

**HR LAW CONSULTANTS  
EMPLOYMENT LAW ADVICE  
HUMAN RESOURCES CONSULTING  
WORKPLACE TRAINING, AUDITS & INVESTIGATIONS**

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### **Jane Kow's Bio**

Jane Kow has practiced employment law and provided human resources consulting services on behalf of employers for 30 years. Following graduation from NYU School of Law in 1993, she practiced at prominent law firms, where she represented employers of all sizes and across industries in employment disputes. She also served as Senior Counsel and the sole employment lawyer at a Silicon Valley based company with 75 locations worldwide, before founding HR Law Consultants in 2002.

Her practice focuses on advising, training, auditing and investigating workplaces to ensure compliance with federal, state and local workplace laws. Jane Kow has testified before the Commissioners at the EEOC headquarters in Washington, DC on employer best practices on preventing and investigating workplace harassment and how to conduct effective workplace investigations.

### **Legal Advice for Employers On Personnel Policies and Practices**

Jane Kow routinely advises and trains workforces on all aspects of workplace laws, including sexual harassment prevention, investigating and resolving workplace complaints, legal issues of supervision, regulating employee's social media use, documenting employee misconduct and performance issues, managing employee medical leaves, and providing reasonable accommodations for employees with disabilities, and conducting internal audits of wage and hour practices, and a variety of other employment law compliance issues. She has been retained as a trial expert to provide consulting services and to testify in a number of cases on human resources best practices, workplace investigations and workplace disability accommodations.

### **Workplace Investigations and Audits**

Jane Kow has personally investigated a variety of claims involving employee misconduct, all forms of discrimination and harassment, retaliation, and workplace violence. She has handled scores of investigations involving complaints against corporate executives and leaders of non-profit and public organizations, including those involving the Chief Executive Officer, General Counsel, Managing Partners, and the head of Human Resources of privately held companies, publicly traded corporations, government agencies, prominent law firms, and religious organizations, to name just a few.

She has also conducted comprehensive audits of workplace practices, policies, and procedures to ensure compliance with a variety of employment, and wage and hour laws, including an examination of a company's pay practices to ensure timely and accurate payment of overtime, missed meal periods and rest breaks, proper employee vs. independent contractor classifications and salaried (exempt) vs. hourly (non-exempt) classifications.

### **Customized, Interactive and Practical Training On A Variety of Workplace Topics**

She has trained hundreds, if not thousands of human resources, employee relations professionals, managers, lawyers, and judges on these and other topics. She routinely provides customized, interactive sexual harassment prevention training for workplaces consistent with the requirements under AB 1825 California's workplace sexual harassment prevention law. Jane Kow frequently provides customized training on best practices to prevent disability discrimination in the workplace and obligations to engage in an "interactive dialogue" with employees with disabilities to determine reasonable workplace accommodations.

Jane Kow has taught Employment Law classes at the University of California at Berkeley Extension Program in Human Resources and Legal Issues of Supervision classes at San Jose State University's Professional Development Center in the Business and Management Program. She is a frequent speaker at seminars and conferences sponsored by human resources, legal, disability organizations, as well as government agencies such as the California Judicial Council/Administrative Office of the Courts, State Bar of California, American Bar Association, Department of Labor, Equal Employment Opportunity Commission, Disability Management Employers Coalition, the Northern California Human Resources Association, and Silicon Valley Women in Human Resources (now known as Bay Area Human Resources Connections).

### **Special Guest Appearances On Radio Programs**

She was a special guest on "Employment Solutions at Your Fingertips: Social Media and the Workplace," on a live 1220 AM radio broadcast from The MONEYSHOW, Marriott Marquis, San Francisco, CA. She was a guest on "Your Call" 91.7 FM KALW (NPR affiliate station) on "Sexual harassment and the Consequences of Inaction" in work and academic settings. She also appeared on the "Know Your Rights" program on KALW 91.7 FM local radio (part of the NPR digital network), discussing reasonable accommodations for employees with disabilities, rights to medical privacy under the Americans with Disability Act ("ADA") and Genetic Information Non-discrimination Act ("GINA"), among other hot button issues related to workplace disability accommodations.