



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

**COURSE DESCRIPTIONS
FISCAL YEAR 2023-2024**

Course Name	Course Overview
California Style Manual Training	<p>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.</p> <p>Intended Audience: State legal professionals, such as attorneys, paralegals, legal secretaries and analysts.</p>
Drafting Personnel Actions	<p>Overview:</p> <p>Presented by CalHR Legal Division House Counsel: This course is designed to provide participants with instruction on the process for drafting personnel actions, including Notices of Adverse Action, Rejections During Probation, Notices of Medical Actions, and Non-Punitive Terminations. The course will primarily focus on drafting and style techniques for writing the action itself.</p> <p>Learning Objectives: Upon completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Draft legally sufficient and effective Notices of Adverse Action, Rejections During Probation, Notices of Medical Actions, and Non-Punitive Terminations. • Utilize effective drafting techniques and style for personnel actions.

	<ul style="list-style-type: none"> • Evaluate relevant facts for personnel actions. • Identify proper supporting documents. • Analyze the appropriate penalty. <p>Intended Audience: State employees in the Executive Branch. Supervisors, Managers, Reasonable Accommodation Coordinators, EEO Officers, Attorneys, and Human Resources Staff.</p>
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.
Public Sector Labor and Employment Legal Update	<p>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 explanation and discussion of the latest court cases, administrative decisions, and state and federal legislation and regulations.</p> <p>The subject matter and presentation vary from year to year 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 accommodation, workplace investigations, employee wage and hour matters, workplace discrimination, harassment and retaliation.</p> <p>Learning Objectives: Provide state human resource professionals with an overview of the newest cases, regulations, statutes, and other legal developments pertaining to personnel matters.</p> <p>Intended Audience: State Attorneys, Supervisors, and Managers who are responsible for or provide advice on state employee personnel matters.</p>

Skelly Rights and the Role of the Skelly Officer – Statewide	<p>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.</p> <p>Participants will learn about what Skelly rights are, when it is applicable, the Skelly Hearing process, and the role and responsibilities of a Skelly Officer.</p> <p>Intended Audience: Supervisors and Managers who serve as Skelly Officers, HR personnel, and attorneys who advise on employment matters.</p>
The Reasonable Accommodation Process and Medical Actions	<p>This 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.</p> <p>Intended Audience: State Supervisors, Managers, Reasonable Accommodation Coordinators, EEO Officers, and human resources staff.</p>
Understanding and Managing FMLA/CFRA Leave and Other Related Statutes	<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 course, we will discuss ways to curb FMLA/CFRA abuse and provide participants tools to help manage employees using FMLA/CFRA leave on an 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</p>

	<p>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.</p> <p>Intended Audience: State Supervisors, Managers and Human Resources Staff.</p>
--	---

For additional information or to register for a class, please go to the CalHR's CalLearns website at <https://calhr.geniussis.com/PublicWelcome.aspx>. To request a customized class, please contact CalHR's Legal Division House Counsel Program at (916) 909-3706.