



For Immediate Release  
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## **Employee Documentation and Discharge in Iowa and Nebraska**

**COUNCIL BLUFFS, IOWA** – Performance management, discipline and discharge—along with the necessary documentation are headaches for managers and a source of liability and lawsuits for employers.

The Southwest Iowa Employers' Council (ECI) and Iowa Workforce Development will be hosting a training opportunity titled "Employee Documentation and Discharge in Iowa and Nebraska" on Wednesday October 14, 2009 from 9:00 am to 4:00 pm. This session will be held at The Mid-America Center, One Arena Way in Council Bluffs, IA. Check-in begins at 8:30 am.

Sometimes discharge is unavoidable. However, employers can minimize potential liability by implementing some basic procedures and by training supervisors on evaluating, disciplining, documenting and discharging employees. Employers should try to minimize the risk of liability, retain an element of control and maintain employee dignity in the process. Improperly handled discharges not only raise important legal issues, but also undermine employee morale and productivity.

Featured speakers will be Rebecca Boyd Dublinske and Megan J. Erickson, Attorneys with Dickinson Mackaman Tyler & Hagen PC, Des Moines. This training session is designed for human resource personnel and payroll professionals, business managers, line supervisors, controllers, accountants, legal paraprofessionals, attorneys and other interested parties. Due to the complex nature of this topic, businesses are encouraged to send multiple staff.

Program topics include:

- **Employment Laws Impacting the Discipline and Discharge Process**
  - ✓ Title VII, IA & NE Civil Rights Act, IA & NE Wage Payment Collection Act, FLSA, ADA, FMLA, Workers' Compensation
- **Avoiding Litigation—Building the Foundation for a Lawful Defensible Discharge**
  - ✓ Personnel Files, Performance Reviews, Disciplinary Reviews, File Memos
- **Implementing Termination Decisions and Post-Discharge Considerations**
  - ✓ Arbitration Agreements, References, Access to Personnel Files, What to do when a Charge or Lawsuit has been filed against your company, Unemployment Claims—Grounds for Denial, When Not to Contest Unemployment
- **Restrictive Covenants and the Effect of Terminations**
  - ✓ Covenants Not to Compete, Non-solicitation Agreements, Confidentiality Agreements, Effect of Termination on Restrictive Covenants

Pre-registration is requested by Thursday October 8<sup>th</sup> to Carol Morgan at (712) 242-2131 or [carol.morgan@iwd.iowa.gov](mailto:carol.morgan@iwd.iowa.gov). There is a minimal registration fee to attend which covers meeting expenses and refreshments.

This program has been approved for 6.0 (General) recertification credit hours towards PHR, SPHR and GPHR recertification through the Human Resource Certification Institute (HRCI). Attorneys can request continuing legal education hours with the Office of Professional Regulation, Attorney Regulation Commission. A certificate of attendance will be provided at the training session.

## **About the attorneys: Rebecca Boyd Dublinske and Megan Erickson**

Rebecca Boyd Dublinske is a shareholder with the law firm of Dickinson, Mackaman, Tyler & Hagen, P.C., and is a member of the firm's Litigation and Employment Law Practice Groups. Ms. Dublinske graduated with honors from The University of Iowa College of Law. After graduation, she served as a judicial law clerk for the 5<sup>th</sup> Judicial District of Iowa in Polk County. Ms. Dublinske is a member of the Iowa State and American Bar Associations, and the Defense Research Institute. Her employment practice includes representing employers in all aspects of employment law, including handbooks and policies, non-compete, non-solicitation and employment agreements; wage and hour issues; and disciplinary and termination procedures. Ms. Dublinske also represents employers in lawsuits involving discrimination and wrongful discharge claims. She is a frequent speaker to human resource and business groups on many employment-and litigation-related topics.

Megan J. Erickson is an Associate with the law firm of Dickinson, Mackaman, Tyler & Hagen, P.C. Ms. Erickson graduated with high honors from Drake University Law School in 2007. Ms. Erickson is a member of the Iowa State Bar Association (Young Lawyers Division) and American Bar Association (Labor and Employment Law Section, Communications Law Forum, Young Lawyers Division), Polk County Bar Association, Polk County Bar Association, Polk County Women Attorneys and Blackstone Inn of Court (Associate).

The Southwest IA Employers' Council is a local employer group supported by Iowa Workforce Development Region 13 including Harrison, Shelby, Pottawattamie, Mills, Cass, Fremont and Page counties, and is part of the statewide Employers' Council of Iowa system. All businesses, including Iowa, Nebraska and Missouri employers are welcome to attend ECI events. This employer's group addresses workforce issues, and provides both educational and networking opportunities for employers and human resource professionals. Contact Carol Morgan for more information about the Southwest Iowa ECI group.

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