

The Office of Collective Bargaining, through its OCB Academy classes, offers comprehensive labor relations training to exempt supervisors, managers, labor relations and human resource personnel. Thirteen classes comprise the OCB Academy curriculum, and provide both contractual and practical information on many of the day-to-day duties of an agency level labor relations officer. In addition to our staff, our training incorporates agency representatives to offer their expertise with day-to-day administration and implementation. Our training courses are continuously updated based on contract negotiations, arbitration awards, and feedback from training participants, agencies, and other divisions within DAS. All registration is through ELM.

*Successful completion of OCB Academy may be substituted for 6 of the 36 months labor relations experience required on the LRO 3 Classification Minimum Qualifications.

OCB currently offers two eLearning courses as prerequisites through ELM to help establish a foundation for the instructor led classes. They are:

- 1). Introduction to Collective Bargaining, which provides an overview of the history of the collective bargaining law and process for the State of Ohio.
- 2). Just Cause in Employee Discipline, which helps employees recognize the *Seven Tests of Just Cause* and identify the methods for meeting Just Cause standards.

The classroom Academy classes are (in no particular order):

Administrative Investigations outlines a systematic method of conducting administrative investigations, interviewing employees, other witnesses and preparing reports. Target audience HR and Labor personnel. Offered to exempt employees only.

Pre-Disciplinary Meeting Officer provides the legal background and contractual requirements of pre-disciplinary meetings. It prepares participants to become management advocates and meeting officers. Target audience HR and Labor personnel. Offered to exempt employees only.

Disciplinary Principles is an overview of the underlying principles of discipline and outlines your leadership role in addressing different types of discipline and supervising an employee that was formerly your peer. This class will specifically focus on the OCSEA and 1199 contracts. Target audience HR and Labor personnel. Offered to exempt employees only.

Arbitration School is a comprehensive, five-day class which provides an overview of the labor arbitration process. This highly interactive course utilizes a variety of teaching methods to involve the participant, (i.e., lecture, case studies, group discussion and presenting a case to an arbitrator from the state panel). Target audience HR and Labor personnel. Offered to exempt employees only.

Mediation gives an example of the purpose and contractual guidelines of

the mediation process and how to prepare for a mediation. There will also be a discussion on how important the mediation step is in our grievance process due to the insight learned on how to proceed with the case. Participants will have a chance to practice what they have learned in a mock mediation. Target audience HR and Labor personnel. Offered to exempt employees only.

NTA gives the contractual background and requirements of non-traditional arbitration (NTA) and why it was implemented. Participants will have a chance to practice what they have learned in a mock NTA. Target audience HR and Labor personnel. Offered to exempt employees only.

Class Change and Working Out of Class Grievances delivers a summary of the cause and possible remedies for workplace disagreements involving job duties or work assignments, as well as an overview of the different types of class changes and how they occur. Target audience HR and Labor personnel. Offered to exempt employees only.

Reduction in Workforce covers the statutory and contractual requirements for a layoff and other reductions in force. This training covers both exempt and bargaining unit employee reductions. Target audience HR and Labor personnel. Offered to exempt employees only.

Drug Testing provides the guidelines of both Federal & State drug and alcohol policies and procedures. Presented by Drug Free Workplace. Target audience HR and Labor personnel. Offered to exempt employees only.

Settlement Writing shows the “How, When and Why” of writing strong settlements that resolve an issue or dispute while complying with policies and satisfying mutual interests. Target audience HR and Labor personnel. Offered to exempt employees only.

Absence Management covers the various types of state leave benefits, the Family Medical Leave Act and a discussion regarding strategies for absence management. Target audience HR and Labor personnel. Offered to exempt employees only.

Screening and Selection delivers an overview of the contractual bidding rights of bargaining unit members and the screening and selection process with specific focus on OCSEA and 1199 contracts. Target audience HR and Labor personnel. Offered to exempt employees only.

Developing a Labor Management Committee affords a comprehensive overview of Labor Management Committees and how they promote a climate of constructive employee/employer relations as well as the contractual and practical need for managing Labor Management Committees. Target audience HR and Labor personnel. Offered to exempt employees only.