



## BUSINESS@BREAKFAST

**Six-Part Series on Employment Law**  
**\$25 Chamber members - \$35 non-members per session**  
**Hot Breakfast, Legal Tips and Q&A**  
**Hampton Inn, 48 Industrial Park Road, Saco**

**PRESENTED BY:**  
**PERKINS THOMPSON LAW FIRM**

**Part 1 - April 26: *Employees Gone Wild: Legal tips on employee misuse of social media***  
Employees use social media on a daily (or hourly!) basis. Can (and should) an employer monitor an employee's use of social media? What happens when an employee goes rogue? Can an employer discipline its employees for use of social media during work? What about the content of social media posts? Do different rules apply to prospective employees (i.e., what can employers consider during the hiring process)? As the landscape changes, it is important that employers know how to handle their employees' use (and misuse) of social media.

**Part 2 - May 24: Legal Checklist for Startups and Small Business Owners**

From writing a business plan to financing your new venture, building a business takes vision and hard work. But before you can get up and running, it also requires planning. In this workshop, we'll provide an overview of important legal issues faced by small businesses. We'll cover tax and other considerations involved in choosing an entity, startup financing options (and realities), resources available to small business owners, and basic questions regarding how to legally protect your idea and company owners.

**Part 3 - June 21: Under the Influence in the Workplace?**

With the legalization of marijuana in the workplace, how do employers' combat drug and alcohol use in the workplace? Do you have the proper policies and procedures in place to discipline employees who arrive at work under the influence? Before drug testing its employees, an employer must have a policy approved by the State of Maine. Approval can be a long, complicated process. However, there are cost effective ways to combat drug and alcohol abuse in the work place: education, training, and written policies.

#### **Part 4 - July 19: Trademark Basics: What Every Business Owner Should Know**

What is a trademark? How do trademarks, copyrights, patents, domain names, and business name registrations differ? When does it make sense to trademark your business name and logo (and when does it not)? How to run a trademark search and when should you call an attorney to assist with the registration process? How can business owners protect and enforce their trademark rights? We'll provide an overview of what every business owner should know about trademark law.

#### **Part 5 - September 20: Employment Law 101: Best practices for employers**

When a small business begins to grow, bringing on new employees can be an exciting experience. However, being an employer can be fraught with traps for the unwary. Are you properly classifying your employees? Paying them properly? What policies and procedures do you need in place to set proper expectations for your employees? How do you discipline or terminate your employees without fear of being sued? A quick overview of important employment laws and practices can help take the mystery out of being an employer.

#### **Part 6 - October 18: Contracting Best Practices:**

In the age of Google, you can find almost anything on the internet. How about legal contracts? Yep, it's easier than ever to find free online contract forms. But what do all those boilerplate provisions really mean? In this workshop, we'll discuss the fundamental elements of business contracts, including how to draft solid agreements that mitigate the possibility of future disputes, best practices in negotiating key contract terms, and how to respond if a dispute does arise.

**Interested in attending one, a few, or all contact the Chamber 282-1567 or  
[pj@biddefordsacochamber.org](mailto:pj@biddefordsacochamber.org)**