



Texas Association of School Personnel Administrators

Presents a **Conference** for Supervisors and Administrators of
Nonexempt Employees to include:
Principals, Assistant Principals, Directors, and Foremen

Continuing Education Credit offered

Morning Sessions:

- 7:30 - 8:00 Breakfast will be provided
- 8:00 - 8:15 Welcome and Introductions
Presented by, Midge Balanciere, Director HR
- 8:30 - 9:00 How to Comply with Fair Labor Standards Act
Breaking news, who is allowed to take breaks?
Overtime Issues
Presented by, Charlie Nitschmann, FLSA-TASB/HR Services Consultant
- 9:00 - 9:45 Verbal/Non verbal Communications
Presented by, Patti Pawlik-Perales, Communications Specialist, Alamo Heights ISD
Presented by, Lisa Winters, Public and Media Relations Specialist, Kerrville ISD
- 9:45 - 10:30 Employee off Duty Negative Conduct - how to effectively deal with
Fingerprinting employees, contractors, sub-contractors
Why we have a FP Bill
Presented by, Doug Phillips, TEA Director of Investigations and FP
- 10:30 - 11:00 Documentation
Proper Conduct of Investigations
Presented by, Rick Lopez, Attorney, Law Firm of Rogers, Morris and Grover
- 11:00 - 12:00 Lunch will be provided

Afternoon Sessions:

- 12:00 - 12:45 Cultural Diversity
Presented by, Mike Wiley, Employee Relations Officer North East ISD
- 12:45 - 1:45 Interviewing and Hiring Processes
Presented by, Dr. Richard Smith, Director Human Resources, Alamo Heights ISD
- 1:45 - 2:00 Break
- 2:00 - 2:30 Handling Employee Lifestyle Changes
Presented by, David P. Thompson, PH.D., The University of Texas at SA
- 2:30 - 3:00 ADA Changes/ Proposed EEOC Changes
Presented by, Rick Lopez, Attorney, Law Firm of Rogers, Morris, and Grover
- 3:00 - 3:30 E-Verify – Federal program used to verify work authorization status
Presented by, Joe Martinez, Senior Special Agent, DHA/ICE
- 3:30 - 4:00 Customer Service
Presented by, Lois Osborn, Executive Director Human Resources
- 4:00 – 4:30 SURPRISE GUEST SPEAKER

June 30, 2010

Community Learning Center

8750 Tesoro Dr, Suite 217

San Antonio, TX 78217

More information:

210-407-0464

We hope the information provided will assist you with effectively managing your hourly employees.

[TO REGISTER, PLEASE CLICK HERE TO BE ROUTED TO THE TASP A REGISTRATION SITE](#)