


# Municipal Notes

From the ARKANSAS MUNICIPAL LEAGUE

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

September 10, 2019

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

FROM: MARK R. HAYES, EXECUTIVE DIRECTOR 

RE: HUMAN RESOURCE AND PERSONNEL MATTERS WORKSHOP

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, Recorder/Treasurers, and Municipal Personnel 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 or certified municipal personnel. For those training participants 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. The tentative program is as follows:

Morning Session	Afternoon Session
If You Can Define It, You Can Enforce It	Are You EEOC Compliant?
ADA Affects Your Employees, Websites	Drug Testing: CDL, Non-CDL, Random, Safety Sensitive Positions
Fair Labor Standards Act	Medical Marijuana Cards & Their Effect on the Workplace
Family Medical Leave	Q&A Session

**REGISTER ONLINE AT:** [www.arml.org](http://www.arml.org)

**ACCESS CERTIFICATION HOURS AT:** [www.arml.org/services/league-programs/program-details/delegate-certification-hours-by-city](http://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 9, 2019

PLACE: **Wyndham Riverfront Hotel**  
**Silver City Rooms 5, 6, & 7**  
**#2 Riverfront Place**  
**North Little Rock, 72114**

The registration fee for this workshop is \$25.00 which will include 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 Thursday, October 3, 2019.**

GREAT CITIES MAKE A GREAT STATE



**REGISTRATION FORM**

**Human Resource and Personnel Matters  
Affecting Arkansas Municipalities  
Wednesday, October 9, 2019  
Wyndham Riverfront Hotel**

**Please return form by Thursday, October 3, 2019**

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: 2019 Human Resource Workshop  
 P.O. Box 38  
 North Little Rock, AR 72115

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**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.)