

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Performance, Discipline & Discharge Issues

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MAY 17, 2019-NJ LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for CMFOs & CCFOs 5 CEUs - 4 Office Mgt/Ancillary Subjects & 1 Accounting

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*Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs

*Approved for 5 CPEs for CPAs, RMAs & PAs - 5 Management

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check, No need to send us your voucher for a separate signature because this form has been approved by the DLGS Local Finance Board and meets the requirements for certification of performance of service. **Speaker: Armando Riccio, Esquire**

8:30am-9:00 am Registration, Hot Breakfast Buffet - 9:00am-1:10 pm Seminar Timetable

A review of the processes, paperwork, standards, case preparation and resolution of performance issues as well as other basis for discipline and discharge: a. Documenting Performance issues and progressive discipline

- b. Basic due process
 - c. Removal of tenured employees
 - d. Civil Service jurisdictions
 - e. Special issues in Police discipline
 - f. Resolving disciplinary issues (including last chance agreements)
 - g. Cost benefit analysis of each of the foregoing (1/2 hour)
 - h. Related Local Govt Legislative and Employment Issues (1/2 hour)
2. Dealing with Difficult Employees
- a. Performance evaluations
 - b. Performance Improvement Plans
 - c. Undermining the retaliation claim
 - d. Union Issues
 - e. Negotiating last chance and severance agreements
 - f. Cost benefit analysis of each of the foregoing (1/2 hour)
 - g. Related Local Govt Legislative Employment Issues (1/2 hour)

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200
Performance, Discipline Seminar 5/17//19 - Directions on Web: <http://ipd2.com>
FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing by Fax

*During Inclement Weather check our website <http://ipd2.com> Day Before Seminar**

SEMINAR INCLUDES FULL BREAKFAST BUFFET __\$125 per person \$150 Registration at door

NAME

TITLE

ADDRESS

ORGANIZATION OR GOVERNMENTAL UNIT

TELEPHONE NUMBER

FAX NUMBER

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form! You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator
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