



Human Resource in 2018

Are You Ready?

DATE & LOCATION

March 12, 2018

1:00 pm - 3:45 pm

Handelman Conference Center
(Entrance at rear of the building)

7090 Samuel Morse Drive
Suite 400
Columbia, Maryland

TARGET AUDIENCE

- Center Directors
- Nurses
- Social Workers / Social Services

CEU — 2.5

- Social Work

FEES

- MAADS Members — \$60
- Nonmembers — \$100

QUESTION? Please call Annmarie Gordon at 410.381.2401, x240 or agordon@lifespan-network.org

PROGRAM

Has the #MeToo movement affected your workplace? Do your supervisors know what to do when they receive a harassment complaint? Are you up to speed on Maryland's earned sick and safe leave law, changes in minimum wage, and other human resources news? Do you follow best practices in hiring, discipline, and firing? This presentation will give an overview of current issues in Human Resources, and review best practices in responding to discrimination and harassment complaints, hiring, managing, and terminating employees.

SPEAKER

Melissa Calhoon Jones, JD
Counsel, Tydings & Rosenberg, LLP

Melissa Calhoon Jones, chair of the firm's employment and labor law group, counsels small and medium-sized companies on labor, employment, and immigration matters. She also provides investigative services. A frequent speaker to trade associations and with more than two decades of experience in the field, Ms. Jones has established herself as an employment law authority for closely held Maryland businesses.

Her many clients include technology and life science companies, business, accounting, and financial services companies, long-term care facilities, medical practices, and hospitality industry businesses. Ms. Jones counsels with a down-to-earth approach and explains legal intricacies in plain language.

Continuing Education Credits

This program is sponsored by the Maryland Association of Adult Day Services. This program is approved for 2.5 credit hours. This program is approved by the Maryland Board of Social Worker Examiners for Category I continuing education for social workers licensed in Maryland.

Registration Policies

1. Please mail or fax your registration early. Space is filled on a first served basis. Policy and deadlines for registration are the same by fax as by mail.
2. Please enclose a check or complete the credit card registration below. Faxed registrations must include credit card or purchase order information.
3. Registrations and payment must be received no later than five days prior to the workshop.
4. We reserve the right to cancel this program due to insufficient registration.

Cancellation Policy

Refunds, minus a \$25 processing fee per registrant, will be honored if requested in writing five (5) business days prior to the date of the seminar. In the event of emergency, attendees may send substitutions in their places without prior notification. Additional fees may apply

Inclement Weather Policy

If Howard County Public Schools are closed or opening late due to inclement weather, all seminars are **CANCELLED**. Registrants will be contacted regarding rescheduling arrangements.

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Registration Form

Human Resource Requirements in 2018: Are You Ready March 12, 2018

PLEASE PRINT. Copy this form for multiple registrants. Please register and return **March 8, 2018**.

Name _____ Title _____

Email (Work) _____

Center Name _____

Center Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax _____

Fee: **MAADS Members: \$60** **Nonmembers: \$100** **Total Amount Due \$_____**

Please mail with check payable to: **MAADS**, 7090 Samuel Morse Drive, suite 400, Columbia, MD 21046

Or fax with credit card information to **410.381.6061**



Name on Card _____ Account No. _____

CVV2 Security Code _____ Expiration Date _____ Signature _____

Credit Card Billing Address _____

Card Holder Email Address _____