HR Series Completion Certificate Policy
Updated August 13, 2021

With the onset of Fall Term 2021, “Academic Employment Policies” and “Civil Service Policy and Rules” are replaced by “Employment Policies...for Everyone!” and “Employment Policies...for Some of Us!” The policy must be updated to accommodate these curriculum changes.

Progress that participants have already made toward the previous set of certificate requirements remains valid (within the expiration time limits), and no participant will be required to attend more than a total of 12 seminars to earn the certificate. Participants who previously attended both Academic Employment Policies and Civil Service Policy and Rules do not need to attend the new Employment Policies seminars. Those who have attended only one of these two seminars can fulfill their remaining requirement with one of the two new Employment Policies topics (though attending both is encouraged to gain the fullest understanding of the subject matter).

Current HR Series Completion Requirements (must attend 8 Core Curriculum and 4 Elective seminars total)

Core Curriculum (all are required)
1. Academic Employee Performance Management
2. Academic Recruitment, Selection, and Hiring
3. Civil Service Employee Performance Management
4. Civil Service Selection, Hiring, and Promotion
5. Employee Assistance I: Recognizing the Troubled Employee
6. Employment Policies...for Everyone!
7. Employment Policies...for Some of Us!
8. The Family Medical Leave Act

Electives (must complete 4 of 8)
1. Campus Safety: The Supervisor’s Role
2. Employee Assistance II: Recognizing the Troubled Work Group
3. Employee Assistance III: Substance Abuse in the Workplace
4. Enhancing Productivity Through Workplace Wellness Programs
5. Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment
6. Fostering a Culture of Respect II: Disability Equity: Laws, Etiquette, and Awareness
7. Fostering a Culture of Respect III: The Power of Inclusivity and Cultural Competence
8. The Performance Partnership Program (PPP)
Previous HR Series Completion Requirements (must attend 8 Core Curriculum and 4 Elective seminars total)

Core Curriculum (all are required)
1. Academic Employee Performance Management
2. Academic Employment Policies
3. Academic Recruitment, Selection, and Hiring
4. Civil Service Employee Performance Management
5. Civil Service Policy and Rules
6. Civil Service Selection, Hiring, and Promotion
7. Employee Assistance I: Recognizing the Troubled Employee
8. The Family Medical Leave Act

Electives (must complete 4 of 8)
1. Campus Safety: The Supervisor’s Role
2. Employee Assistance II: Recognizing the Troubled Work Group
3. Employee Assistance III: Substance Abuse in the Workplace
4. Enhancing Productivity Through Workplace Wellness Programs
5. Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment
6. Fostering a Culture of Respect II: Disability Equity: Laws, Etiquette, and Awareness
7. Fostering a Culture of Respect III: The Power of Inclusivity and Cultural Competence
8. The Performance Partnership Program (PPP)

One can enroll in any of the seminars as many times as they would like as the content can (and does) change. We recommend participants refresh HR Series workshops regularly in order to keep their supervisory and managerial knowledge current.

Seminar Expiration Policy
(Window Until Seminar Expires Temporarily Extended for Those Affected by Spring Term 2020 Seminar Cancellations*)

Traditionally courses must be completed within 6 HR Series terms (there is one term in the fall and one in the spring) of the first seminar taken to contribute to completion status. Example: If you attend your first seminar during Fall Term 2021, you must attend all eight core curriculum seminars and four of the electives by the end of Spring Term 2024 in order for all attended seminars to contribute to completion status.

*Due to seminar cancellations within Spring Term 2020, we are temporarily extending this duration to 7 HR Series terms for some certificate seekers. This extension only applies to participants who began fulfilling certificate requirements before or during Spring Term 2020. Example: If you attended your first seminar during Fall Term 2019, you must attend all eight core curriculum seminars and four of the electives by the end of Fall Term 2022.

Participation Expectations
Attending for the entire span of the training seminar is beneficial and recommended to maximize your knowledge and justify full credit for the workshop. A member of the EDL team
will be present at the beginning of all seminars to staff these events and answer presenter and participant questions.