

NUTS AND BOLTS



OF HR IN THE PUBLIC SECTOR

Discovering the Fundamentals

AUGUST 14, 2015 ◆ **SAN MARCOS**

San Marcos Activity Center

AUGUST 26, 2015 ◆ **THE WOODLANDS**

The Woodlands Fire Department Emergency Training Center



Sponsored by **TMHRA** Texas Municipal Human Resources Association

A Human Resources Seminar Just for You

Are you a human resources professional relatively new to the field, new to public sector human resources, new in your city, or simply interested in a refresher on particular human resources subjects?

The Nuts and Bolts Seminar is just for you! You'll receive plenty of practical information that will help you implement and maintain successful human resources programs in your organization. Subject matter experts in several areas of human resources management will present dynamic, interactive sessions where you can ask questions, have discussions with your peers, and learn together.

Two sessions of "Nuts and Bolts of HR in the Public Sector" will be held around the state, and presenters will be listed in the final agenda issued at each location.

Tentative Agenda

(Speakers and sessions are subject to change.)

7:30 – 8:00 a.m.

Registration and Continental Breakfast

8:00 – 8:15 a.m.

Welcome and Opening Remarks

San Marcos ● **Wendy Standorf**, Human Resources Director, West University Place or **Veronica Sanchez**, Assistant Director of Human Resources and Risk Management, San Angelo

The Woodlands ● **Wendy Standorf**, Human Resources Director, West University Place or **Veronica Sanchez**, Assistant Director of Human Resources and Risk Management, San Angelo

8:15 – 9:30 a.m.

Recruiting, Interviewing, and Selecting Employees

Learn everything you need to know about employee selection in this session. Making the wrong hiring decision means throwing away a substantial investment of time and money on recruitment, training, and benefits. This fundamentals session is your ticket to making the right hiring decisions and contributing more to your organization's bottom line.

9:30 – 9:45 a.m.

Break

9:45 – 11:00 a.m.

Employee On-Boarding: Good Beginnings Make Good Employees

From the first day that new employees start on the job, they begin to make judgments about your organization, their managers, their peers, and the job they have been hired to do. In this session, you will learn how to organize and deliver a comprehensive employee orientation program that is an on-boarding process, and not just a program that will result in your new employees becoming immediately productive, quickly invested, and enthusiastic about their new job.

11:00 a.m. – 12:15 p.m.

Immigration Reform and Control Act (IRCA)

This session will outline your compliance obligations under the Immigration Reform and Control Act (IRCA) and help you identify why I-9s really are a BIG deal and must be done correctly. Learn how to accurately complete an I-9 to determine worker identity and eligibility, identify and avoid common mistakes, and use E-Verify as a tool.

12:15 – 1:15 p.m.

Lunch *(provided)*

1:15 – 2:30 p.m.

Exempt Versus Non-Exempt...Getting it Right

This session will help attendees understand how exempt and non-exempt workers are classified. It will offer key guidance to identify exempt versus non-exempt employees as defined by the Fair Labor Standards Act (FLSA).

2:30 – 2:45 p.m.

Break

2:45 – 4:00 p.m.

Performance Management: It's a Lot More Than "Check the Box" on Annual Reviews

This session will help you understand what is working and what is not working in performance management. This session will explore behavioral competencies, the importance of getting leaders involved in the process, and creating buy-in that managing performance really is a part of the job. You will learn how to handle performance management challenges such as "sugar coating" and "no one is perfect." You will also walk away with tools for conducting a meeting with leaders to ensure fairness and consistency beyond the reviews and developing the action steps to effectively manage performance.



General Information

Registration

The registration fee includes tuition, lunch, and refreshment breaks.

Location	Event Date	Early Registration Deadline	Early Registration Fee	Late Registration Fee
San Marcos	August 14	July 31	\$150	\$200
The Woodlands	August 26	August 14	\$150	\$200

Cancellation and Substitution Policy

If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$45 cancellation fee will be assessed if written cancellation is emailed to acct@tml.org no later than July 31 for San Marcos and August 14 for the Woodlands. **No refunds will be honored after these dates.**

Workshop Location and Hotel Accommodations

TMHRA does not have contracted rates with hotels for this event because it is a one-day workshop. Hotels below are just suggestions. You should contact hotels directly to book your room if overnight accommodations are needed.

San Marcos ● The meeting will be held at the San Marcos Activity Center, 501 E. Hopkins, San Marcos, TX 78666. To make overnight accommodations please call the hotel directly.

- Embassy Suites Hotel • www.embassysuites3.hilton.com
1001 E. McCarty Lane, San Marcos, TX 78666, 1-844-350-7429 (Reservations) / (512) 392-6450
- Crystal River Inn • www.crystalriverinn.com
326 W. Hopkins Street, San Marcos, TX 78666, (512) 396-3739
- Courtyard by Marriott San Marcos • www.marriott.com/hotels/travel/aussm-courtyard-san-marcos
625 Commercial Loop, San Marcos, TX 78666, (512) 359-7550
- Candlewood Suites • www.ihg.com
600 Wonder World Drive, San Marcos, TX 78666, (512) 749-1717

San Marcos Convention and Visitors Bureau website: www.toursanmarcos.com/attractions/index.html

The Woodlands ● The meeting will be held at the Woodlands Fire Department Emergency Training Center, 16135 IH 45 South, Conroe, TX 77385. To make overnight accommodations, please call the hotel directly.

- Spring Hill Suites - The Woodlands • www.springhillsuitesthewoodlands.com
16520 IH 45 South, The Woodlands Texas 77384, (936) 271-0051

Woodlands Convention and Visitors Bureau website: www.visitthewoodlands.com

Special Accommodations

WE WANT TO HELP! Please let us know on the registration form or email **Lavern Gaines** at lavern@tml.org if you need special assistance of any kind (including special meal requests). In order to respond to any special request, we would appreciate as much advance notice as possible. Thank you.

Continuing Education Credit (CEU)

Individuals may submit program information to their certifying agency to determine if CEUs or other credits may be applied. CEU forms will be available on the TMHRA website.

Questions

Contact the TML Affiliate Services Department at (512) 231-7400 or tmhra@tml.org.



TMHRA NUTS AND BOLTS *Registration Form*

Please Note: Registration will not be processed until payment is received.

Two Ways to Register

Register online with credit card payment at:
www.tml.org or www.tmhra.org

Mail this form with payment to:
TML Administrative Services
1821 Rutherford Lane, Suite 400
Austin, TX 78754

Registration

The registration fee includes tuition, lunch, and refreshment breaks. Please check which event you are attending.

San Marcos ● August 14

Register by July 31 to receive the discounted early registration fee of \$150. For registrations received after July 31, the registration fee is \$200.

The Woodlands ● August 26

Register by August 14 to receive the discounted early registration fee of \$150. For registrations received after August 14, the registration fee is \$200.

Cancellation and Substitution Policy

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Questions

Contact the TML Affiliate Services Department at (512) 231-7400 or tmhra@tml.org.

Your badge and confirmation will be mailed to you in advance; please bring them with you to the workshop. If an email address is provided, you will receive an email confirmation.

Attendee Information

Please print or type below.

Full Name: _____ Badge Name: _____

Title: _____

City/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

I require the following special accommodations (including special meal requests): _____

