

AASPA Virtual Personnel Administrator Boot Camp

August 18-19, 2022

***ALL SESSION TIMES
LISTED ARE CENTRAL TIME**

THURSDAY, AUGUST 18

9:00- 9:15 AM – WELCOME, INTRODUCTIONS

9:15-10:15 AM – SESSION I

HR 101: A Primer for Newbies

Strategy: Talent Acquisition

Presented by Dr. Beth Dalton, Retired Assistant Superintendent for Human Resources, Chandler, AZ

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.

10:15-10:30 AM – BREAK

10:30-12:00 PM – SESSION II

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

Risk Management: Talent Development

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 training supervisors. Documents and forms will be provided to use in managing FMLA leaves.

12:00-12:30 PM – LUNCH BREAK

12:30-12:45 PM – WELCOME BACK

12:45- 1:45 PM – SESSION III

Recruiting 101: Recruiting and Hiring Basics

Strategy: Talent Acquisition

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.

1:45- 2:00 PM – BREAK

2:00- 3:00 PM – SESSION IV

Employee Handbooks: Practical & Legal Considerations, How to Create, What to Include & What Not to Include

Risk Management: Talent Development

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.

3:00- 3:15 PM – BREAK

3:15- 4:15 PM – SESSION V

Maximizing the Impact of Leave Related Terminations

Risk Management: Talent Development

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.

FRIDAY, AUGUST 19

***ALL SESSION TIMES
LISTED ARE CENTRAL TIME**

9:00- 9:15 AM – WELCOME BACK

9:15-10:15 AM – SESSION VI

A Doctrine for Discipline

Risk Management: Talent Development

Presented by Robert Schindler, Attorney, Miller Johnson, Detroit, MI

Providing discipline to a staff member can be a stressful and difficult process. In this presentation Attorney Robert Schindler will lay out the framework for what needs to be considered and done when making decisions relative to staff discipline. The presentations will cover investigating concerns, what you need to know and do in advance of issuing discipline, the dos and don'ts of a written notice of discipline, and putting yourself in the best position in case disputes arise after the discipline is issued (i.e., grievances, EEOC charges, etc.).

10:15-10:30 AM – BREAK

10:30-11:45 AM – SESSION VII

Investigations of Alleged Employee Misconduct

Risk Management: Talent Development

Presented by Richard F. Verstegen, Attorney, Boardman & Clark LLP, Madison, WI

Allegations of employee misconduct trigger investigation processes. Human resources administrators often play an important role in guiding the process and assuring that all political, procedural, and legal principles are taken into account. This role can be challenging, especially considering the various policies that may be triggered depending on the type of misconduct involved. This presentation will provide an overview of the investigation process, scenario discussions, and related considerations such as law enforcement involvement, child abuse reporting, records creation, and other issues.

11:45-12:15 PM – LUNCH BREAK

12:15- 1:15 PM – SESSION VIII

Engaging your Staff to Increase Retention

Experience Management: Talent Development

Presented by Dr. Randy Davis, Chief Human Resource Officer, Carrollton-Farmers Branch ISD, Carrollton, TX

Where are all your teachings going? Why is there flight in certain buildings and not in others? Is it the leadership, culture, or something else undefined? This session will discuss one district's strategies to increase retention, not only with teachers but also the support staff and administration.

1:15- 1:30 PM – BREAK

1:30- 2:30 PM – SESSION IX

I Thought School was a Local Issue

Risk Management: Talent Development

Presented by Robert Schindler, Attorney, Miller Johnson, Detroit, MI

In this presentation attorney Robert Schindler will do a survey of important issues surrounding the myriad federal laws impacting school HR. The presentation will provide information on the whole alphabet soup of federal statutes - ADA, FLSA, ADEA, PDA, Title VII, Title IX, and FLSA. While all of these federal statutes will be discussed, there will be a special emphasis on the Americans with Disabilities Act.