
HUMAN RESOURCE AND PAYROLL OVERVIEW

Memorandum of Understanding (MOU)

Date: March 29, 2023, 11:00 am - 12:00 pm

April 5, 2023 11:00 am - 12:00 pm

May 3, 2023 11:00 am - 12:00 pm

In Person- Room 247

This session will provide an overview of the MOU for employees in each bargaining unit. We will discuss sections of the MOU and answer questions.

Attendees: Union Faculty and Staff Managers or Supervisors

Presenters: Human Resources – Afryea Lucas

The HR Department: Your Strategic Partners

Date: April 19, 2023 1:00 pm - 2:00 pm

May 10, 2023 11:00 am - 12:00 pm

In Person- Room 233E:

<https://outlook.office365.com/owa/calendar/TheHRDepartmentYourStrategicPartners@bcc.edu/bookings/>

This session will provide knowledge of the Office of Human Resources' functions to you as an employee. You will gain insight into each function within the department and how to get the assistance you need.

Attendees: Faculty and Staff

Presenters: Human Resources - Rhonda Traylor

EAP Training

Date: March 29, 2023, 10:00 am - 11:00 am

April 26, 2023 10:00 am - 11:00 am

Online event-<https://bcc-edu.zoom.us/j/97238575262?pwd=Y0JvTTBlbW5uSk1yK3dpYXZBb3laUT09>

The Employee Assistance Program (EAP) is a free, confidential, and professional assessment, referral, and counseling service available to all employees in regular PIN positions. Employees can consult with a professional counselor to connect with resources for a variety of reasons.

Attendees: Faculty and Staff

Presenters: Human Resources - Saverio Coletta and Anna Rutah

Payroll

May 26, 2023 11:00 am - 12:00 pm

May 3, 2023 11:00 am - 12:00 pm

In Person- Room 247 -<https://outlook.office365.com/owa/calendar/Payroll@bcc.edu/bookings/>

This important session will provide valuable information about how employees are paid. We will discuss the new payroll system, Banner, and how to enter your time. Additionally, we will also provide information on how to access information using Workday and how to sign up for 401k.

Attendees: Faculty and Staff

Presenters: Payroll- Ursula Suber

HUMAN RESOURCE AND PAYROLL OVERVIEW

FMLA Training

Date: April 12,2023 10:00 am - 12:00 pm

May 24,2023 10:00 am - 12:00 pm

In Person- Room 247

<https://outlook.office365.com/owa/calendar/FMLATraining@bccc.edu/bookings/>

This training has been designed to educate staff on the use of Family Medical Leave, coverage, and the responsibilities of both the employer and employee. In addition, staff will learn about the importance of workplace safety and what to do if a workplace injury occurs.

Attendees: Faculty and Staff

Presenters: Human Resources – Afryea Lucas

ADA Training

Date: April 12,2023 1:00 pm - 2:00 pm

May 24,2023 1:00 pm - 2:00 pm

In Person- Room 247-

<https://outlook.office365.com/owa/calendar/ADATraining@bccc.edu/bookings/>

The Americans with Disabilities Act is an important piece of legislation with which managers and supervisors must be familiar. This is an optional training session for managers and supervisors that will help ensure you are adhering to the proper legal requirements associated with this law as it pertains to accommodating and working with individuals that may have a disability.

Attendees: Managers or Supervisors

Presenters: Human Resources- Afryea Lucas

Sexual Harassment Training

Date: April 12,2023 10:00 am - 12:00 pm

May 24,2023 10:00 am - 12:00 pm

In Person- 233E-

<https://outlook.office365.com/owa/calendar/SexualHarassmentTraining@bccc.edu/bookings/>

Each State employee shall complete at least a cumulative 2 hours of in-person or virtual, interactive training on sexual harassment prevention within: 6 months after the employee's initial appointment; and every 2-year period thereafter. Training will include information on the federal and State laws concerning the prohibition of sexual harassment; best practices in prevention and correction of sexual harassment, abusive conduct, and retaliation; remedies and procedures available to victims of sexual harassment in employment; and additional training for supervisors regarding information on: 1. properly responding to complaints of sexual harassment and preventing further abuse and retaliation; and 2. creating and maintaining a workplace culture in which sexual harassment is not tolerated.

Attendees: Faculty and Staff

Presenters: Human Resources – Afryea Lucas

SAFETY AND RISK MANAGEMENT

Hand and Power Tool Safety

Date: March 23, 10:00 am - 11:00 am

Online event- [Microsoft Virtual Events Powered by Teams](#)

Objectives: Join us for an informative webinar about hand and power tool safety! Learning objectives include identifying common safety symbols, recognizing hazards and safety prevention steps when using hand tools, general safety, and safe operating procedures of common power tools.

Attendees: Environmental Services Staff, All Staff

Presenters: Safety Services Manager-Chesapeake Employers Insurance- Adams, Bernard

Slip, Trip, and Fall Prevention

Date: March 28, 11:00 am - 12:00 pm

Online event- [Slip, Trip, and Fall Prevention](#)

Objectives: Identify reasons and benefits of effectively managing an organization's safety and health efforts - Understand the impact of workplace accidents on sales and profits - Become familiar with OSHA's Safety Pays Program - Determine how you can reduce your workers compensation costs

Attendees: Managers or Supervisors

Presenters: Safety Services Manager-Chesapeake Employers Insurance-Ashley Hevey

De-escalation in the Workplace

Date: April 27, 2023 11:00 am - 12:00 pm

May 15, 11:00 am - 12:00 pm

In Person- Room 247-

<https://outlook.office365.com/owa/calendar/DeescalationintheWorkplace@bccc.edu/bookings/>

Conflict in the workplace can be healthy if everyone is productive and communicative while maintaining professional boundaries. However, sometimes conflict is just conflict and drives a wedge between teams, reduces productivity, negatively impacts morale, and requires intervention. This workshop will help employees and leadership to de-escalate conflict in their workplace with expert tips in conflict resolution and workplace mediation.

Attendees: Faculty and Staff

Presenters: Police Officer III – Randy Kess

Workers Compensation 101

Date: May 17, 2023 10:00 am - 11:00 am

June 8, 2023 10:00 am - 11:00 am

In Person- Room 247

<https://outlook.office365.com/owa/calendar/WorkersCompensation101@bccc.edu/bookings/>

Workers' compensation laws today balance the interests of both the employer and the worker. This course explores the history of workers' compensation insurance, education on how to complete necessary documents and addresses the important benefits related to workers' compensation.

Attendees: Faculty and Staff

Presenters: IWIF Representative & Human Resources

LEADERSHIP AND DEVELOPMENT

Managing Conflict and Change to Enhance Morale and Team Building.

Date: June 7, 2023 11:00 am - 12:00 pm

July 14, 2023 11:00 am - 12:00 pm

In Person- Room 247-

<https://outlook.office365.com/owa/calendar/ManagingConflictandChangetoEnhanceMoraleandTeamBuilding@bccc.edu/bookings/>

Change has always been a necessary aspect of life and work, and our world is changing more rapidly than ever. If your staff need to cope with a variety of changes soon, the success of the change initiative as well as their success and professional and personal fulfillment depend on how well they can adapt to change. The workshop is focused on increasing the understanding of all aspects of organizational change as well as what effective ways are to manage change, increase buy-in to change and minimize resistance to change within an organization.

Attendees: Managers or Supervisors

Presenters: Human Resources- Afryea Lucas & Saverio Coletta

Job Descriptions 101

Date: June 14, 2023, 11:00 am - 12:00 pm

July 28, 2023, 11:00 am - 12:00 pm

In Person- Room 247- [Job Descriptions 101](#)

Job descriptions are important to employees as they let them know what is to be expected of them and how they will be evaluated. A job description typically outlines the necessary skills, training and education needed by a potential employee. It will spell out the duties and responsibilities of the job. Once a job description is prepared, it can serve as a basis for interviewing candidates, orienting a new employee and finally in the evaluation of job performance. Using job descriptions is part of good management. This workshop will give managers a better understanding of developing job descriptions and their fundamental purposes.

Attendees: Managers or Supervisors

Presenters: Human Resources- Afryea Lucas & Saverio Coletta

Are You a Good Listener?

Date: Tuesday, May 16, 2023

Online event- www.deeroaks.com/courses/ (Please contact HR for Login information)

Conversation is a two-way activity, and listening is a very important part to ensure good and effective communication. By listening effectively, you will gain new perspective and useful information, and it will help you to understand people and their needs. This session will discuss the benefits of being a good listener and share some practical tips on how to be a better and good listener at work and at home.

Attendees: Faculty and Staff

Presenters: Deer Oaks Professional

LEADERSHIP AND DEVELOPMENT

Making a Change

Date: Monday, December 19, 2023 11:00 am - 12:00 pm

Online event- www.deeroaks.com/courses/ (Please reach out to HR for Login information)

Change is inevitable, and since it may not always be comfortable, it would be beneficial to learn how to embrace it. Once people can do that, they will learn that change often brings new opportunities and experiences that can be good for them. In this session, you will learn how to make a change for the better and learn practical tips on how to embrace the discomfort of change.

Attendees: Faculty and Staff

Presenters: Deer Oaks Professional

DIVERSITY AND INCLUSION

Equal Employment Opportunity (EEO) Training Directors, Managers, and Supervisors

Date: April 6, 2023 11:00 am - 12:00 pm

In person- Room 247

Equal Employment Opportunity (EEO) Compliance Training for Managers and Supervisors focuses on Federal Laws, Disparate Treatment, Adverse Impact, Harassment/Hostile Environment, Reasonable Accommodation and Retaliation/Reprisal.

Attendees: Faculty and Staff

Presenters: Human Resources

Embracing “Your” Diversity Equal Employment Opportunity (EEO) Training Directors, Managers, and Supervisors

Date: April 20, 2023, 11:00 am - 12:00 pm

In person- Room 247

Diversity is defined as a range of human differences, but not limited to, race, gender, gender identity, ethnicity, age, physical ability, social class, veteran status, religion, political beliefs, and more. Inclusion is the practice of including diverse groups in a group setting or structure. Diversity and inclusion go hand in hand in the workplace; without each other, organizations will not truly achieve an inclusive workplace.

Attendees: Faculty and Staff

Presenters: Human Resources

RETIREMENT PLANNING

MSRP's "It's Your Future: Take Control!" Webinar Series-Inflation: What You Need to Know and How to Hedge Against It!

Date: March 14,2023 1 pm - 1:45 pm

Online event- [1st Qtr. 2023 MSRP and Guest Speaker Webinars Registration Form \(google.com\)](#)

Understanding Risk/Reward in selecting your MSRP Investment Strategy for retirement and beyond.

Attendees: All PIN Staff

Presenters: Maryland State Retirement Partner

MSRP's "It's Your Future: Take Control!" Webinar Series-Inflation: Are You a Contractual Employee? This Webinar is for You!

Date: March 14,2023 11 am - 11:45 am

Online event- [1st Qtr. 2023 MSRP and Guest Speaker Webinars Registration Form \(google.com\)](#)

Understanding Risk/Reward in selecting your MSRP Investment Strategy for retirement and beyond.

Attendees: Contractual Employees

Presenters: Maryland State Retirement Partner

MSRP's "It's Your Future: Take Control!" Webinar Series- Women, Wealth, and Wellness

Date: March 16,2023 10 am - 10:45 am

Online event- [1st Qtr. 2023 MSRP and Guest Speaker Webinars Registration Form \(google.com\)](#)

Understanding Risk/Reward in selecting your MSRP Investment Strategy for retirement and beyond.

Attendees: All PIN Staff

Presenters: Maryland State Retirement Partner