

Introducing HELP...

PDRMA's Human Resource & Employment Liability Program

Who do I call
for employment
legal advice?

Where can I find
model personnel
policies?

Where can I find
personnel training
customized for
recreation and
park professionals?

How do I know what's new in
employment law...
and how does it
effect me?

What is the H.E.L.P. Program?



PDRMA's Human Resources and Employment Liability (H.E.L.P.) program is a multi-faceted program customized specifically for public park and recreation professionals. It is designed to assist you in complying with employment laws and regulations in order to minimize exposure to costly lawsuits and maximize a healthy and productive workforce.

Do I have to be concerned about ADA or FMLA?

The H.E.L.P. Program is Ideal for:

- Supervisory staff responsible for hiring and managing employees
- Department heads and executive directors involved in measuring employee performance, taking disciplinary actions, and complying with legal requirements
- Employees who oversee the agencies human resource function

Why Should I Participate in the H.E.L.P. Program?

When your employment or human resource decisions are not in conformance with state and federal law, you expose yourself and your agency to costly and emotionally draining legal consequences. Further, your actions or inactions impact the morale, safety, and efficiency of your workforce as well as the reputation of you and your agency.

PDRMA's H.E.L.P. Program will help you perform your job and protect you and your agency against costly fines and lawsuits.

Since 1984, PDRMA has been on the pulse of its member needs and concerns. PDRMA recognizes and understands the human resource and employment practices issues facing members both today and tomorrow.

Receive Continuing Education Credits (CEUs) while you broaden your knowledge and sharpen your skills through the H.E.L.P. programs education and training opportunities.

What are the Components of the H.E.L.P. Program?

PDRMA's H.E.L.P. Program contains three major components that combine to serve your current and future human resource needs. These include:

- Comprehensive and industry specific training and education programs
- Telephone HELpline for timely legal consultation
- A human resource and employment practices resource center for written materials.

Does our Drug & Alcohol Free Workplace policy comply with State & Federal Law?

When can I t
for
abs

Attend One or More of the many H.E.L.P. Education and Training Opportunities

PDRMA's H.E.L.P. training and education programs are tailor-made to meet *your* needs and the needs of public park and recreation agencies. Whether you are an agency director, human resource specialist, or supervisor/manager, you can select from a variety of training options based upon your specific needs. You can choose to participate in introductory programs, full course curriculums, and advanced programs. Among the many topics covered will include:

- Effective Practices for Employee Discipline and Discharge
- Drug & Alcohol Testing in the Workplace
- Harassment and Discrimination
- Accommodating Employees under the Americans with Disabilities Act
- Implementing the Family and Medical Leave Act
- Navigating the Bermuda Triangle of the ADA, FMLA and Worker's Compensation
- How to recruit, interview, hire, and assess employee performance
- How to conduct an internal investigation
- Developing leadership skills

The Essentials of Human Resources Certificate Series provides the foundation you need to successfully manage *your* human resources. The five course curriculum includes the following modules.

- **Essentials of Employment Law and Personnel Policy**
- **Recruiting and Hiring**
- **Performance Management and Assessment**
- **Balancing Employer/Employee Rights and Discipline**
- **Putting it all Together**

What Makes PDRMA's Training & Education Programs Different Than Other Available Programs?

PDRMA's H.E.L.P. instructors have years of experience in counseling public park and recreation professionals and agencies and understand *your* specific needs and problems. Our instructors bring a breadth of experience and depth of knowledge invaluable to PDRMA's membership and provide instruction that is easy to understand and implement in the workplace.

Managers, supervisors and human resource practitioner's will receive real-life instruction based on common scenarios, actual cases, group discussion, videos and practice exercises.

This interactive format provides an opportunity for participants to ask questions based on real-life situations.

The training emphasizes the practical administration of course topics and provides valuable take home resource material for future reference.



Terminate an employee
or excessive
enteeism?

I'm at wits end...
what can I do with a
problem employee?

How Does the Telephone HELpline Work?

Simply call 630/435-8989 during regular business hours and an attorney expert in employment and human resource issues *and* familiar with the nuances of Illinois park and recreation will assist you in assessing and addressing your employment or human resource matter at no cost. There are no limits on the number of calls you can make, and all conversations are privileged and confidential.

Can we adopt a Grooming & Appearance Policy?

Visit the H.E.L.P. Resource Center at www.pdrma.org

PDRMA's H.E.L.P. Resource Center is a repository of relevant and applicable resource materials such as supervisor "tool kits", training guides, model personnel policies, topical articles, and much more. These resources will assist you and your agency in complying with the law and productively managing your workforce.

Looking Ahead to Meet Your Training Needs

In an effort to accommodate individual learning styles and provide a supportive environment, PDRMA will be developing computer-based distance learning programs and structured follow-up training sessions. Networking groups will be available to keep your employment-related skills in tune.



How do I handle a claim of discrimination or harassment?

PDRMA

Human Resources Employment Liability Program

A PDRMA Educational Program

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GET BY WITH A LITTLE HELP FROM YOUR FRIENDS...PDRMA