



Association of Towns of the State of New York

2016 Personnel Management School Agenda

City of Rochester (Monroe County) Monday, November 14, 2016

Rochester Marriott Airport - 1890 Ridge Road West, Rochester, NY 14615 (585) 225-6880

8:30 a.m. – 8:55 a.m.	Registration & Continental Breakfast
8:55 a.m. – 9:00 a.m.	Welcome and Introductions
9:00 a.m. – 10:00 a.m.	<p style="text-align: center;">Managing Difficult Employees and Disruptive Behaviors <i>Bill Cherry, Principal Consultant and Anita Lang, Associate – Cherry Human Resource Consulting</i></p> <p>This program will highlight some of the more common disruptive employee behaviors, discuss possible causes for this behavior, and suggest how to effectively manage the performance of employees in the workplace exhibiting these behaviors.</p>
10:00 a.m. – 10:20 a.m.	Break
10:20 a.m. – 11:20 a.m.	<p style="text-align: center;">Effective Labor and Employee Relations Strategies: Bargaining, Reorganization and Managing Employee Leave <i>Jeffrey Swiatek, Esq. – Hodgson Russ LLP</i></p> <p>A former town councilman and experienced municipal labor attorney will provide a review of the most effective approaches to control costs, ensure efficient operations and enhance employee productivity.</p>
11:20 a.m. – 12:00 p.m.	LUNCH
12:00 p.m. – 1:00 p.m.	<p style="text-align: center;">Essential Personnel Policies <i>Sarah Brancatella, Esq. and Katie Hodgdon, Esq. – Association of Towns</i></p> <p>This course will discuss policies related to anti-harassment and anti-discrimination; workplace violence prevention; leave and attendance policy; and use of municipal property / social media.</p>
1:00 p.m. – 1:20 p.m.	Break
1:20 p.m. – 2:20 p.m.	<p style="text-align: center;">Painful Lessons: What We've Learned from 20 Years of Workers' Compensation Claims <i>Michael Kenneally, Executive Director – Comp Alliance</i></p> <p>In its 20 years of existence, the New York Workers' Compensation Alliance has seen its members learn some painful lessons that could have easily been avoided. This program will review actual workers compensation claims and share the lessons learned so that they are not repeated in your community under your watch.</p>

This event will provide 2 Certified Town Official credits in the Supervisor track and 2 in the Town Board track. Visit <http://www.nytowns.org> for more information on the Certified Town Official program.



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2016 Personnel Management School Agenda

City of Albany (Albany County) Friday, November 18, 2016

Hilton Garden Inn – 1389 Washington Ave., Albany NY 12206 (518) 453-1300

8:30 a.m. – 8:55 a.m.	Registration & Continental Breakfast
8:55 a.m. – 9:00 a.m.	Welcome and Introductions
9:00 a.m. – 10:00 a.m.	<p>Painful Lessons: What We've Learned from 20 Years of Workers' Compensation Claims <i>Michael Kenneally, Executive Director – Comp Alliance</i></p> <p>In its 20 years of existence, the New York Workers' Compensation Alliance has seen its members learn some painful lessons that could have easily been avoided. This program will review actual workers compensation claims and share the lessons learned so that they are not repeated in your community under your watch.</p>
10:00 a.m. – 10:20 a.m.	Break
10:20 a.m. – 11:20 a.m.	<p style="text-align: center;">How to Implement Effective Corrective Action <i>Ronni Travers, SPHR, President – Public Sector HR Consultants LLC</i></p> <p>This workshop is designed to assist HR professionals and supervisory staff in addressing employee behavior through effective corrective action. Topics discussed include the difference between a counseling notice and a notice of discipline, as well as the importance of documentation. This workshop is applicable for either Section 75 or union contract disciplinary procedures.</p>
11:20 a.m. – 12:00 p.m.	LUNCH
12:00 p.m. – 1:00 p.m.	<p style="text-align: center;">Hot Topics in Public Sector Employment Law <i>Howard Miller, Esq, Member – Bond Schoeneck & King, PLLC</i></p> <p>This course will cover the latest case law in the areas of employer lawsuits against employees, discrimination, First Amendment issues, religious accommodations, and transgender legal topics.</p>
1:00 p.m. – 1:20 p.m.	Break
1:20 p.m. – 2:20 p.m.	<p style="text-align: center;">Essential Personnel Policies <i>Sarah Brancatella, Esq. & Katie Hodgdon, Esq. – Association of Towns</i></p> <p>This course will discuss policies related to anti-harassment and anti-discrimination; workplace violence prevention; leave and attendance policy; and use of municipal property / social media.</p>

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