

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 - July thru December

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	R15-5	Thursday, August 06, 2015	9:00 am to approximately 12:00 pm
CLASS ID	R15-6	Wednesday, September 23, 2015	9:00 am to approximately 12:00 pm
CLASS ID	R15-7	Wednesday, November 04, 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: Doreen L. Press, 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	F15-12	Tuesday, August 18, 2015	9:00 am to approximately 12:00 pm
CLASS ID	F15-13	Wednesday, September 30, 2015	9:00 am to approximately 12:00 pm
CLASS ID	F15-14	Wednesday, November 18, 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	D15-4	Tuesday, July 07, 2015	9:00 am to approximately 12:00 pm
CLASS ID	D15-5	Thursday, August 27, 2015	9:00 am to approximately 12:00 pm
CLASS ID	D15-6	Wednesday, October 07, 2015	9:00 am to approximately 12:00 pm
CLASS ID	D15-7	Tuesday, November 24, 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	P15-4	Tuesday, July 14, 2015	9:00 am to approximately 12:00 pm
CLASS ID	P15-5	Wednesday, August 26, 2015	9:00 am to approximately 12:00 pm
CLASS ID	P15-6	Thursday, October 15, 2015	9:00 am to approximately 12:00 pm
CLASS ID	P15-7	Tuesday, December 01, 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 (D21.2 / D21.3) and a Superior Court Mandate.

CLASS ID	H15-4	Tuesday, July 21, 2015	9:00 am to approximately 12:00 pm
CLASS ID	H15-5	Thursday, September 03, 2015	9:00 am to approximately 12:00 pm
CLASS ID	H15-6	Wednesday, October 21, 2015	9:00 am to approximately 12:00 pm
CLASS ID	H15-7	Thursday, December 10, 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	V15-12	Tuesday, July 28, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-13	Wednesday, September 16, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-14	Thursday, October 29, 2015	9:00 am to approximately 12:00 pm
CLASS ID	V15-15	Wednesday, December 16, 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

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