

*Southern California Community College District
Employment Relations Consortium*

An Employment Relations Primer for Community College District Administrators and Supervisors

This workshop provides administrators, managers, and supervisors with an overview of employment relations issues in a variety of workplace situations in the community college environment. It is especially helpful for new administrators, managers, and supervisors.

What Participants Will Learn

- How to Recognize and Prevent Binding Past Practices
- How to Prepare for and Resolve Employee Grievances
- Effective Techniques for Preparing Employee Evaluations
- Valuable Methods for Implementing the Disciplinary Process
- How to Create and Promote an Environment Free of Harassment and Discrimination

Topics Covered in the Workshop

- Management Rights and Past Practice
- Handling Employee Grievances
- Preparing Employee Performance Evaluations
- Discipline
- Personnel Files
- Discrimination in the Workplace
- Americans with Disabilities Act

A comprehensive workbook accompanies this workshop – including practical, supportive materials that administrators, managers, and supervisors can use on the job.

Who Should Attend?

Administrators, Managers, and Supervisors

MCLE Credit

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive 2.75 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

DATE: Friday, March 15, 2019

TIME: 9:00 a.m. – 12:00 p.m.

PRESENTER: Melanie Chaney

LOCATION: North Orange County CCD and Video Conference via 3CMeNow
(Directions and map included.)

RESERVATIONS: Please register directly through your district’s HR Department.

Workshop Announcement