

Labor Relations Services: HR 101 SERIES

SESSION 3: Evaluation/Discipline/ Termination

**Tuesday, March 28, 2017
8 a.m. — 12 p.m.**

NOTE: Program will begin at 8:15 a.m.

**Location: Erie 1 BOCES Education
Campus, Building A**

Conference Room: A2



TOPICS TO BE COVERED IN SESSION 3

Evaluation/Documentation of Employee Performance

- ▽ Proper drafting and use of counseling memos
- ▽ Meeting Part 83 and Article 23-B obligation

Employee Discipline/Termination/Removal

- ▽ Classified
 - ◆ Removal after minimum probationary period
 - ◆ Civil Service Law Section 75 terminations
 - ◆ Civil Service Law Sections 71 & 73 terminations
- ▽ Certified
 - ◆ Termination during probationary period
 - ◆ Denial of tenure at conclusion of probationary period
 - ◆ Dismissal of tenured teachers and administrators under Educational Law Section 3020-a

WHO SHOULD ATTEND?

Assistant Superintendents for Human Resources/Personnel
 Directors of Human Resources/Personnel
 School Business Administrators and School Business Officials
 Other Central Office Administrators with Human Resources
 Responsibilities

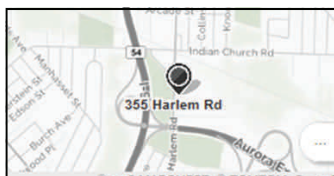
SERIES SESSIONS

SERIES SESSIONS	DATES AND TIMES	
Session 1: Hiring and Appointments	Monday, November 28, 2016	8 a.m. - 12 p.m.
Session 2: Abolishment/Layoff/Recall	Tuesday, January 24, 2017	8 a.m. - 12 p.m.
Session 3: Evaluation/Discipline/Termination	Tuesday, March 28, 2017	8 a.m. - 12 p.m.
Session 4: Taylor Law/Contract Administration, Grievances & Arbitration	Monday, May 22, 2017	8 a.m. - 12 p.m.
Session 5: Complaint Response, Harassment & Discrimination	Wednesday, July 19, 2017	8 a.m. - 12 p.m.
Session 6: Disabled, Sick or Injured Employees	Monday, September 25, 2017	8 a.m. - 12 p.m.

Fee per attendee:

Each session individually — \$250*

* Eligible for BOCES aid — Erie 1 BOCES Labor Relations Services —
 Customized Staff Development (Labor Relations/Personnel)
 Service Code: 655.001



All remaining sessions will be held at:
 Erie 1 BOCES Education Campus
 Building A, Conference Room A2
 355 Harlem Road, West Seneca, NY 14224

For more information call: (716) 821-7115

