



Washington Counties Risk Pool  
Created *by Counties for Counties*

*The WCRP Presents:*

# A Supervisor's Roadmap to Employment Law Essentials

*This six-hour and 45-minute program will be delivered virtually in three parts.*

**April 7, 14, & 21, 2022** | 10:00am-12:15pm each day

*Instructed by Employment Law Attorneys with Summit Law Group*

This three-part webinar series was specifically designed for public sector managers and supervisors as a roadmap to employment law essentials. This series will provide an overview of the law, risk management principals, recognizing and responding to red flags, and will provide key steps for collaborating with HR and knowing what resources are available. Session titles and overviews are listed below:

**Part 1: Harassment, Discrimination, and Retaliation Prevention for Supervisors**

- An overview of discrimination laws
- A supervisor's obligation to identify and address potential harassment
- An overview of disability discrimination and accommodation
- Supervisor behaviors that can increase an employer's exposure to these claims, as well as management practices that can help to reduce risk
- Key steps for collaborating with HR and knowing what resources are available to you

**Part 2: An Overview of Leave Laws and Guidance on Reasonable Accommodation**

- The federal Family and Medical Leave Act
- Leave as a reasonable accommodation of a disability
- Washington state Paid Sick Leave and Paid Family Medical Leave
- The range of other leave entitlements available to employees under state and federal laws
- How to respond to ADA and reasonable accommodation requests
- Key steps for collaborating with HR and knowing what resources are available to you

**Part 3: A Legal Guide to Due Process, Performance Management, Discipline and Discharge**

- Overview of employee due process rights
- Tips for handling performance management issues and getting HR involved early
- Explanations of just cause requirements
- Key steps for progressive discipline and how to legally discharge an employee

**AUDIENCE:** This course is designed for supervisors, and is offered exclusively to WCRP members.

**REGISTRANT CAP:** Up to 250 attendees per session within the series.

**REGISTRATION & FEES:** This series is available at no charge to WCRP members. **\$25 no-show fee** may be assessed if cancellation notice is not received 24-hours prior to the training.

**[CLICK HERE TO REGISTER](#)** or visit the WCRP website at [www.wcrp.info](http://www.wcrp.info): Hover over the Member Services tab, click on Training, then select WCRP Events & Training Online Registration Form. Select the session you would like to sign-up for; repeat this process for each session to complete the series. Registrants will receive the instructions on how to join the webinar no later than 1-business day prior to the session.

**Questions?** Email [memberservices@wcrp.wa.gov](mailto:memberservices@wcrp.wa.gov).