



Get More Mileage Out of Quick Bits  **EDGE**

Education • Development • Growth • Essentials

## TeleCourse: November 16, 2010 Employee Handbooks

**11:00 a.m. – 1:00 p.m. EST**

**Speaker: Lynn Esp**

This is a program beneficial to small and large credit unions. Employee handbooks can be an employer's dream or nightmare. If improperly drafted, a handbook can promote employee confusion or worse yet, spur litigation. If drafted properly, a handbook is a tool for employees to address and answer questions. In this seminar, an employer will learn what are required mandatory and optional handbook policies, be provided with sample policies, learn the difference between a policy and procedure, and learn how to draft, implement and distribute policies.

**Speaker:** Lynn Esp is Assistant General Counsel for the Illinois Credit Union League. In this capacity, she provides assistance and advice to credit unions and their retained counsel and directs the League's Legal and Technical staff. Formerly an associate with Hinshaw & Culbertson, Lynn has extensive experience and expertise in labor and employment law. She has represented management, including credit unions, in employment issues before state and federal agencies and courts, drafted employee guidelines, written articles and delivered presentations on the current issues in employment law. Lynn received her Bachelor of Arts degree from Boston College and her law degree from IIT Chicago Kent College of Law. She is licensed to practice law in Illinois and Wisconsin.

**Location: Via Telephone** (11:00 a.m. to 1:00 p.m. EST)

**Educational Investment:** \$159.00 per telephone connection. *Unlimited Listeners and Free Audio Archive*

**\*\*\*You must be registered for this session to hear the audio-recorded version and receive handouts.\*\*\***

**AUDIO ARCHIVE!** Can't tune in today? This session will be available on-line for **30** days after activation.

**To enroll**, you may complete and fax our **General Registration Form** (found on the Web site) or **send an Email to [mzelinsky@njcul.org](mailto:mzelinsky@njcul.org)**. Please include Participant Name(s) and Cost to your credit union.

If you have any additional questions, please do not hesitate to contact the Education and Training Department at 609-448-2426 x100.