

Spotlight Seminar Series to focus on employment laws and practices

This year the NIRMA Spotlight Seminar Series will focus on employment laws and practices.

Pam Bourne and Ashley Connell, labor law attorneys with Woods Aitken, LLP, will be serving as presenters for these popular seminars. They will discuss recent labor and employment law developments resulting from the new federal administration, then focus on specific employment practices for public entities. Refer to the accompanying agenda for a look at what Pam and Ashley will cover.

In advance of the five seminars, Pam and Ashley also will be reviewing the **Guide to Creating a Personnel System for Nebraska Counties** reference manual NIRMA reissued in 2019 and will be preparing an update to distribute to NIRMA members.

NIRMA is pleased to continue its long-standing practice of offering these seminars at no cost to member officials and supervisory personnel, providing comprehensive handout materials and serving a complimentary lunch.



Dates and Locations

Aug. 4, Norfolk	Divots Conference Center
Aug. 5, Lincoln	Champions Club
Aug. 13, Kearney	Holiday Inn
Aug. 26, Gering	Civic Center
Aug. 27, Ogallala	Haythorn Ranch

Tentative 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 a preview of what you 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**