

2014-2015 Workshop Schedule

Central California CCDs

Employment Relations Consortium

Thursday, June 26, 2014 - "Human Resources Academy I"

time: 9:00 A.M. - 12:00 P.M

location: Yosemite CCD (3C Me Now Video Conference)

audience: Human Resources Staff with 1-3 years experience

Thursday, June 26, 2014 - "Human Resources Academy II"

time: 1:00 P.M. - 4:00 P.M

location: Yosemite CCD (3 C Me Now Video Conference)

audience: Human Resources Staff with 3+ years experience

Thursday, September 18, 2014 - "Legally Compliant Strategies for Diversity Enhancement"

time: 9:00 A.M. - 12:00 P.M

location: State Center CCD (3 C Me Now Video Conference)

audience: Human Resource Officers, EEO Officers, and Campus Administrators involved in the Hiring Process

Thursday, September 18, 2014 - "Finding the Facts: Disciplinary and Harassment Investigations"

time: 1:00 P.M. - 4:00 P.M

location: State Center CCD (3 C Me Now Video Conference)

audience: District Office Administrators, Site Administrators and Human Resources Staff

Thursday, October 16, 2014 - "Social Media for Community College Districts"

time: 1:00 P.M. - 4:00 P.M

location: CCC Confer

audience: Supervisors, Managers and Administrators

Friday, November 7, 2014 - "12 Steps to Avoiding Liability"

time: 9:00 A.M. - 12:00 P.M

location: CCC Confer

audience: Supervisors, Managers and Administrators

Friday, January 16, 2015 - "Prevention and Control of Absenteeism and Abuse of Leave"

time: 9:00 A.M. - 12:00 P.M
location: CCC Confer
audience: Supervisors, Managers and Administrators

Friday, February 6, 2015- “Accommodating Bad Behavior: The Limits on Disciplining Disabled Employees”

time: 9:00 A.M. - 12:00 P.M
location: CCC Confer
audience: Supervisors and Managers

Friday, March 13, 2015 - “Ethics in Public Service”

time: 9:00 A.M. - 12:00 P.M
location: CCC Confer
audience: Board Members, Supervisors and Managers

Thursday, April 23, 2015 - “Promoting Safety in Community College Districts (to include Dear Colleague Letter, Clery Act and Title IX)”

time: 1:00 P.M. - 4:00 P.M
location: CCC Confer
audience: Supervisors, Managers and Administrators

Collective Bargaining Agreement 101

Audience: Managers and Supervisors

Duration: 4 hour each session or split 2 hour format between CSEA and CCA agreements

Presented by: Abe Ali, Vice Chancellor, HR and Chris Hine, General Counsel

This workshop will be held in two sessions. One session will cover the CCA collective bargaining agreement and the other session will cover the CSEA collective bargaining agreement. This workshop will cover the significant aspects of the CBA and will define how the agreement should be interpreted and implemented.

Measurable Outcome: Decrease Formal Level II Grievances by 20%, Increase accountability and resolution at College level.

Collective Bargaining Agreement 201

Audience: Managers and Supervisors

Duration: 4 hour each session or split 2 hour format between CSEA and CCA agreements

Presented by: Abe Ali, Vice Chancellor, HR and Chris Hine, General Counsel

This workshop will provide a detailed session focus on special compensation, discipline and leave for faculty. Part two will address overtime, vacation, reorganization, layoff and position control aspects of collective bargaining.

Measurable Outcome: Decrease Formal Level II Grievances by 20%, Increase accountability and resolution at College level. Decrease dependence on District Office to resolve matters at an adversarial level.

Driving A District Vehicle

Audience: Employees who drive District vehicles

Duration: 2 hours

Presented by: CHP and KCCD Safety Coordinator

Vehicles are available to district personnel for use in the conduct and operation of district business or for approved activities, conferences or field trips. This training is designed to inform employees of the ABC's of licensing; drug and alcohol testing requirements; transporting students do's and don'ts; what to do if an accident should occur; defensive driver training; the Employer Pull Notice program; how to request the use of a district vehicle and the approval process.

Measurable Outcome: No accidents involving district vehicles. Comply with the law and insurance company requirements.

EEO and Diversity

Audience: All Staff, new employee orientation, EEO Advisory

Duration: 1 hour

Presented by: Abe Ali, Vice Chancellor, Chris Hine, General Counsel, and Clint Dougherty HR Manager

The training covers the District EEO plan and interprets current data in determining areas we need to focus on to ensure a diverse work force representative of the communities we serve. The training also includes Title V regulations and how we incorporate EEO in our recruitment and screening process.

Measurable Outcome: Promote understanding EEO plan and District intent to diversify staff in areas where underrepresentation exists.

Emergency Response – SEMS/NIMS ICS100 – IS700

Audience: All staff

Duration: 2 hour

Presented by: FEMA On-line Training

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents. The required training provides an introductory understanding of the Incident Command System (ICS) and Disaster Service Worker. You will learn the purpose of ICS; basic features; incident command and command staff; general staff functions; facilities, and common responsibilities. For California responders, the use of the Standardized Emergency Management System (SEMS) is still required by statute law.

Measurable Outcome: Compliance with federal and state laws. Workforce preparation in case of a disaster or major safety and security incident.

Employee Benefits/Payroll

Audience: All new hires

Duration: 2 hour

Presented by: Judy Marty, Benefits Specialist and Kimberly McAfee, Payroll Specialist

Whether you're seeking employment, a new employee about to begin work or a seasoned member of our staff or faculty, we will provide you with helpful information about employment, benefits and programs offered through the Human Resources Department at the Kern Community College District. KCCD provides a broad and competitive range of benefits in order to promote the health and general well-being of its workforce. In addition to comprehensive health and dental insurance plans KCCD offers many other benefits, life insurance, and a generous number of paid holidays and vacation days. Payroll administration lies within the Human Resources Department and answers questions related to all aspects of pay.

Measurable Outcome: Payroll and Benefit awareness. Reduce the high volume of impromptu phone calls and email traffic to HR by 20%.

Ergonomics

Audience: Office workers

Duration: 1 hour

Presented by: SISC On-Line Training Module

Ergonomics is the study of human abilities and characteristics that affect the design of equipment, systems, and jobs. Ergonomics focuses on improving the fit between the worker and the job. The primary goal of an ergonomics program in the workplace is to increase safety, comfort and efficiency and decrease workplace stress, fatigue and errors. Training includes job task analysis, contributing factors identification; work tool and equipment evaluation, and work environment assessment.

Measurable Outcome: Reduce annual carpal tunnel injuries by 50%. Reduce back, neck, and shoulder injuries by 30%.

Evaluations – What Supervisors Need to Know

Audience: All Managers and Supervisors

Duration: 5 hour session or split into 1 hour Management, 2 hour CSEA, and 2 hour CCA

Presented by: Abe Ali, Vice Chancellor, HR; Chris Hine, General Counsel; Clint Dougherty, Campus HR Manager

This workshop will be an interactive training session that will provide supervisors with the skills and understanding necessary to conduct effective performance evaluations. Supervisors will understand the importance of continuous job performance observation, accurately completing employee evaluation forms and preparing necessary documentation to supplement those forms, effectively discussing performance expectations with employee during both positive and negative evaluation meetings and the timelines as stipulated in the current Board Policy for Management and Collective Bargaining Agreements for CSEA and CCA members.

Workshops will be conducted in small group sessions of 10-15 attendees to allow for interactive situational role-play and constructive input and guidance regarding the evaluation process.

Objectives:

- Describe strategies that support a positive and productive workplace of engaged staff
- Develop a clear understanding of the evaluation forms and the timelines for completing the evaluation process
- Setting measurable evaluation standards and recognizing evaluation errors
- Identify processes that assist employees with developing measurable job performance goals
- Learn good practices for conducting evaluation meetings
- How to promote a culture of accountability

Measurable Outcome: Consistently correct negative performance behaviors district-wide. Administer appropriate, defensible and consistent disciplinary action.

FRISK™ Training

Audience: All Managers and Supervisors

Duration: 3 hour

Presented by: Atkinson, Andelson, Loya, Rudd, and Romo Law Firm

FRISK™ *Documentation Model, Practical Guidelines for Evaluators in Documenting Unsatisfactory Employee Performance* is designed for public sector evaluators as a communication framework to help promote positive change in substandard employee performance. The FRISK™ Model focuses on each FRISK™ communication component and identifies basic guidelines and procedures necessary for the proper application in communicating, documenting, and correcting employee performance problems. Emphasis is placed on open, honest, and precise information sharing to avoid misinterpretation and provide employees with clear direction for change within an accountable and considerate working relationship.

What does FRISK™ stand for?

F FACTS evidencing the employee's unsatisfactory conduct.

R RULE or authority violated by the employee's behavior.

I IMPACT of the employee's unsatisfactory conduct on the workplace.

S SUGGESTIONS to assist the employee in improving performance and directions as to the proper conduct the employee is expected to follow in the future.

K KNOWLEDGE of the employee's right to respond to corrective documentation placed in the personnel file.

Measurable Outcome: Provide managers a tool for correcting employee job performance deficiencies.

Hazardous Materials/Waste

Audience: All staff

Duration: 1 hour

**Presented by: SISC On-Line Training Module
MSDS On-Line Training Module**

The OSHA Hazard Communication Standard and the Right to Know law are designed to protect employees who use hazardous materials on the job. You have a right to know about the hazardous materials used in your work area and the potential effects they may have on your health and safety. This program is designed to ensure that you are aware of the potential dangers of the chemicals you may encounter. Employee's working in a chemical laboratory will be required to attend Lab Safety Training.

Measurable Outcome: No accidents involving hazardous waste materials.

Human Resources and Legal Counsel Round Table

Audience: Managers and Supervisors

Duration: 2 hour

Presented by: Abe Ali, Vice Chancellor, HR and Chris Hine, General Counsel

This is a questions and answers session open for managers to ask away on personnel challenges facing personnel labor and legal liability issues. The dialogue is also intended for Human Resources and General Counsel to receive feedback and a sense of the challenges that College Administration face on a day-to-day level.

Measurable Outcome: Develop a list of issues and receive feedback from management regarding personnel and legal system problems.

Investigating Complaints

Audience: Managers and Supervisors

Duration: 4 hour

Presented by: Liebert Cassidy Whitmore law firm

This is an advanced investigation workshop which focuses on interview techniques, the general background on the laws of harassment and discrimination, how to focus the investigation to prevent a "run away" interview, dealing with a difficult or evasive witness, responding to union representatives or attorneys who insist on controlling the investigation and making factual findings.

Measurable Outcome: Reduce Level III grievances and formal discrimination complaints by 30%.

Lay-offs

Audience: Managers and Supervisors

Duration: 1 hour

Presented by: Abe Ali, Vice Chancellor, Chris Hine, General Counsel, and Clint Dougherty HR Manager

The training describes the lay-off process in accordance to education code and CBA's for both Faculty and Classified. The training includes the guidelines and laws surrounding a layoff, bumping and re-employment rights, the "displacement" criteria, what needs to be negotiated and time lines to be aware of when implementing layoffs.

Measurable Outcome: No grievances as result of improperly administered lay off.

Lunch and Learn Seminars

Audience: Office support staff and all clerical levels

Duration: 1 1/2 hour sessions – 4 weeks in a row

Presented by: TBD

Each of these four seminars is refresher courses for DAIII and senior clerical staff to review and update to skills and strategies to become more effective and efficient in the workplace.

Seminar Topics

- Business Writing-the seven parts to a good business letter and memo
- Writing Effective Emails-approaching people via email in the most effective way and avoiding pitfalls
- Customer Service-eight rules to ensure that your business becomes known for its good service
- Power Point Re-cap-how to use it correctly for a great presentation

Measurable Outcome: Reduce mistakes and promote knowledge of how to correctly process personnel and business documents. Promote appropriate and efficient office technology practices and interpersonal communications etiquette.

New Employee Paperwork

Audience: new employees/ new faculty/adjuncts

Duration: 1 hour

Presented by: HR Staff at each location

Paperwork for new and returning employees is at times overwhelming. KCCD prides itself in spending time with new employees to review and document with them the necessary paperwork for a smooth transition to their job. The packet of paperwork covers each aspect of their job and includes but is not limited to benefits, workers compensation, and payroll and includes all Board Policy information as needed for new employees.

Measurable Outcome: Minimize delays in employment processing and promote efficient and appropriate hiring of faculty and staff.

Overtime and Comp Time

Audience: Managers and Supervisors

Duration: 30 minutes

Presented by: HR Staff at each location

The training describes the laws and proper use of overtime and comp time for non-exempt employees. The training includes the definition of overtime, limits of comp time, who can approve overtime and comp time, and the process for handing out overtime comp time per the CBA.

Measurable Outcome: No incidents of improperly calculating over time. No incidents of employee accumulating over time without authorization.

Reorganization

Audience: Managers and Supervisors

Duration: 1 hour

Presented by: Abe Ali, Vice Chancellor, Clint Dougherty HR Manager

The training describes the steps to a successful re-organization from start to finish. The training includes important time lines, required documentation, and the process for implementation. The training is specific to KCCD and the CBAs.

Reorganization (continued)

Measurable Outcome: Proper development and authorization of reorganizations. No mistakes with bargaining away what is already a management right.

Temporary, Volunteers, Professional Experts and Students

Audience: Managers and Supervisors

Duration: 1 hour

Presented by: HR Staff at each location

Throughout the year it is necessary to bring other individuals on campus to assist with projects and events or to meet a specialized need. This workshop will discuss the alternative options that are available to departments and to provide an understanding of the paperwork requirements necessary.

Measurable Outcome: Provide accurate information on properly classifying temporary, volunteer, professional experts, and students. No more mistakes in misclassification of these individuals.

Workers' Compensation

Audience: Administrative and Management Staff

Duration: 2 hours

Presented by: SISC I Workers' Compensation and KCCD Safety Coordinator

Required training for individuals that supervise employees. Training covers what you have to do when an employee reports a work-related injury; the Workers' Compensation claim process, Medical Provider Network (MPN), and pre-designating a personal physician; who is covered and what is covered; what to do when an employee is unable to return to full work duty, and the reasonable accommodation process.

Measurable Outcome: No incidents of untimely Worker's Compensation claims. Clarify how Worker's compensation interacts with other leaves and rights available for employees under CBA or Board Policy.

Workplace Safety - OSHA

Audience: All staff

Duration: 2 hour

Presented by: TBD

The training describes the employers' responsibilities in establishing, implementing, maintaining, an Injury and Illness Prevention Program. It also outlines steps that can be taken to assure the safety and health of employees while on the job. Learn about management commitment and assignment of responsibilities; safety communications; workplace inspections or hazard assessment and correction; accident investigations; code of safe work practices, and safety training. The training includes required safety policies and procedures; personal protective equipment (PPE); precautionary medical examinations; workplace violence; ergonomic standards; means of access and egress regulation; and workplace smoking laws.

Measurable Outcome: No incidents of serious injury due to any employee or student being placed in unsafe conditions on any district property.