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**Masser, Michelle**

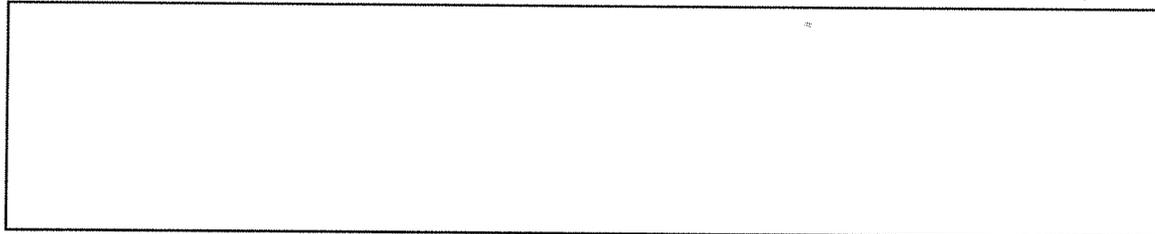
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**From:** Lashway, Lisa  
**Sent:** Monday, March 11, 2013 4:01 PM  
**To:** Canning, Sean; Masser, Michelle  
**Subject:** FW: I. & II. Upcoming League Seminars

Lisa Lashway  
Mt. Olive Twp. Clerk  
973-691-0900 Ext. 7291  
FAX 973-691-2080  
PO Box 450  
Budd Lake, NJ 07828

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**From:** NJLM to Municipal Officials [mailto:njlm-clerks@njslom.org]  
**Sent:** Monday, March 11, 2013 3:25 PM  
**To:** Lashway, Lisa  
**Subject:** I. & II. Upcoming League Seminars



**Membership Advisory**

March 11, 2013

**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.-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:**

- 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 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](http://www.njslom.org) after 6:00am on the morning of the meeting.

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**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.

**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](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 or 609-695-3481 ext. 111

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

**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.

\*If you would like to be removed from receiving faxed advisories please contact Shirley Cade at [scade@njslom.com](mailto:scade@njslom.com) or 609-695-3481 ext. 114 with the name of your municipality and fax number. Thank you.

Please be advised that the information you receive is not legal advice. You must consult your town attorney to make sure that any of the material you receive is in accordance with current state law and your particular facts and situation.

Please be advised that the New Jersey State League of Municipalities is subject to the New Jersey Open Public Records Act. As such, any email sent or received by the League may be subject to a records request.

New Jersey League of Municipalities  
222 West State Street, Trenton, NJ 08608  
609-695-3481  
<http://www.njslom.org>

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NJLM to Municipal Officials | 222 West State Street | Trenton, NJ 08608

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