(c)

Masser, Michelle

From: Lashway, Lisa
Sent: Friday, February 01, 2013 1:44 PM
To: Canning, Sean; Masser, Michelle
Subject: FW: I. & II. Upcoming League Seminars

Lisa Lashway
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From: NJLM to Municipal Officials [mailto:njlm-clerks@cityconnections.com]
Sent: Friday, February 01, 2013 12:56 PM
To: Lashway, Lisa
Subject: I. & II. Upcoming League Seminars

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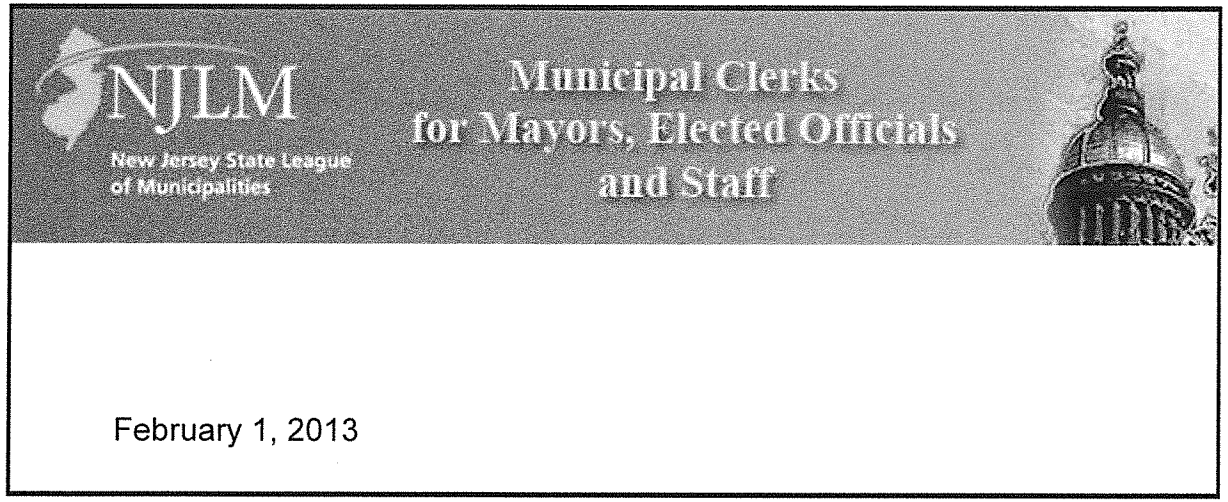

Re: I. League Professional Development Seminar

"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.-Statutary 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:

-Visit 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 or 609-695-3481 ext. 111

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 after 6:00am on the morning of the meeting.

Re: II. League Professional Development Seminar

"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.

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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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609-695-3481

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