

# Lawful Employment Practices for Treasurers

March 8, 2012

Higher Education Center, Roanoke

Douglas Brinkman, Law Professor at Radford University, will be teaching the course; he is also an attorney and substitute judge.

This one-day class, designed to give treasurers an overview of state and federal statutory employment laws that affect them, will consist of two three-hour presentations, separated by a lunch break and followed by the exam. The first three-hour session will focus upon federal employment laws (excluding collective bargaining laws) and the second session will address Virginia statutory requirements. Participants will have an opportunity to ask questions throughout the two presentations. Written hand-out materials will be distributed to participants for their future reference.

This course is a **mandatory** course for initial certification for treasurers. It is an elective for deputies. For more information see the ***Certification Handbook***.

If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto:aws@virginia.edu)

**Registration Deadline is:**

**Friday, March 2, 2012**

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations must be completed on-line. How to register is explained on the web site. You will need a password to log onto the online registration system. Only register one person at a time. After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

The registration fee is **\$100 for TAV and CRAV** members and **\$125 for non-members**. A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled.

**Lunch as well as refreshment breaks are included in the registration fee.**

## Class Schedule and What You Need to Bring with You

Registration is 8:30 to 9:00 a.m.

Class begins at 9:00 a.m. and ends around 4:00 p.m.

Open Book Exam will begin around 4:00 p.m. following the conclusion of the course.

The one-hour exam will consist of a combination of multiple choice, true/false and fill-in-the-blank questions dealing with the major provisions covered during the presentations.

Remember to bring the following materials with you to class:

**Several #2 pencils**

**Assorted highlighters and/or stickies for marking important passages in the text.**

Grades are posted on line--usually within a week of the end of the class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: [www.coopercenter.org](http://www.coopercenter.org) and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Carolyn Thompson at the Center at 434-982-2190 and she can tell you your grade.

## Roanoke Higher Education Center

The Roanoke Higher Education Center (RHEC) is housed in the renovated Norfolk & Western Railroad building at 108 North Jefferson Street, next to the Hotel Roanoke.

From 581 heading South, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1** (see numbered circle on map above).

From 220/581 heading North, take Exit 4E, immediately turn right onto Williamson Road. Proceed south to Wells Ave., and turn right onto Wells. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1** (see numbered circle on map above).

Website can be found at: <http://www.education.edu/>



### Where to Park:

Parking is available as follows:

(See numbered circles on map above)

**Day - Monday through Friday Permit or parking fee required 7:00 a.m. to 4:00 p.m.**

- 1 West side of RHEC (surface parking lot)
- 2 Lot on First Street (Between Loudon Ave. and Wells Ave.)
- 3 Parking Garage (use entrance on Centre Ave., across from RHEC parking lot)
- 4 Lot on Centre Avenue (Between Shenandoah Ave. and First St.)

**Daily and Event Parking (Monday through Friday - 7:00 a.m. to 4:00 p.m.): Daily parking fees for lot 1 and garage 3 are 50 cent per hour or \$4.00 per day.** Fees for lot 1 are collected via a regularly monitored self-payment box that is located on the median strip that separates lot 1 and Jordan Alley. Fees for garage 3 are collected by an attendant at the garage entrance/exit booth. All parking fees are collected by the City of Roanoke. (Note: There is a change machine located just inside of the RHEC main entrance by the café door.) The Roanoke Higher Education Center does not provide parking receipts. When planning a day event and making a reservation, please contact us at least 48 hours in advance at (540) 767-6013 if parking validations may be necessary.