

**For Immediate Release****Date:** March 16, 2009**Contact:** Carol Morgan  
**Telephone:** (712) 242-2131**Southwest Iowa ECI: “Writing Employee Handbooks and Job Descriptions”**

**COUNCIL BLUFFS, IOWA** – In today’s increasingly regulated business environment, it is more important than ever for companies to have clear and comprehensive written policies aimed at preventing employment practices liability claims. Similarly, it is critical for employers to have detailed job descriptions that clearly define the skills and performance requirements for each job position.

The Southwest Iowa Employers’ Council (ECI) will host a training session for businesses on “Writing Employee Handbooks and Job Descriptions” on Wednesday April 8, 2009 at two locations in Southwest Iowa. Featured speakers will be Barbara Tapscott, IWD Employment Attorney and Craig Immerfall, IWD Business Services.

Training sessions will be held on Wednesday, April 8, 2009:

- 9:00 to 11:00 am at Cass County Memorial Hospital, 1501 E 10 St, Atlantic, IA (co-hosted by CASS Inc)
- 1:30 to 3:30 pm at Salvation Army, 715 North 16 St, Charles Lakin Campus, Council Bluffs, IA

All business owners, human resource professionals, personnel staff, attorneys, paralegals and payroll/accounting staff are invited to attend. There is no fee to attend but pre-registration is requested for planning purposes by Friday April 3 to Carol Morgan at 712-242-2131 or [carol.morgan@iwd.iowa.gov](mailto:carol.morgan@iwd.iowa.gov). This program has been approved for 2.0 (General) recertification credit hours towards PHR, SPHR and GPHR recertification through the Human Resource Certification Institute (HRCI).

**“Drafting Employee Handbook and Job Descriptions”**

- Discussion of writing and updating employee handbooks
- What should and should not be in a handbook
- Developing accurate, informative and legal job descriptions
- Time-saving tips and resources available to help the drafting process

Barbara Tapscott, Iowa Workforce Development Employment Law Attorney, is a frequent trainer and speaker for business groups. Barbara is an attorney specializing in employment and labor laws. Craig Immerfall has been with IWD for 15 years as a business service representative and is involved in marketing IWD services to business customers—including labor exchange services, assessment services, fee based products and human resource consultation.

Also available at these sessions will be the new “9-in-1” poster, which includes all state of Iowa and federal required labor and employment notices. The free poster includes all current language including the recently revised federal Family and Medical Leave Act. Iowa Workforce Development provides this all inclusive poster as a convenience for Iowa employers.

The Southwest IA Employers’ Council is a local employer group supported by Iowa Workforce Development Region 13 including Harrison, Shelby, Pottawattamie, Mills, Cass, Fremont and Page counties, and is part of the statewide Employers’ Council of Iowa system. All businesses, including Iowa, Nebraska and Missouri employers are welcome to attend ECI events. This employers’ group addresses workforce issues, and provides both educational and networking opportunities for employers and human resource professionals. Contact Carol Morgan for more information about the Southwest Iowa ECI group.

**###****An Equal Opportunity Employer/Program**

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