

## Seminar Will Train Managers, Supervisors on Employee Discipline Process



Mike Harris of Division 10, Maria Reynolds of Division 8 and Brady Branstetter of Division 20 discuss the MTA's discipline rules with instructor Irma Rodriguez Moisa, right, during a break in the training session.

(June 4, 2001) All managers and supervisors need to understand how to follow due process when addressing employee discipline actions, says Chief Labor Relations Officer Brenda Diederichs, not just those who supervise union workers.

So, Diederichs has scheduled a second session of "Discipline: Putting it into Practice," a three-hour seminar for managers and supervisors. The training session is scheduled from 9 a.m. until noon, June 7, in the Board room. The first

session, May 23, drew some 50 participants.

"This training gives managers and supervisors better skills to deal with employees in a consistent and fair way that protects both the employee and the manager," says Diederichs. "We're teaching them to follow the law."

The seminar covers the use of evaluations as a tool to address employee performance issues, common disciplinary problems, investigating employee misconduct and determining appropriate disciplinary actions, among other topics.

Irma Rodriguez Moisa, a labor and employment law attorney with the Los Angeles law firm of Liebert Cassidy Whitmore, teaches the course. "She's lively, entertaining and full of good, relevant information," says Diederichs.

Each manager or supervisor who attends the seminar will receive a manual with guidelines and other information about the how to apply due process in disciplinary proceedings.

Managers and supervisors who are interested in attending the training session should contact Ed Cabrera, 922-7010, for reservations.

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