

TIMELY TOPICS IN HUMAN RESOURCE MANAGEMENT



SEPTEMBER 6, 2019

Northfield Inn, Suites and
Conference Center
3280 Northfield Drive
Springfield, Illinois 62702
(217) 523-7900

Gain critical insight that keeps your county moving forward

The workplace of today is constantly changing with new laws and technologies affecting employment. As each of these areas continues to change, the HR function must evolve and change as well. It's imperative that county officials and HR managers stay informed of the changes affecting labor and employment law.

Join us at our annual fall training seminar designed to keep you up to date and informed on the latest developments and trends in employment issues.

Sponsored by
Counties of Illinois Risk Management Agency
Arthur J. Gallagher & Company

PROGRAM: 10:00 a.m. to 2:00 p.m.

Registration opens at 9:00 a.m. and includes continental breakfast and lunch.

REASONABLE SUSPICION



One of the most important roles supervisors perform is to protect the county, its employees, and the public from impaired workers that are under the influence of drugs or alcohol. Learn the risk management role of supervisors in the reasonable suspicion process.

Learning Objectives

- Understand the “technical definition” of Reasonable Suspicion Drug/Alcohol Testing
- Learn the risk management role of managers in the Reasonable Suspicion process
- Realize the “liability risk” as a manager and as a representative of the county
- Learn the “what is required to do” when challenged with the potential for drug/alcohol use in your workforce

Agenda

- Cost of substance abuse – It’s in the workplace, why do you care?
- Relevant laws
- Legal definition (US Supreme Court) and how to define Reasonable Suspicion
 - Something more than a hunch
 - in the workplace
 - enforcing a drug free workplace practice
- Management’s role
- Potential for management / supervisor liability
- What are managers / supervisors required to do
- Determination steps
 - Observe
 - Identify
 - Investigate
- Documentation
 - Checklists / Job performance
 - Short and long term indicators
 - Confirm, Confront, Control Testing
- Maintain confidentiality
- Reasonable cause / suspicion for management and supervisors



About the Instructor

Donna Rogers
MED, SPHR, SHRM-SCP

Donna Rogers, instructor of management, graduated with a Masters of Education (MEd.) in Human Resources Development from the University of Illinois Urbana-Champaign. She is certified as a Senior Professional in Human Resources (SPHR). Donna is the owner of Rogers HR Consulting and serves as a consultant for the Counties of Illinois Risk Management Agency (CIRMA).

COMPENSATION MANAGEMENT

*Illinois Minimum Wage is changing in January with incremental increases for the next five years. The Department of Labor is still considering imposing a minimum threshold change for all employees who are considered to be exempt from overtime pay. When one or both of these wage changes are implemented they will cause pay compression issues for all levels of employees in the county. It's important for all employers to be proactive and in the know about how to pay employees competitively, not give them reason to leave the county, and continue to attract the best and the brightest workers. If these are concerns for you in this current and anticipated continued tight labor market, then join us in Springfield. **Learn how to conduct a compensation study and compare it to what you are now paying your employees.***

Learning Objectives

- Current pay theories and philosophy
- Strategic compensation design
- Equity considerations
- Legal constraints
- Wage and Salary Administration
- Pay system development
- Research process and salary plan structure
- Future of compensation



Register online at www.ilcounty.org

Registration deadline: September 2, 2019. For more information contact (217) 528-5331 or ilcounty@gmail.com.