



Supervision in the Public Sector

Presenter:

Susan Hansen, JD
Madden Galanter Hansen, LLP

Susan has over 20 years of employment law and labor relations experience. Her emphasis is in employment and labor law and related processes.

Susan advises public and private sector employers on a variety of matters, including progressive disciplinary action, contract administration, personnel practices, discrimination claims, Fair Labor Standards Act, Affordable Care Act, Open Meeting Law and legal developments.

Susan presents trainings on FLSA, FMLA, ADA, ACA, Labor Relations and Employment matters. Susan is a frequent presenter at Minnesota CLE and labor relations conferences.

To Register, or for more information, contact:

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Parking:

Civic Center Parking Ramp
125 S Riverfront Dr.
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Supervisory Best Practices in Local Government Organizations

Who should attend: City Administrators/Managers, County Administrators, Department Directors, and Supervisors

When: Wednesday, August 1, 2018
Session I: 10:30 a.m. to 1:30 p.m.
Session II: 2:00 p.m. to 5:00 p.m.

Where: Verizon Center
1 Civic Center Plaza Mankato, MN 56001
Banquet Hall—1st Floor

Cost: \$0 MVCOG Members
\$35 Non-MVCOG Members

Brief Overview:

The program will focus on supervisory best practices within local government organizations. Attendees will take away practical knowledge related to performance management and basic progressive discipline procedures.

Take-aways will include:

- Setting & communicating expectations
- Application of departmental work rules, organizational policies and labor agreements
- The basics of coaching, counseling and progressive disciplinary action
- Responding when performance issues become discipline issues
- Pre-disciplinary meetings and information gathering—identifying the when, what, who, and how
- When should an employee be placed on paid administrative leave
- Roles of HR, legal counsel, and those within the chain of command
- Responding to grievances