What You Should Know About Contracts and H. R.

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Presented By:
Stephen L. Shields
Mid-South Community Justice & Mediation Center
(901) 609-5269
www.cjammediation.org
I. What Is A Contract?

• Agreement to do something

• An agreement between two or more persons (or on behalf of companies) which creates an obligation to do or not do a particular thing.

• May be oral
C. We Did Not Intend To Create A Contract – BUT -!

- Unintentional/Unilateral

- By operation of law
II. Types Of Contracts - Examples

- Vendors
- Lease
- Employment
- Partner/Affiliate
- Government
- Consultants
- Grants
- Membership
- Volunteer
- Tradeshows
- Separation Agreements
III. Potential Landmines

- Choice of law and choice of forum
- Prevailing party/Attorney Fees
- Dispute resolution
- Arbitration clause/scope-place
- Incorporation by reference
- Limitation of liability
- Indemnification clauses
- Cooperation clauses
- Scope of services
- Subsequently issued
- Evergreen/Termination
- Insurance
- Right to subcontract
- Successors and assigns
IV. Employment Law

• At-Will

• Unilateral Contracts

• Bi-lateral Contracts
Hiring

• Applications

• I-9

• Offer Letters

• Important Information

• Employee Handbook
Wage & Hour

• Independent Contractor vs. Employee Status

• Exempt/Non-Exempt
IV. Negotiations

- Know your stuff
- Don’t be needy
- Have an agenda
- Negotiate!
DISCLAIMER

The seminar materials are intended to be general information and is not to be considered legal advice. Specific questions should be addressed to your legal counsel.