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| HR Law for managers and Supervisors | |
| **Course Title** | HR Law for Managers and Supervisors |
| **Course Description** | This course is designed to help CDOT supervisors and managers gain basic understanding of HR law and how it is applicable to them in the workplace. |
| **Target Audience** | CDOT Managers and Supervisors *(350 Employees)* |
| **Process** | HR Administrative Rules |
| **Process Touch Points** | N/A |
| **Sections** | List the sections or topics of the course:   * *Learning Logistics* * *Section 1 - Course Introduction* * Section 2 - Fair Labor Standards Act * Section 3 - Family Medical Leave * Section 4 - Workers’ Compensation * Section 5 - Civil Rights * *Conclusion* |
| **Course Duration (Est.)** | TBD |
| **Delivery Method(s)** | eLearning |
| **Prerequisites** | N/A |
| **SME(s)** | Christine Andersen and Morgan Murphy |
| **Training Developer(s)** | Jason Prince |
| **Training Evaluator** | Morgan Murphy |
| **Instructor(s)** | eLearning |
| **Frequency** | As required |
| **Course Content Reviewer(s) and Approver** | Morgan Murphy (Overall)  Christine Andersen |
| **Location** | * CDOT LMS |
| **List of Training Materials Required to Support Course Delivery** |  |

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| **Course Purpose** |
| *This course is designed to provide CDOT supervisors and managers an overview of HR Law and how it is applicable to them in their daily managerial duties and responsibilities.* | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * *Identify where to find the PD for FLSA, FML, Workers’ Compensation and Civil Rights* * *Describe what FLSA is and when it is applicable to the supervisor or manager in the workplace* * *Describe what FML is and when it is applicable to the supervisor or manager in the workplace* * *Describe what Workers’ Compensation is and when it is applicable to the supervisor or manager in the workplace* * *Describe what Civil Rights legislation is and when it is applicable to the supervisor or manager in the workplace* * *Identify the individual responsible for helping the supervisor or manager with FLSA, FML, Workers’ Compensation and Civil Rights* * *Identify the most common errors that occur with the FLSA, FML, Workers’ Compensation and Civil Rights legislation* | |

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| **Section 1 –** Course Introduction | | | **Time:** 15 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Identify the course learning objectives * Describe how to navigate the course * Identify the role of the supervisor to support the legal requirements of HR legislation * Explain how effective supervision is vital to CDOT being able to achieve its goals * Explain the course design (option section for peer to supervisor for section seven of the course) | | | | | | |
| **Terms and Concepts** | * SPB Rules – State Personnel Board Rules and Personnel Director’s Administrative Procedures * Fair Labor Standards Act - A federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. * FML - the Family and Medical Leave Act, which is a federal law that guarantees certain employees up to 12 workweeks of unpaid leave each year with no threat of job loss. FMLA also requires that employers covered by the law maintain the health benefits for eligible workers just as if they were working. * Workers’ Compensation - a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue his or her employer for the tort of negligence. * Civil Rights Legislation – Legislation that outlaws discrimination based on race, color, religion, sex or national origin. | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| SPB Rules | |  | | x |  |  |  |

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| **Section** 2 **– Fair Labor Standards Act** | | | **Time:** eLearning | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe what FLSA is and when it applies to work hours (overtime, on-call, shift differential, compensatory tome and additional hours worked by exempt) * Describe what an Exempt and Nonexempt employee is and what FLSA covers for each * Describe how FLSA impacts the hours of work (overtime on-call, travel time and breaks * Identify what is covered under FLSA for Part-time employees (minimum wage, overtime and equal pay) * Child labor?????????????? | | | | | | |
| **Terms and Concepts** | * Exempt Employee * Non-exempt Employee * Established Work Week * Essential Position * Essential Work * Overtime * Compensatory Time * Shift Differential | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| [PD 1230.2 Fair Labor Standards Act](http://intranet.dot.state.co.us/resources/policy-procedure/documents/1230-2/@@download/file/1230-2%20Compensation%20for%20Overtime,%20On-Call,%20Call%20Back%20Shift%20Differential%20and%20Compensatory%20%20Final%20%2005%202009.pdf) | |  | | X |  |  |  |
| [FLSA Guidance for Supervisors page](http://intranet.dot.state.co.us/employees/howdoi/flsa) | |  | |  | X |  |  |

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| **Section** 3 **– Family Medical Leave** | | | **Time:** eLearning | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Identify what is and is not FML * Understand who is eligible for FML leave * Describe the protections provides by FML * Identify when FML applies * Explain when the Medical Leave form is required (3 days) * Describe the role/responsibilities of the supervisor in FML * Identify common errors (asking about illness, telling other about the illness, deciding if the illness is serious enough) * Identify who to contact for help | | | | | | |
| **Terms and Concepts** |  | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Family Medical Leave form | | X | |  |  |  |  |
| PD 1206.1 Family Medical Leave Program | |  | | X |  |  |  |
| Leave Management Time Table | |  | |  | X |  |  |

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| **Section** 4 **– Workers’ Compensation** | | | **Time:** eLearning | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Explain what is Workers’ Compensation and when it applies to an employee * Identify how you should take after notification an employee has been injured (forms and contacts) * Describe the process that must occur ***after*** the initial notification * Explain the role of the employee and the supervisor in Workers’ Compensation * Identify common errors (employee goes home, not completing the employee injury report) * Identify who to contact if you need additional help with Worker Compensation | | | | | | |
| **Terms and Concepts** |  | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| [PD 89.2 Workers’ Compensation](http://intranet.dot.state.co.us/resources/policy-procedure/documents/0089-2) | |  | | X |  |  |  |
| PD89.3 Return to Work | |  | | X |  |  |  |
| Employee Injury Report | | X | |  |  |  |  |
| Employee Injury Statement | |  | |  |  |  |  |
| Work Status Report | |  | |  | X |  |  |
| Claim Status Update form (975) | | X | |  |  |  |  |
| [Supervisors Quick Reference to file a Claim](http://intranet.dot.state.co.us/business/risk-management/documents/supervisor-quick-reference) | |  | |  | X |  |  |

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| **Section** 5 **– Civil Rights** | | | **Time:** eLearning | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe the laws applicable to the supervisor or manger Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Title I of the American with Disabilities Act and the Genetic Information Nondiscrimination Act of 2008 * [Describe when each of the laws apply (hiring, promotion, etc)](https://www.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf) * [Identify the actions you can take to avoid issues](http://www.thehrspecialist.com/2783/The_10_Employment_Laws_Every_Manager_Should_Know.hr?cat=tools) * Explain what may be unfair treatment and what to do if it occurs * Describe what retaliation is and what to do if it occurs * Identify who to contact if you have questions | | | | | | |
| **Terms and Concepts** |  | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
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| **Section 6 – Conclusion** | | **Time:** eLearning |
| **Section Objectives** | Upon completing this course, participants should be able to:   * Repeat of the objectives in the overview section * Describe where participants can get help from people and resources * Solicit Questions | |