunction with Clackamas Community College and the Small Business Development Center



CHAMBER OF COMMERCE BUSINESS-SEMINAR REGISTRATION FORM

Social Security # or Student ID # * _____ Birthdate** _____ Today's Date _____

Name _____
Last First Middle Previous

Organization _____ Title _____

Mailing Address _____
Street/PO Box City State Zip County

Phone _____
Work Home Cell/Other

E-mail Address _____

* Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Please read the statement in the Schedule of Classes which describes how your number will be used. Providing your Social Security number means that you consent to the use of the number in the manner described

**Attendees under the age of 18 may need additional permissions before registering for classes.

Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. The College's commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the college.

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Ethnicity <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White/Non-Hispanic <input type="checkbox"/> Black/Non-Hispanic Residency/Student Type (Required for tuition purposes) <input type="checkbox"/> In State (US citizen or permanent resident of Oregon, CA, ID, WA or NV 90 days prior to first day of class.) <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Other <input type="checkbox"/> Out of State <input type="checkbox"/> US citizen and permanent resident outside of Oregon, CA, ID, WA or NV <input type="checkbox"/> International Student (requires I-20) <input type="checkbox"/> International Visitor (B, J, H or other)	Intended Academic Program Program Code/Title _____ Previous College Attendance <input type="checkbox"/> Yes <input type="checkbox"/> No Name of School _____ Reason for Enrolling <input type="checkbox"/> Transfer classes <input type="checkbox"/> Reading/Writing/Math <input type="checkbox"/> Learn job skills <input type="checkbox"/> Learn English Language <input type="checkbox"/> Update job skills <input type="checkbox"/> Personal Interest <input type="checkbox"/> High school completion/GED <input type="checkbox"/> Other <input type="checkbox"/> Explore career/academics
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CRN#	Seminar Title	Credit/CEU	Date & Time	Location	Cost
SBM-009	Drug-Free Workplace Policies by Karen O'Connor	0.3 CEUs	Thur, Oct 18, 2007 1:00 - 4:00 pm	Clackamas Community College Wilsonville Campus 29353 SW Town Center Loop E. 503-657-6958, ext. 4609	<input type="checkbox"/> \$45 Non-chamber member <input type="checkbox"/> \$35 Chamber member/student List Chamber Affiliation:
SBM-009	Drug-Free Workplace Policies by Karen O'Connor	0.3 CEUs	Tue, Oct 22, 2007 1:00 - 4:00 pm	Clackamas Community College Harmony Campus 7616 SE Harmony Rd, Milwaukie 503-657-6958, ext. 3146	<input type="checkbox"/> \$45 Non-chamber member <input type="checkbox"/> \$35 Chamber member/student List Chamber Affiliation:

I authorize Clackamas Community College to release my class information to my employer and sponsoring chambers of commerce while I am employed and participating in college-chamber sponsored classes.

Signature _____ Date _____

For Payment by VISA/Mastercard/Discover only <small>CCC does not accept American Express</small>	Card # _____ Exp _____
	Name on Card _____
	Signature _____

Send Registration to:

Clackamas Community College
Attn: Sharon Wood
7616 SE Harmony Rd.
Milwaukie, OR 97222

By Fax: 503-650-7356

For more information and to register via phone, call

Sharon Wood, Customized Training Project Coordinator for Clackamas Community College, at 503-650-7363

To register for these seminars, use the form above or call Clackamas Community College, Sharon Wood, at 503-650-7363.