

# OML Employment Seminar

Rose State College, Community Learning Center  
6191 Hudiburg Drive, Midwest City, OK 73110



Thursday, November 9, 2017

Registration: 8:30 – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

Registration Fee:

Members \$85 / Non-members \$150

## Agenda

- |                    |   |
|--------------------|---|
| 8:30 – 9:00 a.m.   | <b>Registration</b>   |
| 9:00 – 9:10 a.m.   | <b>Welcome</b>  |
| 9:10 – 10:00 a.m.  | <b>Hiring for Attitude</b><br><b>Pam Spinks, Director of Professional Development, OMAG</b><br>Are you hiring for attitude or just skills? Attitude is what makes employees give 100% and turns citizens into raving fans.  |
| 10:00 – 10:10 a.m. | <b>Break</b>  |
| 10:10 – 11:00 a.m. | <b>Employee/Council Handbook</b><br><b>David Weatherford, Attorney at Law; Birmingham, Morley, Weatherford</b><br>This session will review a test that has been widely used in Oklahoma to measure the stability of municipal governments, with practical suggestions that can be implemented targeted areas of operations.                             |
| 11:00 - 11:50 a.m. | <b>Social Media and Internet Security</b><br><b>Preston Akerman, Supervisory Special Agent, Federal Bureau of Investigation</b><br>Learn about current internet threats and how to protect yourself when using social media.  |
| 11:50 - 1:20 p.m.  | <b>Lunch on your own</b>  |
| 1:20 - 2:10 p.m.   | <b>Drug Testing</b><br><b>Chuck Robinson, Saint Anthony North Toxicology Services</b><br>Substance abuse testing is a beneficial tool for improving workplace safety, and is federally required within certain industries. In addition to discussing effective approaches and policy content, learn how drug & alcohol testing protects your employees. |
| 2:10 – 3:00 p.m.   | <b>Importance of Employee Handbook and Job Descriptions</b><br><b>Margaret McMorrow Love, Attorney at Law</b><br>This session will discuss why employee handbooks and proper job descriptions are so very important.  |
| 3:00 – 3:10 p.m.   | <b>Break</b>  |
| 3:10 – 4:00 p.m.   | <b>Employment Termination &amp; EEOC Complaints</b><br><b>Matthew Love, Attorney at Law</b><br>Guide to effective hiring, retention, motivation, discipline and termination of employees.   |

~~~This class counts for 6.5 hours towards CMO and MC&T.~~~

# Oklahoma Municipal League EMPLOYMENT SEMINAR

**Thursday, November 9, 2017**

Rose State College, Community Learning Center  
6191 Hudiburg Drive, Midwest City, OK 73110

## REGISTRATION FORM

*Please copy this form for additional registrants.*

Name & Title \_\_\_\_\_

Municipality \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

If you are newly elected or appointed, who did you replace? \_\_\_\_\_

**PAYMENT PROCESSING:** Total Amount Due: \$ \_\_\_\_\_ (Registration Fee: Members: \$85 Non-members: \$150)

Payment Enclosed     Master Card     Visa     Please invoice, Purchase order # \_\_\_\_\_

Name (as it appears on your card): \_\_\_\_\_

Card No. \_\_\_\_\_ Exp. Date (Month/Year) \_\_\_\_\_ Three digit V code \_\_\_\_\_

(The V Code is the three-digit number found on the back of the card on the signature panel after the card number.)

Credit Card Billing Address / Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 3 WAYS TO REGISTER:

- **Register online** by clicking on the 'CALENDAR' button at [www.oml.org](http://www.oml.org) no later than Friday, November 3, 2017
- **Mail** this form to arrive no later than November 3, 2017 to OML, 201 N.E. 23rd Street, Oklahoma City, OK 73105.
- **FAX** this form to 405-528-7560 no later than November 3, 2017

**CANCELLATION POLICY:** For a full refund, cancellations must be received in writing no later than Monday, November 6, 2017. Cancellations made after that time will receive a 50% refund. No cancellations will be accepted the day of the meeting. All registrants will be billed. **Registration is considered confirmation to attend.**

**WHO WILL BENEFIT FROM ATTENDING THIS WORKSHOP:** Clerks, Managers, Mayors, Personnel Professionals, Attorneys, Department Heads, Human Resource Directors, Police Chiefs and Fire Chiefs.

**HOTEL ACCOMMODATIONS:** If you require overnight accommodations for Wednesday November 8th, there are several hotels near Rose State. The link for a list of these hotels is <http://www.google.com/search?hl=en&rls=com.microsoft%3Aen-us%3AIE-SearchBox&rlz=117RNWE&q=hotel+73110&aq=f&oq=&aqj=>.

**HOW TO GET TO ROSE STATE:** Take the Hudiburg Drive exit off of I-40.. The address for the **Community Learning Center (formerly the Tom Steed Buidling)** is **6191 Hudiburg Drive, Midwest City, OK 73110**

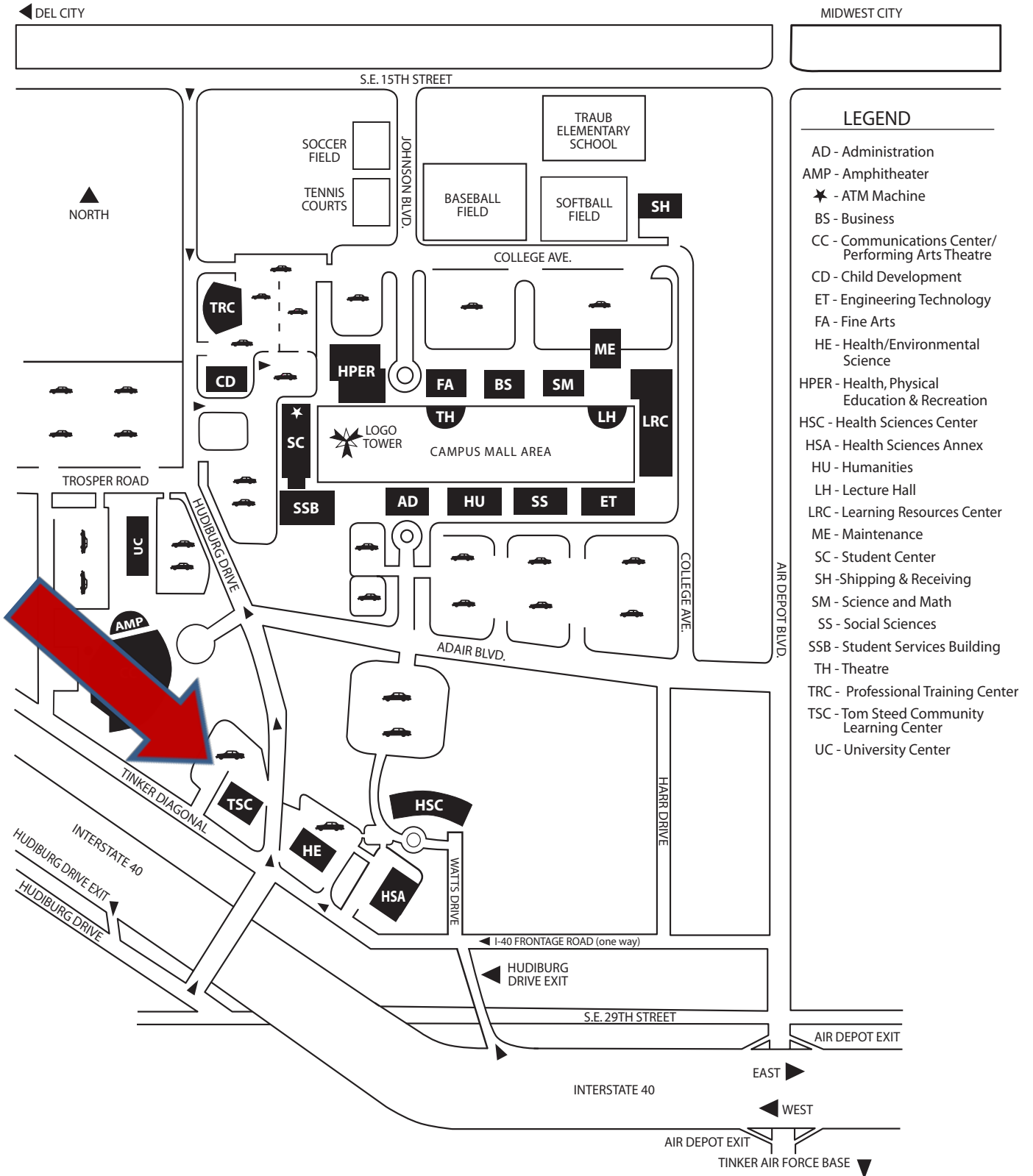
*If you require special accommodation, please notify OML by Friday, November 3, 2017.*

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# Rose State College Campus Guide

6420 S.E. 15th, Midwest City, OK 73110



Exit from I-40 onto Hudiburg Drive. The Community Learning Center (formerly known as the Tom Steed Building) is the first building on the left noted by the red arrow.