

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 12/17/19



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:** 12/10/19

**To:** Corrina Guardipee-Hall  
Superintendent

**From:** Teri DeRoche  
**Title:** Transportation Director

**Subject:** Workshop on HR Law

**Description:** Request travel to attend the HR Law Seminar in Missoula, MT on January 14, 2020.

**Financial Impact:** \$547.64

**Funding Source (Budget/grant, etc.):** Administrative travel budget - Transportation

**Attachment(s):** Leave Request/Agenda

**Superintendent Action:**  Approved  Denied  Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**  N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

39995

# HR Law



- Where many HR professionals go wrong when disciplining employees
- How-to's for legally testing an applicant's skills, honesty or aptitude
- Making job offers? Here's how to protect yourself from costly misunderstandings
- Factors you may not know to consider when writing policies, procedures and employee handbooks
- How to create written documentation that is unbiased, subjective, accurate—and legally defensible in court

Tell a Colleague

Download Brochure

## Upcoming dates

1142020 TO

Jan 14	Missoula, MT	133 miles	\$149.00	ADD TO CART
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The

59417

150 miles

### Don't guess! Protect your organization—and yourself—by knowing your rights and obligations under the law

Are you 100 percent sure you can handle EVERY situation that comes your way? Truth is, there are 1,001 different scenarios going on throughout your company every day that impact employment law, benefits administration, compensation—every hot-button issue. And it only takes one mistake—however unintentional—to cause significant damage to your company's ability to do business.

That's where this crucial course comes in. In just one day, we'll cover the basics of HR law in a fast-paced, plain-English way that will provide a whole new level of understanding to anyone who has to deal with the many different facets of employment law. We cover everything from ADA ... to the FLSA ... to fringe benefits—quickly, easily and accurately!

You'll learn the basics of what the law means ... to whom the law applies ... and which agency enforces the law. And you'll walk away armed with resources that you can immediately access when you need them, so you can answer any question that comes your way—confidently and legally. Register now.

### WORKSHOP AGENDA

Program hours: 9:00 AM - 4:00 PM

#### Session 1: Major Equal Employment Laws

- Title VII of the Civil Rights Act of 1964
- Pregnancy Discrimination Act of 1978
- Equal Pay Act of 1963; Lilly Ledbetter Fair Pay Restoration Act of 2009
- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act (ADA) of 1992; ADA Amendments Act of 2008

- Race and color; Form EEO-1
- Age
- National origin; Form I-9 (Immigration Reform and Control Act of 1986)
- Gender discrimination; Pregnancy; Sexual harassment
- Religion and religious practices
- Definitions of disability under the ADA Amendments Act
- Pre-employment and post-offer inquiries
- State laws, including sexual orientation, gender identity, marital status and lifestyle laws

#### Session 3: Handling Discrimination Claims

- Impermissible actions, including retaliation
- Disparate treatment; burden of proof
- Disparate impact; burden of proof
- Bona Fide Occupational Qualification (BFOQ)
- The EEOC complaint handling process

#### Session 4: Privacy in the Workplace

- Telephone monitoring
- Computer monitoring, including social media
- Electronic mail and voice mail
- Video monitoring

#### Session 5: Pay Practices (FLSA)

- Minimum wage
- Overtime/compensable hours/off-the-clock work
- Exemptions from overtime
- Federal and state garnishment

#### Session 6: Sexual Harassment

- Three definitions of sexual harassment
- Standard of liability
- Two elements of affirmative defense
- Anti-harassment policy and complaint procedure
- Measures to stop harassment

#### Session 7: Family and Medical Leave Act (FMLA)

- Eligibility requirements for benefits
- Reasons eligible employees can take leave
- FMLA 12-month options
- Intermittent FMLA leave

#### Session 8: Consolidated Omnibus Budget Reconciliation Act (COBRA)

- Eligibility
- Mini-COBRA law

#### Session 9: Health Insurance Portability and Accountability Act (HIPAA)

- Eligibility
- The privacy rule
- Coverage

#### Session 10: Occupational Safety and Health Act (OSH Act)

- The General Duty Clause: Employer
- The General Duty Clause: Employee
- The standards
- Hazard assessment

#### • Written programs

Human Resources / OSHA

Management and Supervisory

Personal Development / Communication

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

**Employee Name** Teri DeRoche  
**Building** Transportation

**Employee #**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/13/20 - 1/14/20</u>	<u>16</u>	<u>SR.</u>
_____	_____	_____

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved; Condition upon the specific leave being available for the specific employee**       **Not Approved**

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

*(Master Contract Relationship)*

**\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

**Conference/Workshop** HR Law Seminar (Attach Brochure/Agenda)

**Location** Missoula, MT

**Departure Date** 1/13/20

**Return Date** 1/14/20

**Departure Time** 12:00 p.m.

**Return Time** 10:00 p.m.

**Transportation:**     Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 408 x .58 = \$ 236.64  
**Per Diem** 1 day @ \$36.00 + 415D = \$ 51.00  
 **Registration PO#** \_\_\_\_\_ = \$ 149.00  
 **Hotel PO#** \_\_\_\_\_ = \$ 111.00  
 **Other PO#** Airfare = \$ 0.  
 **Other PO#** Luggage = \$ 0.

**To be reimbursed: shuttle/taxi/parking upon return of receipts**

**Sub Total \$547.64**

**Budget** 126.92.167.2710.0582 (75 %) \$215.73  
126.92.167.2710.0582 (25 %) \$ 71.91

**Check Total \$287.64**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_