


Municipal Notes

From the ARKANSAS MUNICIPAL LEAGUE

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

September 19, 2018

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

FROM: MARK R. HAYES, EXECUTIVE DIRECTOR 

RE: HUMAN RESOURCE AND PERSONNEL MATTERS AFFECTING ARKANSAS MUNICIPALITIES

The Arkansas Municipal League will offer a Voluntary Certification workshop for all Mayors, City Managers, City Administrators, Council Members, City Directors, City Clerks, Clerk/Treasurers, City Recorders, and Recorder/Treasurers entitled "Human Resource and Personnel Matters."

Attendees will receive 5 hours of core 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 can attend if seating is available. The tentative program is as follows:

Morning Session
Employment Law: Traps for the Unwary
Afternoon Session
Before & After the Job Offer is Made: What You Can and Can't Do
The Importance of Correctly Completing I-9's
Suggested Personnel Policies
FOIA: The Personnel File Exemption

REGISTER ONLINE AT: www.arml.org

ACCESS CERTIFICATION HOURS AT:
www.arml.org/services/league-programs/program-details/delegate-certification-hours-by-city

REGISTRATION: 8:30 a.m. - 9:00 a.m.

TIME: 9:00 a.m. until 3:30 p.m.

DATE: October 17, 2018

PLACE: League Headquarters
301 W. 2nd St.
North Little Rock, 72114

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 12, 2018.**

GREAT CITIES MAKE A GREAT STATE



REGISTRATION FORM

**Human Resource and Personnel Matters
Affecting Arkansas Municipalities
Wednesday, October 17, 2018
AML Headquarters**

Please return form by Friday, October 12, 2018

NAME/TITLE:	e-mail:
NAME/TITLE:	e-mail:
NAME/TITLE:	e-mail:
CITY OF:	cc e-mail:
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: 2018 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.)