

# Labor Relations Services: HR 101 SERIES

## SESSION 5: Complaint Response, Harassment & Discrimination

Monday, July 31, 2017  
8 a.m. — 12 p.m.

NOTE: Program will begin at 8:15 a.m.

**Location: Erie 1 BOCES Education  
Campus, Building A  
Conference Room A2**



## TOPICS TO BE COVERED IN SESSION 5

### Harassment and Discrimination in the Workplace

- ◆ Title VII and Title IX
- ◆ Sexual Harassment

### District Policies and Complaint Procedures

- ◆ How to Conduct an Effective Investigation
- ◆ Do's and Don'ts
- ◆ Division of Human Rights Complaints
- ◆ Office for Civil Rights and DASA (students)

### 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 1: Hiring and Appointments** .....

**Session 2: Abolishment/Layoff/Recall** .....

**Session 3: Evaluation/Discipline/Termination** .....

**Session 4: Taylor Law/Contract Administration,  
Grievances & Arbitration** .....

**Session 5: Complaint Response, Harassment &  
Discrimination** .....

**Session 6: Disabled, Sick or Injured Employees** .....

### DATES AND TIMES

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

**Tuesday, January 24, 2017** 8 a.m. - 12 p.m.

**Tuesday, March 28, 2017** 8 a.m. - 12 p.m.

**Monday, May 22, 2017** 8 a.m. - 12 p.m.

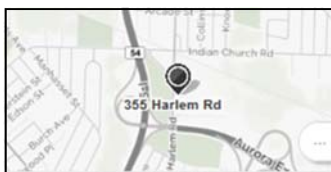
**Monday, July 31, 2017** 8 a.m. - 12 p.m.

**Monday, September 25, 2017** 8 a.m. - 12 p.m.

### Fee per attendee:

**Each session individually — \$250\***

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



All remaining sessions will be held at:  
Erie 1 BOCES Education Campus  
Building A, Conference Room A2  
355 Harlem Road, West Seneca, NY 14224

For more information call: (716) 821-7115

