

## Our Presenters



**Pam Bourne**, a labor and employment law attorney in the Omaha office of Woods Aitken, 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 and advise HR strategies that will result in a sound defense position should a claim occur.

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

Pam also chairs the Labor Relations & Employment Law section of the Nebraska State Bar Association.



**Ashley Connell** joined Woods Aitken in 2018 as a member of the firm's labor and employment practice group. She represents public and private employers in all areas of labor and employment law and defends clients against claims of discrimination, retaliation and wrongful termination.

She also advises clients in developing human resources policies and procedures, develops employee training materials and provides training for employers on various areas of human relations to prevent employment disputes before they occur.

Ashley graduated summa cum laude with a bachelor's degree in Business Administration from the University of Nebraska-Kearney and graduated with highest distinction from the University of Nebraska College of Law.

## 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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[www.nirma.info](http://www.nirma.info)

Managing your employees effectively requires you to put many pieces together.



You can ensure you have a proper fit by attending one of NIRMA's Employment Practices Seminars in August.

**SPOTLIGHT**  
**NIRMA**  
Empowering County Government  
SEMINAR SERIES

**E**mployment practices continually change and evolve. That's why it's imperative you remain up-to-date with accurate information and knowledgeable guidance.

By attending one of NIRMA's Employment Practices Seminars, you'll receive both!

Learn the latest labor and employment law developments, and the importance of following current employee management procedures. You'll return to your office well-equipped to effectively manage your employees and avoid making costly mistakes.

We are once again teaming up with labor law attorneys Pamela Bourne and Ashley Connell with Woods Aitken in Omaha to present these comprehensive seminars exclusively for NIRMA member officials and their supervisory staff members. These seminars are scheduled at five convenient locations across the state and there's no cost to attend. In addition to a wealth of information, expert guidance and clear answers for your questions, you'll receive helpful handout materials you'll be able to refer to once you're back in the office. We'll even provide a delicious complimentary lunch.

So, make sure all your employment practices pieces fit together correctly. Attend the Employment Practices Seminar in your area. We guarantee it will be well worth your time.

## Dates and Locations

**August 4** Norfolk Divots Conference Center, 4200 West Norfolk Avenue

**August 5** Lincoln Champions Club, 707 Stadium Drive

**August 13** Kearney Holiday Inn, 110 Second Avenue

**August 26** Gering Civic Center, 1050 M Street

**August 27** Ogallala Haythorn Ranch, 5 miles north of Lake McConaughy on Highway 61

# Agenda

- 8:30 a.m. Significant Labor and Employment Law Developments**  
Learn about the most recent and important labor law developments that affect public sector employers, including those enacted in response to the COVID-19 pandemic, and receive an overview of what we are seeing from the new federal administration.
- 9:00 a.m. Understanding Your Personnel System and Employee Handbooks**  
Gain a clear understanding of the importance of having a personnel system and the advantages of employee handbooks, as well as recommended policies that should be included.
- 10:15 a.m. Break**
- 10:30 a.m. Employee Handbooks (continued)**
- 11:00 a.m. Hiring Practices**  
Review the best practices for advertising, recruiting, interviewing and extending employment offers. Discuss the proper job classifications and applications, and what you must keep in mind when conducting reference checks.
- 11:45 a.m. Lunch**
- 12:30 p.m. Hiring Practices (continued)**
- 12:45 p.m. Performance Management**  
Learn about the importance of conducting annual performance appraisals and common errors you will want to avoid.
- 1:15 p.m. Discipline, Discharge and Due Process**  
Discuss the best practices to limit liability when disciplining or discharging an employee and gain a clear understanding of when an employee is entitled to "due process" and how to satisfy your obligations.

- 1:45 p.m. Americans with Disabilities Act (ADA)**  
Review key components of the ADA and the far-reaching impact they have on public sector employment, as well as how to ensure you remain in compliance.
- 2:15 p.m. Break**
- 2:30 p.m. Grievance Policy and Hearing Procedures**  
Learn the pros and cons of having a grievance policy and receive helpful recommendations for grievance hearing procedures.
- 2:45 p.m. Wage and Hour and Required Workplace Posters**  
Understand the required workplace posters you must have prominently displayed in order to comply with federal wage and hour laws.
- 3:45 p.m. Family and Medical Leave Act**  
Review FMLA eligibility and coverage requirements and your obligations as an employer.
- 4:00 p.m. Closing Remarks and Adjourn**

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## Advance Registration

Advance registrations are required and must be received by NIRMA no later than Friday, July 23. Log on the NIRMA website - [www.nirma.info](http://www.nirma.info) - and locate the Events tab, scroll down to the Regional Events section and click on the registration link. Once you have filled in the information fields and submitted it, you will 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 but do not attend without notifying NIRMA they must cancel. To cancel a registration, contact NIRMA at 800.642.6671 before Friday, July 30.