



THE WASHINGTON COUNTIES RISK POOL

A Supervisor's Roadmap to Employment Law Essentials

Four-Part Virtual Series

Produced by Summit Law Group

SESSION OVERVIEWS

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 FMLA
- Leave as a reasonable accommodation of a disability
- Washington state Paid Sick Leave and PFML
- 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

PART 4: LEGAL AND PRACTICAL ISSUES INVOLVING RECRUITMENT AND HIRING

- Overview of the advertisement process and navigating post pandemic recruitment issues
- Reviewing applications and moving forward with the interview process
- Running reference and background checks
- Making the offer and what you need to know about the probationary period

TRAINING FLYER: [Click here](#) to view to the training flyer for session dates and times.

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

QUESTIONS?

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