



SPECIAL ORDER

SPECIAL ORDER 2018.48

2018 Respectful Workplace Training

ADMINISTRATIVE SERVICES BUREAU

Issue Date: August 31, 2018

Expiration Date: October 15, 2018

Applicability: All uniformed, civilian, contingent uniformed and non-uniformed personnel

1 OVERVIEW

2 The Administrative Services Bureau, in partnership with the Howard County Office of Human
3 Resources, is delivering Respectful Workplace Training to all personnel. The training is
4 mandated for all County employees.

5 DEFINITIONS

6 ➤ None

7 TOPIC DETAILS

- 8 • All Howard County Department of Fire and Rescue Services (Department) personnel are
9 required to attend either the three hour Supervisory or the two hour General course, as
10 appropriate.
- 11 • This is mandatory compensated training.
- 12 • All training will be held at the Ascend One Building in the Annapolis Room on the 2nd
13 floor.
- 14 • The training is divided into two separate classes:
- 15 ○ Supervisory
 - 16 i. Uniformed personnel at the rank of Lieutenant and above.
 - 17 ii. Supervisory civilian personnel, Administrative Analyst I and above.
 - 18 ○ General
 - 19 i. All other uniformed and civilian personnel.
- 20
- 21 • For uniformed personnel assigned to a 24/48 schedule:
- 22 ○ Training shall be scheduled on an off duty day, with compensation. The dates
23 and times listed below have been established for the convenience of members
24 to attend at the completion of their 24 hour duty shift.
 - 25 ○ Electronic Registration must be completed no later than September 30, 2018.
 - 26 i. Visit the Virtual Academy by clicking on the following link
27 <https://hcdfrs.ethinksites.com/course/view.php?id=404>. One date must
28 be selected by clicking on the 'SIGN UP' icon for the course.
 - 29 ii. Sessions that are full will not be able to be booked.



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- 30 iii. If you need to cancel a booking and reschedule, you can do so by clicking
31 on 'More Info' next to the date that needs to be changed. Any problems
32 with canceling or rescheduling will require you to make contact with BC
33 R. Smeltzer.
- 34
- 35 • For uniformed personnel not assigned to a 24/48 schedule and civilian personnel:
 - 36 ○ Training shall be scheduled as part of the normal workweek. When possible, we
 - 37 encourage daywork personnel to sign up for the afternoon sessions to leave
 - 38 morning sessions open for off going shift work personnel.
 - 39 ○ Electronic Registration must be completed no later than September 30, 2018.
 - 40 i. Visit the Virtual Academy by clicking on the following link
 - 41 <https://hcdfrs.ethinksites.com/course/view.php?id=404>. One date must
 - 42 be selected by clicking on the 'SIGN UP' icon for the course.
 - 43 ii. Sessions that are full will not be able to be booked.
 - 44 iii. If you need to cancel a booking and reschedule, you can do so by clicking
 - 45 on 'More Info' next to the date that needs to be changed. Any problems
 - 46 with canceling or rescheduling will require you to make contact with BC
 - 47 R. Smeltzer.
 - 48
 - 49 • All uniformed personnel are to attend in Class B uniform.
 - 50

51 The training will be delivered on the below dates:

52	Supervisory Session	October 10, 2018	0900-1200	"C" Shift
53	Supervisory Session	October 10, 2018	1330-1630	"C" Shift
54	Supervisory Session	October 11, 2018	0900-1200	"A" Shift
55	Supervisory Session	October 11, 2018	1330-1630	"A" Shift
56	Supervisory Session	October 17, 2018	0900-1200	"A" Shift
57	Supervisory Session	October 17, 2018	1330-1630	"A" Shift
58	Supervisory Session	October 18, 2018	0900-1200	"B" Shift
59	Supervisory Session	October 18, 2018	1330-1630	"B" Shift
60	Supervisory Session	November 6, 2018	0900-1200	"C" Shift
61	Supervisory Session	November 6, 2018	1330-1630	"C" Shift
62	Supervisory Session	November 7, 2018	0900-1200	"A" Shift
63	Supervisory Session	November 7, 2018	1330-1630	"A" Shift
64	Supervisory Session	November 8, 2018	0900-1200	"B" Shift
65	Supervisory Session	November 8, 2018	1330-1630	"B" Shift
66	Supervisory Session	November 9, 2018	0900-1200	"C" Shift
67				
68	General Session	November 13, 2018	0730-0930	"A" Shift
69	General Session	November 13, 2018	1030-1230	"A" Shift
70	General Session	November 13, 2018	1330-1530	"A" Shift
71	General Session	November 14, 2018	0730-0930	"B" Shift
72	General Session	November 14, 2018	1030-1230	"B" Shift
73	General Session	November 14, 2018	1330-1530	"B" Shift



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74	General Session	November 15, 2018	0730-0930	"C" Shift
75	General Session	November 15, 2018	1030-1230	"C" Shift
76	General Session	November 15, 2018	1330-1530	"C" Shift
77	General Session	November 27, 2018	0730-0930	"C" Shift
78	General Session	November 27, 2018	1030-1230	"C" Shift
79	General Session	November 27, 2018	1330-1530	"C" Shift
80	General Session	November 28, 2018	0730-0930	"A" Shift
81	General Session	November 28, 2018	1030-1230	"A" Shift
82	General Session	November 28, 2018	1330-1530	"A" Shift
83	General Session	November 29, 2018	0730-0930	"B" Shift
84	General Session	November 29, 2018	1030-1230	"B" Shift
85	General Session	November 29, 2018	1330-1530	"B" Shift
86	General Session	December 4, 2018	0730-0930	"C" Shift
87	General Session	December 4, 2018	1030-1230	"C" Shift
88	General Session	December 4, 2018	1330-1530	"C" Shift
89	General Session	December 5, 2018	0730-0930	"A" Shift
90	General Session	December 5, 2018	1030-1230	"A" Shift
91	General Session	December 5, 2018	1330-1530	"A" Shift
92	General Session	December 6, 2018	0730-0930	"B" Shift
93	General Session	December 6, 2018	1030-1230	"B" Shift
94	General Session	December 6, 2018	1330-1530	"B" Shift
95	General Session	December 11, 2018	0730-0930	"A" Shift
96	General Session	December 11, 2018	1030-1230	"A" Shift
97	General Session	December 11, 2018	1330-1530	"A" Shift
98	General Session	December 12, 2018	0730-0930	"B" Shift
99	General Session	December 12, 2018	1030-1230	"B" Shift
100	General Session	December 12, 2018	1330-1530	"B" Shift
101	General Session	December 13, 2018	0730-0930	"C" Shift
102	General Session	December 13, 2018	1030-1230	"C" Shift
103	General Session	December 13, 2018	1330-1530	"C" Shift
104	General Session	January 15, 2018	0730-0930	"A" Shift
105	General Session	January 15, 2018	1030-1230	"A" Shift
106	General Session	January 15, 2018	1330-1530	"A" Shift
107	General Session	January 16, 2018	0730-0930	"B" Shift
108	General Session	January 16, 2018	1030-1230	"B" Shift
109	General Session	January 16, 2018	1330-1530	"B" Shift
110	General Session	January 17, 2018	0730-0930	"C" Shift
111	General Session	January 17, 2018	1030-1230	"C" Shift
112	General Session	January 17, 2018	1330-1530	"C" Shift
113	General Session	February 12, 2018	0730-0930	"B" Shift
114	General Session	February 12, 2018	1030-1230	"B" Shift
115	General Session	February 12, 2018	1330-1530	"B" Shift
116	General Session	February 13, 2018	0730-0930	"C" Shift
117	General Session	February 13, 2018	1030-1230	"C" Shift
118	General Session	February 13, 2018	1330-1530	"C" Shift
119	General Session	February 14, 2018	0730-0930	"A" Shift



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120	General Session	February 14, 2018	1030-1230	"A" Shift
121	General Session	February 14, 2018	1330-1530	"A" Shift
122	General Session	March 05, 2018	0730-0930	"B" Shift
123	General Session	March 05, 2018	1030-1230	"B" Shift
124	General Session	March 05, 2018	1330-1530	"B" Shift
125	General Session	March 06, 2018	0730-0930	"C" Shift
126	General Session	March 06, 2018	1030-1230	"C" Shift
127	General Session	March 06, 2018	1330-1530	"C" Shift
128	General Session	March 07, 2018	0730-0930	"A" Shift
129	General Session	March 07, 2018	1030-1230	"A" Shift
130	General Session	March 07, 2018	1330-1530	"A" Shift
131	General Session	April 2, 2018	0730-0930	"C" Shift
132	General Session	April 2, 2018	1030-1230	"C" Shift
133	General Session	April 2, 2018	1330-1530	"C" Shift
134	General Session	April 3, 2018	0730-0930	"A" Shift
135	General Session	April 3, 2018	1030-1230	"A" Shift
136	General Session	April 3, 2018	1330-1530	"A" Shift
137	General Session	April 4, 2018	0730-0930	"B" Shift
138	General Session	April 4, 2018	1030-1230	"B" Shift
139	General Session	April 4, 2018	1330-1530	"B" Shift
140	General Session	April 9, 2018	0730-0930	"A" Shift
141	General Session	April 9, 2018	1030-1230	"A" Shift
142	General Session	April 9, 2018	1330-1530	"A" Shift

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144 Make up sessions will be scheduled in accordance with the general Howard County employee
145 schedule.

146 **FORMS/ATTACHMENTS/REFERENCES**

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148 Approved:

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John S. Butler, Fire Chief
Office of the Fire Chief

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156 Author:

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Robert S Smeltzer, Battalion Chief
Administrative Services Bureau

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