



## **HR Series 2023 – 24 Seminar Descriptions**

**Employment Policies:** This seminar provides an overview of the federal, state, university, and campus employment policies that apply to all university employees and those that apply to specific employment categories at the university. Participants will gain an understanding of policies affecting areas such as hiring, pay, leave, and benefits; learn where these policies are housed; and discover why they matter to supervisors, employees, and HR.

**Employee Performance Management:** This seminar reviews relevant policies and procedures, discusses the common mistakes made when conducting performance reviews, and provides some demonstrations on how to begin the discussion between the supervisor and the employee. It provides a framework for effective performance management of civil service and academic professional staff, including linking the employee's work with the department's goals and objectives, coaching for results, positive recognition, evaluation, and discipline.

**Recruitment and Hiring Part I:** In this revamped two-part mini-series, representatives from the Office for Access and Equity and Illinois Human Resources will address a number of topics related to recruiting and hiring both Civil Service and Academic Professional employees. In Part I, learn about campus administration and the government regulations that guide our processes; the search process key roles; developing the job description and planning for good faith recruitment efforts; an overview of the vacancy submission, requisition, and posting process; best practices for evaluation and selection; reference check guidelines; and steps to make a hire.

## **Recruitment and Hiring Part II:**

In this revamped two-part mini-series, representatives from the Office for Access and Equity and Illinois Human Resources will address a number of topics related to recruiting and hiring both Civil Service and Academic Professional employees. In Part II, discover what the Civil Transfer list is and how it can be used in the hiring process; become aware of what's required for employee promotions and other types of position changes; learn about the review and approval of salaries; and understand why pay equity is important and how it is evaluated.

**The Family Medical Leave Act:** The Family Medical Leave Act (FMLA) entitles eligible employees to take job-protected leave for specified family and medical reasons. This seminar, facilitated by HR experts, will focus on policy and helpful tips to support managers in administering FMLA for their campus units.

**Employee Assistance I: Recognizing the Troubled Employee:** Oftentimes employees have personal concerns that may affect the workplace. This can be revealed by declining work performance, absenteeism, mistakes or poor judgment, changes in employee appearance, a high accident rate, or inappropriate behavior. Led by Faculty/Staff Assistance and Well-Being Services (FSAWS), this seminar assists participants in identifying troubled employees, documenting job performance, approaching difficult conversations with staff, and referring employees to the appropriate resource.

**Employee Assistance II: Recognizing the Troubled Work Group:** Work groups can experience impasse in problem solving or an inability to effectively work as a team as the result of personality conflicts, power struggles, and maladaptive adjustment to change, just to name a few. This seminar will address how to move a group from persistent dysfunction to constructive growth—moving from supervisory styles that support conflict (e.g., conflict-avoidant, control, and parenting) to supervision that facilitates growth by understanding the stages of group development and the advancement of problem-solving skills. Guidance on how to consult with FSAWS is included in this training.

**Employee Assistance III: Substance Abuse in the Workplace:** Substance Abuse in the Workplace, jointly offered by FSAWS and Illinois Human Resources, educates supervisors on how to address an impaired employee and the impact these individuals have in the workplace. Campus policies and procedures presented by Human Resources and guidance on how to consult with FSAWS are included in the training. This seminar is for Deans, Directors, Department Heads, administrators, managers, supervisors, and foremen.

**Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment:** After this training, participants will be able to articulate and understand the basic tenets of discrimination and harassment laws and policies. Participants will gain more understanding of Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and the Americans with Disabilities Act Amendments Act, including new updates in the law. A question and answer as well as discussion session will allow for meaningful exchange around discrimination, harassment, and disability.

**Fostering a Culture of Respect II: Disability Equity: Compliance, Etiquette, and Inclusion:** Participants will understand the importance of the American with Disabilities Act, the Genetic Information Non-Discrimination Act (GINA), and other disability laws. They will learn the dos and don'ts around disability etiquette and engage in discussions on disability awareness in our work environments.

**Fostering a Culture of Respect III: Creating an Inclusive Work Environment:** A diverse workforce brings varied perspectives and understandings. At times, diversity can present challenges in creating an inclusive environment. This seminar empowers the participants to connect and understand the importance of being culturally competent and see how through inclusivity their work environments will blossom as we maintain a community of respect and civility.

**Campus Safety: The Supervisor's Role:** Participants will become acquainted with and equipped to contact key campus units to address concerns and make referrals on a range of issues, including mental health, crime prevention, and emergency planning tools.

**Collective Bargaining and Grievances:** This seminar will provide an overview of collective bargaining, as well as grievance processes for union and non-union employees. Topics covered will include the history of collective bargaining, laws related to collective bargaining, the bargaining process, grievance processes for union and non-union Civil Service employees and Academic Professionals, bargaining units at UIUC, and how to respond to a variety of labor issues. This seminar is suitable for all supervisors, whether or not they supervise unionized employees.

**The Performance Partnership Program (PPP):** The Performance Partnership Program (PPP), offered by Illinois Human Resources, is a comprehensive performance management system that provides a process for resolving employee performance, attendance, and conduct problems by focusing on adult-to-adult relationships between supervisors and employees. The PPP governs performance management for the majority of civil service employees on the Urbana campus.

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