



Managing Personnel Matters



Wednesday, June 1, 2022 • *Glacier Canyon Lodge – Wisconsin Dells*

Session E



This session covers the fundamentals of personnel management, including the crucial impact recruiting and hiring have on any organization. Participants will also learn about wages and overtime, workplace harassment and discrimination, disability and other leaves, as well as best practices in discipline and employee separation, including strategies to proactively manage employee performance.

Training topics include:

- The hiring process
- The importance of accurate and updated job descriptions
- Developing job applications
- Interviewing and testing
- Background checks
- Wage and hour issues for exempt and non-exempt employees
- Overtime and compensatory time rules
- Training and travel
- Discrimination and harassment
- Disability, workers compensation and leave issues
- Discipline standards
- Carrying out the discipline or discharge

Location

**Glacier Canyon Lodge
Conference Center**
45 Hillman Road
Wisconsin Dells
Phone: (608) 254-1020

A room block has been reserved for the seminar. To reserve a room with the rate of \$82/single. Please reference the MEUW Training Program (#851577) and reserve no later than May 1.

Program Schedule

- Registration and continental breakfast at 8:30 a.m.
- Training begins at 9 a.m. and concludes by 3:30 p.m.
- Lunch and afternoon refreshments are provided

About the instructor

Steve Zach is Senior Counsel with Boardman & Clark, LLP in Madison. He concentrates his practice in the labor and employment field and in employment-related litigation, advising private, municipal and school district employers in areas of general employment law. Steve litigates discrimination claims before municipal, state and federal administrative agencies and in federal and state courts. He also advises businesses, municipalities and school districts in their relations with labor unions. He provides training and guidance to employers and supervisors on employment-related topics.



Register online at meuw.org

\$295 for MEUW members

Register by May 27; cancellations are subject to MEUW Policy.



Municipal Electric Utilities of Wisconsin