

Staying Legal: Employment Law Basics

Wednesday, October 12, 2011, at the U.Va. Richmond Center, 8:30 am–3:30 pm



Program Preview

Is your head spinning from trying to decipher the intricacies of public employment law? Despite complex and ever-changing regulations, it is imperative that managers and supervisors follow the rulebook when hiring, evaluating, and disciplining employees. Poor personnel decisions can be expensive and time consuming.

This seminar will clarify the ABCs of employment law and demonstrate how you can avoid liability for you and your organization. You will have the opportunity to exchange ideas with colleagues facing the same issues. Through case studies of real work situations, you will learn practical techniques and procedures to use back at the office.

Attend this seminar and learn to

- ▼ hire the right person the right way
- ▼ apply new provisions to the Family Medical Leave Act; Americans with Disabilities Act Amendments Act; and Uniformed Services Employment and Reemployment Rights Act
- ▼ adapt a model for addressing such problems as deficient performance, misconduct, and employee complaints
- ▼ implement the Employee Assistance Program

About the Trainer

Cindy Taylor is a learning consultant with Chesterfield University where she teaches in the schools of Quality and Continuous Improvement, Leadership and Personal Effectiveness, and Policy and Practice. Previously she implemented the county's first Employee Relations Unit. After 25 years of human resource management experience, Cindy's areas of expertise include employee relations; organizational development, supervisory training, and evaluation; mediation; professional certification; facilitation; and MBTI®.

An active member of the International Public Management Association for Human Resources (IPMA-HR), Cindy is a contributing author to the Kouzes and Posner Leadership Challenge Activities Book and to Leadership Secrets of Local Human Resource Officials published by ORACLE and IPMA-HR. She has a BA from Virginia Tech and an MA in public administration from George Mason University.

Who Should Attend

Supervisors, team leaders, human resources staff, and those responsible for ensuring compliance within the organization

Program Details

Date & Time

Wednesday, October 12, 8:30 am–3:30 pm

Location

U.Va. Richmond Center, 804/662-7464
2810 N. Parham Road, Suite 300, Richmond VA 23294
<http://www.scps.virginia.edu/richmond/>

Travel Directions

<http://www.scps.virginia.edu/maps/ridirections.htm>

Cost

\$100, includes course materials and lunch
Payment or PO# must accompany registration

Registration & Cancellation Deadlines

Registration Deadline: October 5
Cancellation Deadline: October 5
After this date, no refunds will be given

Online Registration

Please call the Virginia Institute of Government at 804/371-0202 for your account password. Then you can register online at: <http://www.coopercenter.org/customer-portal>

Credit cards are only accepted with online registration

**For more information, please visit
www.VaInstituteofGovernment.org**

Onsite Training

Let us bring the classroom to you. For details contact Billie Easton < bee2u@virginia.edu > 804/371-0202

Questions?

Contact Dereck Stonesifer < das7se@virginia.edu > or Chantel Robinson < cer8t@virginia.edu > or call 804/371-0202

Registration Form

Please submit only one name per registration form

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Name _____

Title _____

Locality / Agency _____

Mailing Address _____

City _____

State & Zip _____

Phone _____

Fax _____

Email _____

Please indicate any special dietary or physical needs.

Make checks payable to: **Virginia Institute of Government, U.Va.**

_____ check enclosed

_____ check to be mailed

_____ PO # _____

(Credit cards are only accepted with online registration.)

Fax registration form to 804/371-0234 or mail to

Virginia Institute of Government, U.Va.

700 East Franklin Street, Suite 700

Richmond VA 23219

Attn: Dereck Stonesifer



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