



For Immediate Release
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Writing Employee Handbooks and Job Descriptions

ALGONA, IOWA – Iowa Workforce Development and the Kossuth County Employers' Council will present Kossuth Area ECI: "Writing Employee Handbooks and Job Descriptions." In today's increasingly regulated business environment, it is more important than ever for companies to have clear and comprehensive written policies aimed at preventing employment practices liability claims. Similarly, it is critical for employers to have detailed job descriptions that clearly define the skills and performance requirements for each job position.

The Kossuth Area Employers' Council (ECI) will host a training session for businesses on "Writing Employee Handbooks and Job Descriptions" on Wednesday Oct. 21, 2009 at Iowa Lakes Community College in Algona, Iowa. Featured speakers will be Barbara Tapscott, IWD Employment Attorney and Craig Immerfall, IWD Business Services. The training session will be held on Wednesday, Oct 21, 2009 at Iowa Lakes Community College, 2111 Hwy.169 N, Algona, Iowa 51301 at 9:30 to 11:30 a.m.

All business owners, human resource professionals, personnel staff, attorneys, paralegals and payroll/accounting staff are invited to attend. There is no fee to attend but pre-registration is requested for planning purposes by Friday Oct.16, 2009 to Paula Seely at (515) 295-4602 or seelyp@mercyhealth.com This program has been approved for 2.0 (General) recertification credit hours towards PHR, SPHR and GPHR recertification through the Human Resource Certification Institute (HRCI).

Drafting Employee Handbook and Job Descriptions:

- Discussion of writing and updating employee handbooks
- What should and should not be in a handbook
- Developing accurate, informative and legal job descriptions
- Time-saving tips and resources available to help the drafting process

Barbara Tapscott, Iowa Workforce Development Employment Law Attorney, is a frequent trainer and speaker for business groups. Barbara is an attorney specializing in employment and labor laws. Craig Immerfall has been with IWD for 15 years as a business service representative and is involved in marketing IWD services to business customers—including labor exchange services, assessment services, fee based products and human resource consultation. Questions will be entertained by Barbara Tapscott and Craig Immerfall.

The Kossuth County Employers' Council is a local employer group supported by Iowa Workforce Development Region 3 and 4, and is part of the statewide Employers' Council of Iowa system. This employer's group addresses workforce issues, and provides both educational and networking opportunities for employers and human resource professionals. Contact Bob Becker at Robert.Becker@iwd.iowa.gov if you have questions about this training session or about the Kossuth County Employers' Council.

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