

Discipline, Grievances and the Merit System



Course Number:	MTS NC 903	Scheduled Sessions:
Cost Per Person:	No Charge/Participating, \$188/Non-Participating	7/9/19
Eligibility:	Managers & Supervisors	8/13/19
Instructor:	LLS Team/Personnel Officers	9/24/19
Length:	8:30 am – 4:30 pm	11/5/19
Certificate Series:	Advanced Leadership Development	2/4/20
Location:	Des Moines, Hoover State Office Building, Level A	4/7/20

***IMPORTANT NOTE: contract covered employees are not eligible to register for this class, no exceptions.**

Overview:

Understanding the discipline and grievance process is crucial to any supervisor or manager in state government. This course focuses on the methods of effective and timely discipline, along with the role of the supervisor and manager in the grievance process.

Objectives:

- Better understand the discipline and grievance process
- Understand preventive discipline
- Identify the steps of just cause