

# 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 - SEPTEMBER THRU DECEMBER 2013

### SESSION 1: Introduction to Rules and Policies

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

<b>Course Number</b>	<b>R131</b>	Wednesday, September 04, 2013	9:00 am to approximately 12:00 pm
<b>Course Number</b>	<b>R132</b>	Wednesday, October 16, 2013	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**

<b>Course Number</b>	<b>F131</b>	Tuesday, September 10, 2013	9:00 am to approximately 12:00 pm
<b>Course Number</b>	<b>F132</b>	Tuesday, October 22, 2013	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.*

<b>Course Number</b>	<b>D131</b>	Wednesday, September 18, 2013	9:00 am to approximately 12:00 pm
<b>Course Number</b>	<b>D132</b>	Thursday, November 14, 2013	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.*

Course Number	P131	Thursday, September 26, 2013	9:00 am to approximately 12:00 pm
Course Number	P132	Wednesday, November 20, 2013	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.*

Course Number	H131	Tuesday, October 01, 2013	9:00 am to approximately 12:00 pm
Course Number	H132	Thursday, December 12, 2013	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.*

Course Number	V131	Thursday, October 10, 2013	9:00 am to approximately 12:00 pm
Course Number	V132	Wednesday, December 18, 2013	9:00 am to approximately 12:00 pm

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

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For registration or scheduling information: Larry Thomas, 724-2777. Email: [hr.training@pima.gov](mailto:hr.training@pima.gov)

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

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