



**Course Title:** *CWA Labor Agreement and Leave Management*

**Course Description**

This information-packed, interactive course will provide an overview of major provisions of the CWA Labor Agreement and the two major leave systems available to City employees. Attend this course and learn to select the proper leave codes, determine who's eligible for various leave types, and demonstrate proper time entry for pay premiums. If you supervise or enter time for CWA employees – this class is for you.

**Goal**

At the conclusion of this class, you will have working knowledge of major provisions of the CWA contract and the City of Gainesville leave systems..

**Learning Objectives:**

- Overview of CWA Contract issues and IBB
- Overview of types of leave
- Select (or approve) and record proper leave codes

**Open to:** Timekeepers & Supervisors

**Competencies Addressed:** Organizational Knowledge; Problem-Solving and Decision-Making; Planning and Organizing.

**Length of Class:** Four Hours