

League Professional Development Webinar  
*Personnel Policies and FMLA Update Webinar*

**March 28, 2022**

9:00AM – 12:45PM

Location: Your Computer

Personnel manuals and policies may be the most important documents in your office. They can be effective tools for managing a productive and efficient workforce. However, a poorly drafted manual can cause confusion for employees and can lead to costly legal disputes. This seminar will focus on the most current information regarding the preparation of personnel manuals and policies, including policies involving harassment, discipline, hostile workplace, discrimination, family leave, time off, benefit coverage and Social Media.

**Schedule of Events:**

8:30 a.m. – 9:00 a.m. - Registration, Continental Breakfast and Networking  
9:00 a.m. -10:20a.m. At Will Employees, Hostile Work Environment, Discrimination  
10:20a.m.-10:30a.m.- Break  
10:30a.m.-12:30p.m- Leave Policies and FMLA, and ADA

**Presenter:**

**Joseph Hannon, Esq, Genova Burns, LLC**

**REGISTRATION FEE: Member Rate: \$90.00\* Non-Member: \$110.00**

Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

To Register:

-Visit [www.njlm.org/seminars](http://www.njlm.org/seminars)

-Select the date you are attending

-Download registration form, complete and either e-mail it to [sdelany@njlm.org](mailto:sdelany@njlm.org) or fax it with your voucher to (609) 695-0151

Questions about registering – contact Sue Delany [sdelany@njlm.org](mailto:sdelany@njlm.org) or 609-695-3481 extn 111

**CEUs- CMFO/CCFO-4.0 Off Mgmt;CTC-4.0 Gen/Sec: CPWM-4.0 Mgmt;RMC-4.0 Prof Devel; QPA-4.0 Off Admin/Gen Duties; CPA 4.0-PD;RPPO/RPPS-4.0 M/S;NJCLE 4.0;PACLE 3.5\***

*\*Please note, PACLE courses require the attendee to pay a separate fee (not including registration fees) to obtain credits. PACLE credit forms can be downloaded from the League Calendar page: <https://www.njlm.org/seminars>*

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