



Fall 2023 – Spring 2024 HR Series Completion Certificate Policy

Core Curriculum (all are required)

1. Recruitment and Hiring Part I
2. Recruitment and Hiring Part II
3. Employee Assistance I: Recognizing the Troubled Employee
4. Employee Performance Management
5. Employment Policies
6. The Family Medical Leave Act
7. Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment

Electives (must complete 4 of 7)

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. Fostering a Culture of Respect II: Disability Equity: Laws, Etiquette, and Awareness
5. Fostering a Culture of Respect III: Creating an Inclusive Work Environment
6. The Performance Partnership Program (PPP)
7. Collective Bargaining and Grievances (offered during Spring 2023)

Seminar Expiration Policy

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 attended your first seminar during Fall Term 2023, you must have attended all of the core curriculum seminars and four of the elective seminar options by the end of Spring Term 2026 for all attended seminars to contribute to completion status.

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 Employee Learning and Organizational Effectiveness team will be present at the beginning of all seminars to staff these events and answer presenter and participant questions.

Past Participants Impacted by Seminar Changes

Progress that participants have already made toward 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. Please see the below for how revised seminars relate to our current completion requirements.

- **Employment Policies** → Fulfilled by past attendance to both Employment Policies for Everyone and Employment Policies for Some of Us OR both Civil Service Policy and Rules and Academic Employment Policies OR one of each of those previous seminar sets.
- **Employee Performance Management** → Fulfilled by past attendance to either Academic Employee Performance Management or Civil Service Employee Performance Management when combined with attendance to Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment. Also fulfilled by attending both Academic Employee Performance Management and Civil Service Employee Performance Management.
- **Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment** → If previously attended both Academic Employee Performance Management AND Civil Service Employee Performance Management, attendance to this seminar is not required.
- **Recruitment and Hiring Part I** → Fulfilled by past attendance to Civil Service Selection, Hiring, and Promotion
- **Recruitment and Hiring Part II** → Fulfilled by past attendance to Academic Recruitment, Selection, and Hiring

Contact Employee Learning and Organizational Effectiveness at ihr-learning@illinois.edu or (217) 333-8342 with any questions about this policy.

Last Modified: November 17, 2023