

# HR Series Completion Certificate Policy

## HR Series Completion Requirements (must attend 8 Core Curriculum and 4 Elective seminars total)

### Core Curriculum (all are required)

1. Academic Employee Performance Management
2. Academic Employment Policies
3. Academic Recruitment, Selection, and Hiring
4. Civil Service Employee Performance Management
5. Civil Service Policy and Rules
6. Civil Service Selection, Hiring, and Promotion
7. Employee Assistance I: Recognizing the Troubled Employee
8. The Family Medical Leave Act

### Electives (must complete 4 of 8)

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. Enhancing Productivity Through Workplace Wellness Programs
5. Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment
6. Fostering a Culture of Respect II: Disability Equity: Laws, Etiquette, and Awareness
7. Fostering a Culture of Respect III: The Power of Inclusivity and Cultural Competence
8. The Performance Partnership Program (PPP)

The Training Center has received phone calls from participants in the program who question the requirement of either Civil Service or Academic seminars when they are not directly involved with that group of employees in their jobs. This core/elective process offers some knowledge in both areas while providing the option to acquire more if they so choose. Please note that one can enroll in any of the seminars as many times as they would like as the content can (and does) change. We recommend participants refresh HR Series workshops regularly in order to keep their supervisory and managerial knowledge current.

### Expiration:

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 attend your first seminar during Fall Term 2017, you must attend all eight core curriculum seminars and four of the electives by the end of Spring Term 2020 in order 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 Training Center team will be present at the beginning of all seminars to staff these events and answer presenter and participant questions.