

## **Managing Personnel in an At-Will Organization (12 hours)**

The State of Oklahoma has “right to work” or an “at-will employment” environment, often ill perceived as permission and protection for blanket termination. This is a workplace myth. A discussion of the common exceptions to At-Will legislation on the state and national levels are examined. The 2 day course breaks management into three segments: Hiring, Managing Performance and Termination, examining an employer’s role from the beginning of hiring the right employee to the point of exit (firing), and the basic management responsibilities during the actual employment period. Emphasis is placed on interview techniques to get the employee you actually want to hire, performance measures for productivity issues and then best employer practices.

### **Credit Hours (12) count toward:**

County Assessor Certification

County Commissioner Advanced 1 Certification

County Clerk Advanced I/II Certification, Discretionary Course

Court Clerk Certification

County Sheriff Certification

County Treasurer Advanced I/II Certification, Discretionary Course

### **Testimonials from Participants:**

- *“This was the most informative class I have taken. I want my commissioners to come to the next class.”*
- *“Lots of good examples and handouts”*
- *“Presented in a manner that an in-depth understanding was obtained. This will stick with me!”*
- *“This course was very informative if I ever have to hire or fire employees.”*
- *“This class was interesting and kept my attention.”*
- *“Very informative and very helpful in our everyday operations. I’m glad to have been offered this course.”*
- *“Particularly useful: How to get the answers from asking the legal interview question. The dos and don’ts of interview questions.”*
- *“Very Informative and the information that was shared opened my eyes to some things.”*

### **Course Outline**

- I. Contextual Overview: What does At-Will actually mean?  
Role of the American Disabilities Act and Essential Job Functions
- II. Hiring in an At-Will Organization  
Pre Search: Analyzing the needs of the Office and the subsequent requirements of the new hire  
Search: Interview techniques, including designing behavioral based interview questions in order to ask the right questions that give you the best information  
References and Final Decision
- III. Managing Performance in an At-Will Organization  
Behavior and Communication Overview  
Focus on Essential Job Functions: Job Descriptions. Which is best – task oriented or results oriented job descriptions?  
Performance Measures – constructing and implementing  
Corrective Action Approach

- IV. Termination in an At-Will Organization
  - Defining Property Interest
  - Limits to the At-Will legislation
- V. Good Reasons for Firing and Termination Best Practice