



## **Municipal Managers and Supervisors Risk Management Seminar**

As part of their continuing commitment to management/supervisory training, the Atlantic, Burlington and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on municipal risk management. The seminar is intended for all employees who manage or supervise others within your municipality. That will include department heads, managers, foremen, and supervisors from all departments included but not limited to Administration, Public Works, Recreation, Fire, Rescue and Emergency Services (paid or volunteer). CFO's, Tax Collectors and Tax Assessors who manage or supervise staff are included within this category.

**Police officers that currently manage or supervise others including Police Chiefs, Captains, Lieutenants, Sergeants, etc are required to attend the specific Police Command Staff Training. In addition, it is recommended that any officer that will be eligible to be promoted into a supervisory or management position within the next two (2) years also attend that training. A separate announcement regarding this training was sent out on or about January 10, 2018 via email to all Clerks and Fund Commissioners.**

Today, municipal managers and supervisors face a multitude of challenges in performing their job. These include workforce issues and regulatory training requirements just to name a few. However, the field of employment law remains perhaps the most rapidly evolving area of law both in the State of New Jersey and nationally. As legislators and the courts afford greater protection to more groups of employees, the nature and frequency of claims against employers increase proportionally. Public employers are not immune from this trend. Your knowledge of basic legal and administrative employment principles will help keep you out of trouble.

### ***Topics***

The training offered will include information on how managers and supervisors can help reduce accidents in the workplace over time, accident rates in various municipal departments and the importance of safety training. In addition, these sessions will address common employee/employer issues including discipline and discharge, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). Finally, these sessions will examine liability in municipal operations, and how Managers and Supervisors can assist in reducing these exposures. These seminars will count toward Managerial/Supervisory continuing training required by the MEL for compliance with the 2018-2019 EPL Plan of Risk Management.

For your convenience, and to facilitate maximum participation, the seminar will be presented in a morning and afternoon session. Please note that all sessions are identical. **Please see the attached documentation for specific times and locations.**



## ***Managerial & Supervisory Training Seminar Details***

**Morning Session – Continental Breakfast provided beginning at 8:30 AM**

**Afternoon Session – Lunch provided beginning at 12:30 PM**

<i>Date</i>	<i>Location</i>	<i>Time (2 Sessions)</i>
Tuesday March 6, 2018	O’Connors <i>(formally Charley’s Other Brother)</i> Eastampton	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, May 8, 2018	Merighi’s Savoy Inn, Vineland	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, September 11, 2018	Wildwood Convention Center Wildwood	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Thursday, September 27, 2018	Nicolosi Caterers West Deptford	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM

**Please confirm your registration via the attached response form at  
least 2 weeks prior to any of the scheduled training dates!**

***\*All Sessions are Identical\****

# Managerial & Supervisory Registration Form

## Dates and Locations

### Both Sessions are Identical

9:00 AM – 11:30 AM

1:00 PM – 3:30 PM

\_\_\_\_\_ Tuesday, March 6, 2018 at O'Connors, Eastampton

\_\_\_\_\_ Tuesday, May 8, 2018 at Merighi's Savoy Inn, Vineland

\_\_\_\_\_ Tuesday, September 11, 2018 at Wildwood Convention Center, Wildwood

\_\_\_\_\_ Thursday, September 27, 2018 at Nicolosi Caterers, West Deptford

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## Please Print Clearly

**Check One:** Morning 9:00 AM – 11:30 AM \_\_\_\_\_ Afternoon 1:00 PM – 3:30 PM \_\_\_\_\_

**Municipality** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

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**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

Forward Completed Registration Form to:

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