

Free Registration

DATE: Friday, April 4, 2008

TIME: 8:00 a.m. to 12:00 noon

LOCATION: Rocky Hill Marriott

REGISTRATION

DEADLINE: Wed., March 26, 2008

Please Choose Two Breakouts:

- I: Here Comes Trouble
- II: Bargaining on a Budget
- III: Frank Feedback Without the Fuss
- IV: Supervisor or Sleuth?

Name: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Mail, fax or e-mail your registration information to:

Shipman & Goodwin LLP

Marketing Department

Attn: Kathy Eliassen

One Constitution Plaza

Hartford, CT 06103-1919

Tel: (800) 585-0331 Fax: (860) 251-5214

E-mail: keliassen@goodwin.com

www.shipmangoodwin.com

If emailing, please specify date of seminar you wish to attend. Please let us know if you have any questions or require any special accommodations.

We look forward to seeing you on April 4th!

Labor and Employment Department Spring Seminar Presented by Shipman & Goodwin LLP

2008 PUBLIC SECTOR LEGAL UPDATE

Friday, April 4, 2008 – 8:00 a.m. to 12:00 noon
at the Rocky Hill Marriott

Labor and Employment Department Spring Seminar


SHIPMAN & GOODWIN
COUNSELORS AT LAW
One Constitution Plaza
Hartford, CT 06103-1919

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Labor and Employment Department Spring Seminar

2008 PUBLIC SECTOR LEGAL UPDATE

Please join us for our annual spring seminar for our public sector clients and friends, when we will address issues facing school districts, municipalities and other governmental agencies.

The program begins with a plenary session covering two timely topics, followed by breakout sessions allowing a choice from several topics of great interest and issue discussion in a small group setting.

This will be a lively program, and we hope you will attend. Please fill out and return the reply card as early as possible. In the event that we need to limit attendance, we will honor reservations of those who respond first.

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Plenary Session Topics

TO PRESERVE AND PROTECT:

Retention and Release of Electronic and Other Records.

- Technology is supposed to make our lives easier, but does it?
- More and more communications in the workplace are taking place via instant messaging, e-mail and other electronic media. Must such records be maintained?
- We'll address the retention and FOIA issues associated with such electronic records and data.

COMMENTING IN CRISIS:

When "No Comment" Won't Work!

- How do employers respond to major events and emergencies?
- Is "no comment" the best approach?
- Learn tips about what to say and what not to say from our panel.

Breakout Session Topics

Please choose 2 topics

I. HERE COMES TROUBLE: NEW STUDENT DISCIPLINE LAWS.

- Guidelines for suspension of students out of school.
- Specifics regarding first-time offender status and the expunging of school records.

II. BARGAINING ON A BUDGET.

- Is the economy heading into a recession? What that may mean for employers in the midst of negotiations and/or interest arbitration.
- Our annual update of wage and benefit trends, negotiating health insurance cost containment measures and more.

III. FRANK FEEDBACK WITHOUT THE FUSS.

- No one likes to be the bearer of bad news, especially in the workplace.
- Guidelines for providing straightforward and honest feedback to poor performers and tips for conducting such not-so-comfortable conferences.
- Strategies for avoiding or minimizing liability.

IV. SUPERVISOR OR SLEUTH? INVESTIGATIONS IN DEPTH.

- Supervisors are frequently asked to conduct internal investigations into possible violations of work rules.
- Discussion of the pitfalls that arise in the course of investigating misconduct by problem employees and how to avoid those pitfalls.
- How to make the most of your investigations in conducting pre-disciplinary hearings, in deciding what discipline to mete out and dealing with the grievances that inevitably result from disciplinary action.

DIRECTIONS: Rocky Hill Marriott

100 Capital Boulevard
Rocky Hill, CT 06067
Tel. (860) 257-6000
Fax (860) 257-6060

From I-91 South:

Take Exit 23. Turn left off exit and continue one block to the hotel.

From I-91 North:

Take Exit 23. Turn right. The hotel is on the right.




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