

*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