



THE ILLINOIS PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION PRESENTS...

# BOOT CAMP

ipelra.org



## Making Proper Employment Decisions and Handling Post-Termination Issues



The federal and state courts, as well as administrative agencies, continue to make changes that impact employment issues and post-termination issues. In this interactive session, obtain updated information about key changes and what it means for public employers faced with employment-related complaints and possible litigation. This session will also examine what employers should do if they are served with an administrative charge or litigation complaint.

### YOU WILL LEARN

- ★ How to address accommodation requests related to disability, pregnancy, and religious beliefs
- ★ How to address harassment and bullying complaints, particularly in light of the current **#MeToo** movement
- ★ How to address issues regarding transgender employees
- ★ What to do if an employee files an administrative charge or litigation complaint against their employer
- ★ How to effectively document performance problems and discipline

### Presented by

S. Leigh Jeter, Jeter Law Firm



Wednesday, May 16, 2018

9:00 a.m. – noon p.m.

(Registration begins at 8:30 a.m.)

Brookfield Zoo

Bocaditos Room

3300 Golf Rd., Brookfield, IL



**Win a free #IPELRA18 registration!**

Member registrants will be entered into a drawing for a free 2018 Annual Conference Registration on 9/18/18 (winner need not be present at drawing)

*This training is intended for management personnel not represented by a labor union.*



## ABOUT THE SPEAKER: S. Leigh Jeter

Ms. Jeter, the principal and founding partner of Jeter Law Firm, represents public and private sector employers in labor and employment matters. Ms. Jeter's litigation experience includes representing clients in state and federal courts involving a broad range of labor and employment laws, including Title VII, the ADA, the ADEA, the FMLA, and the NLRA, as well as other federal and state laws. She has extensive experience investigating and handling matters filed with the EEOC, the IDHR, and related agencies. Ms. Jeter has developed innovative, efficient, and successful strategies for handling all aspects of government agency investigations and subsequent litigation. In addition, Ms. Jeter also has extensive experience conducting neutral workplace investigations on behalf of public and private sector employers. She has conducted numerous investigations into allegations of workplace misconduct, including those alleging discrimination, harassment, bullying, retaliation, failure to accommodate, performance or misconduct issues; wage and hour violations, embezzlement, fraud, assault and battery, collective bargaining agreement violations, and ethics and compliance violations. Ms. Jeter regularly conducts training for employers and their employees on a wide range of employment matters. The Department of Justice and the EEOC have approved her as the outside trainer designated to provide required training in connection with a consent decree and conciliation agreement.

## Boot Camp... Making Proper Employment Decisions and Handling Post-Termination Issues Brookfield, IL 5/16/18

### REGISTRATION FORM and PAYMENT INVOICE

#### REGISTRATION FEES

<u>Members</u>	<u>Organizational Associates of Members (OAM)*</u>	<u>Non-members</u>
\$65	\$65	\$85

\*Organizational Associates of Members are other employees of the same employer as a current IPELRA member.

**IMPORTANT NOTE:** Registration confirmation and any other communications to program registrants will be sent via email. If you do not receive a confirmation by **May 11, 2018** please contact the IPELRA office.

**PAYING VIA CREDIT CARD:** For credit card payments ONLY, register and pay online at [www.ipelra.org](http://www.ipelra.org). (Members should click on "existing customers" and will need their IPELRA user id and password to get the member rate. Non-members and OAM should click on "new customers.") **Deadline for online registration is May 11, 2018.**

**PAYING VIA CHECK:** Send in this form via fax or [email](mailto:registration@ipelra.org) then send check (made out to IPELRA) via US mail.

#### REGISTRANT INFORMATION

Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Title: \_\_\_\_\_ Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Email is required for confirmation  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

#### AMOUNT DUE/PAYMENT DUE

##### Amount Due:

(please check one)

\$65 member \_\_\_\_\_

\$65 org. assoc. \_\_\_\_\_

\$85 non-member \_\_\_\_\_

##### Payment Due by May 16, 2018

(please check one)

Check is enclosed \_\_\_\_\_

Faxing (check to follow via US mail): \_\_\_\_\_

Emailing (check to follow via US mail) \_\_\_\_\_

##### Mail, Fax or Email this form to:

Debi Stensland, IPELRA Secretariat, 6133 N. River Road, Ste. 1120, Rosemont, IL 60018

Phone: 847-378-7711 Fax: 847-378-7070 [ipelra1978@gmail.com](mailto:ipelra1978@gmail.com) FEIN # 36299610

**Cancellation/Refund Policy:** All cancellation requests must be submitted in writing and received by **May 11, 2018** to qualify for a refund. An administrative fee based on current per person costs may be deducted. Cancellations received after **May 11, 2018**, are non-refundable. No-shows are non-refundable.