



citycounty insurance services  
[www.cisoregon.org](http://www.cisoregon.org)

## MEMBER UPDATES & ANNOUNCEMENTS

### CIS Learning Center Entity Admin Update

#### CIS ANNUAL CONFERENCE RECORDINGS

Recordings of select presentations are now available through the CIS Learning Center. You can access them by visiting the Learning Center's catalog, selecting the "By Category" tab, expanding the CIS category, checking "CIS Conference Videos" and then select the "GO" button at the bottom of the side panel.

Recorded presentations include:

- Seeing is Believing: An Insider's Look into a Jury Panel
- New Lessons in Health & Wellbeing
- CIS Annual Report
- What's New in Benefits
- Specialty Drugs and Their Impact
- Why the Workplace will be the Future of Health and Fitness

Conference materials are available at:  
[cisoregon.org/annualconference](http://cisoregon.org/annualconference).

#### CIS PRESENTATION TOPICS RECENTLY ADDED

The following recordings from the 2014 Wellness Academy have been added to the Learning Center Catalog:

- One Minute Wellness Coach

#### UPCOMING TRAINING

The CIS Learning Center [homepage](#) provides quick access to our list of upcoming trainings in the right hand sidebar.

There are currently openings in trainings around the state, including:

[Avoiding the "Top 10" Supervisor Mistakes](#)

[CIS Webinar Series: Workers' Compensation Litigation](#)

[Safe Driver Training: Driven to Distraction](#)

[Sexual Harassment and Discrimination in the Government Workplace](#)

New locations and trainings are frequently added.

If you have any questions, please contact the CIS Learning Center at 503-763-3800 ext. 8 or via [learn@cisoregon.org](mailto:learn@cisoregon.org).

- Power Habits

## 2015 EMPLOYMENT LAW UPDATES IS NOW IN THE CIS LEARNING CENTER

CIS Pre-Loss Attorney Tamara Jones identifies new or emerging areas of employment law that could impact the workplace. Tamara also provides suggestions for addressing Oregon's new recreational marijuana law. With each issue, Tamara reviews the potential repercussions and provides "best practices."

Click [HERE](#) to view the recorded webinar.

## CIS LEARNING CENTER MAINTENANCE MAY 8TH

Email notifications will be disabled Friday, May 8th while CIS conducts some maintenance. There will be no other service interruptions and Notifications will be turned back on and resume by the end of the day.

## NEW -- GROUP EDIT FEATURE

Entity Admins are now able to assign and remove employees from their user groups. To access this feature, select "User Manager" from the Administration tab and then select "Groups" from the menu. Next select your group listing and then click on the "Assigned Users" tab.

Features:

- Assign a new user to an existing group
- Remove an existing user from a group

Note: To set up a new User Group, please contact CIS at [learn@cisoregon.org](mailto:learn@cisoregon.org).

## INTERNET EXPLORER 7 NO LONGER SUPPORTED

As of June 6, 2015, our Learning Center vendor, SumTotal Systems, will no longer support Internet Explorer 7 (IE7). If users continue to use IE7, some functionality may no longer work. Defects or performance issues that appear only in IE7 will not be investigated or addressed.

*Does this mean that the CLC will no longer work with IE 7?*

Users can still use IE7 if they desire. The caveat is if a specific issue is reported and research shows that upgrading to a supported version of IE7 addresses the issue, that will be the 'fix'. SumTotal Systems will not

503-763-3800 800-922-2684

[www.cisoregon.org](http://www.cisoregon.org)

1212 Court St. NE, Salem, OR 97301

spend development resources to support IE7.

*What versions of IE should users have?*

SumTotal Systems' recommendation is to update to IE10 for users that access the Advanced Reporting module in Maestro. All other users are recommended to upgrade to the latest version, currently IE11.

## **NEW ACTIVITIES PAGE IN THE CIS LEARNING CENTER - CHANGES STARTED APRIL 15TH**

Our vendor, SumTotal Systems, has made improvements in the Learning Center online system. One new change is the formatting of the Course Activities page. This page, visible after enrolling in a class, provides additional details including supplemental materials such as a handout, published article, video link, policy, URL, a course test, or other related items. You will see a Launch button to the right to start a video, and an Open button to initiate a document review. (See last page for print screen.)

## **SPRING SUPERVISOR TRAINING - TWO CLASSES REMAIN**

Discipline Boot Camp: Best Practices for Documenting Discipline & Other Tricky Employee Situations

Two opportunities remain to attend this hands-on workshop to help improve employee performance and avoid employment lawsuits! Here's what one attendee said of the training:

*My interest was in getting our supervisors there so they can learn how to deal with these issues on their own, with my help of course. Now we have great resources that I can point to when their questions come up. The supervisors who attended supervise union-represented employees, and we do have a CBA to deal with. However, this seminar will make it easier for me to outline what is required in the contract along with the best action to take.*

Upcoming training dates and locations:

- 5/12 Pendleton
- 5/20 Seaside

Click [HERE](#) to register.

## **ILT REGISTRATION GUIDEBOOK**

If you need a step-by-step guide to the new class

registration process for yourself or your employees, click [HERE](#).

## ADDITIONAL TRAINING RESOURCES

### OSHA

Oregon OSHA's scheduled of classes offered April to June 2015 is available at <http://www.cbs.state.or.us/osh/educate/pdf/schedule2.pdf>.

### **Oregon Local Leadership Institute (OLLI): Council/Manager/Staff Relations**

CIS members are invited to take advantage of discount pricing and learn tips and techniques to establish successful working relationships between elected officials and staff in the class Council, Manager and Staff Relations: We Can All Get Along.

The workshop will emphasize the adoption of policies and rules critical to building and keeping a good working environment; the importance of taking a long-term perspective, and practical ways to establish goals and policies.

It will also cover ways to measure progress and assess accountability, and how to adopt strategies to solve problems. Registration and additional information available at: [OLLI Registration](#).