

Human resource practices that prevent lawsuits



Keeping your organization out of legal trouble is paramount. The myriad of responsibilities associated with hiring and firing, staying on top of evolving legal issues, preventing sexual harassment, understanding employment law, and proper record-keeping are just the tip of the iceberg of “must-know” topics.

Special Districts Association of Oregon (SDAO) is offering a two-day intensive human resource training for special districts, school districts, and city agencies. This is an excellent opportunity for you to expand your human resource skills, learn to do your job more effectively, and avoid costly employment claims and legal problems.

DAY ONE

Personnel Files

- Hiring (applications, references, I-9's, employment contracts, benefits, ADA, reasonable accommodations, etc.)
- Employee Relations (performance appraisals, compliments, supervisory notes, leaves of absence, workplace accidents/illnesses, corrective action, promotions, investigations, etc.)
- Separations (resignations, disciplinary actions, work improvement plans, separation agreements, etc.)
- Internal Review of Existing Files

The Life Cycle of an Employee- Part I

- Hiring Employees (job descriptions, recruitment ads, interviews, background checks, drug/alcohol screening, discrimination & reference checks, job offers, etc.)
- Performance Evaluations (formulating the appraisal plan, conducting the appraisal, guidelines for documenting employee performance problems)

DAY TWO

The Life Cycle of an Employee - Part II

- Disciplining Employees (disciplinary policies, grievance procedures, progressive discipline)
- Discharging Employees (investigations, employment at-will, termination for cause, due process, exit interviews, references)
- Transitioning Employees Out of the Workforce

Legal Issues that Result from the Discipline Process and Poor Employee Evaluations

- BOLI Complaints
- Complaint
- Documentation to Gather
- Timeliness
- What to expect when you do a poor performance evaluation
- What to anticipate from an employee during the discipline process
- What to expect during and after a termination
- What to do when you get served with a lawsuit

DATE & LOCATION	August 6 and 7, 2009 Salem Red Lion Hotel 3301 Market St NE, Salem OR 97301
TIME	8:30 a.m. to 4:30 p.m. both days Registration begins at 8:00 a.m. on Thursday
COST	\$150.00 (includes breakfast, lunch, and course materials both days)
QUESTIONS?	Contact Melissa High Phone: 800.285.5461 or 503.371.8667 Email: mhigh@sdao.com

Human Resource Practices That Prevent Lawsuits Registration Form

To register, complete and submit this form. Mail: SDAO, PO Box 12613, Salem, OR 97309-0613. Fax: (503) 371-4781. Or, register online at www.sdao.com. Workshop fee is \$150. Registration deadline is one week prior to workshop.

Name: _____
 Title: _____
 District/Agency: _____
 Billing Address: _____
 City: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

Location
 August 6-7, 2009 | Salem | Red Lion Hotel

Choose your method of payment
 Check: Amount Enclosed \$ _____
Make checks payable to SDAO
 Please bill district
 Bill my credit card: Visa Master Card

 Account Number Exp. Date

 Name on Card Authorized Signature

SPEAKERS



Judith (Judy) Clark, SPHR, CPC, is Owner and President of HR Answers, Inc. She has over 35 years of human resource experience, more than 23 of which have been in consulting. Additionally, she serves as adjunct faculty to the School of Business at Portland State University and the University of Washington teaching a variety of HR classes in the Human Resource Management certificate programs.



Ron Downs is General Counsel for the Special Districts Association of Oregon. Ron is a trial attorney whose area of concentration includes wrongful discharge, sexual harassment, ADA and employment discrimination issues. He actively counsels special district employers on day-to-day employment problems and liability.

LODGING INFORMATION

Red Lion Hotel

3301 Market St NE, Salem OR 97301

Reservations: 800.248.6273 or 503.370.7888

\$70 + tax for King*

\$80 + tax for Double Queen*

Group Code: 0805SPEC

**The reservation cut-off date is July 15, 2009 or until availability runs out, whichever comes first.*



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