



# NEWS RELEASE

**For Immediate Release:**  
February 7, 2005

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## **SIOUX CENTER EMPLOYEE HANDBOOK & JOB DESCRIPTIONS SEMINAR**

**SIOUX CENTER, IOWA** - The Northwest Iowa Employers' Council and Iowa Workforce Development will be hosting a training session to discuss how to write employee handbooks and job descriptions. The meeting will be held on Wednesday, February 16, 2005, at the Corporate Center in Sioux Center, from twelve noon to 2:30 p.m. and lunch will be available.

This presentation has been given in many parts of the state and has been well received by the employer audience. Iowa Workforce Development and the Northwest Iowa Employers' Council want to offer this opportunity to businesses in northwest Iowa.

Speakers include: Barbara Tapscott, Iowa Workforce Development Employment Law Attorney, a frequent trainer and speaker for business groups. Barbara will discuss the good, the bad and the ugly of employee handbooks. Craig Immerfall, Iowa Workforce Development Business Services Representative, will present information on the steps to writing meaningful job descriptions. Topics covered will include:

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

To register for the seminar, contact Ann Conner, Iowa Workforce Development, at (712) 722-4813 or by e-mail at [Elizabeth.conner@iwd.state.ia.us](mailto:Elizabeth.conner@iwd.state.ia.us). Please register by Monday, February 14, 2005.

The Northwest Iowa Employers' Council is an employer group in Region 4, supported locally by Iowa Workforce Development, and is part of the statewide Employers' Council of Iowa system. This employers' group addresses workforce issues, and provides both educational and networking opportunities for employers.

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