



Course Title: *Role of the Timekeeper*

Course Description

A timekeeper's role is much more than recording time . . . Come to this introductory course that will give you an overview of a timekeeper's responsibilities, and help you determine your best action when your ethics are challenged.

Goal

At the conclusion of this class you will have an overview of the responsibilities of keeping time for the City of Gainesville.

Learning Objectives

- Overview of role of the timekeeper
- Determine best action when ethics are challenged

Open to: Timekeepers

Organizational Needs Addressed: City Manager's Transformation Goals: Emphasize Professionalism and Skills, Individual Contributor Development; Investment in Employees Transformation Plan: Empowering Employees, Improving Employee Morale; GRU Balanced Scorecard Strategic Objective: Ensure Employee Continuity

Competencies Addressed: Effectiveness and Productivity, Planning and Organizing, Professional Development

Length of Class: Four Hours



Course Title: *Labor Agreements*

Course Description

This information-packed course will provide an overview of how CWA Labor Agreements affect time records. Attend this course and learn to select the proper leave codes, identify when to charge union pool time, and demonstrate proper time entry for premium and holiday pay. 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 how the CWA contract affects time records.

Learning Objectives

- Overview of CWA Contract issues and IBB
- Identify when to charge union pool time
- Select (or approve) proper leave code
- Demonstrate proper time entry for premium and holiday pay (or verify for approval)

Open to: Timekeepers & Supervisors

Organizational Needs Addressed: City Manager's Transformation Goals: Emphasize Professionalism and Skills, Individual Contributor Development; Investment in Employees Transformation Plan: Empowering Employees, Improving Employee Morale; GRU Balanced Scorecard Strategic Objective: Ensure Employee Continuity

Competencies Addressed: Effectiveness and Productivity, Planning and Organizing, Professional Development

Length of Class: Two Hours



Course Title: *Leave Management*

Course Description

Leave is personal time away from work for family, relaxation, education, volunteerism, emergencies, civic responsibility, and military service. Managing this system can be challenging. This fast-paced interactive course will define the types of leave available from the City, help you determine who's eligible for what, and give you practice coding various types of leave. Attend this course and you will discover practical tools and resources for accurately coding leave.

Goal

At the conclusion of this class you will have working knowledge of the City of Gainesville leave systems.

Learning Objectives

- Overview types of leave
- Overview how to record leave based on CWA contract requirements
- Practice recording leave

Open to: Timekeepers & Supervisors

Organizational Needs Addressed: City Manager's Transformation Goals: Emphasize Professionalism and Skills, Individual Contributor Development; Investment in Employees Transformation Plan: Empowering Employees, Improving Employee Morale; GRU Balanced Scorecard Strategic Objective: Ensure Employee Continuity

Competencies Addressed: Effectiveness and Productivity, Problem Solving and Decision Making, Planning and Organizing, Professional Development

Length of Class: 1 ½ Hours