

**Employment Law for Department Heads and Supervisors
April 29-30, 2024
School of Government, Chapel Hill**

Agenda

Instructors: SOG Professors Diane M. Juffras and Robert Joyce

Program Manager: Charmain Cale

Monday, April 29

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|--------------------|---|
| 1:00 – 1:15 | The Nature of Government Employment
Bob Joyce |
| 1:15 – 2:45 | Employment at Will or Due Process Protections? Understanding Discipline and Discharge
Bob Joyce and Diane Juffras |
| 2:45 – 3:00 | Break |
| 3:00 – 4:00 | Dealing with the Americans with Disabilities Act
Bob Joyce |
| 4:00 – 4:30 | Preventing Unlawful Harassment
Diane Juffras |
| 4:30 – 5:00 | Managing Employee Leave
Diane Juffras |
| 5:00 | Adjourn Day One |

Tuesday, April 30

- 9:00 – 10:00** **The FLSA and Overtime Law**
Diane Juffras
- 10:00 – 10:30** **Stupid Things Employees Say on Social Media**
Bob Joyce
- 10:30 – 10:45** **Break**
- 10:45 – 11:00** **Every Note You Take: Personnel Files for Public Employer Supervisors**
Bob Joyce
- 11:00 – 11:45** **Public Employment and Drug Testing**
Diane Juffras
- 11:45 – 12:00** **10 Other Things That Dep't Heads and Supervisors Need to Know**
Bob Joyce
- 12:00** **Formal Adjourn**
- 12:00 – 12:30** **Optional Open Question and Answer with Diane Juffras**