



2016 PROFESSIONAL DEVELOPMENT COURSE II
Heyl Roster – HR Policy Checklist/Guide to Purchasing and Selling Township and Road District Equipment

The TOI Education Program is pleased to offer several Professional Development Courses in 2016 for township officials and staff. The second program is **Friday, April 8, 2016**, at the TOI Office in Springfield. The session is limited to 25 attendees; 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.

In today's world, public bodies face increased scrutiny, whether as employers or as the caretaker of taxpayer funds. For example, do you have policies in place that will protect you and your township from potential liability? During the morning session, John Redlingshafer of Heyl Royster will discuss personnel manuals, technology policies, and other things you need to protect you (and your employees). In the afternoon, John will take us through the process of purchasing and selling township and road district equipment.

Deadline to register is Friday, April 1, 2016.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/E-Mail: _____

Payment method: Check or Credit Card (Visa / MasterCard only) Card Number: _____

Exp: _____

Signature: _____

Fax to the TOI office at 217.744.7419 or

Mail to TOI Office, 3217 Northfield Dr., Springfield, IL 62702