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 - 2016 - 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	R16-1	Tuesday, February 02, 2016	9:00 am to approximately 12:00 pm
CLASS ID	R16-2	Wednesday, March 16, 2016	9:00 am to approximately 12:00 pm
CLASS ID	R16-3	Tuesday, April 26, 2016	9:00 am to approximately 12:00 pm
CLASS ID	R16-4	Thursday, June 02, 2016	9:00 am to approximately 12:00 pm

Facilitator: Larry Thomas, HR Training Officer

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

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

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, HR Supervisor, FMLA

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	F16-1	Wednesday, February 03, 2016	9:00 am to approximately 12:00 pm
CLASS ID	F16-2	Tuesday, March 22, 2016	9:00 am to approximately 12:00 pm
CLASS ID	F16-3	Tuesday, May 03, 2016	9:00 am to approximately 12:00 pm
CLASS ID	F16-4	Thursday, June 16, 2016	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	D16-1	Tuesday, February 09, 2016	9:00 am to approximately 12:00 pm
CLASS ID	D16-2	Thursday, March 31, 2016	9:00 am to approximately 12:00 pm
CLASS ID	D16-3	Tuesday, May 10, 2016	9:00 am to approximately 12:00 pm
CLASS ID	D16-4	Wednesday, June 15, 2016	9:00 am to approximately 12:00 pm

Facilitator: Larry Thomas, HR Training Officer

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CLASS SCHEDULE - 2016 - JANUARY THRU JUNE

SESSION 4: PERFORMANCE MANAGEMENT (Plans & Appraisals)

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

CLASS ID	P16-1	Wednesday, February 24, 2016	9:00 am to approximately 12:00 pm
CLASS ID	P16-2	Tuesday, April 05, 2016	9:00 am to approximately 12:00 pm
CLASS ID	P16-3	Wednesday, May 18, 2016	9:00 am to approximately 12:00 pm
CLASS ID	P16-4	Thursday, June 23, 2016	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	H16-1	Wednesday, March 02, 2016	9:00 am to approximately 12:00 pm
CLASS ID	H16-2	Thursday, April 14, 2016	9:00 am to approximately 12:00 pm
CLASS ID	H16-3	Tuesday, May 24, 2016	9:00 am to approximately 12:00 pm
CLASS ID	H16-4	Wednesday, June 29, 2016	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	V16-1	Thursday, March 10, 2016	9:00 am to approximately 12:00 pm
CLASS ID	V16-2	Wednesday, April 20, 2016	9:00 am to approximately 12:00 pm
CLASS ID	V16-3	Thursday, May 26, 2016	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***