



A Supervisor's Roadmap to Employment Law Essentials

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

October 6, 13, & 20, 2022 | 10:00am-12:15pm (each day)

Instructed by Employment Law Attorneys with Summit Law Group

DESCRIPTION: 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. Registration required.

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

VIRTUAL TRAINING EXPECTATIONS:

- The level of participation and interaction is light to moderate, with cameras being optional. Questions during the training are welcomed.
- Members of the same agency are encouraged to attend together so they can participate in small group discussions and strategize together. If attending in a group from a single device, please email MemberServices@wcrp.wa.gov or call (360) 292-4490.
- A copy of the presentation materials will be provided 1-week in advance so attendees can print or take notes as they wish.

REGISTRATION & FEES: This workshop is available to WCRP members only, at no charge. Attendees must pre-register to attend. **\$25 no-show fee may be assessed if cancellation notice is not received 24-hours prior to the workshop or if the attendee does not attend both days.** To learn more, visit [WCRP's Registration and Fees, Invoicing and Cancellation Procedures](#) webpage.

Attendees must pre-register to attend. Register online at www.wcrp.info: Hover over the Member Services tab and click on Training to access the list of current offerings. The online registration form is accessible under each training title; select the link to be directed to the WCRP Events & Training Online Registration Form, then carefully select the event you wish to attend and complete the online form. A waitlist will be enabled when a specific training is full and we encourage you to sign up in the event of a cancellation.

QUESTIONS?

Contact the WCRP Member Services team: MemberServices@wcrp.wa.gov or (360) 292-4490