

Advanced Employment Issues for Public Entities

June 18, 2015
St. Cloud Holiday Inn

Public-sector employers must adhere to a number of laws and regulations when managing their human resources. This day of training is designed for experienced human resource professionals and addresses complex issues related to meeting these obligations and controlling the associated risks.

- Fee: \$60 for MCIT members, \$100 for nonmembers (includes materials, lunch and refreshments)
- Recommended audience: Public-sector human resources professionals, county administrators and county attorneys
- Holiday Inn: 75 South 37th Ave., St. Cloud, Minn.
- More information: Contact MCIT Communications Manager Heather Larson-Blakestad at 1.866.547.6516 or hblakestad@mcit.org.

SCHEDULE

8 a.m. Registration

8:30 a.m. Mistakes to Avoid in Disciplinary Situations

Presented by Bill Everett, Everett and VanderWiel PLLP

Although experience may be the best teacher, no one likes to make mistakes that could have been avoided. This session discusses some of the common and not-so-common mistakes that public employers make in disciplinary situations, including employee termination. Topics include investigations, documentation, due process rights and data privacy considerations.

10:30 a.m. Advanced Issues of the Minnesota Government Data Practices Act

Presented by Stacie Christensen, Information Policy Analysis Division, Minnesota Dept. of Administration

Participants go beyond the basics of the Minnesota Government Data Practices Act and delve into some of the more complex data practices issues that have faced public entities in recent years. In addition to an update on legislative changes to the MGDPA, discussion includes policy and procedure requirements, data breaches and notification; accuracy and completeness challenges; use of data collected for other purposes in employment decisions; and responding to requests for personnel data.

Noon Lunch

12:45 p.m. Managing Conflict Respectfully and Effectively

Presented by Ted Bowman, The Sand Creek Group Ltd.

Conflict comes in many forms and can arise from the tasks performed by the people in the organization or because of relationship issues. Knowing the genesis of the conflict is key to resolving it. Bowman examines attitudes about constructive conflict and discusses how conflict can be caused through silence. This session highlights ways to identify the reason(s) for the conflict and demonstrates strategies to effectively and respectfully manage it in the workplace.

2 p.m. Working with an Employee's Medical Condition

Presented by Penelope Phillips, Felhaber, Larson

Working with an employee's medical condition can be a challenge to even the most experienced human resource professional. Employers must take many laws—some conflicting—into consideration, including the Americans with Disabilities Act, the Family and Medical Leave Act, workers' compensation and privacy laws. This session reviews the legal implications and provides practical approaches for dealing with an employee's physical or mental health condition.

3:30 p.m. Adjourn

ABOUT THE PRESENTERS

Bill Everett is a partner with Everett and VanderWiel PLLP law firm with more than 20 years of investigative experience. He formerly served as a police officer and directed the internal investigations function at a large state agency. Drawing on his experience as an investigator, advocate and classroom instructor, Everett regularly presents seminars across the U.S. for law enforcement investigators and prosecutors.

Stacie Christensen is a Minnesota licensed attorney. She has been employed by the Minnesota Department of Administration since 2006 and is currently the Director of the Information Policy Analysis Division (IPAD). At IPAD, she provides general technical assistance on questions related to information policy and open meetings to the public, government, media and the Legislature. Among her other responsibilities, she coordinates IPAD's training program. She has presented at numerous trainings on the topics of data practices and open meeting law.

Ted Bowman is an educator who specializes in change and transition that occur in families, an organization or the community. He has taught family education courses at the University of Minnesota since 1981 and has been an adjunct professor at the University of Saint Thomas since 2006, teaching grief and loss courses. Bowman is a trainer/educator with The Sand Creek Group Ltd.

Penelope Phillips is an attorney with the Felhaber, Larson firm and focuses exclusively on counseling and representing employers in all areas of employment law, including FMLA, wage and hour, employment discrimination claims, defamation, whistleblower, breach of contract and wrongful discharge. She also investigates complaints of employee misconduct. Phillips is a frequent teacher and trainer on employment issues.

REGISTER NOW

You may send payment separately from the registration form.

RESERVE YOUR SPOT FOR THIS SEMINAR IN ONE OF TWO WAYS:

1. Go to MCIT.org and follow the link to the online registration form from the Training tab.
2. Complete the form below and return it to MCIT:
 - E-mail to register@mcit.org
 - Fax to 651.209.6496
 - Mail to 100 Empire Dr., Suite 100, St. Paul, MN 55103-1885

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- MCIT member: \$60 Nonmember: \$100
- Check here if you require special accommodations. MCIT will contact you for additional information.

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Make checks payable to MCIT and send to:
Minnesota Counties Intergovernmental Trust
100 Empire Dr., Suite 100
St. Paul, MN 55103-1885

CANCELLATION POLICY: Individuals registered for the seminar will not be billed for cancellations received at least one week prior to the session (by June 11). Cancellations received after this deadline will be billed for the entire registration fee.

Questions: Call MCIT toll-free at 1.866.547.6516



TRAINING EVENT

Minnesota Counties Intergovernmental Trust