



**California Special
Districts Association**

Districts Stronger Together

HUMAN RESOURCES BOOT CAMP FOR SPECIAL DISTRICTS

A Comprehensive HR Workshop for Experienced & New Staff

SEPTEMBER 3, 2015 • SACRAMENTO AREA



*Co-sponsored
by CSDA and
SDRMA.*

HUMAN RESOURCES BOOT CAMP

THURSDAY, SEPTEMBER 3, 2015
9:00 a.m. – 4:15 p.m.

Are you prepared to face the important trends that are emerging now? CSDA is pleased to present a full day HR Boot Camp that will cover cutting edge information that HR professionals at special districts need to know. Divided into four segments: **Hiring, Performance Evaluation, Employee Discipline,** and **Legal Trends**, this day is designed to maximize your time and give you substantive information you can use at your districts right away. Attendees will get answers to their burning HR questions, including best practices that other HR professionals are using, as well as cover mistakes that others have made that your agency should avoid.

Schedule:

8:30 – 9:00 a.m.

Registration and Continental Breakfast



Sponsored by Special District
Risk Management Authority.

9:00 – 10:30 a.m.

Hiring Do's and Don'ts in Special Districts

This "how to" segment is designed to give you an overview on the hiring process and legal hang-ups to avoid. We will cover all the steps in the process, including obtaining a diverse pool of qualified applicants, anti-discrimination laws, reviewing applications and interviewing candidates - including the kinds of questions employers can ask - and the legal and practical parameters of seeking and providing references and background information for prospective employees.

10:30 – 10:45 a.m.

Break

10:45 a.m. – 12:15 p.m.

District Performance Evaluations and Documentation

For many employees and supervisors, the performance evaluation process can feel like an annual chore. This segment will give you techniques for turning it into an effective management tool and legal hotspots that public agencies like special districts face in the performance evaluation process. Topics will include effective communication techniques - including positive and constructive criticism, setting and monitoring employee performance goals, creating a useful and defensible written evaluation, and the do's and don'ts of maintaining personnel files.

12:15 – 1:00 p.m.

Lunch Provided

1:00 – 2:30 p.m.

Employee Discipline

Public agencies have unique procedures for disciplining employees. This segment is designed to give you a substantive guide for applying the necessary steps, principles and procedures if/when discipline is needed. We will walk through up-to-the-minute trends and best practices in freedom of speech, coaching employees, demotions, and appeals.

2:30 – 2:45 p.m.

Break

2:45 – 4:15 p.m.

Legal Trends for HR Professionals in Districts

Employment law changes dramatically as public agencies are faced with new challenges. As the Legislature and the Courts continue to change California employers' duties to their employees, there is an increasing focus on individual rights such as discrimination, harassment, privacy, and other alleged violations of constitutional rights. This segment will cover the cutting edge trends you need to know, including the new Ban the Box law and the new Leaves regulation and best practices to apply necessary changes and anticipate emerging new trends in labor and employment law before problems can arise.

4:15 p.m.

End

LCW LIEBERT CASSIDY WHITMORE

Presenters:



Gage Dungy



Jack Hughes

- Gage Dungy, Partner, Liebert Cassidy Whitmore
- Jack Hughes, Partner, Liebert Cassidy Whitmore



HUMAN RESOURCES BOOT CAMP

SEPTEMBER 3, 2015

Registration Form

*Includes workshop materials, education sessions, continental breakfast and lunch
Please contact us toll-free: 877.924.2732
One form per registrant. Please make copies as needed.*

Three Ways to Register

- **ONLINE** by visiting the www.csdanet.net.
- **FAX:** 916-520-2465, all faxed registration forms must include credit card payment
- **MAIL:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Check should be made payable to: California Special Districts Association.

Name:		Title:	
District:			
Address:			
City:		State:	ZIP:
Phone:		Email:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member		Vegetarian/Any Special Needs	
Emergency Contact - Name & Phone:			
REGISTRATION FEES			
<input type="checkbox"/> SDRMA Member	\$150	SDRMA Credit Incentive Points Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the HR Boot Camp for Special Districts.	
<input type="checkbox"/> CSDA Member	\$225		
<input type="checkbox"/> Non-member	\$375		
PAYMENT			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Acct. name:		Acct. Number:	
Expiration date:		Authorized Signature:	
SPECIAL NEEDS - INCLUDING DIETARY			
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:			
Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made with the specified time will be refunded less a \$25 processing fee.			

Free Parking!



Sacramento Area
Barbara Morse Wackford
Community & Aquatic Complex
 Valley Oak Ballroom
 9014 Bruceville Road
 Elk Grove, CA 95758



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