



Nebraska Intergovernmental Risk Management Association

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Serving County Government

Craig L. Nelson, Executive Director

DATE: March 6, 2019

TO: NIRMA Member Officials and Supervisory Personnel

FROM: Craig L. Nelson, Executive Director *CLN*

RE: Employment Practices Seminars

Agenda Item # 21.6
Date 3-13-2019

NIRMA will present a series of five regional seminars across the state between April 4-18 to address key components of effective personnel management and employment practices specific to county government and related public agencies. I extend a personal invitation to you to attend the seminar in your area, and should you have personnel management responsibilities, I believe you will find this to be a wise investment of your time.

Enclosed is a brochure that provides details on the dates and locations of our seminars and the topics that Pamela Bourne, labor law and employment practices attorney with the firm of Woods & Aitken LLP and popular presenter at NIRMA conferences and seminars, will cover. I encourage you to review the information contained in the brochure and give serious consideration to attending one of these five seminars. By doing so you will gain practical answers and solutions for the complexities that surround those employment-related decisions you face as a manager.

Each seminar will convene at 8:30 a.m. and conclude by 4:00 p.m., with lunch provided. Attendees may begin picking up their seminar materials at 7:45 a.m. We are very pleased to continue our long-standing policy of not charging our members a registration fee to attend these seminars.

At each seminar we also will issue to our member contact persons and county attorneys the 2019 edition of NIRMA's **Guide to Creating a Personnel System for Nebraska Counties**, which has been updated and expanded to reflect recent changes in employment laws and regulations. This comprehensive reference manual was initially published in 1990 and has been revised and reissued numerous times over the years, most recently in 2015. This new manual will be a valuable tool when assessing your existing personnel manual or making revisions to it.

As with all NIRMA seminars, advance registrations are required and can be made by accessing our website – www.nirma.info. When registering, be sure to indicate which seminar location you plan to attend. All registrations must be received by Friday, March 29.

Again, I encourage you to attend one of these seminars as it will provide you with the information and guidance you need as an employer to effectively manage employees and avoid making potentially costly mistakes.

Enclosure

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Our Presenters

Pam Bourne, a labor and employment law attorney in the Omaha office of Woods & Aitken, LLP, has partnered with NIRMA since 2003 to provide its members with expert counsel and guidance through a toll-free help line, seminar and conference presentations, and articles appearing in the *Interchange* magazine.



The main focus of Pam's law practice is to help clients prevent employment claims from arising and to advise HR strategies that will result in a sound defense position.

Pam earned both her Juris Doctor and Master of Business Degree from the University of Nebraska-Lincoln in 2000.

Ashley Dugan joined Woods & Aitken, LLP, in 2018 as a member of the firm's Labor and Employment practice group. Her focus is providing preventative assistance and counsel, as well as expert defense against employment-related claims.



After graduating summa cum laude with a bachelor's degree in Business Administration from the University of Nebraska-Kearney, Ashley went on to graduate with highest distinction from the University of Nebraska College of Law, where she was executive editor for the *Nebraska Law Review*.

MCLE Credit Hours

An application has been submitted to Nebraska's Mandatory Continuing Legal Education Commission seeking credit hours for attorneys who attend. A decision is pending.



NIRMA

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There are many keys to being an effective public official.



One of the most critical is managing your employees.

Learn the latest employment law developments that affect your HR decision-making and gain a clear understanding of essential HR practices that will help you avoid making costly mistakes.

Attend one of our free Employment Practices Seminars in April.

SPOTLIGHT
NIRMA
Serving County Government
SEMINAR SERIES

By attending one of NIRMA's Employment Practices Seminars, you can protect yourself from making HR miscues that can lead to costly claims and litigation.

You will learn about the most recent and significant labor and employment developments that affect you as an employer. You will discover the importance of having an up-to-date personnel system in place. You will gain a thorough understanding of the critical practices required to be an effective manager.

These seminars will be presented at five convenient locations across the state and exclusively for NIRMA member officials and supervisory personnel. And, there is no charge for you to attend.

For a small investment of your time, NIRMA and its knowledgeable labor law specialists with Woods & Aitken, LLP, will provide you with sound guidance and clear answers to questions you may have regarding employment practices and how you can avoid personal and professional liability and costly mistakes.

Guide to Creating a Personnel System for Nebraska Counties

At each seminar NIRMA will reissue to member contact persons and county attorneys a revised and expanded **Guide to Creating a Personnel System for Nebraska Counties**, NIRMA's comprehensive reference manual that provides step-by-step guidance for creating or updating your entity's Personnel Manual. This 2019 edition contains numerous changes and revisions that have been implemented since the manual was last issued in 2015.



Agenda

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| 8:30 a.m. | Significant Labor and Employment Law Developments Receive an overview of the most recent and significant labor law developments affecting public employers and the changes you need to know now. | 1:15 p.m. | Performance Management Learn the importance of conducting performance appraisals and discover common errors often made. |
| 9:00 a.m. | Understanding Your Personnel System and Employee Handbook Learn the importance of having a personnel system, the advantages and disadvantages of employee handbooks, and review recommended policies. | 1:30 p.m. | Discipline and Discharge Review the best practices for limiting your liability when disciplining or discharging employees. |
| 10:15 a.m. | Break | 1:45 p.m. | Due Process Discuss how to determine if an employee is entitled to "due process" and how to satisfy due process obligations. |
| 10:30 a.m. | Employee Handbooks (continued) | 2:00 p.m. | Break |
| 11:00 a.m. | Hiring Practices Discuss the best hiring practices, including the proper classifications (independent contractor or employee), advertising, employment applications, interviewing, reference checks and extending job offers. | 2:15 p.m. | Grievance Policy and Hearing Procedures Hear the pros and cons of having a grievance policy and learn recommended grievance hearing procedures. |
| 11:45 a.m. | Lunch Provided | 2:30 p.m. | Wage and Hour and Required Workplace Posters Discuss how to comply with wage and hour laws, including the posting of required workplace posters. |
| 12:30 p.m. | E-Verify and I-9 Compliance Review how to satisfy E-Verify obligations and ensure Form I-9 compliance. | 3:30 p.m. | Family and Medical Leave Act Review FMLA coverage and eligibility requirements and employer obligations. |
| 1:00 p.m. | Pre/Post Employment Testing Discuss when employers should or should not (or, can or cannot) require an employee to undergo a fitness for duty examination or other examinations. | 4:00 p.m. | Adjourn |

Dates and Locations

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| April 4 | Gering , Civic Center, 1050 M Street |
| April 5 | Ogallala , Haythorn Ranch, 5 miles north of Lake McConaughy on Highway 61 |
| April 10 | Norfolk , Divots Conference Center, 4200 West Norfolk Avenue |
| April 11 | Lincoln , Champions Club, 707 Stadium Drive |
| April 18 | Kearney , Holiday Inn, 110 Second Avenue |

Advance Registration

Advance registrations are required and must be received by NIRMA no later than Friday, March 29. Log on the NIRMA website - www.nirma.info - and click on the registration link that appears in the left-hand column. Once you've filled in the information fields and submitted it, you'll receive an automated confirmation email acknowledging your registration has been received.

If you are registering multiple individuals, a separate registration must be completed and submitted for each.

NIRMA is pleased to continue its long-standing policy of not charging member officials and employees a fee to attend the seminar. However, a \$25 per person charge will be invoiced to a member for those individuals who register, then do not attend without notifying NIRMA they must cancel. To cancel a registration, contact NIRMA at 800.642.6671 before Monday, April 1.