

AGENDA

MACo PCT Regional Training

Presenter: Michele Puiggari, Consulting Services

08:30 AM – 9:45AM

Onboarding Employees: More than just the new hire paperwork

- Employee Policies-County vs. Department and Collective Bargaining Agreement
 - Top 8 policies to ensure review
- Job Description
 - Review
 - Sign (they understand)
- Administrative: New hire, benefits, classification (seasonal, temp, etc.), exempt vs. nonexempt
- Pay
 - Exempt/nonexempt
 - Compensatory time or not
 - How is sick leave and vacation paid out
- Performance expectations
- Formal review or not
- How to record time

Break 9:45 AM-10:00AM

10:00 AM -11:00 AM

Conflict Resolution--conflicts between employees and conflicts with employees

11:00-12:15

Q& A and Miscellaneous

- Elected Officials--why they need to follow the rules too and what to do when it isn't done
- Boards--interactions with County
 - -failure to communicate
 - -failure to adhere to county policies
 - -what can county do?
- Closed Door minutes
- Gen x, Millennials---work ethics, dress, needs
- Evacuation plans
- Safety Plan
- Updating employee handbook--how and how often
- Scent Free Workplaces
- Discrimination Training--how often, who should go.
- How to enforce rules that haven't been enforced for years (and should you)

1:30 PM – 4:30 PM

Employee Performance Issues: Expectations through Disciple 3.5 hours step by step discussion

Law

- Be aware of law to avoid traps
- Wrongful Discharge Act
- Accommodations Medical, Religious

- Know why you need to document
- Don't get complacent

Forms

Discipline templates- Why or why not use one

Performance

How communicate (job description, training and expectations)

Initial signs of lack of performance and/or employee issues are the following:

- Work
- Gossip
- Disruption in staff

Coaching

- Verbal, training etc.
- Forms, documentation
- Medical issue

Probation Period

Documentation

Continue Issues

- Written Discipline
- Form
- How to write
- What if no policy on point

Administrative Leave Pending Investigation

Suspension

- Due process letter
- Why vs. Termination
- Corrective Action Plan?

Termination

- Questions to ask before deciding to terminate
- Investigation--how, how extensive
- Due Process

Termination Check List

- Letter
- Pay what is the law on pay
- Grievance policy