



GRADE

Groundwork • Rules and Regulations
Analysis • Direction
Employee Notice and File

BEST PRACTICES IN EMPLOYEE DOCUMENTATION: EVALUATIONS, DISCIPLINE AND GRADE MODEL DOCUMENT PREPARATION TRAINING

Schools Legal Service’s Labor and Employment Practice Group will present an informative workshop to assist Superintendents, Assistant Superintendents, Directors of Personnel/Human Resources and other management personnel in learning legal requirements and essential techniques for effective documentation, remediation and discipline of employees.

Do not miss this important workshop open to all experienced and new supervisors.

SEPTEMBER 26, 2017
9:00 a.m. – 11:00 a.m.
(registration at 8:30 a.m.)
Room 1B, KCSOS–City Centre
1300 17th St., Bakersfield, CA

WHO SHOULD ATTEND:
*Superintendents,
Assistant Superintendents,
Directors of Personnel/HR,
Site Administrators
and Supervisors/Managers*

SEATING IS LIMITED. PLEASE RETURN BY SEPTEMBER 18, 2017.

Please reserve a seat for the following:

NAME OF PARTICIPANT _____	JOB TITLE _____
NAME OF PARTICIPANT _____	JOB TITLE _____
NAME OF PARTICIPANT _____	JOB TITLE _____
DISTRICT OR ENTITY _____	

Total Enclosed @ \$15.00 per attendee \$ _____

Registration form should be sent via e-mail or fax. Late registrations may be accepted subject to space availability. Checks should be made payable to “Schools Legal Service.”

Fax: (661) 636-4843
E-Mail: sls@kern.org

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For more information:
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