



TECHNICAL ASSISTANCE FOR EMPLOYERS PROGRAM

# NEW SUPERVISOR TRAINING SERIES

**H**ave you been recently promoted into a supervisory role? Do you aspire to move into supervision? Can you answer the following questions?

**C**an I fire an employee because she is pregnant? Do I know what to do if an employee reports being the victim of workplace harassment? Is it OK if an employee refuses to take breaks? If an employee doesn't turn in a time sheet, do I still have to pay him or her? How do I handle an employee who is absent frequently or not performing the job? Is it acceptable to ask if an applicant has a disability? Do I have to rehire an employee who has been out on Workers' Compensation leave?

**L**earning the basics of employment law and supervisory practices is essential for successful transition into a supervisory role and protecting the company from employment claims. Over the course of 6 months, attendees will receive information about the basics of supervision and employment laws. During each 3-hour session, we will explore an aspect of supervision. Each session will build on knowledge and skills attained from prior sessions. Useful reference materials and handouts will be provided.



## HOW WILL THIS SEMINAR BENEFIT YOU?

The materials provided will be a useful tool as you manage your employees. Knowledge of the laws and regulations regarding employees will benefit you and your company.

***This 6-month course is limited to the first 25 attendees.***

The smaller group size will allow you to ask questions and participate fully in the sessions. This course is only \$250 per person for all 18 hours and is divided up into six convenient monthly 3 hour morning sessions.

## WHO SHOULD ATTEND?

Newly promoted supervisors, managers who want a refresher in supervisory practices, and employees with a desire to move into management. The sessions are geared toward private employers, but information will be provided that will be applicable to public employers.

### Cost:

\$250/person  
\$235 each with 2-5 attendees  
from same organization  
\$225 each for 6+ attendees

### FOR MORE INFORMATION:

CONTACT DONALD AT (971) 673-0825

[donald.demont@state.or.us](mailto:donald.demont@state.or.us)

[www.oregon.gov/boli/ta](http://www.oregon.gov/boli/ta)

**Portland State Office Building (PSOB)**

800 NE Oregon St

Portland, OR 97232

9:00 A.M. to 12:00 P.M. with check-in at 8:30 A.M.





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## WHAT ARE THE TOPICS?

### Session 1 – The Basics (January 25, 2012)

Effective supervisory practices  
At will-employment and its exceptions  
Civil Rights laws and protected classes  
Understanding and avoiding workplace harassment

### Session 2 – Hiring Employees (February 22, 2012)

Effective and legal hiring practices  
Starting employees on the right foot  
Employee orientation  
The use of employee handbooks and policies  
Setting goals and expectations

### Session 3 – Protected Leave (March 28, 2012)

Basics of family leave laws including OFLA, FMLA, Injured Workers, and ADA

### Session 4 – Basics of Wage and Hour Laws for Supervisors (April 25, 2012)

Hours worked  
Overtime  
Rest and meal periods  
Timekeeping  
Paydays

### Session 5 – Employee Management – Part 1 (May 23, 2012)

Setting boundaries  
Position descriptions  
Performance appraisals  
Coaching for desired employee performance  
Documentation

### Session 6 – Employee Management – Part 2 (June 27, 2012)

Workplace investigations  
Conducting disciplinary meetings  
Termination  
Post-termination issues  
Best practices of effective supervisors



Technical Assistance for Employers

2012

# SEMINAR REGISTRATION FORM

Please complete this registration form and send it with your payment (check, credit card information, or purchase order #) to:

**Bureau of Labor and Industries**  
Technical Assistance for Employers  
800 NE Oregon Street, Suite 1045  
Portland, OR 97232  
**FAX: 971-673-1384**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Confirmation only by e-mail: E-mail Address: \_\_\_\_\_

Participant Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seminar Date: \_\_\_\_\_ Seminar Location: \_\_\_\_\_

Seminar Title: \_\_\_\_\_

## How did you learn about BOLI Seminars?

- BOLI Email                       BOLI Website                       Friend/Co-worker  
 Radio/Newspaper Ad               Flyer                                       Other: \_\_\_\_\_

**Total Payment Due:** \_\_\_\_\_

- Check                                       Purchase Order#: \_\_\_\_\_  
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Authorized Signature: \_\_\_\_\_

*The mission of the Bureau of Labor and Industries is to protect employment rights, advance employment opportunities, and protect access to housing and public accommodations free from discrimination.*