The League’s legal staff has updated our Personnel Policies and Guidelines Manual. This publication comes in both an electronic and printed format.

Good personnel management is essential for the efficient and effective functioning of city government. Personnel administration can also be an effective tool in city management. This manual presents a model set of personnel policies and guidelines for Kansas cities with new information relating to domestic violence, sexual orientation, and other legal updates.

Recommended for managers/administrators and municipal clerks in Kansas.

The League Office is closed
December 24, 25 and January 1.

We wish you a joyous holiday season and look forward to working with you in 2019!
2019 Municipal Training Institute Schedule

Classes are open to all elected and appointed city officials and employees. All classes are held from 10 a.m. to 2 p.m. Lunch and materials are provided.

**JANUARY**
- Municipal Finance (Core)
  - January 11 (Eudora)
- Ethics & Civility (Core)
  - January 18 (Newton)

**FEBRUARY**
- Personnel Management (Core)
  - February 1 (Olathe)
- Municipal Finance (Core)
  - February 22 (Emporia)

**MARCH**
- Harassment in the Workplace (Elective)
  - March 8 (El Dorado)
- Emergency Management (Elective)
  - March 1 (Minneapolis)
- Harassment in the Workplace (Elective)
  - March 29 (Cimarron)

**APRIL**
- City Clerk Fundamentals (Elective)
  - April 5 (Garnett)
- **LEADERSHIP SUMMIT**
  - April 12 & 13
- Salina (Core)

**MAY**
- Advanced Municipal Finance (Elective)
  - May 3 (Ottawa)
- Social Media for Cities (Elective)
  - May 17 (Valley Center)

**JUNE**
- Valuing Diversity (Elective)
  - June 13 (Kingman)
- Advanced Municipal Finance (Elective)
  - June 21 (Garden City)

**AUGUST**
- KOMA/KORA (Core)
  - August 2 (Lyons)
- August 9 (Liberal)
- August 16 (Burlington)

**SEPTEMBER**
- Harassment in the Workplace (Elective)
  - September 6 (Russell)
- Planning & Zoning (Elective)
  - September 13 (Wintfield)

**OCTOBER**
- **LEAGUE ANNUAL CONFERENCE:**
  - OVERLAND PARK
  - Saturday, October 12
- Personnel Management (Core)
- Economic Development ( Elective)
- KOMA/KORA (Core)

**NOVEMBER**
- Ethics and Civility (Core)
  - November 1 (Lindsborg)

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**What People Say About MTIs:**

I enjoyed the whole presentation - the lecture, video, and handouts. I appreciate those who present the material and do the work ahead of time.

The best part of the class was the depth of knowledge of the presenters and their willingness to share. Also, networking with other cities is always a bonus!

The presenters used real-world examples of situations and cases that we can relate to in our own job and city. The MTI helped me figure out where my first focus should be in revamping our policies and programs.

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Updated as of December 2018. Tentative and subject to change. Visit the League website for the most current information.

Website: www.lkm.org/events

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