

# Policy and Procedure Writing

Victorville City Hall

03.13.2019 | 10:00 am - 12:00 pm

Event Sponsor: California Special Districts Association

## ATTORNEYS

Rebecca Green

Presented by **Rebecca Green**, this course will help you identify the strengths and weaknesses of your current workplace policies and procedures, and target areas where revisions in those policies and procedures will create a more efficient, fair, and legally compliant workplace. We will discuss changes in the law affecting workplace policies, and strategies for ensuring that policies are kept up to date. Participants will learn the components of sound policies and procedures and be given concrete steps to write, revise, or update those policies and procedures. Attendees are invited to bring any policy or procedure they are currently working on or that is under review, for classroom discussion and instructor feedback. Course materials include templates for development of policies, checklists for employers' "must-have" policies, and sample policies on key issues.

For more information, visit the CSDA website [here](#).