

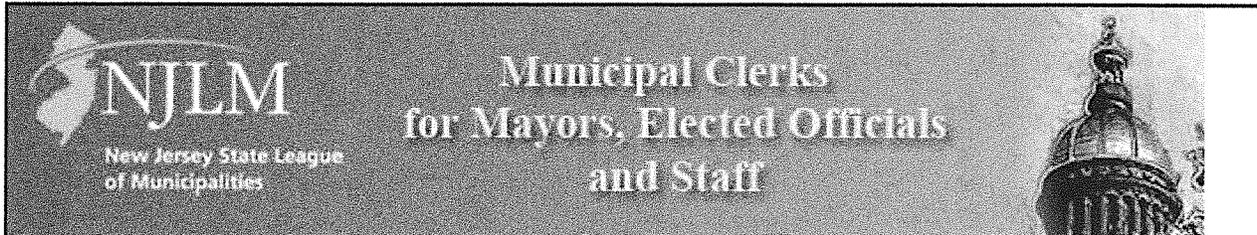


Lashway, Lisa

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**From:** NJLM to Municipal Officials [njlm-clerks@cityconnections.com]  
**Sent:** Monday, December 17, 2012 11:49 AM  
**To:** Lashway, Lisa  
**Subject:** I. II. III. & IV. Upcoming League Seminars

To view an online version of this email, click [here](#).



December 17, 2012

***Register Now!***

***Re: I. Orientation for the Newly Elected, Re-elected, or Experienced***

**Saturday, January 12, 2013**

Sheraton Eatontown  
6 Industrial Way  
Eatontown, NJ 07724

**Or**

**Saturday, January 26, 2013**

Renaissance Meadowlands Hotel  
801 Rutherford Ave  
Rutherford, NJ 07070

**This orientation for municipal officials who are newly elected, re-elected, or experienced** is fast paced and designed to quickly bring officials up-to-date on important municipal issues. The newly elected officials will get a thorough overview of their major areas of responsibility, key contact at the State level, and important sources of information and assistance.

Re-elected and experienced officials will received valuable up-to-date reference materials that will guide them to the answers they seek. They will also get the latest information on the most important municipal issues, all while meeting their newly elected peers and the League Staff.

The Luncheon is an integral part of the orientation and designed as an opportunity to informally discuss experiences and share ideas with

experienced local officials.

**Schedule:**

8:30a.m. -9:00a.m. -Registration, Networking and Continental Breakfast  
9:00a.m.-12:00p.m.-Overview of the League, Budget Law, and Procurement Procedures

12:00p.m.-1:00p.m.-Buffet Luncheon with an Open forum discussion

1:00p.m.-4:00p.m. – Ethics, Conflicts of Interest, and Labor Relations

**REGISTRATION FEE: Member Rate: \$115.00\* Non-Member:  
\$130.00**

\*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

**TO REGISTER:**

- Visit [www.njslom.org](http://www.njslom.org) and click on *Services*
- Select *Calendar of Events*, Go to the date you are attending
- Download registration form, complete and fax it with your voucher to (609) 695-0151

Questions about registering – contact Suzanne Delany  
[SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111

**IN CASE OF INCLEMENT WEATHER OR CANCELLATION:** We will announce emergency seminar cancellations via recorded announcement on our Weather Hotline: **609-695-3481 ext. 200** and post announcements on our website [www.njslom.org](http://www.njslom.org) after 6:00am on the morning of the meeting.

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***RE: II. "Executive Leadership Training for Mayor's and Council Presidents"***

**Saturday February 23, 2013  
8:30a.m.-3:45p.m.  
The Conference Center at Mercer  
1200 Old Trenton Rd  
West Windsor, NJ 08550**

The Executive Leadership Training Program is designed to provide mayors and council presidents with the much needed training and direction to help manage their municipalities and constituents. This

training combines both traditional classroom teaching, real world examples, and open forums. Mayors will be able to ask questions as well as network with others in their field to gain knowledge and experience.

Topics for this seminar include: **Managing Officials, How to Run Meetings, How to Manage Your Professional Staff, Communicating with Constituents, Proper Meeting Protocol, How to Deal with Complaints, Ethics, Conflicts of Interest, and a special segment this year named "Ask DLGS"**

Speakers include:

- **Thomas H. Neff**, Director of the Division of Local Government Services
- **Alan Zalkind**, Executive Director, New Jersey Municipal Management Association
- **Trishka Waterbury Esq.**, Mason Griffin and Pearson, League Associate Counsel, and President New Jersey Institute of Local Government Attorneys
- **William Kearns, Jr, Esq.**, League General Counsel, Law Firm of Kearns, Reale and Kearns
- ....and more!

In addition, we will also host a Mayors Panel discussion that will talk about issues such as:

- **Energy Tax Receipts**
- **Interest Arbitration Reform**
- **Managing your Staff**
- **Shared Services**
- **Thinking Outside the Box**
- **Managing in Difficult Times**
- **And other Legislative Issues!**

Please join us for this important and informative training!

#### **SCHEDULE:**

8:30a.m. -9:00a.m. -Registration, networking and continental breakfast

9:00a.m.-12:15p.m.-"Ask DLGS", Morning Panel Discussion

12:15p.m.-1:15p.m.-Buffet Luncheon

1:15p.m.-3:45p.m. - Mayor's Panel Discussion and Ethics Presentation

**REGISTRATION FEE: Member Rate: \$115.00\* Non-Member:\$130.00**  
**\*Member rate applies to: Municipalities, State, County, and Municipal**

## **Utilities & Authorities.**

### **TO REGISTER:**

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### **Re: III. “DISCIPLINARY ACTIONS IN THE PUBLIC SECTOR”**

**Wednesday, March 20, 2013**

Robert Meyner Reception Center

Holmdel, NJ

9:00 AM – 12:30PM

This seminar will focus on all aspects of the disciplinary process from the investigation stage through the handling of the matter on appeal. We will discuss the differences between handling disciplinary actions in civil service municipalities versus non-civil service municipalities. We will also explain civilian disciplinary actions and disciplinary actions involving uniformed personnel. The seminar will explore discovery and evidentiary issues related to the disciplinary hearings.

- PART 1 (60 mins) – The regulatory and statutory framework of disciplinary actions concerning civilian employees in civil service and non-civil service municipalities; drafting of Preliminary Notices of Disciplinary Action; discovery in disciplinary matters; immediate suspensions prior to hearing.
- PART II (75 mins) – The regulatory and statutory framework of disciplinary actions concerning uniform personnel; handling of departmental hearings; suspensions pending criminal matters.
- PART III (60 mins) – Handling matter on appeal in arbitration, before the Office of Administrative Law or Superior Court; special disciplinary issues such as harassment in the workplace,

inappropriate use of social media and other timely issues.

**PRESENTER(S):** Joseph M. Hannon, Esq, Genova, Burns, & Giantomasi

**SCHEDULE:**

8:30-9:00 Registration, networking and continental breakfast

9:00a.m.-10:15a.m.-Statutory Framework of Disciplinary Actions

10:15a.m.-10:25a.m.-Networking Break

10:25a.m.-11:30p.m. Regulatory and Statutory Framework concerning Uniform Personnel

11:30a.m.-12:30p.m. - Appeals and special disciplinary issues

**REGISTRATION FEE: Member Rate: \$75.00\* Non-Member: \$100.00**

\*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

**TO REGISTER:**

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**CEUS: CMFO/CCFO-4.0 OFF MGMT/ANC; CTC-4.0 GEN/SEC; CPWM-4.0 GOVT; RMC-4.0 PROF DEVEL; QPA-4.0 OFF ADMIN; CPA-4.0 PERSONAL DEVELOPMENT; RPPO/RPPS-4.0; WWW/TCH-3.0; NJCLE-4.2 SUB, PACLE-3.5\*\***

**\*\*Please note, PACLE courses require the attendee to pay a separate fee (not including registration fees) to obtain credits. PACLE credit forms can be downloaded from the League Calendar page:**

**<http://www.njslom.org/seminars.html>**

**IN CASE OF INCLEMENT WEATHER OR CANCELLATION:** We will announce emergency seminar cancellations via recorded announcement on our Weather Hotline: **609-695-3481 ext. 200** and post announcements on our website [www.njslom.org](http://www.njslom.org) after 6:00am on the morning of the meeting.

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**Re: IV. "Leaves of Absence in New Jersey-A look at the Family Medical Leave Act, the New Jersey Family Leave Act, and ADA Compliance"**

**Wednesday, April 24, 2013**

Robert Meyner Reception Center

Holmdel, NJ

8:30 AM – 12:30PM

Dena B. Calo, Esq., Partner and Director of the Human Resources Practice Group at Genova, Burns, Giantomasi & Webster and Joseph M. Hannon, Esq, Genova, Burns, Giantomasi & Webster will present the following program addressing how to manage employee "leaves" in New Jersey. Its goal is to help attendees understand and administer the Federal Family and Medical Leave Act of 1993, the New Jersey Family Leave Act, New Jersey Family Leave Insurance, New Jersey Temporary Disability Insurance and New Jersey Workers Compensation Act. More specifically, it will provide information on recent changes in the FMLA and NJFLA, help educate participants on the importance of understanding the difference between "leave laws" and "wage replacement laws"; provide an overview of NJFLI and provide an understanding of the interaction between and administration of FMLA, NJFLA, NJFLI, NJTDI and NJWCA. The breakdown of the program is as follows:

- **FMLA** – (1 hour) Summary of the law and its recent Amendments; Understanding and Identifying Qualifying Events and what constitutes a Serious Health Conditions; Requirements of and Reviewing Certifications; Intermittent Leave and Substitution of Paid Leave; Job Protection and Restoration; Employer and Employee Obligations under the Act; Calculation of leave entitlements; Managing attendance and abuse of leave.
- **NJFLA** – (30 minutes) Summary of the law; Understanding and Identifying Qualifying Events and what constitutes a Serious Health Condition; Interplay between and Comparison of the FMLA and NJFLA.
- **Leave Laws v. Wage Replacement Laws** (15 minutes) – Defining leave laws; Defining wage replacement laws; Comparison of Leave v. Wage Replacement Laws.
- **New Jersey Family Leave Insurance (NJFLI)** (30 minutes) – Background and Summary of the Law; Identification of the types of leave applicable; NJFLI funding and administration; Eligible Employees and Employers; Benefits available under NJFLI; Notice and Certification Requirements; Job Restoration; Interplay with FMLA, NJFLA, sick, vacation and other personal leave; State v. Private Plan administration; Challenging grants of benefits and penalties for false claims.
- **Administration of FMLA, NJFLA, NJFLI, NJTDI and NJWCA** (30 minutes) – Managing leave in New Jersey; Discussion of NJTDI

and NJWCA; Basics on Employer Personal Time Off Policies; Hypothetical examples of Leave applications and calculation of benefits; practical tips for applying leaves in the workplace.

Each participant will receive a copy of the PowerPoint presentation upon arrival and the presenter will be available for questions throughout the presentation as well as after the presentation has concluded.

**Presenter(s):**

- Dena B. Calo, Esq., Director of Human Resources Practices Group and Partner, at Genova, Burns, & Giantomasi
- Joseph M. Hannon, Esq, Genova, Burns, & Giantomasi

**Schedule:**

8:30a.m.-9:00a.m. Registration, networking and continental breakfast

9:00a.m.-10:15a.m.-Seminar topics and discussion

10:15a.m.-10:30a.m.-Networking Break

10:30a.m.-12:30p.m.Seminar topics and discussion.

**REGISTRATION FEE: Member Rate:\$75.00\* Non-Member: \$100.00**

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**CEUs: CMFO/CCFO-4.0 OFF MGMT; CPWM- 2.0 MGMT, 2.0 GOVT; RMC-4.0 PROF DEVEL; CPA-4.0 MGMT; CLE 3.9-LABOR AND EMPLOYMENT LAW, PACLE-3.0**

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New Jersey League of Municipalities  
222 West State Street, Trenton, NJ 08608  
609-695-3481

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