



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

**STATE OF CALIFORNIA  
DEPARTMENT OF HUMAN RESOURCES (CalHR)  
LEGAL DIVISION HOUSE COUNSEL TRAINING PROGRAM**

**COURSE SCHEDULE  
[PROPOSED] FISCAL YEAR 2018-2019**

<b>Course Name</b>	<b>Course Overview</b>	<b>Cost</b>	<b>Date</b>	<b>Time</b>	<b>Presenters</b>
Basic Internal Investigations	This course will provide participants with basic knowledge of the internal investigation process. It will include instruction in practical investigative skills including investigating complaints, interviewing witnesses and subjects, collecting and evaluating evidence, and writing investigative reports.	\$155.00	10/11/18	9-00 a.m. - 4:00 p.m.	Michael Berriesford Mary Locke
			1/24/19	9-00 a.m.- 4:00 p.m.	Michael Berriesford Mary Locke
			5/9/19	9-00 a.m.- 4:00 p.m.	Michael Berriesford Mary Locke
Best Hiring Practices	The class will cover an overview of the best practices for all aspects of the hiring process, including the following areas: what to include in the duty statement; what should be stated in the advertisement of a position; what the application screening process entails; what are appropriate application screening criteria; what type of, when, and how supplemental screening may be conducted; the interview phase – from exams to hiring interviews, reference checks, official personnel file review, selection/rejection of candidates; the retention of records; and the probationary period. The objectives of the course is to provide policy, legal requirements, helpful tips, guidance, and resources so that managers/supervisors and HR staff may institute best hiring practices in their respective departments to ensure a rigorous and legally sound selection process designed to retain the most qualified candidates for positions in state government.  The class is intended for Human Resources and Labor Relations staff who are involved in, consult about or require knowledge of the hiring process and for hiring managers and supervisors who are responsible for administering the hiring process.	\$155.00	9/17/18	8:30 a.m.- 4:30 p.m.	Loni Chhen Xaviera Isler Selections
			12/6/18	8:30 a.m.- 4:30 p.m.	Loni Chhen Vanessa Haynes Selections
			1/7/19	8:30 a.m.- 4:30 p.m.	Loni Chhen Vanessa Haynes Selections
			2/11/19	8:30 a.m. – 4:30 p.m.	Loni Chhen Vanessa Haynes Steve Shriver
			3/8/19	8:30 a.m.- 4:30 p.m.	Loni Chhen Vanessa Haynes Selections

			4/24/18 <b>CalHR Computer Lab</b>	8:30 a.m. – 4:30 p.m.	Linda Kelly Vanessa Haynes Selections
			5/6/19 <b>CalHR Computer Lab</b>	8:30 a.m.- 4:30 p.m.	Loni Chhen Vanessa Haynes Selections
Best Practices for Drafting Department Policies	This course will provide best practices to drafting common departmental policies, such as workplace violence, Equal Employment Opportunity, and sexual harassment policies. This course will also discuss the purpose behind drafting policies and how policies can impact departments.	\$80.00	2/19/19 <b>CalHR Training Room – 1<sup>st</sup> Floor</b>	9:00 a.m. – 12:00 p.m.	Shannan Truong Brandon Brazil-Cruz
Best Practices for the Probationary Period	This is a course on the state’s probationary period, and how and why a department can and should reject an employee during probation when appropriate.	\$80.00	9/18/18 <b>CalHR Computer Lab</b>  3/12/19 <b>CalHR Computer Lab</b>	9:00 a.m. – 12:00 p.m.  9:00 a.m. - 12:00 p.m.	Stephanie Flynton Brandon Brazil-Cruz
California Style Manual Training	This course will provide participants with an understanding of the rules of the California Style Manual — the official guide for styling citations in California courts and administrative filings. The course will review standard legal citations for all types of primary and secondary authorities, including cases, constitutions, statutes, rules, treatises and administrative law decisions. It will also cover basic grammar mechanics, such as rules for capitalization, quotes, numbers, italics, and punctuation.  Classes are intended for State legal professionals, such as attorneys, paralegals, legal secretaries and analysts.	\$80.00	10/5/18 <b>CalHR Computer Lab</b>	9:00 a.m. - 11:30 a.m.	Jennifer Pearson Dana Grubaugh

<p>Drafting Personnel Actions</p>	<p>This course is designed to provide participants with instruction on the process of initiating, drafting and service of personnel action, including Notices of Adverse Action, Rejections During Probation, and Non-Punitive Terminations. The course will begin with determining when a personnel action may be appropriate and walks participants through the personnel action process until the filing and service of the action. The course will primarily focus on drafting and style techniques for writing the action itself.</p> <p>Upon completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Determining when a personnel action is appropriate</li> <li>• The basic elements of legally sufficient and effective Notices of Adverse Action, Rejections During Probation and Non-Punitive Terminations. (This class does not cover medical actions. However, CalHR provides a separate course on that topic.)</li> <li>• Effective drafting techniques and style for personnel actions</li> <li>• Determining relevant facts for personnel actions</li> <li>• Determining proper supporting documents</li> <li>• Determining the appropriate penalty</li> <li>• Service, filing and timing of personal actions (This class does not address personnel actions after an appeal has been filed.)</li> </ul> <p>An overview of the relevant statutes, regulations, and decisions governing personnel actions</p>	<p>\$155.00</p>	<p>10/12/18 <b>(Cxl'd)</b></p> <p><b>DCSS Rancho Cordova</b></p> <p>2/28/19</p> <p><b>CalHR Computer Lab</b></p> <p>4/11/19</p> <p><b>DSH-ASH San Luis Obispo</b></p>	<p>9:00 a.m. – 4:00 p.m.</p> <p>9:00 a.m. – 4:00 p.m.</p> <p>9:00 a.m. – 4:00 p.m.</p>	<p>Stephanie Flynton Camille Binon</p> <p>Tawni Parr Brandon Brazil-Cruz</p> <p>Tawni Parr Brandon Brazil-Cruz</p>
<p>Understanding and Managing FMLA/CFRA Leave and Other Related Statutes</p>	<p>Presented by CalHR Legal Division House Counsel: A practical overview and update will provide tips and resources to help you comply with the law, while still managing your workforce.</p> <p>Participants will review the key leave laws including the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and Pregnancy Disability Leave. During this two-day course, we will discuss ways to curb FMLA/CFRA abuse and provide participants tools to help manage employees using FMLA/CFRA leave on an</p>	<p>\$310.00</p>	<p>10/23/18 &amp; 10/24/18</p> <p><b>Kern/ Colorado</b></p>	<p>9:00 a.m.- 4:00 p.m.</p>	<p>Linda Kelly Loni Chhen</p>

	intermittent basis. Additionally, this class will also provide participants with an opportunity to practice their skills and knowledge in handling complex situations involving FMLA/CFRA and other laws and regulations governing medical leave, including the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), by discussing and working through complicated hypothetical factual scenarios.  Classes are intended for Supervisors, Managers and Human Resources Staff.		1/22/19 & 1/23/19  <b>Kern/ Colorado</b>	9:00 a.m.- 4:00 p.m.	Stephanie Flynton Loni Chhen
			6/4/19 & 6/5/19  <b>Kern/ Colorado</b>	9:00 a.m.- 4:00 p.m.	Shannan Truong Linda Kelly
IDP/Performance Appraisal	This training focuses on the role of the supervisor and the employee in the performance appraisal and individual development plan (IDP) process in order to provide meaningful, evaluative information useful to both parties.	\$80.00	9/28/18  <b>CalHR Computer Lab</b>	8:30 a.m. – 12:30 p.m.	Jennifer Pearson Xaviera Isler
		\$80.00	2/22/19  <b>CalHR Computer Lab</b>	8:30 a.m. - 12:30 p.m.	Jennifer Pearson Xaviera Isler
Presenting Appeals Before the California Unemployment Insurance Appeals Board (CUIAB)	This class will walk participants through the unemployment insurance appeals process beginning with the initial appeal through the hearing before the CUIAB. It will also cover the requirements to receive unemployment insurance and disqualifications to receiving unemployment insurance. The final portion of the class is geared toward instructing participants on how to successfully prepare and present a defense to a claim for unemployment insurance at hearing. Specifically, it provides an introduction to hearing advocacy skills (e.g., preparing witnesses for hearing, examination of witnesses, objections, closing statements) that may be transferred to other types of administrative evidentiary hearings. This class is geared toward managers and supervisors and those personnel officers and analysts whose duties include responding to and processing unemployment insurance claims and presenting these matters before the CUIAB.	\$80.00	10/16/18 <b>(Cxl'd)</b>  <b>DOR - 721 Capitol Mall, #242</b>	8:30 a.m. – 12:30 p.m.	Loni Chhen Brandon Brazil-Cruz
			1/29/19  <b>Kern/ Colorado</b>	8:30 a.m. – 12:30 p.m.	
			4/16/19  <b>CalHR Computer Lab</b>	8:30 a.m. – 12:30 p.m.	
Public Sector Labor and Employment Legal Update	This course will provide participants with an overview of the latest developments in labor and employment Law impacting State of California personnel and those who work on state employee personnel matters. This overview will generally include an	\$80.00	3/21/19  3/26/19  3/28/19	9:00 a.m. – 12:00 p.m.	Brandon Brazil-Cruz Stephanie Flynton Shannan Truong

	<p>explanation and discussion of the latest court cases, administrative decisions, and state and federal legislation and regulations.</p> <p>The subject matter and presentation will vary from class to class but may include the latest legal developments involving state employee discipline (including the Peace Officers Bill of Rights Act and Firefighters Procedural Bill of Rights Act), various leaves of absence laws (including FMLA and CFRA), labor relations and collective bargaining issues, reasonable accommodations, workplace investigations, employee wage and hour matters, workplace discrimination, harassment and retaliation.</p> <p>Objectives: Provide state human resource professionals with an overview of the newest cases, regulations, statutes, and other developments pertaining to personnel matters.</p> <p>Intended Audience: attorneys, supervisors, and managers who are responsible for or provide advice on state employee personnel matters.</p> <p><b>Held at Kern/Colorado Rm. @ 1515 S St.</b></p>		<b>DGS Ziggurat Bldg., West Sac</b>		
Public Safety Officers' Procedural Bill of Rights (POBR)	This presentation identifies and describes procedural requirements regarding investigations/interrogations of peace officers; the parameters for placing, maintaining, and reviewing documents, materials in a peace officer's personnel file; non-interrogation rights provided to peace officers; POBR scenarios designed to give participants practical application.	\$155.00	1/14/19  <b>CalHR Training Room – 1<sup>st</sup> Floor</b>	9:00 a.m.- 4:00 p.m.	Tawni Parr Camille Binon
Rights, Benefits & Responsibilities of Military Service Members in State Service	<p>This course will address, as it relates to state employees who are veterans or current members of the military:</p> <ul style="list-style-type: none"> <li>•The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)—when and how it applies to state employees.</li> <li>•California's Military Leave provisions relevant to state employees, including pay and benefits during periods of active duty.</li> <li>•The Wounded Warrior Transitional Leave Act and use of sick leave</li> <li>•Overview of other specific considerations such as layoffs and seniority; hiring preference, special applicability of FMLA/CFRA; state MOUs.</li> <li>•Procedures and best practices relative to leaves of absence for periods of active duty and return rights.</li> </ul>	\$80.00	3/19/19  <b>CHP HQ</b>	8:30 a.m. – 12:00 p.m.	Tawni Parr Brandon Brazil-Cruz

Skelly Rights and the Role of the Skelly Officer	This class is intended to provide an overview of the legal requirements and principles of due process known as “Skelly rights” applicable to the state’s disciplinary, probationary period, medical, and other personnel actions, including when these rights are applicable, what a “Skelly Hearing” entails, and the role and responsibilities of a Skelly Officer.	\$80.00	8/20/18  <b>DOR</b>	8:30 a.m. – 12:30 p.m.	Loni Chhen Shannan Truong
The First Amendment in the Public Sector Workforce	Can you really say that at work? This class will provide an overview of the First Amendment protections related to public sector workforce, as well as frequently asked questions related to social media, political speech, whistleblower activity, and off duty conduct. This class will discuss the basic law as it relates to public sector employees, using examples from real cases. In addition, this class will provide guidance for enforcement of existing department policies affected by these issues such as Equal Employment Opportunity and minimal and incidental use policies.	\$80.00	11/19/18  <b>CalHR Computer Lab</b>	8:30 a.m. - 12:30 pm.	Paul Starkey Linda Kelly Camille Binon
			4/5/19  <b>CalHR Training Room – 1<sup>st</sup> Floor</b>	12:30 p.m. – 4:30 p.m.	Paul Starkey Linda Kelly Camille Binon
The Reasonable Accommodation Process and Medical Actions	This one-day class will provide participants with the employer’s perspective on the reasonable accommodation process and how and when to take medical actions. The class explores the employer’s obligations under the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA) to reasonably accommodate qualified applicants and employees with disabilities, and how to engage in the interactive process. The class covers the requirements for reasonable accommodations related to disabilities, pregnancy, and religion. This class also explores the conditions and requirements for medical actions (including medical demotions, transfers, and terminations) as well as the process for employer applications for disability retirement on an employee’s behalf under Government Code section 19253.5.  Classes are intended for Supervisors, Managers, Reasonable Accommodation Coordinators, EEO Officers, and human resources staff.	\$155.00	9/25/18  <b>CalHR Computer Lab</b>	9:00 a.m.- 4:00 p.m.	Linda Kelly Loni Chhen
		\$155.00	4/2/19  <b>CalHR Computer Lab</b>	9:00 a.m.- 4:00 p.m.	Stephanie Flynton Shannan Truong
		\$155.00	5/28/19  <b>CalHR Training Room – 1<sup>st</sup> Floor</b>	9:00 a.m.- 4:00 p.m.	Stephanie Flynton Shannan Truong
Supervisor's Guide to Progressive Discipline (Management)	This class provides an overview of the how to manage performance throughout the three phases of progressive discipline and the discipline process. It addresses the supervisors' responsibilities during the hiring	\$80.00	7/5/18  <b>CalHR 5<sup>th</sup> Floor Training</b>	8:30 a.m. – 12:30 p.m.	Jennifer Pearson Xaviera Isler

	and onboarding process, and the supervisor's responsibility for setting expectations, training, evaluating, and mentoring staff to ensure performance consistent with job requirements and expectations and it familiarizes the supervisor with the adverse action process. This seminar is designed to complement the online CalHR's Supervisors Guide to Addressing Poor Performance and Virtual Help Desk for Supervisors and Managers.		<b>Room</b>		
			10/12/18 <b>CalHR 1<sup>st</sup> Floor Training Room</b>	8:30 a.m. – 12:30 p.m.	Jennifer Pearson Xaviera Isler
		\$155.00	2/8/19 <b>CalHR 5<sup>th</sup> Floor Training Room</b>	8:30 a.m. – 4:30 p.m.	Jennifer Pearson Xaviera Isler
			4/2/19 <b>CalHR 5<sup>th</sup> Floor Training Room</b>	8:30 p.m. – 4:30 p.m.	Jennifer Pearson Xaviera Isler
Sexual Harassment Prevention Training for Non-Supervisors and Non-Management Employees	Presented by CalHR Legal Division House Counsel: All employees have a right to a workplace free from sexual harassment. Sexual harassment and bullying affect everyone in the workplace, not just those directly involved, and all employees have a role in their prevention. This class will provide participants with an overview of the basic state and federal laws against sexual harassment, as well as rules and regulations that apply to bullying, and potential consequences for violations. The class will also discuss the rights and responsibilities of all employees related to sexual harassment and bullying. Finally, the class will provide practical examples for recognizing sexual harassment and bullying, and information regarding resources available to employees who witness or are the subject of sexual harassment or bullying.  Intended Audience: All non-supervisory employees. This class is intended for rank and file employees and may not satisfy the requirements of Government Code section 12950.1 for managers and supervisors.	\$80.00	2/26/19 <b>CalHR 4<sup>th</sup> Floor Computer Lab</b>	9:00 a.m. – 11:30 a.m.	Stephanie Flynton Shannan Truong

\* All classes are held at CalHR at 1515 S Street in Sacramento or duly noted location and are generally intended for state supervisors, managers, and human resources professionals.

**For additional information or to register for a class, please go to the CalHR's Statewide Training Center (STC) website at <http://calhr.ca.gov/Training/Pages/calhr-training-calendar.aspx>. To request a customized class, please contact CalHR's Legal Division House Counsel Program at (916) 324-0512.**

