

	ADMINISTRATIVE ORDER	Approved By: City Manager	No. 10
			Effective Date: 01/01/2005
Subject: Supervisor Training			

POLICY

It is the policy of the City of Highland Park to provide equal opportunities to all employees and applicants for employment and to abide by all applicable federal, state, and local employment related laws. Recognizing that employment related laws are constantly changing and that supervisors do not deal with the subject matter on a routine basis, the City of Highland Park is committed to ensuring that supervisors have the knowledge and skills necessary to carry out their supervisory responsibilities in the most effective and legally compliant manner possible by providing relevant supervisor training.

In order to ensure adherence to this policy throughout the City organization, all supervisory and management staff members shall complete training on employment law compliance on an annual basis and shall ensure compliance with employment related laws within their respective work groups.

DEFINITIONS

For purposes of this Administrative Order the following definitions apply.

- **Supervisor:** An employee who hires, directs, evaluates, trains, disciplines, or terminates employees or effectively recommends such actions and/or who makes decisions regarding interpretation of City policies or Union contracts on matters relating to employment.

- **Supervisor Training:** Includes training pertaining to supervisory functions and responsibilities. Examples include Interviewing, Discipline and Documentation, Legal Compliance for Supervisors covering topics such as the Fair Labor Standards Act, Family and Medical Leave Act, Americans with Disabilities Act, Sexual Harassment, Civil Rights Act, etc.

- **Session:** Is one in-house training program two (2) to four (4) hours in length pertaining to supervisory functions, responsibilities, and legal compliance or an employment related seminar conducted by a legal expert and pre-approved by the Human Resources Manager as meeting the supervisor training requirement.

DIRECTIVES

- The Human Resources Manager shall ensure that Supervisor training sessions are scheduled in such a manner that all supervisors have the opportunity to attend at least one update on legal developments in the area of employment laws annually.
- Human Resources shall track supervisor training for all supervisory and management staff.
- If a supervisor is unable to attend any of the in-house supervisor training programs scheduled during a year, an outside program that has been pre-approved by the Human Resources Manager may be considered as meeting this requirement; however, the department would be responsible for the cost of the training from their budget.
- Department heads shall ensure that they and their subordinate supervisors participate in a minimum of one update on legal developments in the area of employment law annually.
- Training on employment related legal issues will be provided in-house but may be presented by a legal expert in the area of employment law.