



# Recharge Your Knowledge

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

**April 1, 2011**

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

Texas Municipal  
**Human Resources**  
Association

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



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## Tentative Agenda

- 8:00 – 8:30 a.m.      **Registration and Continental Breakfast**
- 8:30 – 8:45 a.m.      **Welcome and Opening Remarks**  
TMHRA President **Janie Mehrens**, Personnel Manager, City of Brenham
- 8:45 – 10:00 a.m.      **Employment Investigations 101**  
**Connie Cornell**, Attorney, Cornell Smith and Mierl, LLP, Austin
- 10:00 – 10:15 a.m.      **Break**
- 10:15 – 11:30 a.m.      **Equal Employment Opportunity Commission (EEOC): How to Respond to an EEOC Charge**  
**Rodney Klein**, Program Analyst, Equal Employment Opportunity Commission, San Antonio
- 11:30 a.m. – 12:30 p.m.      **Lunch (provided)**
- 12:30 – 1:45 p.m.      **Family Medical Leave Act (FMLA): Are You Compliant?**  
**Sheila Gladstone**, Principal, Lloyd Gosselink Rochelle & Townsend, P.C., Austin
- 1:45 – 2:45 p.m.      **Selecting and Interviewing the Best Candidates**  
**Ron Holifield**, CEO, Strategic Government Resources, Keller
- 2:45 – 3:00 p.m.      **Break**
- 3:00 – 4:30 p.m.      **Uniformed Services Employment and Reemployment Rights Act (USERRA)**  
**Julia Gannaway**, Attorney, Lynn, Pham and Ross, LLP, Fort Worth



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



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 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

Register by March 18 to receive the **discounted early registration fee of \$50 (TMHRA members) and \$125 (non-members)**. For registrations received at TML **after March 18**, the registration fee is **\$175 (for members and non-members)**. The registration fee includes tuition, lunch, and refreshment breaks. In order to qualify for the TMHRA member rate, you must have joined TMHRA prior to March 1, 2011.

## 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 18**. **No refunds will be honored after March 18**.

## HOTEL

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 18** or until the block is full. For a map to the Marriott, please contact the hotel directly or go to [www.mapquest.com](http://www.mapquest.com).

## SEMINAR MATERIALS

TMHRA no longer provides handouts for speaker papers or printed materials of any kind. Instead, TMHRA will put all speaker papers on the TMHRA Web site at [www.tmhra.org](http://www.tmhra.org) (under "Speaker Materials") for attendees to download in advance, if they so desire. No written materials will be provided at the workshop.

## 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](mailto:tmhra@tml.org).

# Registration Form

**Workshop is limited to 100 participants.**

**TWO 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. 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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**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: \_\_\_\_\_