COURSE SYLLABUS

Using Laws, Regulations, and Operating Guidance Course (Self-Paced)

To carry out the work of a federal HR practitioner, you must be able to find and use the applicable laws and regulations related to HR management, as well as the operating guidance issued by regulatory agencies overseeing federal HR, such as the Office of Personnel Management (OPM), to transmit additional information on day-to-day human resources management matters. This course helps you understand how policy is established, where to find federal HR law, regulations, and operating guidance, and how they work together. You will also learn to use these issuances to answer questions you will encounter in your daily work.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/using-laws-regulations-and-operating-guidance-online

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Course Outline

Module 1: How Policy Is Established

- Overview of how federal policies are created, from Congress or the President to agency implementation.
- The process of drafting, finalizing, and publishing proposed regulations.
- Understanding the role of agencies like OPM in shaping federal HR policy.

Module 2: The Law (United States Code)

- Familiarizing with Title 5 of the United States Code (5 USC), covering federal HR law.
- Understanding the structure of 5 USC and how it governs federal employee rights and responsibilities.
- Reviewing key sections related to employment, pay, leave, and performance in federal HR.

Module 3: Executive Orders and Regulations

- Learning the importance of Executive Orders and their role in federal HR management.
- Understanding the regulations published in the Code of Federal Regulations (CFR), particularly 5 CFR.
- Exploring the connection between laws, Executive Orders, and regulations for effective HR management.

Module 4: OPM Operating Manuals and Handbooks

- Reviewing the function and content of OPM's operating manuals and handbooks.
- Exploring agency-specific policies that supplement federal HR regulations and provide additional guidance.
- Understanding the role of OPM in maintaining HR policies across federal agencies.

Module 5: Using Laws and Regulations

- Learning how to apply the law and regulations together for effective federal HR management.
- Exploring specific examples of how to use legal and regulatory frameworks in daily HR tasks.
- Understanding the need to balance flexibility and guidance in HR decision-making.

Module 6: Using Operating Guidance

- Exploring the role of governing agencies like OPM, MSPB, FLRA, and EEOC in providing operating guidance.
- Learning how to apply operating guidance in the context of specific HR issues, like attendance and leave policies.
- Understanding how agency-specific policies impact HR decisions and employee rights.

Module 7: Putting It All Together

- Applying knowledge of laws, regulations, and operating guidance to practical HR situations.
- Using case studies to reinforce the use of federal HR frameworks in decision-making.
- Reviewing real-world examples to illustrate how HR practitioners can navigate legal and regulatory challenges.