



Nuts and Bolts of HR in the Public Sector: Discovering the Fundamentals

March 26, 2010

Austin Marriott North at Round Rock Hotel
2600 La Frontera Boulevard
Round Rock

SPONSORED BY THE TEXAS MUNICIPAL HUMAN RESOURCES ASSOCIATION
The Texas Municipal Human Resources Association (TMHRA) is an affiliate of the Texas Municipal League.

Nuts and Bolts of HR Discovering the

Tentative Agenda

- 8:00 – 8:30 a.m. **Registration and Continental Breakfast**
- 8:30 – 8:45 a.m. **Welcome and Opening Remarks**
TMHRA President **Don Byrne**, Director of Human Resources, City of Odessa
- 8:45 – 10:00 a.m. **Understanding and Preventing Workplace Harassment**
Alan T. Ozuna, Attorney, Denton, Navarro, Rocha and Bernal, P.C, San Antonio
- 10:00 – 10:15 a.m. **Break**
- 10:15 – 11:30 a.m. **Matching Your Pay Plan to Your Environment**
Matthew Weatherly, Public Sector Personnel Consultants, Tempe, Arizona
- 11:30 a.m. – 12:30 p.m. **Lunch** (provided)
- 12:30 – 1:45 p.m. **Fundamentals of Employee Relations: The Good, The Bad, and The Ugly**
Jeff Burton, Employee Relations Manager, City of Austin; and **Carla Scales**, Human Resources Coordinator, City of Austin
- 1:45 – 2:45 p.m. **Fostering Inclusion Through Employee Committees**
Teresa Gonzalez, The Management Connection, College Station
- 2:45 – 3:00 p.m. **Break**
- 3:00 – 4:30 p.m. **Records Retention for Human Resources in an Electronic Era: What Has to Be Kept, Time Frame to Keep Records, and Destruction Procedures**
Michael Reagor, Government Information Analyst, Texas State Library and Archives Commission, Austin



in the Public Sector: Fundamentals



PROGRAM INFORMATION

The Nuts and Bolts Seminar, presented by TMHRA, features speakers from various specialty areas of human resources management. This seminar has a practical format in the interest of human resources professionals who are relatively new to the field or interested in a refresher on particular subjects. The sessions are geared toward a sharing of information by the speakers and encourage interaction through questions from the seminar attendees. The goal of this seminar is to provide a variety of practical information that the attendees will be able to take back to their respective organizations and use as reference tools in the implementation and maintenance of successful human resources programs.

REGISTRATION INFORMATION

Register by **March 12, 2010**, and receive the **discounted early registration fee of \$50 (TMHRA members) and \$125 (non-members)**. For registrations received at TML after **March 12**, the registration fee is **\$175 (for members and non-members)**. The registration fee includes tuition, handouts, lunch, and refreshment breaks. In order to qualify for the TMHRA member rate, you must have joined TMHRA prior to March 1, 2010.

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 received by **March 12, 2010**. **No refunds will be honored after March 12.**

HOTEL INFORMATION

The workshop will be held at the **Austin Marriott North at Round Rock Hotel**, located at 2600 La Frontera in Round Rock. To make reservations, please call the hotel toll free at 800-865-0546 or at 512-733-6767 and ask for the TMHRA Nuts and Bolts of HR room block. A rate of \$99 single/double per night is available until **March 12, 2010**, or until the block is full.

For a map to the Marriott, please contact the hotel directly or go to www.mapquest.com.

CAR RENTAL

Call **AVIS** at 800-331-1600, or make reservations online at www.avis.com. The Avis World Wide Discount (AWD) Number is **J867208** (Texas Municipal League). **Enterprise** Corporate Class discounts are available at www.enterprise.com or by calling 800-736-8222. Your Corporate Class number is **Y21222**. Enter **TEX** for the company name.

SPECIAL ACCOMMODATIONS

Let us know on the registration form if you need special assistance of any kind. **WE WANT TO HELP!** In order to respond to any special request, we would appreciate as much advance notice as possible. Thank you.

CONTINUING EDUCATION CREDIT (CEU)

Elected officials participating in the Texas Municipal League Institute (TMLI) program will receive credit for this workshop. CEU forms will be available on site at the registration desk.

QUESTIONS???

Contact the TML Program Development Department at 512-231-7400 or tmhra@tml.org.

Registration Form

Class is limited to 80 participants.



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THREE WAYS TO REGISTER: Your registration will not be processed until payment is received.

1. Register online with credit card payment at:
www.tml.org (click on "Training") or www.tmhra.org
2. Fax this form with your credit card information to:
512-231-7495
3. Mail this form and your payment to:
TML Administrative Services
1821 Rutherford Lane, Suite 400
Austin, TX 78754-5128

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\$50 Early TMHRA Member Rate

\$125 Early Non-Member Rate

\$175 Late Registration Rate

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Contact the TML Program Development 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 e-mail address is provided, you will receive an e-mail confirmation.

Please type or print below.

Full Name: _____ Badge Name: _____

Title: _____

City/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

I require the following special accommodations: _____

2010 TMHRA Nuts and Bolts

CREDIT CARD PAYMENTS:

MasterCard Visa Am Ex Discover

Cardholder's Name (Please Print) _____

Acct # _____

Signature _____

Exp. Date _____

FOR TML OFFICE USE ONLY:

Business Check _____ \$ _____

Personal Check _____ \$ _____

Total \$ _____

Batch No. _____

Id # _____