




**GRADE:
GROUNDWORK, RULES
AND REGULATIONS,
ANALYSIS, DIRECTION,
EMPLOYEE NOTICE
AND FILE**

WHEN:
October 4, 2023
2:00 - 4:00 p.m.
KCSOS, City Centre, Rm 1B
1300 17th Street
Bakersfield, CA 93301

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



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, 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.

SEATING IS LIMITED. PLEASE RETURN BY SEPTEMBER 28, 2023

NO COST TO SCHOOLS LEGAL SERVICE JPA MEMBERS

NAME OF PARTICIPANT	EMAIL
NAME OF PARTICIPANT	EMAIL
NAME OF PARTICIPANT	EMAIL
DISTRICT OR ENTITY	

NON-JPA Members @ \$60.00 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

Schools Legal Service
P.O. Box 2445
Bakersfield, CA 93303

For more information:
Phone: (661) 636-4830
www.schoolslegalservice.org