

## Municipal Employment Law and Human Resources



Wednesday, June 05, 2019 8:30 am to 3:30 pm

**Event Location:**

Stoweflake Resort Stowe , VT

See map: [Google Maps](#) [1]

**Cost:**

\$60 VLCT PACIF Members; \$90 VLCT Members

### Event Coordinator

Lisa Goodell

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**Registration Deadline:**

Wednesday, May 29, 2019

[Register for this event](#) [3]

## Description:

This workshop is for supervisors, department heads, selectboard members, town managers and administrators, and municipal officials involved in human resources management and administration. Our speakers will review employment-related state and federal legal requirements along with updates to the law from the 2019 legislative session. We will also discuss best practices to support your legal compliance and administrative responsibilities as municipal employers. Throughout the day, we will highlight VLCT services and resources that can help you with those responsibilities. This workshop is eligible for up to 4.5 CLE credits.

### Program highlights

- Review recent changes to Vermont employment law
- Discuss human resources best practice
- Learn how to conduct lawful termination
- Tips to comply with the Fair Labor Standards Act

### Attendee Takeaways

- Know how employee wellbeing increases productivity
- Step by step guidance from municipal legal expert
- Practical advice to avoid costly litigation
- Resources to navigate complex employment laws

### Agenda

**8:30 Registration** (Coffee and light breakfast included)

**9:00 Welcome**

**Abby Friedman, Director, VLCT Municipal Assistance Center**

**9:05 Municipal Human Resources Best Practices**

Human resources management for municipal employers involves unique responsibilities and potential risks. Jill Muhr will review best practices as well as tools and resources available to PACIF members.

**Jill Muhr, Senior Human Resources Consultant, VLCT PACIF**

**9:45 Increase Employee Productivity with Wellbeing**

Balancing work-life issues is more challenging than ever before in today's complex world. Research shows that one in five employees will face a significant personal or professional problem that will disrupt their lives and their productivity. Learn how Employee Assistance Programs such as INVEST EAP can help municipal employers achieve a productive, effective, and functional work environment through assessment and consultation services.

**Representative from INVEST EAP - Centers for Wellbeing, Burlington, Vt.**

**10:45 Break**

**11:00 Common Fair Labor Standards Act Violations and How to Avoid Them**

Correctly calculating overtime pay and properly designating employees as exempt or non-exempt are just two of the complicated aspects of complying with the Fair Labor Standards Act (FLSA). These errors can be costly if revealed during an audit of the employer's records. In this session, our speaker will show you how to avoid making inadvertent mistakes as well as options for correcting unintentional underpayment.

**Steven J. McKinney, Community Outreach & Resource Planning Specialist, U.S. Department of Labor, Manchester, N.H.**

**12:00 Lunch (provided)**

**1:00 2019 Legislative Session Update**

Kerin Stackpole will update attendees on employment-law related changes enacted during the 2019 legislative session.

**Kerin Stackpole, SPHR, Director, Employment + Labor Law Group, Paul Frank + Collins**

**1:45 Break**

**2:00 Lawful Termination, Step by Step - The Path to Avoid Costly Litigation**

During this session, Kerin Stackpole will walk participants through the steps to conducting lawful terminations - including pre and post termination hearings - from start to finish.. Our speaker will also cover what selectboard members and administrators from small and medium-sized towns need to do to comply with the law.

**Kerin Stackpole, SPHR, Director, Employment + Labor Law Group, Paul Frank + Collins**

**3:30 Complete Evaluations and Event Conclusion**

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**Links**

[1] <http://maps.google.com?q=%2C+Stowe%2C+VT%2C+%2C+us>

[2] <mailto:info@vlct.org>

[3] <https://www.vlct.org/training-event-registration>