

**Agenda with Session Titles and Descriptions
AASPA Personnel Administrator Boot Camp
January 28-29, 2021**

THURSDAY, JANUARY 28

9:00- 9:30 AM – WELCOME, INTRODUCTIONS & SPONSOR THANK YOU

9:30-10:30 AM – SESSION I

HR 101: A Primer for Newbies

Sourcing & Recruiting; Selection & Placement

Presented by Dr. Kim C. Chambers, Director of Human Resources, Adlai E. Stevenson High School District 125, Lincolnshire, IL

New to HR? Excited, but nervous? Join us for this session geared toward new HR Administrators. Learn HR basics, tips and tricks of the trade.

10:30-10:45 AM – BREAK

10:45-12:00 AM – SESSION II

COVID Operations: Conducting HR Functions in a Virtual World

Sourcing & Recruiting; Workforce Planning; Sustainability & Risk Management; Continuous Improvement

Presented by Brian Bock, Esq. Managing Partner, Proactive Legal - The Bock Law Group, Canyon Lake, CA

For many, if not most, your HR world has changed dramatically in 2020 and is not likely to go back to normal - soon (or possibly ever). This session will explore many aspects of HR in this new world - from online hiring to firing and everything in between. Special focus will be given to: Investigations; the Disability Interactive Process; Disciplinary Actions; and Day to Day Interactions with Employees. Our goal is to help you stay online effectively, legally and better able to survive in this new education world.

12:00-12:30 PM – LUNCH BREAK

12:30-12:45 PM – WELCOME BACK & SPONSOR THANK YOU

12:45- 1:45 PM – SESSION III

Maximizing the Impact of Leave Related Terminations

Continuous Improvement; Sustainability & Risk Management

Presented by Karen Dooley, Senior HR Consultant, Texas Association of School Boards, Austin, TX

Termination due to exhaustion of leave can put an employer in “hot water.” The key to reducing your risk is implementing procedures using policies and best practices to manage absences and ensure fair and consistent treatment of employees.

1:45- 2:00 PM – BREAK

2:00- 3:00 PM – SESSION IV

More than a Task List: Redesigning Job Descriptions for HCMS Alignment

Strategic Alignment; Workforce Planning; Performance Management

Presented by Emily Beck, Human Capital Management System Administrator, Office of the Maricopa County School Superintendent, Phoenix, AZ

Job descriptions are too often overlooked as a tool for engagement, performance management, HR Branding, and increased strategic alignment. Outdated, uninspired job descriptions can be a thing of the past! Learn best practices for taking your JDs to the next level through thoughtful, HCMS-driven redesign.

FRIDAY, JANUARY 29

9:00- 9:15 AM – WELCOME BACK & SPONSOR THANK YOU

9:15-10:15 AM – SESSION V

Virtual Recruitment and Onboarding

Sourcing & Recruiting; Onboarding; Human Resource Branding

Presented by Melissa Izatt, Director of Educator Equality, Clarksville Montgomery County School System, Clarksville, TN

In light of COVID, our district, as all others, had to find ways to continue our recruitment efforts while maintaining our pace for hiring and onboarding in a virtual environment. We worked to use existing resources in an effort to streamline both processes while maintaining our competitive edge recruitment.

10:15-10:30 AM – BREAK

10:30-12:00 PM – SESSION VI

The Family and Medical Leave Act: Legal Update and Best Practices in FMLA Administration

Sustainability & Risk Management

Presented by Scott Macdonald, Esq., SPHR, SHRM_SCP, Managing Director, Macdonald & Associates, Middletown, CT

Attendees will learn about the latest legal developments related to the FMLA and best practices in FMLA administration, along with useful, practical tips and tools that will enable attendees to facilitate FMLA administration through HR staff and train supervisors. Documents and forms will be provided to use in managing FMLA leaves.

12:00-12:30 PM – LUNCH BREAK

12:30- 1:30 PM – SESSION VII

Accommodation Plans with a COVID Twist

Compensation & Benefits; Sustainability & Risk Management

Presented by Dr. Marlene DeVilbiss, Assistant Superintendent of HR, Raytown C-2 School District, and Jessica Bernard, Attorney with Guin-Mundorf, Raytown, MO

This session will cover the basic process and components of creating and implementing ADA accommodation plans. We will also discuss whether COVID-19 has influenced this process. A basic Accommodation Plan form will be provided.

1:30- 1:45 PM – BREAK

1:45- 2:45 PM – SESSION VIII

Investigating and Documenting Employee Misconduct

Sustainability & Risk Management; Training & Development;

Presented by Jill Garcia, Attorney, H1 Law Group, Henderson, NV

Employee misconduct is a unique concern for many academic institutions. With more than 72,000 EEOC charges filed in 2019, and more than half of those being for retaliation, employment litigation remains one of the top lawsuits being filed in both federal and state courts today. To help minimize the risk of becoming one of these statistics, we will dive into the tools available to employers for identifying, addressing and remedying employee misconduct, or at least minimizing the damage. We will address who should perform the investigation, tips for conducting a thorough investigation, and techniques for properly documenting the investigation.

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