



DUE PROCESS



TRUST



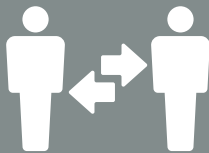
MORALITY



CHOICE

# EMPLOYMENT LAW AND ETHICS FOR SCHOOLS

RELATIONSHIP



WARNINGS



RESPONSIBILITY



RECORDS



Friday, Nov. 17 • 9 a.m. - Noon • Guymon Public Library

## EMPLOYMENT AND DUE PROCESS BEST PRACTICES • 9 - 10:45 A.M.

Employment Law for Schools will include a review of what you need to know about timekeeping, employee records, warnings, and due process from the perspective of the school board and the administration. We will cover federal law (Fair Labor Standards Act and Family and Medical Leave Act) as well as state law (due process for employees – support, teacher and administrator).

## BOARD MEMBER ETHICAL CONSIDERATIONS OUTSIDE OF THE MEETING • 11 A.M. - NOON

The role of the school board member requires a delicate balance between making high-level decisions and getting bogged down in details. What is said and done outside of a school board meeting can impact the operations of your school. Learn about the nuances of common ethical issues and considerations outside of the school board meeting.

*Employment Law and Ethics for Schools will be helpful for school board members and superintendents along with human resources and payroll personnel.*



REGISTER ONLINE AT [WWW.OSSBA.ORG/EMPLOYMENTETHICS](http://WWW.OSSBA.ORG/EMPLOYMENTETHICS)

# EMPLOYMENT LAW AND ETHICS FOR SCHOOLS

9 a.m. - Noon (Registration begins at 8:30 a.m.)

Friday, Nov. 17 • Guymon Public Library  
1718 N. Oklahoma St. • Guymon, OK 73942

**To register online, please visit: [www.ossba.org/employmentethics](http://www.ossba.org/employmentethics)**

*Employment Law and Ethics for Schools is eligible for 1 ETH and 2 EMP/LEG credits.*

Name of School District: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

## Attendee Information:

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

Attendee Email Address: \_\_\_\_\_

Registration is \$75 for members, \$150 for non-members. Registrations are due by Nov. 10. Notice of cancellation must be received in writing by the registration due date for a refund (less a \$25 cancellation fee). No refunds will be offered after the due date. Registrations after the deadline (including on-site) are \$150 (\$300 for non-members).

Payment Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Method of Payment:  Check Purchase Order Number: \_\_\_\_\_

To pay by credit card, please contact Jennifer Paschal or Martha Stewart at 888-528-3571 or register and pay through OSSBA's member portal.

OSSBA will make every effort to accommodate persons with special needs. Please submit your request in writing to Lisa Deaton at [lisad@ossba.org](mailto:lisad@ossba.org) or fax your request to Lisa at 405.528.5695.

### Please mail or fax this form to:

OSSBA • Lisa Deaton  
2801 North Lincoln Blvd., Suite 125  
Oklahoma City, OK 73105  
Fax 405.528.5695

**To register online, please visit: [www.ossba.org/employmentethics](http://www.ossba.org/employmentethics)**