

2019 Professional Development Course 2



Employee Personnel Manuals/Employment Law

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The first program of the year is **Friday, April 12, 2019**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.

Rhonda Stuebe, Vice President of Human Resources for Cannon Cochran Management Services, Inc, will present on the following topics: Personnel Manuals/Employee Handbooks, Employee Personnel Files, Job Descriptions, Hiring Practices, Fitness for Duty/ADA/Leaves of Absence, Documenting Performance Issues & Managing Performance Issues, and the HR Help Line.

The lawyers of Brown, Hay & Stephens, LLP will present the following: Social Media: The Fit That Keeps on Giving, What's Love Got to Do with it: Anti-Harassment Policy Update, and 2018 Case Law Updates related to township government.

Deadline to register is Friday, April 5, 2019
Please fill in all information below and print clearly.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number:

_____ Exp: _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.