Proactive, Preventative Employee Relations: Avoiding the Courthouse

April 11, 2012

UNIVERSITY OF ILLINOIS AT CHICAGO
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
  Taycine McInnis – Department of Labor and Employee Relations, (312) 413-9704  taycine@uillinois.edu
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• Office of Access and Equity- 312-996-8670

• Faculty Affairs HR- 312-355-2412
QUESTIONS