


Municipal Notes

From the ARKANSAS MUNICIPAL LEAGUE

2nd & Willow • P.O. Box 38 • North Little Rock, AR 72115 • (501) 374-3484

September 29, 2017

TO: MAYORS, CITY MANAGERS, CITY ADMINISTRATORS, COUNCIL MEMBERS, CITY DIRECTORS, CITY CLERKS, CLERK/TREASURERS, CITY RECORDERS, RECORDER/TREASURERS AND PERSONNEL/HR DIRECTORS

FROM: DON ZIMMERMAN, EXECUTIVE DIRECTOR 

RE: HUMAN RESOURCE AND PERSONNEL MATTERS AFFECTING ARKANSAS MUNICIPALITIES

The Arkansas Municipal League will sponsor a workshop for all Mayors, City Managers, City Administrators, Council Members, City Directors, City Clerks, Clerk/Treasurers, City Recorders, Recorder/Treasurers and Personnel/HR Directors entitled Human Resource and Personnel Matters Affecting Arkansas Municipalities. This workshop is part of the AML certified continuing education program. Attendees will receive 5 hours of credit towards the necessary 21 hours of credit required to become a certified municipal official. For those city officials who have completed the 21 hours of core curriculum, this workshop will not count towards your 6 hours of continuing education to maintain your certification status. The required 6 hours can be earned by attending the Annual Convention and Winter Conference. Other city officials not participating in the certification program may attend if seating space is available. Please pass this form along to your city officials. The tentative program schedule is as follows: **REGISTER ONLINE AT:** www.arml.org
ACCESS CERTIFICATION HOURS AT: www.arml.org/VCP.

Morning Session	Afternoon Session
Trends and Changes in the World of HR	What's in Your Personnel File
Employment Law: Understanding the Basics	Record Retention
Sexual Harassment	Workplace Safety

REGISTRATION: 8:30 a.m. - 9:30 a.m.

TIME: 9:30 a.m. until 3:30 p.m.

DATE: October 26, 2017

PLACE: League Headquarters
301 West 2nd St.
North Little Rock

The registration fee for this workshop is \$25.00 which includes a light breakfast & lunch. If you plan to attend, please complete the attached form providing us with your name, title, city and registration fee. **The deadline for registration is Friday, October 20, 2017.**

GREAT CITIES MAKE A GREAT STATE



WORKSHOP REGISTRATION FORM

**Human Resource and Personnel Matters
Affecting Arkansas Municipalities
Thursday, October 26, 2017
AML Headquarters**

Please return form by Friday, October 20, 2017

NAME/TITLE:	e-mail:
NAME/TITLE:	e-mail:
NAME/TITLE:	e-mail:
	cc e-mail:
CITY OF:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE #:	

REGISTRATION FEE TOTAL: \$25.00 x _____ = \$ _____

How are you paying?

- Check Credit Card (Visa, MasterCard or Discover only)

If paying by check, fill out form and mail to:

Arkansas Municipal League
Attn: 2017 Human Resource Workshop
P.O. Box 38
North Little Rock, AR 72115

If paying by credit card, fill out form and information below in full and fax/e-mail to:

Tricia Zello – tzello@arml.org
Arkansas Municipal League
Fax: 501.374.0541

Card Number: _____ - _____ - _____ - _____ Exp. Date: ____/____/____

Cardholder Name: _____ (as it appears on card)

Billing Address: _____ (as it appears on statement)

City: _____ State: _____ Zip: _____

*E-mail address: _____

(*Required for credit card payment, an e-receipt will automatically be e-mailed to you.)