



# Employee and Labor Relations

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Employee and labor relations is a broad topic that includes performance management, disciplinary action, employee rights, and dealing with various employee issues and complaints. If an organization is unionized, it also includes labor contract negotiation and administration and resolving grievances. In this course, learn strategies for driving high performance while maintaining a respectful working environment. You will also discover how to manage the termination process to reduce the likelihood of a legal claim.

## Who Should Take This Course?

This course is designed for anyone who is interested in understanding more about employee relations and labor unions in the workplace.

## Course Objectives

- Explain the HR Generalist's role in employee and labor relations.
- Understand the employment laws specific to employee and labor relations.
- List factors that contribute to a high performance workplace.
- Identify effective performance management practices.
- List concerns in the employee exit process and how to manage them.
- Understand the purpose, structure, and bargaining rights of unions.

## Course Info

- Length: 6 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

## Course Content

**Explain the HR Generalist's role in employee and labor relations.**

**Understand the employment laws specific to employee and labor relations.**

- National Labor Code (National Labor Relations Act, etc.)
- Employee rights (privacy, whistleblower protection, Weingarten, etc.)
- Polygraph Protection Act
- Drug Free Workplace Act

**List factors that contribute to a high performance workplace.**

- High performance HR practices
- Alternate dispute resolution methods
- Maintaining positive employee relations



**Identify effective performance management practices.**

- Performance management cycle
- Setting performance standards
- Diagnosing/correcting performance problems
- Performance reviews/documentation
- Progressive discipline/discipline without punishment approach

**List concerns in the employee exit process and how to manage them.**

- Termination process
- Retention and recognition programs

**Understand the purpose, structure, and bargaining rights of unions.**

- History of unionization in the United States
- Union organizing campaigns and the rights of the employer and employee
- Unfair labor practices
- Contract negotiation
- Contract administration/grievance process

## Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

## Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.\* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

## Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance\* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support



## CONTINUING EDUCATION Course Outline

Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit [www.greenriver.edu/student-affairs/disability-support-services.htm](http://www.greenriver.edu/student-affairs/disability-support-services.htm). The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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