

## HR Management / Supervisory Core Series Training

The following required classes are offered regularly through HR. It's recommended that newly appointed managers and supervisors\* attend all sessions within 90 days of appointment. Attending sessions in the order listed may increase comprehension. Each session is approximately three hours long including break(s).

### Class Schedule - 2015 - January thru June

#### SESSION 1: INTRODUCTION TO RULES & POLICIES

*An overview on the navigation, use, application and enforcement of Merit System Rules & Personnel Policies with a brief introduction to Administrative Procedures and Board of Supervisors Policies.*

CLASS ID	R15-1	Tuesday, February 03, 2015	9:00 am to approximately 12:00 pm
CLASS ID	R15-2	Wednesday, March 18, 2015	9:00 am to approximately 12:00 pm
CLASS ID	R15-3	Thursday, April 30, 2015	9:00 am to approximately 12:00 pm
CLASS ID	R15-4	Tuesday, June 16, 2015	9:00 am to approximately 12:00 pm

**Facilitator: Larry Thomas, HR Training Officer**

#### SESSION 2: FMLA / FLSA / ADA (modules will be presented in this order)

*FMLA (AP 23-37): A general overview of Family and Medical Leave Act (FMLA) processes with procedural guidance specific to Pima County. Also covers how to interact with employees who are on (or in need of) FML. (1 hr.)*

**Facilitator: Kristin Jiroudek, Supervisor, FMLA**

*FLSA (AP 23-40): Addresses time worked as defined by the Fair Labor Standards Act (FLSA) as well as the reporting and payment requirements for non-exempt employees. (1 hr.)*

**Facilitator: Scott Nemeth, Employment Rights Compliance Officer**

*ADA (AP 23-39): An explanation of how the Americans with Disabilities Act (ADA) works in practice, with emphasis on unique terms and concepts; covers the responsibilities of both employees and departments during the ADA Reasonable Accommodation process. (1 hr.)*

**Facilitator: Mike Tully, Compliance Officer, ADA Coordinator**

CLASS ID	F15-7	Wednesday, March 25, 2015	9:00 am to approximately 12:00 pm
CLASS ID	F15-8	Tuesday, April 14, 2015	9:00 am to approximately 12:00 pm
CLASS ID	F15-9	Tuesday, April 28, 2015	9:00 am to approximately 12:00 pm
CLASS ID	F15-10	Wednesday, May 06, 2015	9:00 am to approximately 12:00 pm
CLASS ID	F15-11	Wednesday, June 24, 2015	9:00 am to approximately 12:00 pm

#### SESSION 3: POSITIVE & PROGRESSIVE DISCIPLINE

*An introduction to the rules, policies and procedures that govern progressive discipline, mediation, grievances and appeals (and related documentation) within Pima County. Affords new managers and supervisors the opportunity to proactively familiarize themselves with these processes.*

CLASS ID	D15-1	Wednesday, February 18, 2015	9:00 am to approximately 12:00 pm
CLASS ID	D15-2	Thursday, April 02, 2015	9:00 am to approximately 12:00 pm
CLASS ID	D15-3	Tuesday, May 12, 2015	9:00 am to approximately 12:00 pm

**Facilitator: Larry Thomas, HR Training Officer**

#### SESSION 4: PERFORMANCE MANAGEMENT (Plans & Appraisals)

*An overview of the structure and practical application of the three-part performance management system.*

CLASS ID	P15-1	Thursday, February 26, 2015	9:00 am to approximately 12:00 pm
CLASS ID	P15-2	Tuesday, April 07, 2015	9:00 am to approximately 12:00 pm
CLASS ID	P15-3	Wednesday, May 20, 2015	9:00 am to approximately 12:00 pm

**Facilitator: Larry Thomas, HR Training Officer**

## SESSION 5: SEXUAL & WORKPLACE HARASSMENT PREVENTION

*Managers and supervisors are required to attend Sexual & Workplace Harassment Prevention training upon appointment and triennially thereafter pursuant to Board Policies and a Superior Court mandate.*

CLASS ID	H15-1	Tuesday, March 03, 2015	9:00 am to approximately 12:00 pm
CLASS ID	H15-2	Thursday, April 16, 2015	9:00 am to approximately 12:00 pm
CLASS ID	H15-3	Wednesday, June 03, 2015	9:00 am to approximately 12:00 pm

*Facilitator: Larry Thomas, HR Training Officer*

## SESSION 6: Workplace Violence / Bullying / Ethics

*Workplace Violence Prevention (BOS Policy D 23.11): Covers the elements and behaviors that constitute workplace violence; reviews reporting responsibilities; addresses the relationship to workplace harassment and domestic violence; clarifies roles in prevention, identification and correction.*

*Workplace Bullying Prevention (BOS Policy D 23.1): Covers the elements and behaviors that constitute workplace bullying; reviews reporting responsibilities; addresses the relationship to workplace harassment and workplace violence; clarifies roles in prevention, identification and correction.*

*Workplace Ethics (BOS Policy C 2.1): Focuses on ethical violations that are universal to the diverse work environments within the County and reviews the associated governing directives.*

CLASS ID	V15-7	Tuesday, March 31, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-8	Wednesday, April 15, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-9	Wednesday, April 22, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-10	Tuesday, May 19, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-11	Thursday, June 11, 2015	9:00 am to approximately 12:00 pm

*Facilitator: Larry Thomas, HR Training Officer*

***For registration and/or scheduling information: [hr.training@pima.gov](mailto:hr.training@pima.gov)***

***\* Classes may also be taken as refreshers for managers/supervisors who have previously attended***