



## **CONTINUING EDUCATION**

### **Course Outline**

# **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/Continuing Education Unit (CEU) 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 Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend\* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

## **Certificates of Completion for Certificate Programs**

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend\* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

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

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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. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).