

New Webinar!



Employee Complaints and Investigations

An Interactive Two-Part
Human Resources Webinar Series

Attendees will also be added to the SSC HR Listserv

ABOUT THE WEBINAR

Employee complaints, both informal and formal, require immediate action by the employer. This includes taking steps to stop the alleged conflict, protect involved parties, and begin investigations. Under various statutory requirements (Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Occupational Safety and Health Act, and other local laws) local educational agencies (LEAs) are legally obligated to investigate complaints in a timely manner. Effective management of employment complaints requires operative protocols and procedures, as well as informed Human Resources (HR) administrators and front-line supervisors.

While a well-organized and highly effective HR department will reduce legal expenses and safeguard scarce fiscal resources, employment litigation is a huge and growing problem in California. LEAs are not immune to these employment trends and are experiencing growing numbers of complaints against employees as well as claims of discrimination. Unexpected personnel expenses are predictable in the absence of sound policies and procedures related to complaints and investigations. This webinar offers an in-depth examination of workplace investigations, tools and resources to effectively manage complaints, as well as how to recognize indicators when legal counsel support is required. Attendees will also be added to the SSC HR Listserv for networking opportunities with other LEA HR professionals and to receive new information as it unfolds.

WEBINAR TOPICS:

- Managing complaints—the importance of effective documentation
- The role of site and department managers in complaints and investigations
- Developing your investigation and communication plan
- Interview techniques and timeline management
- Making credibility determinations and knowing when to hire a workplace investigator
- Confidentiality and the rights of employees
- Ensuring non-discrimination in the workplace
- The Americans with Disabilities Amendment Act
- Investigating without bias
- Determining outcomes of investigations and assigning the appropriate level of employee discipline

WHO SHOULD ATTEND?

This webinar is designed for Superintendents, Assistant Superintendents, Chief Human Resources Officers, Human Resources staff, Principals, Chief Business Officers, and Charter School Directors and staff involved with supervisory duties and management of staff.

PRESENTED BY:

Danyel Conolley

Director, Management
Consulting Services

Suzanne Speck

Executive Vice President

DATES AND TIMES:

Part 1: April 27, 2021

9:00 a.m.–10:30 a.m.

Part 2: April 29, 2021

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
number) 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



Employee Complaints and Investigations

DATES AND TIMES:

Online Webinars April 27, 2021 and April 29, 2021
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:	Contact's Email Address:	
		Extension:	

Attendee #1 Name (required):	Attendee #3 Name (required):
Attendee #1 Email Address (required):	Attendee #3 Email Address (required):
Attendee #2 Name (required):	Attendee #4 Name (required):
Attendee #2 Email Address (required):	Attendee #4 Email Address (required):

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