

# Labor Relations Services: HR 101 SERIES

## SESSION 1: HIRING AND APPOINTMENTS

**Monday, November 28, 2016**  
**8 a.m. — 12 p.m.**

**Location: Erie 1 BOCES Education  
Campus, Building A**

**Conference Room: A2**



## TOPICS TO BE COVERED IN SESSION 1

### CERTIFIED EMPLOYEES—PRESENTED BY: Erie 1 BOCES Labor Relations Services

- Appointment of Classroom Teachers, Administrators, Pupil Personnel Staff
- Types of Certification
- Types of Appointments (probationary, tenure, part-time, regular substitute)
- Tenure Areas and Seniority
- Resolutions of Appointment, Determining Length of Probationary Appointment
- Procedures for Granting Tenure
- Individuals Performing Instructional Support Services (ISS), Incidental Teaching
- Administrative Tenure Areas and Determining Seniority Status

### CLASSIFIED EMPLOYEES—PRESENTED BY: Mindy Czechowski, Chief of Classification and Compensation for Erie County Dept. of Personnel

- Civil Service 101-Overview of Jurisdictional Classes (competitive, non-competitive, labor, exempt)
- Types of Appointments (permanent, provisional, temporary, contingent permanent)
- Appointing Persons to Competitive Positions – “Rule of Three”

### WHO SHOULD ATTEND?

Assistant Superintendents for Human Resources/Personnel  
Directors of Human Resources/Personnel  
School Business Administrators and School Business Officials  
Other Central Office Administrators with Human Resources Responsibilities

### SERIES SESSIONS

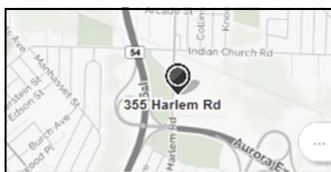
Session	Topic	Date	Time
Session 1:	Hiring and Appointments .....	Monday, November 28, 2016	8 a.m. - 12 p.m.
Session 2:	Abolishment/Layoff/Recall .....	Tuesday, January 24, 2017	8 a.m. - 12 p.m.
Session 3:	Evaluation/Discipline/Termination .....	Tuesday, March 28, 2017	8 a.m. - 12 p.m.
Session 4:	Taylor Law/Contract Administration, Grievances & Arbitration .....	Monday, May 22, 2017	8 a.m. - 12 p.m.
Session 5:	Complaint Response, Harassment & Discrimination .....	Wednesday, July 19, 2017	8 a.m. - 12 p.m.
Session 6:	Disabled, Sick or Injured Employees .....	Monday, September 25, 2017	8 a.m. - 12 p.m.

### DATES AND TIMES

### Fee per attendee:

**Each session individually — \$250\***  
**Sign up for all 6 sessions — \$1,250\***

\* Eligible for BOCES aid — Erie 1 BOCES Labor Relations Services —  
Customized Staff Development (Labor Relations/Personnel)  
Service Code: 655.001



All sessions will be held at:  
Erie 1 BOCES Education Campus  
Building A, Conference Room A2 \*\*  
355 Harlem Road, West Seneca, NY 14224  
\*\* January 24th Session held in Conf Room A1  
For more information call: (716) 821-7115

