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**Masser, Michelle**

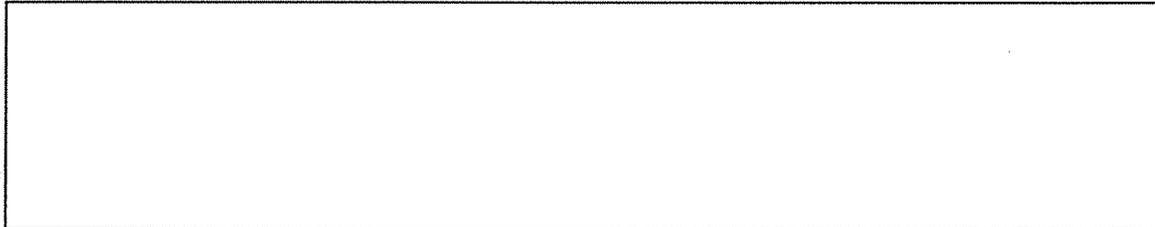
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**From:** Lashway, Lisa  
**Sent:** Monday, March 04, 2013 3:07 PM  
**To:** Canning, Sean; Masser, Michelle  
**Subject:** FW: I. Upcoming League Seminar II. March Grant Page Post

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 04, 2013 2:44 PM  
**To:** Lashway, Lisa  
**Subject:** I. Upcoming League Seminar II. March Grant Page Post



March 4, 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 I (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. March grant page posted**

A new featured article has been posted in our Grant Resource Center. This month's article is titled: *Findings of Report May Significantly Impact HUD Grant Programs*.

New featured grant opportunities have also been listed.

Visit our Grant Resource Center at <http://www.njslom.org/grants.html>.

\*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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