AGENDA WITH SESSION TITLES AND DESCRIPTIONS

AASPA VIRTUAL PERSONNEL ADMINISTRATOR BOOT CAMP – JUNE 25, 2020

9:30-10:00 AM – WELCOME, INTRODUCTIONS & SPONSOR THANK YOU

10:00-10:55 AM – SESSION I BREAKOUTS

BASIC HR 101: A Primer for Newbies – Sourcing & Recruiting
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.

ADVANCED Responding to Social Media Usage by Staff – Sustainability & Risk Management
Presented by Robert T. Schindler, Attorney, Lusk Albertson PLC, Detroit – Grand Rapids, MI
In a day and age when anyone can publish anything at any time, social media can drive school officials mad. Unfortunately, it isn’t just the students whose social media usage can lead to trouble and potential discipline – in fact, sometimes the adults are even worse. This session will discuss the First Amendment and how it applies to public school staff members; how that analysis applies to the usage of social media by staff; and when and how public schools can respond when social media usage by staff members crosses the line.

11:00-11:55 AM – SESSION II BREAKOUTS

BASIC Employee Handbooks: Practical & Legal Considerations, How to Create, What to Include & What Not to Include – Sustainability & Risk Management
Presented by Scott D. Macdonald, Esq., SPHR, SHRM-SCP, Managing Director, Macdonald & Associates, Middletown, CT
Attendees will learn the purposes of employee handbooks, how to create and revise handbooks, what to include and not include (a checklist will be provided), how to organize and customize the handbooks, practical and legal implications, tips and common mistakes.

ADVANCED The Nuts and Bolts of Employee Discipline: Essentials for HR Professionals – Sustainability & Risk Management
Presented by Shelli Anderson & Nicki Bazer, Partners, Franczek P.C., Chicago, IL
Employee discipline issues can be among the most challenging for school personnel administrators. This session will address the foundations for effective employee discipline practices and procedures, including the importance of setting expectations for employees through handbooks and training, keys to conducting effective evaluations and investigations, and understanding legal challenges employees can use to attack disciplinary decisions. We will also address employee discipline issues that are unique to our current virtual educational landscape, including discipline for online misconduct and performance issues in remote education.

12:00-12:30 PM – LUNCH BREAK

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

12:45-1:40 PM – SESSION III BREAKOUTS

BASIC Recruiting 101: Recruiting and Hiring Basics – Sourcing & Recruiting / Selection & Placement
Presented by Brian White, SPHR, SHRM-SCP, Executive Director of Human Resources and Operations, Auburn-Washburn USD 437, Topeka, KS
Join us as we discuss the basics of recruiting and hiring in a school district. We will provide an overview of the stages and steps necessary to successfully hire talent for your district. In addition, we will discuss job fairs and online recruiting in a time of Covid-19.

ADVANCED Overview of Federal Laws – Sustainability & Risk Management
Presented by Mohammed Lakhani, Attorney, Kiiru Boucek Law Firm, Oakbrook Terrace, IL
Employers can drown in the alphabet soup of HR compliance and federal laws. Participants will receive general information and overview about ADA, ADAA, ADEA, CORBA, FMLA, FLSA, GINA, HIPAA, IRCA (with detailed instructions on requirements for I-9s), Title VII (including requirements and strategies for protecting the school district in sexual harassment lawsuits), USERA, and more, as well as information regarding required postings and record-keeping related to the above federal laws.

1:45-3:15 PM – SESSION IV BREAKOUT

The Family and Medical Leave Act: Best Practices in FMLA Administration – Sustainability & Risk Management
Presented by Scott D. Macdonald, Esq., SPHR, SHRM-SCP, Managing Director, Macdonald & Associates, Middletown, CT
Attendees will learn about best practices in FMLA administration, along with useful, practical tips and tools will be provided 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.