



# Employee Policy Handbook

**Seminar** August 18, 2016—Jackson, MN  
August 19, 2016—Granite Falls, MN

*This training will assist human resource and business professionals in developing **effective employee handbooks** that will reduce the risk of employee lawsuits by having an employee handbook that is properly drafted, uniform and well-defined employment policies.*

Hear **Pamela Harris JD**, MLIS, Attorney at Law at **Pamela M. Harris PLLC**/General Counsel at ServeMinnesota, Inc. She has been practicing law since 1978, focusing in the area of employment law since 1985. She holds a B.A. magna cum laude from the University of Minnesota and a J.D. with honors from Hamline University. Ms. Harris has devoted a substantial portion of her practice to assisting public and private employers in preventing legal problems.



## **Thursday, August 18, 2016—1:00 pm to 4:00 pm**

Minnesota West Community & Technical College—**Jackson Campus**  
401 West Street, Jackson, MN 56143—**Room #Y101**

## **Friday, August 19, 2016—9:00 am to noon**

Minnesota West Community & Technical College—**Granite Falls Campus**  
1593 11th Ave, Granite Falls, MN 56241—**Auditorium**

### **Business Seminar Registration**

Enclose payment of \$15.00 per person checks payable to: **MN DEED**.

Send check or cash (no credit cards) with registration by August 12, 2016 to:  
**WorkForce Center—Job Service, 2200 23rd St NE, #2040, Willmar, MN 56201**

#### **Attending**

- ☐ **Jackson Campus**  
☐ **Granite Falls Campus**

Name: \_\_\_\_\_ Company Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Individuals requiring an accommodation to attend this event, contact:**

**Erin.Larson@state.mn.us (320)441-6562 (888)GET-JOBS**

**No refunds made on cancellations made after August 12, 2016**

**Upon request, this document is available in alternative formats.**

This seminar is coordinated by DEED—Job Service, Minnesota West Community & Technical College, SW MN Small Business Development Center, Southwest Human Resources Association & SW MN Workforce Council.