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 - January thru June 2014

SESSION 1: Introduction to Rules and 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	**R14-1**	Thursday, March 06, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**R14-2**	Thursday, April 17, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**R14-3**	Tuesday, May 27, 2014	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: Linda King, Supervisor, Employment Rights

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	**F14-1**	Wednesday, January 15, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-2**	Tuesday, January 28, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-3**	Wednesday, February 05, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-4**	Tuesday, February 11, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-5**	Wednesday, February 26, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-6**	Tuesday, March 11, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-7**	Wednesday, April 23, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**F14-8**	Wednesday, May 28, 2014	9:00 am to approximately 12:00 pm

SESSION 3: Positive and 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	**D14-1**	Wednesday, March 19, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**D14-2**	Tuesday, April 29, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**D14-3**	Wednesday, June 04, 2014	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	**P14-1**	Tuesday, March 25, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**P14-2**	Wednesday, May 07, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**P14-3**	Thursday, June 12, 2014	9:00 am to approximately 12:00 pm

Facilitator: Larry Thomas, HR Training Officer

SESSION 5: Sexual and 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.

This comprehensive management core series training is for <u>newly appointed</u> managers and supervisors who have not previously attended harassment prevention training. All others who have previously attended this management core series training are required to attend Triennial Harassment Prevention training pursuant to BOS D 21.2 & D 21.3.

CLASS ID	**H14-1**	Wednesday, April 02, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**H14-2**	Tuesday, May 13, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**H14-3**	Wednesday, June 18, 2014	9:00 am to approximately 12:00 pm

Facilitator: Larry Thomas, HR Training Officer

SESSION 6: Workplace Violence / Workplace Bullying / Workplace Ethics

Workplace Violence Prevention *(BOS Policy D 23.11): Prepares managers and supervisors to recognize potentially violent workplace situations and explores techniques to defuse escalating situations.*

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	**V14-1**	Thursday, January 23, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-2**	Wednesday, January 29, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-3**	Thursday, February 06, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-4**	Wednesday, February 19, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-5**	Tuesday, February 25, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-6**	Tuesday, April 08, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-7**	Wednesday, May 21, 2014	9:00 am to approximately 12:00 pm
CLASS ID	**V14-8**	Thursday, June 26, 2014	9:00 am to approximately 12:00 pm

Facilitator: Larry Thomas, HR Training Officer

For registration or scheduling information: Larry Thomas, 724-2777. Email: **hr.training@pima.gov**

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