

## Biography



Katie Rutherford has been with the Harris County Attorney's Office since 2013. She earned her undergraduate degree from Texas A&M University and her law degree from the University of Houston Law Center. Before going to law school, she worked as in a molecular and human genetics lab researching DNA replication and disease models. Her interest in "how humans work" started at the molecular level and has transformed into a legal career with a concentration on labor and employment matters.

Katie is currently an Assistant County Attorney working with Harris County Human Resources & Risk Management aimed at creating efficiency and compliance through effective communication, education, and meaningful dialogue. Continuing education and professional development are paramount to her interests.



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# Classes Currently Offered

Effective  
Policies &  
Procedures

Ethics  
Training

Harassment  
Awareness  
and  
Prevention for  
Managers &  
Employees

Timesheets:  
What  
Counts  
as Hours  
Worked

## Classes Currently Offered

### Effective Policies and Procedures

How long has it been since your department reviewed its policies? A current, effective policy and procedure manual is an essential management tool. It states department goals and communicates appropriate standards of action and behavior for employees. This course will identify the most common departmental policies, when it is necessary to develop a policy or procedure, and how writing style can be used to overcome employees' endless excuses for not reading, understanding or following the rules. Importantly, the course will also help ensure compliance with the law and point out legal traps that even the pros can sometimes overlook.

### Ethics Training

Harris County is committed to providing its services without the influence or even the *appearance* of influence of our own private interests. Learn what the four pillars of the County's Statement of Ethics are and how they relate to your job every day.

### Harassment Awareness and Prevention for Employees

Harris County is committed to providing a work place free of harassment. In this interactive session, we will identify all of the legally protected characteristics; describe what is and what is not illegal harassment; explore cultural influences that affect our behavior at work; and discuss the relevant County policies.

### Harassment Awareness and Prevention for Managers

Part of your responsibility as a supervisor is to prevent illegal harassment in the workplace. You have to recognize harassment to be able to do that! In this interactive session, we will identify all of the legally protected characteristics; discuss what is and what is not illegal harassment; explore cultural influences that affect our behavior at work; and recognize your role in preventing harassment. After conquering that information, we will analyze the steps to take if you receive a report of harassment. You will have plenty of opportunities to ask questions, role-play, and discuss possible solutions to hypothetical situations.

### Timesheets: What Counts as Hours Worked

Most managers know that the Fair Labor Standards Act requires employers to pay employees for the hours they work. But do you know what does and what does NOT count as work under the law? In this class, we will explore several specific situations to determine the right way to record time on timesheets. You will also learn why keeping accurate timesheets is so important. Along the way, you will learn valuable tips and legal strategies for dealing with employees and timesheet issues.



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