



Idaho Chapter of PRIMA
PO Box 15298, Boise ID 83715
Phone: 208-246-8195
www.idprima.org

Idaho Chapter of PRIMA Fall 2018 Training Session 2: The Role of the Risk Manager and Personnel Management

Supervising Employees: Legal and Practical Considerations

Tues. Oct 16 CDA (BW CDA Inn) Thurs. Oct. 18 IF (Shilo Inn) Wed. Oct. 31 Boise (Riverside)

MORNING SESSION:

8:30 – 9:00 **Sign In**

9:00 – 9:05 **Welcome, Introduce Board Members, Announcements**

CDA: Rick Laam, PRIMA Board Member, City of Orofino Administrator

IF: Shelly Blackner, PRIMA Board Member, Butte Co. Clerk

BOI: Ida Clark, PRIMA President, City of Jerome HR/RM

9:05 – 9:20 **Ethics** – Jim McNall, ICRMP Risk Management Specialist

9:20 – 9:50 **Your Role as a Supervisor** – Mary Kummer, ICRMP Member Services Manager

Being a supervisor is a hard job. Amid everyday chaos, it's hard for supervisors to think about big-picture issues. Hear about being a supervisor from a supervisor, learn what you are judged on, who you represent, and why you set an example.

9:50 – 10:05 **Fair Labor Standards Act (FLSA)** - Jim McNall, ICRMP Risk Management Specialist

Timesheets, exempt vs nonexempt, law enforcement, comp time.

10:05 – 10:15 Break

10:15 – 11:15 **Weathering the Leave Umbrella: Managing ADA, FMLA and Workers Compensation**

CDA: Cecilia Sweet, HR Generalist for Compliance, Kootenai Co.

IF: Shelly Blackner, PRIMA Board Member, Butte Co. Clerk, and Bobette Wilson, PRIMA Board Member, Bannock Co. HR/RM

BOI: Cassie Danell, Ada Co. HR Manager

Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and Workers Compensation – each area will be covered as well as how they overlap, identifying who to involve in the conversation, etc. Includes a case study to discuss in small groups and apply what you have learned.

11:15 – 12:00 **Harassment and Other Forms of Discrimination** (45 min)

CDA: Carmen Barney, IHRC Senior Civil Rights Investigator

IF: Carmen Barney, IHRC Senior Civil Rights Investigator

BOI: Rick Rhodes, Senior Civil Rights Investigator, and Benjamin Earwicker, PhD, Administrator

In this presentation by the Idaho Human Rights Commission, participants will hear an overview of key state and federal civil rights laws and protections in employment. Participants will hear and discuss scenarios based on actual investigations to explore best practices in areas such as disability accommodations and the interactive process, race/color/national origin harassment and intimidation, and sexual harassment in the workplace.

12:00 – 1:00 Lunch

OVER -



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AFTERNOON SESSION:

- 1:00 – 1:30 **Recruit, Hire and Onboard the Best Employees**
CDA: Skye Mercer, Human Resources Director, Kootenai Co.
IF: Brandi Warnke, Counselor and Chief Operations Officer, Bonneville Co.
BOI: Megan McJunkin, Employment Services Manager, City of Boise
- 1:30 – 1:50 **Communication, Coaching and Performance** – Mary Kummer
Employees crave more than just a paycheck from work. They want to go home feeling valued and respected for the job they do. Hear tips that supervisors can use to build respect, gratitude and trust for the best performance from employees. Includes performance evaluations.
- 1:50 – 2:05 **Civility** – Jim McNall
Learn how you as a supervisor can encourage a more civil workplace and how incivility affects the public, co-workers, and supervisors.
- 2:05 – 2:15 Break
- 2:15 – 3:00 **Difficult Conversations: Employee Discipline and Termination**
CDA: John Cafferty, Attorney, Hawley Troxell
IF: Randy Fife, Attorney, City of Idaho Falls
BOI: Carl Ericson, ICRMP Risk Management Legal Counsel
Hear how to avoid the legal pitfalls in discipline, termination and retaliation including providing due process and following your agency's Personnel Policy.
- 3:00 – 3:15 **What's Your Personnel Policy: At-Will or For-Cause?** - Jim McNall
Learn why ICRMP recommends having an at-will personnel policy and the primary differences between at-will vs. for-cause personnel policies.
- 3:15 – 3:30 **OPEN**
- 3:30 – 4:00 **Annual Meeting: Election of PRIMA Board and Officers**
CDA: Nancy Jones, PRIMA Nominating Committee Member
IF: Bobette Wilson, PRIMA Nominating Committee Member
BOI: Will Berg, PRIMA Nominating Committee Member
- Idaho PRIMA Certification Presentation and Closing Remarks** - Rick Laam, PRIMA Board Member
PRIMA Board Members assist with plaques and documents
- Adjourn**