



**Miami Valley Risk Management Association  
Presents:**

## **SUPERVISORS' GUIDE TO CONDUCTING PROGRESSIVE DISCIPLINARY PROCESSES AND PERFORMANCE EVALUATIONS**

**When: Friday, May 10<sup>th</sup>, 2019**

**Where: Home2Suites, 5161 Cornerstone North Blvd.,  
Centerville, OH 45440 (near Costco off Wilmington Pike)**

**Time: 9:00 AM – 12:00 PM**

**Cost: \$20 for MVRMA, MVCC & CLG Members      \$30 for non-members**



Mr. Smith, partner with Mazanec, Raskin & Ryder Co., L.P.A. focuses on his practice on civil rights and government liability, and employment and labor law, as well as representing clients in a wide range of general liability matters including business disputes. He also counsels clients in employment matters.

Mazanec, Raskin & Ryder Co., L.P.A. is the law firm that provides MVRMA members with guidance on Employment Practices issues through the Employment Practices Helpline.

Mr. Smith regularly represents clients in both state and federal courts throughout Ohio, before the Ohio Civil Rights Commission and the Equal Employment Opportunity Commission and has successfully represented clients in arbitrations under the American Arbitration Association and the Federal Mediation and Conciliation Services.

When employers are in a situation when it is necessary to terminate an employee, it is imperative that there is proper documentation in place to support the decision.

Most of the documentation comes from any disciplinary actions that have been taken against the employee as well as their ongoing performance evaluations.

Providing supervisors and managers with effective training in conducting performance evaluations and issuing discipline is the most important loss control technique to prevent or reduce claims and lawsuits based on wrongful termination.

Mr. Smith will guide supervisors through the process and will provide attendees with the tools to be able to conduct legal and effective employee evaluations as well as knowledge to administer discipline that would stand up to union or legal scrutiny.

## Why are Consistent City-wide Discipline Processes Important?

- Allow managers to correct employee behavior while communicating expectations.
- Assist managers to improve performance and productivity from their employees.
- Provides defensible employment termination for employees who cannot or will not improve.
- Provides consistent policy and procedures to all departments throughout the City.

## Why Are Performance Evaluations Important?

- Employees are often more engaged in their jobs—and, therefore, perform better—when they understand what is required, how to achieve performance goals, and how their performance is tied to the success of the organization.
- Clear expectations and performance standards, along with achievable goals, will help increase retention and improve morale.
- They provide a framework in which employers can apply uniform performance standards.

They serve as a medium in which employees can receive and give honest constructive feedback.

Performance Evaluations are an opportunity for a manager and an employee to meet and discuss priorities, talk about current performance on the job, and set performance goals for the employee. Ideally, it will be an ongoing process—one in which both the manager and employee will participate.

Please contact Sandy Caudill with any questions, [scaudill@mvrma.com](mailto:scaudill@mvrma.com)

Please register through the MVRMA website [www.mvrma.com](http://www.mvrma.com) or through the link below.

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