



# Managing Personnel Matters



Wednesday, June 3 • Hotel Marshfield

Session E

MEUW  
Management  
Training  
Program

*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

## About the instructor

**Steve Zach** is a Partner 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.



## Location

### Hotel Marshfield

2700 S. Central Avenue  
Marshfield, WI 54449  
Phone: (715) 387-2700

*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 and reserve no later than May 15.*

## 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

Register online at [meuw.org](http://meuw.org)

Deadline: May 29, 2020

**\$275** for MEUW members



Municipal Electric Utilities of Wisconsin