

**Employment Law for Department Heads and Supervisors
November 16 - 17, 2022
Live Online through Zoom**

Instructors: Bob Joyce,
Charles Edwin Hinsdale Professor of Public Law and Government
Diane M. Juffras
Professor of Public Law and Government

Agenda

Wednesday, November 16

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| 1:00 – 1:15 | The Nature of Government Employment
Bob Joyce |
| 1:15 – 2:45 | Employment at Will or Due Process Protections? Understanding Discipline and Discharge
Bob Joyce and Diane Juffras |
| 2:45 – 3:00 | Break |
| 3:00 – 4:00 | Dealing with the Americans with Disabilities Act
Bob Joyce |
| 4:00 – 4:30 | Preventing Unlawful Harassment
Diane Juffras |
| 4:30 – 5:00 | Managing Employee Leave
Diane Juffras |
| 5:00 | Adjourn Day One |

Thursday, November 17

9:00 – 10:00 **The FLSA and Overtime Law**
Diane Juffras

10:00 – 10:30 **Stupid Things Employees Say on Social Media**
Bob Joyce

10:30 – 10:45 **Break**

10:45 – 11:00 **Every Note You Take: Personnel Files for Public Employer Supervisors**
Bob Joyce

11:00 – 11:45 **Public Employment and Drug Testing**
Diane Juffras

11:45 – 12:00 **10 Other Things That Dep't Heads and Supervisors Need to Know**
Bob Joyce

12:00 **Formal Adjourn**

12:00 – 12:30 **Optional Open Question and Answer with Diane**