CHAPTER:
SAN ANTONIO

CONTACT:
LORETTA RODRIGUEZ, CDFA
KIMLEY-HORN
601 NW LOOP 410, SUITE 350
SAN ANTONIO, TX  78216

PROGRAM TITLE:
KEY EMPLOYMENT LAWS TO PROTECT
YOU AND YOUR BUSINESS

DATE OF PRESENTATION:
THURSDAY, JUNE 27, 2019

PRESENTER:
NATALIE ROUGEUX, MANAGING MEMBER
AND CEO OF ROUGEUX & ASSOCIATES, PLLC

ATTENDANCE:
26 ATTENDEES

LOCATION:
THE AMERICAN INSTITUTE OF ARCHITECTS (AIA)
- SAN ANTONIO CHAPTER
1344 SOUTH FLORES ST, SUITE 102
SAN ANTONIO, TX 78204

CE UNITS:
4 HSW/LU

PEG:
HUMAN RESOURCES
OFFICE ADMINISTRATION
PROGRAM OVERVIEW:
Each year the San Antonio Chapter of SDA challenges itself to bring a full- or half-day educational program to its members and the broader AEC community, in addition to monthly Networking Meetings, where our CDFAs and others can continue their professional education. Previous seminars have included a half-day on the American Institute of Architecture (AIA) Contract Documents, a hands-on InDesign tutorial, and a full-day BusinessTrak seminar.

In 2019 the chapter recognized that as State and Federal Laws which govern the Employer/Employee relationship change the landscape of employment, it is important for Employers to stay in-the-know and ensure that they are in compliance with these laws.

To this end, the chapter connected with Natalie Rougeux, a Managing Member and CEO of Rougeux & Associates, PLLC. Ms. Rougeux is a University of Texas at Austin alumna and is board certified in Labor & Employment Law by the Texas Board of Legal Specialization. She was named one of the Best of 2018 Employment Lawyers by Scene in San Antonio and is a Senior Professional in Human Resources.

For those members with smaller design firms, this was a unique opportunity for a deep-dive into employment law and to have their questions answered by a well-regarded and experienced lawyer, without paying expensive fees or attending a webinar that might not be relevant to our local area.

SDA San Antonio invited Natalie to link with us at a shorter hour-long networking meeting, which was a crucial step in the planning process. At this luncheon she presented to the group on the #MeToo movement and the workplace impacts. Her engaging speaking style, her expertise in the subject matter, and her willingness to tackle even the most uncomfortable subjects in a unique way convinced the Educational Committee that she would be perfect for our half-day seminar.
Learning objectives for the half-day presentation consisted of the following topics:

- Employee Handbook
  - What should and should not be included?
  - How often should companies review and update handbooks?
  - Social Media and Other Key Policies
- Texas Wage & Labor Laws
  - Exempt versus Non-Exempt Employees and understanding the difference
  - Employee versus Independent Contractor and understanding the difference
- Harassment
  - Thinking beyond the #MeToo movement
- Protected Differences
  - Understanding your liability as an employer
- General Record Keeping
  - What should you keep?
  - Where should records be kept?
  - And for how long?

The presentation was scheduled as a half-day seminar for four hours to provide the opportunity for in depth discussion into each of the objectives.

While we would have liked to have more attendees, we were pleased with the group size of 26, which allowed for plenty of question-and-answer time. Natalie provided handouts and copies of her slides.

Members of SDA San Antonio continue to connect with Natalie throughout the year. She has invited us to her firm’s annual conference and offers informative (and funny!) newsletters each week. Natalie’s firm has been instrumental in updating administrators regarding changes to our local paid sick leave provisions, and, of course, the broader events happening in our country with the COVID-19 crisis. Our connection with her has truly enriched our network and will provide value for a long time to come.
BEST PRACTICES:

Timing is everything
SDA San Antonio has an Education Committee to identify a topic and plan the seminar each year. Our speaker this year came through a connection from one of our newer chapter members, whose firm had been a client of Ms. Rougeux.

If you advertise, they will come
All the SDA San Antonio events are advertised through email networks and across social media, including Facebook, LinkedIn, and Instagram. The seminar was advertised in three standalone emails from AIA and mentioned in four of their weekly dispatch emails. Both registration and payment for the seminar was taken online through the AIA website’s event functionality, which our member, Belinda Sanchez of AIA, was happy to manage for our chapter.

Location, location, location
The San Antonio Chapter advertised the seminar in conjunction with AIA San Antonio to help us reach a bigger audience. AIA has a meeting space that accommodates 40 attendees and is offered free of charge to the architecture/engineering/construction (AEC) community. The AIA offices are well-known throughout San Antonio and are centrally located for easy access. The seminar included breakfast and coffee break to all attendees from a local caterer with whom we have an excellent working relationship.

It’s not about the money
For our extended program, SDA San Antonio gives careful consideration to the cost charged for attendance. For this four-hour session we offered an early-bird rate of $75 to encourage early registration, which in turn helps with planning. The early-bird rate was available for two weeks followed with the standard rate of $95 for registrants offered for a full month prior to the event.
It’s important to our chapter to strike the balance between making our educational programming widely accessible, while also conveying the quality and commitment of our program. And although this event is typically a source of funding for our annual budget, it is not the main purpose of coordinating and holding this event.

In addition to offering valuable continuing education unit (CEU) hours to our Certified Design Firm Administrators (CDFA), our strategic partnership with AIA San Antonio allowed us to offer this program to AIA member architects as CEU credits towards their licensure as well.

**Lessons learned**

After having a full-day program the year prior, this event confirmed our suspicions that a half-day program was the preference of our members and colleagues.

Through different programs over the years, we’ve learned that not only are in-person trainings preferred but also better attended. This year allowed us the opportunity to perform a “trial run” with Ms. Rougeux at one of our hour-long networking meetings and determine that her topic would be a good fit for the goals of the program. Ms. Rougeux was very supportive of our community goals and was very generous with her time.

Going forward, we will continue to focus on “hot” topics relevant with current trends. Interestingly enough, during our strategic planning session in December of 2019, our Education Committee had begun considering an industry roundtable on preparing for an economic recession. None of us could have guessed just how relevant this topic would become.

If there was just one thing that we could share with another chapter, it would be: don’t go it alone. Our committee structure works very well to support each other through these large events, including Design Treasures and CANstruction. Lean on your team and check in with your membership to get their input on topics and speakers. You never know who could have the right connection to make your event a success.
YOU'RE INVITED TO A 1/2 DAY SEMINAR:
KEY EMPLOYMENT LAWS TO PROTECT
YOU AND YOUR BUSINESS
THURSDAY, JUNE 27TH 8:00 A.M. - NOON - CHECK IN STARTS AT 7:30 AM

As State and Federal Laws that govern the Employer/Employee relationship change the landscape of employment law, it is important for Employers to 'stay in the know' and ensure they are in compliance. Business Owners, HR Professionals, and Managers will benefit from this presentation. Below is an outline of the topics that will addressed in this ½ Day Seminar.

HANDBOOK
- What should/shouldn't be included
- How often should companies review/update
- Social Media and Other Key Policies

HARASSMENT
- Thinking Beyond the #MeToo Era

PROTECTED DIFFERENCES
- Understanding your liability as an Employer

TEXAS WAGE & LABOR LAWS
- Exempt versus Non-Exempt – Understanding the Difference
- Employee versus Independent Contractor – Understanding the Difference

GENERAL RECORD KEEPING
- What/Where/How Long?

REGISTER AT WWW.AIASA.ORG
$75 EARLY BIRD BEFORE MAY 30
$95 AFTER MAY 30TH

EARN 4 HSW/LU

Natalie Rougeux, Managing Member and CEO of Rougeux & Associates PLLC

A University of Texas at Austin alumna, Natalie is board certified in Labor & Employment Law by the Texas Board of Legal Specialization. She was named One of the Best of 2018 Employment Lawyers, by Scene in San Antonio, and is a Senior Professional in Human Resources.
Annual Half Day Seminar - Employment Law
by Andrea Munoz

Every year, SDA and AIA San Antonio team up to offer an educational half day seminar to their respective memberships. This year, the topic selected focused on Employment Law. Always a relevant topic to all industries, but even more so now as the landscape of employment law continues to rapidly evolve.

Selected speaker, Natalie Rougeux, a board certified Labor & Employment Law attorney presented on June 27th at AIA San Antonio Center for Architecture. Natalie’s presentation included numerous hot topics for employers that varied from workplace harassment, handbook musts, ADA clarifications, FMLA issues, I-9 Compliance and so much more. Highlights of the presentation included:

- Companies were urged to make sure that employees and management are educated in this area because offensive conduct based on race, color, religion, sex, national origin, age, disability or genetic information will not be tolerated.
- Making sure your handbook is equipped with up to date policies and procedures
- Employers must be able to make reasonable accommodations for disabilities that have been diagnosed by a physician
- Company size matters when it comes to FMLA
- Reminder to self-audit I-9s to avoid penalties

In a nutshell, “Lazy leadership leads to lawsuit”.
Society for Design Administration - San Antonio Chapter added an event.

May 23, 2019

THU, JUN 27, 2019

Employment Law Seminar
AIA San Antonio

Society for Design Administration - San Antonio Chapter

May 30, 2019

The early bird rate for the Employment Law seminar expires today. Don't miss out on this incredible deal.

https://aiasa.org/employment-law-seminar/

AIASA.ORG

Employment Law Seminar – AIA San Antonio
Society for Design Administration - San Antonio Chapter

June 19, 2019 • 🌐

Ensure compliance with State and Federal Employment Laws by attending SDA and AIA's 1/2 day seminar by Natalie Rougeux. You won't want to miss it. [https://aiasa.org/employment-law-seminar/](https://aiasa.org/employment-law-seminar/)

AIASA.ORG

Employment Law Seminar – AIA San Antonio

---

Society for Design Administration - San Antonio Chapter

June 6, 2019 • 🌐

Handbook, Harassment, Texas Wage and Labor Laws, Protected Differences and General Record Keeping. If any of these terms pique your interest, the Employment Law seminar by Natalie Rougeux is for you. Sign up here: [https://aiasa.org/employment-law-seminar/](https://aiasa.org/employment-law-seminar/)