

TO: MEUW Member Utilities
FROM: David J. Benforado, Executive Director, and the MEUW Ad Hoc Committee on Management Certification Program
Dale Bender, Richland Center
Lisa Christensen, Oconto Falls
Bob Trussoni, Marshfield
Pat Weber, Eagle River
DATE: December 27, 2011
RE: Registration Materials for MEUW Management Certification Program Session E (*Personnel Issues*) - **Tuesday**, February 7, 2012, in Wisconsin Dells; Registration Deadline is Thursday, January 26.

MEUW is continuing its program to provide education for “home grown” management personnel. MEUW Management Program Session E (*Personnel Issues*) will be held on **Tuesday**, February 7, 2012, at Glacier Canyon Lodge in Wisconsin Dells (545 Hillman Road; 800/867-WILD).

The instructor will be Boardman Law Firm Attorney Steve Zach, who also conducted the *MEUW Workshop: Developing and Revising Your Personnel Manual* in April 2011 and the *MEUW Webinar: How Wisconsin’s Collective Bargaining and Benefits Contribution Changes Will Affect Your Utility* in June 2011. Zach concentrates his practice in the labor and employment field and in employment-related litigation.

Topics for Session E (*Personnel Issues*) will include: personnel policies and work rules; the importance of accurate and updated job descriptions; identifying the true qualifications of the job; interviewing do’s and don’ts; legal issues to consider during the selection process; orientation tips to make new employees feel welcome and competent in their position; legal considerations when termination is necessary; union bargaining considerations under Act 10; the basics of employee insurance and benefits; the performance review - why it’s important and how to do it best; and a primer on Wisconsin Open Records and Open Meeting laws. In addition, MEUW Safety and Health Manager Lisa Haen will make a presentation regarding your utility’s current safety and regulatory compliance program.

Here is a sampling of comments from attendee evaluations from the last “Personnel Issues” Management Certification Program Session in 2010:

- “I think this was one of the best MEUW Management Certification Program classes I have been to.”
- “Excellent program!”
- “Steve is very knowledgeable, and articulates the subject matter well and at a level that is easily understood.”
- “Very interesting and informative.”
- “Great interactive speakers (both Steve and Lisa); all beneficial topics.”
- “Excellent information!”

The fee for each session will be \$250/person, which includes breaks, lunch and handout materials that will be sent to each registrant prior to the session. **Please let us know if you have any food allergies.** The **registration deadline** for the Session is **Thursday, January 26, 2012.**

A small block of overnight rooms is available at Glacier Canyon Lodge for those who wish to stay overnight on the night of February 6. Just call 800/867-WILD **before January 7**, and ask for the “MEUW” block (block #272421) to get the \$70/night rate for single or \$99/night for double occupancy. All rooms at Glacier Canyon Lodge are non-smoking.

An agenda, background information about the speakers, registration form (in electronic fill-in PDF format) and strip map are enclosed. Please also see MEUW’s Cancellation Policy.

Attach.



MEUW Policy for Cancellation of Registration or Meal Reservations for Workshops, Seminars, Conferences and Dinner Meetings

MEUW incurs direct and indirect expenses in planning and presenting workshops, seminars, conferences and dinner meetings for its members. In some cases, speakers are hired on a fee per participant basis with minimum or maximum limits on the number of participants. In other cases, hotels or other meeting places require a firm commitment for food or facilities based on the number of participants.

When members fail to provide timely notice that they will not attend an MEUW event for which they have registered, these costs must still be paid. In fairness to all members, the following policy has been adopted to encourage timely notice and avoid shifting costs to other members.

Unless otherwise stated on the registration form, the registration fees will be credited in full, if notice of cancellation is made at least four (4) business days prior to the date of the workshop, seminar or conference. Notice of cancellation should be made to MEUW by phone (608/837-2263) or fax (608/837-0206). Twenty-five percent of the registration fee will be credited if a cancellation notice is received less than four business days prior to the workshop, seminar or conference. No refund will be made for cancellations received after the event. You may avoid the cancellation penalty by transferring your registration to another person.

The full or partial waiver of registration fees charged in accordance with this policy will be considered on a case-by-case basis. In granting the waiver, the MEUW office will consider any non-recoverable costs associated with the registration and the reason for not attending. In general, waivers will be granted if the reason was related to: a sudden illness, accident or injury; a work-related emergency, such as a significant service outage or damage to facilities requiring the active participation of the registrant; the death of a family member, close friend or co-worker; or a significant weather-related emergency that prohibits safe travel to the site of the event.

Approved by the Board of Directors February 11, 2000





Management Certification Program

Session E: Personnel Issues

Tuesday, February 7, 2012

Glacier Canyon Lodge - Wisconsin Dells
545 Hillman Road, Wisconsin Dells, WI 53965; 800/867-WILD

Presented by: Attorney Steven Zach, Boardman Law Firm
and MEUW Safety & Health Manager Lisa Haen.

AGENDA

- 8:30 a.m. **Registration** (Continental Breakfast)
- 9:00 a.m. **The Hiring Process**
- Job Descriptions
 - Job Applications
 - Interviewing and Testing
 - Background Checks
 - Miscellaneous Hiring Points
- 10:15 a.m. **Break**
- 10:30 a.m. **Compensation Issues**
- The Impact of Wisconsin Act 10
 - Wages, Insurance, HIPAA, FMLA and COBRA
- 11:45 a.m. **Lunch**
- 12:30 p.m. **How Does Your Safety Program Stack Up?**, Lisa Haen, MEUW
Safety & Health Manager.
- 1:00 p.m. **Policies, Handbooks, Rules and Discipline**
- Employee Handbooks and Policies
 - Disciplinary Standards (Just Cause Factors)
 - Carrying out the Discipline or Discharge
- 2:00 p.m. **Break**
- 2:15 p.m. **Open Records and Open Meetings Laws**
- 3:15 p.m. **Questions**
- 3:30 p.m. **Adjourn**

Speaker Bios

Attorney Steve Zach of the Boardman Law Firm concentrates his practice in the labor and employment field and in employment-related litigation. He advises private and municipal employers in areas of general employment law, including issues involving wage and hour, Family Medical Leave and disability laws, advising employers in their relations with labor unions under the National Labor Relations Act, the Wisconsin Municipal Employment Relations Act and the Wisconsin Fair Employment Act, including counseling of employers during representation proceedings, negotiation of labor agreements, arbitration of labor disputes and litigation of unfair labor practice charges. He provides training and guidance to employers and supervisors on employment-related topics. Steve also serves on the School Board in his hometown, Oregon (WI).



Lisa Haen joined MEUW in 2004 as the organization's first Regional Safety Coordinator, and was promoted to the Safety and Health Manager position in 2008. She now oversees the Regional Safety Management and Job Training & Safety Programs, supervising the ten member MEUW safety team. Lisa is a graduate of UW-Green Bay and resides in Sun Prairie with her husband.

WILDERNESS TERRITORY



- A** Wild Canyon Café (Level 2)
- B** Tommy Knockers (Level 2)
- C** Survivors Bar and Grille (Level 2)
- D** Wooly's Eatery
- E** Kodiak Kanteen
- F** Thirsty Buffalo (Level 2)
- G** Grizzly's Grill
- H** Mackinac Snack Shack (Outdoor)
- A** Conference Center
- B** Big Dig (Outdoor)
- C** Jurassic Joe's (Outdoor)
- D** Stegosaurus Shack (Outdoor)
- E** Picnic Area
- F** Jurassic Journey Nature Trail

1-800-867-WILD
 WildernessResort.com
 GlacierCanyonLodge.com
 WildernessontheLake.com



Municipal Electric Utilities of Wisconsin
Management Certification Program

Session E: Personnel Issues

Tuesday, February 7, 2012

Glacier Canyon Lodge, Wisconsin Dells

(545 Hillman Road; 800/867-WILD)

Registration Form

This form can be filled in using Adobe Acrobat or Acrobat Reader. Please save your changes with a new file name.

Pre-registration fee is \$250.00, which includes lunch, breaks and three-ring binder of materials. **Please let us know if you have food allergies.**

Please list those from your utility that will attend and enclose a check to cover those persons attending. You may fax or email your form to make the January 26 deadline and mail a check later at your convenience. If you would like to be billed, please put a note to that effect on your form (on the line with your utility name).

Utility/Company Name: _____

	Employee Name	Job Title	Email Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Total Number Attending: _____ x \$250.00 = Total Enclosed: \$ _____

Please return no later than Thursday, January 26, 2012 to: MEUW, 725 Lois Drive, Sun Prairie, WI 53590; FAX: 608/837-0206; or email to sbaumann@meuw.org.