

## PERMA 2018 REGIONAL MANAGERS CONFERENCES

### SESSION DESCRIPTIONS

#### Session I

##### **Harassment (including Sexual Harassment) in the Workplace**

The #MeToo movement has put a spotlight on the prevalence of sexual harassment in the workplace. This session will focus on how you can lead an organizational cultural change by learning to recognize and prevent harassment. Topics will include:

- recently enacted NYS regulations pertaining to sexual harassment in the workplace, and place in them in context of employment discrimination laws already on the books;
- understanding, recognizing, and avoiding inappropriate behavior;
- the importance of management promoting respect in the workplace;
- clearly defining the complaint process;
- prohibition against retaliation;
- and supervisors' roles in responding immediately and effectively to harassment complaints.

#### Session II

##### **Workplace Harassment Investigations**

As a leader, you may be called upon to either direct the investigation of a workplace incident, or conduct it yourself. To do so, you need to know the rights of your organization, as well as the rights of the employees. This workshop will detail those rights, outline effective procedures for conducting investigations, including investigations into sexual harassment complaints, and discuss proper documentation that befits the standards of your organization.

#### Session III

##### **Sound Employment Policy Development**

This seminar will explore the importance of written policies for all employment situations in order to avoid liability. The session will also discuss the advocacy administrators must provide to ensure policies are developed, memorialized, and maintained to keep pace with an ever-changing work space. Specific attention will be paid to employee handbooks as a tool for maintaining consistency in policy implementation and enforcement, as well as creating reasonable expectations for employees and supervisory staff.

#### Session IV

##### **Ensuring Implementation of Corrective Action**

Applicable for either Civil Service Law Section 75 or union contract disciplinary procedures, this workshop will assist attendees in direction of supervisory staff to address corrective action. Topics discussed include the difference between counseling and formal discipline, as well as the importance of documentation.