



---

# MEMORANDUM

---

Date: July 25, 2013

To: Elected Officials  
Appointing Authorities

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: Expanded Mandatory Management Training

As adverse employment-related events continue to affect the workforce landscape, it has become increasingly important to employ preventive measures to minimize the impact on our organization.

As we approach 2014, the mandatory Management Core Series training curriculum will be expanded to include *the American with Disabilities Act, Fair Labor Standards Act, Workplace Ethics, Workplace Violence Prevention and Workplace Bullying Prevention* modules. The focus of this new material is critical to our continuing effort to maintain and adhere to compliance standards while creating and promoting a healthy and respectful work environment.

Managers and supervisors who have completed the previous five-part series are required to attend the newly added modules. Those who attended a Family Medical Leave Act (FMLA) session prior to 2013 are required to re-attend to ensure familiarity with the most recent changes to federal FMLA regulations and County procedures.

The expanded curriculum will commence in September 2013. A detailed class schedule and scheduling information will be disseminated by Human Resources Training shortly. Should you have any questions upon receipt of the course information, please contact Mr. Larry Thomas, Human Resources Training Officer, at 724.2777, or Ms. Cory Dent, Human Resources Division Manager, at 724.3365.

CHH/dph

c: Allyn Bulzomi, Director, Human Resources  
Department Personnel Representatives