

Employment law issues can potentially occupy a significant amount of management time and generate time consuming and costly administrative complaints or lawsuits. In order to avoid the loss of productivity, negative publicity, legal fees and costly verdicts, management and personnel professionals must be knowledgeable about the latest legal developments in labor and employment law...

Public Sector Employment Law

May 15, 2007

A special training event for supervisors, managers, executives and HR professionals sponsored by the Division of Personnel

Presented By:



For over 30 years, the Council has provided high-quality employment law, workers' comp and HR training to business professionals across the U.S. attended by over **one million participants**.

What You Will Receive:

- A seminar facilitated by a leading employment law attorney
- Practical knowledge, advice and tools you can use in the real world
- Information researched with other professionals to ensure the issues covered in the seminar are relevant
- Technically accurate and comprehensive supporting materials

Time: 8:30 AM – 4:30 PM

Location: Truman Building
Room 490-492

COST: \$189.00

Seminar Topics:

Avoiding Discrimination and Managing a Diverse Workforce

- Understanding the key terms in state and federal discrimination laws: what practices are prohibited and what groups are protected?
- What constitutes a "disability" under the ADA and what "reasonable accommodations" are required?
- Preventing discrimination liability—race, national origin, religion, sex, age and disability
- Accommodating religions preferences—how far should you go?
- National origin discrimination and "English only" policies

Steering Clear of Legal Landmines in the Interviewing and Hiring Process

- Questions you can and cannot ask under federal discrimination laws
- Avoiding hidden liability traps in implementing employee screening devices

Employee Privacy Rights: Balancing Your Employees' Rights with Business Necessity

- What managers should know about employee privacy and confidentiality rights
- Monitoring computers, phone calls and emails, and searching lockers and offices without violating state and federal laws
- Handling third-party access to personnel files, requests for information and subpoenas of documents
- Dealing with substance abuse in the workplace
- What are the employer's rights when implementing a dress code policy and disciplining employees who violate it?

Preventing and Responding to Sexual Harassment Claims and Other Day-to-Day Workplace Conflict

- Court cases defining what does and does not constitute sexual harassment
- How to respond when a sexual harassment complaint is lodged or improper behavior is suspected
- The manager's role in internal investigations
- When can managers and supervisors be held personally responsible?
- Keeping an employee's conflict from spreading to the rest of the workforce

Managing Leave and Absence Issues

- Understanding the requirements of the Family and Medical Leave Act (FMLA): Which employees are eligible—and what conditions require leave to be granted?
- Determining when an employee's medical problem constitutes a "serious health condition."
- Mandatory leave rights—voting, jury duty and military service
- Enforcing attendance policies that comply with the law
- Handling requests for reduced work schedules or intermittent leave
- Returning employees to work: What are the employer's obligations?
- Navigating the confusing overlap of leave and disability laws—what constitutes FMLA, ADA and/or workers' comp

Discipline and Termination: Avoiding Wrongful Discharge and Retaliation Claims

- Tips on communicating with employees about performance problems
- Defining public sector employees' rights to due process
- Ensuring your grievance policies and procedures are legal
- Understanding how merit system and civil service laws impact discipline and termination policies
- A roadmap of essential steps for lawful terminations
- Avoiding retaliation claims

And more. . .

