

2012 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Proactive, Preventative Employee Relations: Avoiding the Courthouse

April 11, 2012

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

7075 South Morgan Street

Workshop Presenters

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- We will attempt to answer questions as we go and we will reserve 15 minutes toward the end of the presentation for questions.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- To assist administrators to avoid pitfalls, to recognize "red flags" and to identify available resources.
- To proactively handle difficult HR matters and avoid unnecessary issues.

Workshop Content

- Overview
- *Red Flag* areas for discussion
- Resources
- Questions

Overview

- Roles
- Why this is important
- Employment law
- HR policy

Red Flag Areas for Discussion

- Handle Communications with Care
- Document Performance or Other Employee Issues
- Follow Policies and Apply in a Consistent Manner

Resources

- UIC office of University Counsel- (312) 996-7762

- Civil Service Employee Relations and related policy

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QUESTIONS