



OFFICE OF COMPLIANCE

2015 COURSE OFFERINGS

An educational resource for Legislative Branch employees and employers to help understand workplace rights and legal responsibilities under the Congressional Accountability Act of 1995

The following is a list of the courses provided by the Office of Compliance for 2015. These training sessions which cover different statutes applied under the Congressional Accountability Act can be modified to the interest of your audience and your time constraints. Please contact us for further information or to schedule your no-fee training.

An Introduction to Workplace Rights for Staffers (1 hour)

This interactive and scenario based training combines an overview of employee discrimination, the Family and Medical Leave Act and the employment and public access sections of the Americans with Disabilities Act. This is an engaging class which gives Congressional employees a solid understanding of workplace rights on Capitol Hill through the use of entertaining scenarios and examples.

Prevention of Sexual Harassment and Discrimination (1 hour in-person)(30 minutes on-line)

In this training, participants will learn to recognize sexual harassment behavior in the workplace. Participants will learn the legal concepts of harassment and develop an understanding of what conduct does and does not constitute harassment. This training engages participants through the use of real life case studies as well as explaining the costs and impact of sexual harassment and discrimination. For the on-line training course, [click here](#).

A Manager's Guide to Family and Medical Leave Act (FMLA) (1.5 hours)

Understanding and correctly applying the Family and Medical Leave Act (FMLA) can be tricky for both new and experienced managers. This course explains the requirements of the FMLA in understandable terms that are specifically tailored to life on the Hill. The training includes an overview of the FMLA, entitlements to leave, intermittent leave, and employer/employee obligations. We will also provide managers with an understanding of the most recent changes to the FMLA and how to reduce liability for your office.

Understanding the Americans with Disabilities Act (ADA) (1 hour)

In 2015, the United States will celebrate the 25th anniversary of the Americans with Disabilities Act (ADA). In the legislative branch, the ADA covers both employees and constituents including accessibility of Senate and House district and state office spaces. This training breaks down the ADA and its application to Congress and provides a roadmap to understanding the employment and accessibility sections of the ADA as it is applied by the CAA. This training will explain to participants the reasonable accommodation process and recent statutory and judicial changes to the ADA.

Recently, this training was amended to include helpful information on hiring veterans with service-related disabilities (such as PTSD and TBI) and developing reasonable accommodations in both hiring and working with veterans who have these conditions.

Understanding Veteran's Rights Laws in the Workplace (1 hour)

According to estimates there are 21.9 million veterans in the United States, many of whom live in the National Capitol Region and many of whom work or are seeking to work in the Legislative Branch. Participants in this class will learn about the Veteran's Employment Opportunities Act of 1998 (VEOA) with its preference requirements and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) which prevents discrimination based on military service. This class will give participants the knowledge to navigate these laws and create a workplace that supports our citizen soldiers.

Recent Developments in Civil Rights Laws (1 hour)

This course targets policy professionals and staffers with a specific interest in anti-discrimination, anti-harassment, and anti-retaliation laws. This training provides an overview of evolving judicial and statutory trends in civil rights litigation and the laws application in the Congressional workplace. Participants will be presented with statistical trends in workplace complaints, relevant Equal Employment Opportunity Commission data on workplace discrimination issues and scholarly research on reducing workplace discrimination.

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