

# 3 DANGER ZONES EVERY MUNICIPAL ATTORNEY SHOULD RECOGNIZE

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## Discussion Topics

- I. **Danger Zone 1:** Perils and Pitfalls Arising from Due Process Obligations
  - A. When is Due Process Required – *Loudermill* case
  - B. Due Process Obligations
  - C. Do's and Don'ts under *Loudermill*
  
- II. **Danger Zone 2:** Risks When You Are Not Educated as to Federal/State Employment Laws and City/Town Policies
  - A. Federal and State Laws to be Familiar With
  - B. Understanding Your City/Town Policies
  
- III. **Danger Zone 3:** How to Erase Your Risk with Proper Documentation
  - A. Why is Documentation Important?
  - B. Best Practices of Documentation – The Do's and Don'ts
  - C. Personnel Files
  
- IV. **Concluding Observations/Discussion Points**
  - A. Communication is KEY: The importance of interactions between City Attorney, City Manager/Mayor, HR, and Department Supervisors.
  - B. It All Has To Do With Training: Everyone is going to be successful in their roles with proper training.

C. Try to be On the Offense: The best defense is a good offense.