

A NORTHERN MICHIGAN PUBLIC SERVICE ACADEMY PROGRAM

DRAFTING THE ULTIMATE HANDBOOK: POLICIES THAT WORK AND 2009 EMPLOYMENT LAW UPDATE August 13, 2009

Schedule

Check-In	8:30 – 8:55
Drafting The Ultimate Handbook	9:00 – 12:00
Lunch	12:00 – 12:30
Employment Law Update	12:30 – 3:00

Program Description

This comprehensive, one-day seminar is packed with useful workplace information. During the morning session you will learn the answers to basic, but critical, questions about handbooks and the preparation of handbooks that work in the workplace. You will be able to understand the need for a handbook, what it does for employees, and how a handbook promotes a more positive workplace. You will also learn what should and should not be included in a handbook and why. In the afternoon, you will get an update on the most important legal issues impacting the workplace. After attending this seminar, you will be able to comply with the laws that apply to you, exercise the rights you have under those laws, and avoid employment litigation. Tying the handbook information with the legal update, you will learn what innovative options can be included in the handbook to assist employers in compliance with various employment laws.

Presenter

STEVEN J. FISHMAN is the Chair of the Workplace Law Group of Bodman LLP. Attorneys within the acclaimed Workplace Law Group represent management nationwide in both the public and private sectors. He is considered one of the most knowledgeable employment attorneys and is one of the most popular speakers on employment law. Audiences have consistently rated Mr. Fishman a top source for employment law information. A private practice attorney for more than 40 years, Mr. Fishman has earned national recognition as an author, lecturer, and attorney for management.

Contact Information

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Materials and Registration Fees

Members and Associate Members: \$15 per person when registered by **August 6, 2009**. Non-members: \$60 per person when registered by **August 6, 2009**. After **August 6, 2009**, add \$10 to each seminar fee. **Fee includes instruction, handouts, and lunch. The fee is due on, or before, the day of the seminar.**

Registration Policies

Early registration is advised as space is limited. We will notify registrants if circumstances require us to reschedule or cancel a course. *Reservation confirmations are not sent.* Registrations made by telephone, mail, e-mail, or FAX, will be considered a commitment to attend. **Any one who registers, but does not attend, will be responsible for the seminar fee.** NMPSPA adheres to the registration policies as set forth by the MML. These policies can be reviewed at www.mml.org/events/training/registration_policies.htm

Cancellations

Refunds will be made **ONLY** if NMPSPA is notified of cancellation by **August 10, 2009**. If you find that you cannot attend, you may transfer your registration to another person who has not registered. This may be done by phone, fax, or email.

Location

Citizens' Forum, Lakeview Arena
401 E Fair Ave, Marquette.

Please dress in layers as it is not always possible to control the room temperature.

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Name of Municipality or Firm: _____

Name _____

Title: _____

Street Address: _____

City: _____ Zip _____

Daytime Phone: _____

FAX #: _____ Email: _____

To Register: Mail this form to NMPSPA, PO Box 87, Marquette, MI 49855. Please include a check payable to NMPSPA with mail-in registrations. Form may be sent by e-mail (nmpsaa@mqctcty.org) or fax (228-0437). **Please use only one form per registrant.** Form may be copied.

Office Use Only: Check # _____

Amount _____

Date _____