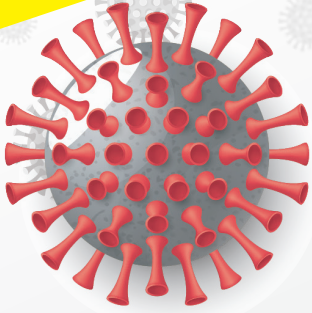


New Webinar!

Human Resources Essentials— COVID-19

An Interactive Two-Part Webinar Series



**School
Services
of California**
INC.
An Employee-Owned Company



When the world for families, schools, and businesses changed in early March due to the COVID-19 Pandemic, many local educational agencies (LEAs) were left with more questions than answers. As we settled into a virtual environment, guidance, new laws, and Executive Orders forced LEAs, as employers, to rethink business as usual. This new two-part series webinar will help LEAs navigate the myriad of employment issues as schools re-open and employees return to work. The workshop is divided into two webinars and will provide tools for working in the new environment, as well as an opportunity for questions and answers. Attendees will be added to a list serve to receive new information as it unfolds during the year.

WHO SHOULD ATTEND:

Superintendents, Assistant Superintendents, Chief Human Resources Officers, Human Resources staff, Principals, Chief Business Officers, and Charter School Directors and staff.

Part 1: Employee Management Tool Kit

July 29, 2020, 9:00 a.m. – 10:30 a.m.

In response to the altered work environment brought on by the COVID-19 crisis, LEAs are faced with modifying procedures and practices to ensure a safe transition to the 2020–2021 school year for employees and students. This session covers the management of temporary modifications made to employee leaves, employee training requirements, work place behaviors and practices, and what to do when employees are not able to return to work due to a health, safety, or child care issue.

Part 2: Working and Leading in the New School House

August 5, 2020, 9:00 a.m. – 10:30 a.m.

The new workplace brings challenges for school leaders in managing employees who work remotely or in a blended environment, balance social distancing in the workplace, and need to adjust to new procedures. Long-standing practices involving communication, collaboration, and the implementation of procedures may require adjustment to maintain legal compliance. School leaders are challenged to establish accountability methods, and provide support and guidance to employees who may feel alienated or disconnected. This session provides practical guidance in setting standards and expectations for staff, evaluating work performance, legal compliance while recruiting virtually, and communicating with labor partners about work conditions during the evolving COVID-19 conditions.

PRESENTED BY:

Danyel Conolley
Director, Management
Consulting Services

Debbie Fry
Associate Vice President

Jamie Metcalf
Director, Management
Consulting Services

Charlene Quilao
Assistant Director, Management
Consulting Services

DATES AND TIMES:

July 29, 2020
9:00 a.m. – 10:30 a.m.

August 5, 2020
9:00 a.m. – 10:30 a.m.

WEBINAR FEE:

Client Fee:
\$275 per attendee

Nonclient Fee:
\$550 per attendee

Fee includes both webinars

WEBINAR REGISTRATION:

Online through our website at
www.sscal.com/workshops

Email a completed registration form
(including purchase order or credit card)
to michelleb@sscal.com

Fax a completed registration form to
(916) 245-3645

Mail a completed registration form to
Michelle Berge, Event Coordinator
School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814



**HR Essentials—
COVID-19**

DATES AND TIMES:

Human Resources Essentials—COVID-19: Online Webinars July 29, 2020 and August 5, 2020

Programs Begin: 9:00 a.m. ■ Programs Adjourn: 10:30 a.m.
To confirm registration, please send an email to: michelleb@sscal.com

District/Organization:		Contact Person:	
Address:	City:	Zip:	Contact's Phone Number:
Phone Number:	Fax Number:		Extension:
			Contact's Email Address:

Attendee #1 Name (required):	<u>Dates of Online Webinars</u> July 29, 2020 August 5, 2020	Attendee #3 Name (required):	<u>Dates of Online Webinars</u> July 29, 2020 August 5, 2020
Attendee #1 Email Address (required):		Attendee #3 Email Address (required):	
Attendee #2 Name (required):	<u>Dates of Online Webinars</u> July 29, 2020 August 5, 2020	Attendee #4 Name (required):	<u>Dates of Online Webinars</u> July 29, 2020 August 5, 2020
Attendee #2 Email Address (required):		Attendee #4 Email Address (required):	

REGISTRATION	CLIENT FEE	NONCLIENT FEE
<p>Online through our website at www.sscal.com/workshops</p> <p>Fax completed registration form (including P.O. or credit card number) to (916) 245-3645</p> <p>Email completed registration form to michelleb@sscal.com</p> <p>Mail completed registration form to Michelle Berge, Event Coordinator School Services of California, Inc., 1121 L Street, Suite 1060, Sacramento, CA 95814</p>	<p>_____ Attendee(s) @ \$275</p> <p>TOTAL: \$ _____</p>	<p>_____ Attendee(s) @ \$550</p> <p>TOTAL: \$ _____</p>

<p style="text-align: center;">PAYMENT OPTIONS</p> <p>(Note: Registration <i>will not be accepted</i> without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California, Inc. Check # _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only. Cardholder name: _____ Account #: _____ Exp. Date: _____</p> <p><input type="checkbox"/> Purchase order #: _____ (A fax copy of the purchase order is an acceptable form of payment.)</p>	<p style="text-align: center;">CHECK PAYMENT</p> <p>If you are prepaying by check, please mail with a copy of the registration form to:</p> <p>School Services of California, Inc. P.O. Box 516613 Los Angeles, CA 90051-0599</p> <p>Note: For faster processing, please also email or fax your registration form with a copy of the check.</p>	<p style="text-align: center;">PURCHASE ORDER/CREDIT CARD PAYMENT</p> <p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 245-3645 or email it to michelleb@sscal.com</p> <p>Or send by mail to:</p> <p>Michelle Berge, Event Coordinator School Services of California, Inc. 1121 L Street, Suite 1060 Sacramento, CA 95814</p>
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Please Note: Cancellations received after 5:00 p.m. the Friday before the first webinar will be charged the full webinar fee. If you have a cancellation, please email michelleb@sscal.com and you will be given a cancellation number. This number should be retained for your records. Please call Michelle Berge at (916) 446-7517 or send an email to michelleb@sscal.com if you have any questions.