

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: September 8, 1989

Reference Code: 89-54

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Employee Relations Officers  
Personnel Officers

From: **Department of Personnel Administration**

Subject: Labor Relations Conference

The Department of Personnel Administration is sponsoring the Second Labor Relations Conference from November 27 through November 29, 1989. The Conference will be held at the Embassy Suites in Napa, California. Although there are no registration fees, attendees are required to stay at the Embassy Suites Monday and Tuesday nights.

Attached you will find the following:


1. the Labor Relations Conference Agenda, and
2. the Labor Relations Conference Nomination Form.

Because space is limited, if you wish to attend please return the Conference Nomination Form by October 1 to:

Department of Personnel Administration  
Labor Relations Division  
P.O. Box 944234  
Sacramento, CA 94244-2340  
Attention: Liz Miller

Acceptance will be on a first-come, first-served basis and will be confirmed in writing by October 6, 1989. At that time we will also provide you with the reservation form which must be sent directly to the Embassy Suites.

If you have any questions, please call me or Liz Miller at (916) 324-0476, ATSS 454-0476.



Gloria Moore Andrews  
Senior Labor Relations Officer

Attachments



# LABOR RELATIONS CONFERENCE

<b>Time</b>	<b>Subject</b>	<b>Who</b>
<b>Monday, November 27, 1989</b>		
8:30 - 10:00	REGISTRATION	
10:00 - 10:15	INTRODUCTION	Rick McWilliam, Chief, Labor Relations Division, Department of Personnel Administration
10:15 - 10:30	WELCOME	David J. Tirapelle, Director, Department of Personnel Administration
10:30 - 11:30	LEGISLATIVE UPDATE	Solange Brooks, Assistant Legislative Coordinator, Department of Personnel Administration  Shirley Allan, Legislative Office, State Personnel Board
11:30 - 1:00	LUNCH	
1:00 - 2:15	SICK LEAVE ABUSE FROM A HEARING OFFICER'S PERSPECTIVE	Ruth Friedman, Administrative Law Judge, State Personnel Board
2:15 - 2:30	BREAK	
<b>Concurrent Workshops</b>		
2:30 - 4:45	RIGHT TO REPRESENTATION - Dealing With the Union	<b>MODERATOR:</b> Wayne Heine, Labor Relations Officer, Department of Justice  <b>PANELISTS:</b> Rick McWilliam, Chief, Labor Relations Division, Department of Personnel Administration  Jeff Fine, Assistant Chief Counsel, Department of Personnel Administration

# LABOR RELATIONS CONFERENCE

<b>Time</b>	<b>Subject</b>	<b>Who</b>
2:30 - 4:45	<b>MANAGING THE MANAGER - Don't Take Tough Stands on Shifting Sand</b>	<b>MODERATOR:</b>  Pat Chappie, Labor Relations, Officer, California State Lottery  <b>SPEAKERS:</b>  Judy Guerrero, Chief, Office of Labor Relations, Department of Transportation  Armand Burruel, Assistant Director, Labor Relations, Department of Corrections
2:30 - 4:45	<b>RISK MANAGEMENT - Workers' Compensation, Return to Work, Reasonable Accommodation</b>	<b>MODERATOR:</b>  Michael T. Navarro, Chief, Human Resources Branch, Department of Food and Agriculture  <b>PANELISTS:</b>  John Bergen, Manager, Workers' Compensation Program, Department of Personnel Administration  Shelley Bahr, Labor Relations Analyst, Department of Parks and Recreation  Adrienne Shaw, Assistant Director, Labor Relations, Employee Assistance, Safety, Department of the Youth Authority  John Hester, Office of Classification and Compensation, Department of Transportation

# LABOR RELATIONS CONFERENCE

Time	Subject	Who
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Tuesday, November 28, 1989

8:30 - 9:45

**WHAT LINE MANAGERS EXPECT FROM LABOR RELATIONS AND PERSONNEL**

**PANELISTS:**

William A. Avritt, Chief, Rural and Community Health Division, Department of Health Services

Craig E. Anthony, Deputy Chief, Madera, Mariposa, Merced Ranger Unit, Department of Forestry and Fire Protection

Teena Farmon, Superintendent, Northern California Women's Facility, Department of Corrections

9:45 - 10:00

**BREAK**

Concurrent Workshops

10:00 - 11:00

**CONTRACT INTERPRETATION - Where We Got "That Language" and What it Means**

**MODERATOR:**

Margie Popoff, Labor Relations Officer, Department of Parks and Recreation

**PANELISTS:**

Elmer Jenner, Private Labor Relations Consultant

Gloria Moore Andrews, Senior Labor Relations Officer, Department of Personnel Administration

# LABOR RELATIONS CONFERENCE

<b>Time</b>	<b>Subject</b>	<b>Who</b>
10:00 - 11:00	FLSA - An Update	<p><b>MODERATOR:</b></p> <p>Michael T. Navarro, Chief, Human Resources Branch, Department of Food and Agriculture</p> <p><b>PANELISTS:</b></p> <p>Edmund Brehl, Labor Relations Counsel, Department of Personnel Administration</p> <p>Bruce Crain, Manager, Special Projects, Policy Development Office, Department of Personnel Administration</p>
10:00 - 11:00	COMPARABLE WORTH - Trends and Where the State Fits In	<p><b>MODERATOR:</b></p> <p>Linda Boerlin, Labor Relations Officer, Franchise Tax Board</p> <p><b>SPEAKER:</b></p> <p>Linda Nelson, Labor Relations Counsel, Department of Personnel Administration</p>
Concurrent Workshops		
11:00 - 12:00	RESPONDING TO GRIEVANCES	<p><b>MODERATOR:</b></p> <p>Margie Popoff, Labor Relations Officer, Department of Parks and Recreation</p> <p><b>PANELISTS:</b></p> <p>Elmer Jenner, Private Labor Relations Consultant</p> <p>Gloria Moore Andrews, Senior Labor Relations Officer, Department of Personnel Administration</p>

# LABOR RELATIONS CONFERENCE

<b>Time</b>	<b>Subject</b>	<b>Who</b>
11:00 - 12:00	<b>PAST PRACTICES - What Are They? How Do You Avoid Them? How Do You Get Out of Them?</b>	<b>MODERATOR:</b> Linda Boerlin, Labor Relations Officer, Franchise Tax Board
	<b>MANAGEMENT RIGHTS - What Are They? When Do You Invoke Them?</b>	<b>SPEAKERS:</b> David Gilb, Senior Labor Relations Officer, Department of Personnel Administration  Patrick Mahler, Private Labor Relations Consultant  Jim Ellman, Chief, Labor Relations, County of Los Angeles
11:00 - 12:00	<b>ACCOUNTS RECEIVABLE - An Update</b>	<b>MODERATOR:</b> Judy Goodridge, Labor Relations Officer, California Conservation Corps  <b>SPEAKER:</b> Edmund Brehl, Labor Relations Counsel, Department of Personnel Administration
12:00 - 1:30	<b>LUNCH</b>	
1:30 - 2:45	<b>SPB - UPDATE ON ADVERSE ACTIONS - Discipline in the Workplace</b>	Tamara Pierson, Chief Counsel, State Personnel Board
2:45 - 3:00	<b>BREAK</b>	

# LABOR RELATIONS CONFERENCE

<b>Time</b>	<b>Subject</b>	<b>Who</b>
<b>Concurrent Workshops</b>		
3:00 - 5:00	SHOULD PREMIUM PAY DIFFERENTIALS BE INCLUDED IN THE EMPLOYEE'S BASE SALARY?	<b>MODERATOR:</b>  James Libonati, Chief, Personnel Management Section, Department of Corrections  <b>PANELISTS:</b>  Bob Painter, Section Manager, Classification and Compensation Division, Department of Personnel Administration  Robert L. Negri, Chief, Division of Personnel Management, Department of Transportation
3:00 - 5:00	DRUG TESTING	<b>MODERATOR:</b>  Judy Goodridge, Labor Relations Officer, California Conservation Corps  <b>PANELISTS:</b>  David Gilb, Senior Labor Relations Officer, Department of Personnel Administration  Karen Neuwald, Staff Services Manager, Legal Division, Department of Personnel Administration  Jay Atwood, Acting Chief, Policy Division, State Personnel Board

# LABOR RELATIONS CONFERENCE

<b>Time</b>	<b>Subject</b>	<b>Who</b>
3:00 - 5:00	THE MEDIATION PROCESS	<b>MODERATOR:</b>  Arnold T. Beck, Senior Labor Relations Officer, Department of Personnel Administration  <b>SPEAKER:</b>  Peter Lujan, Mediator, State Conciliation and Mediation Service

# LABOR RELATIONS CONFERENCE

Time	Subject	Who
Wednesday, November 29, 1989		
8:30 - 10:15	RECENT ARBITRATION - Preparing for Arbitration	Jeff Fine, Assistant Chief Counsel, Department of Personnel Administration
10:15 - 10:30	BREAK	
Concurrent Workshops		
10:30 - 11:30	ESTABLISHING PERFORMANCE STANDARDS	<p>MODERATOR:</p> <p>Wayne Heine, Labor Relations Officer, Department of Justice</p> <p>PANELISTS:</p> <p>James Wheatley, Labor Relations Officer, Employment Development Department</p>
10:30 - 11:30	EXEMPT APPOINTMENT PROCESS - The Affects of the Change in Administration and Enhanced Return Rights	<p>MODERATOR:</p> <p>James Libonati, Chief, Personnel Management Section, Department of Corrections</p> <p>SPEAKER:</p> <p>Frank Tanaka, Section Manager, Classification and Compensation Division, Department of Personnel Administration</p>
10:30 - 11:30	STATUTORY APPEALS - AWOLs, Appeals to Set Aside Resignations, etc.	<p>MODERATOR:</p> <p>Linda Boerlin, Labor Relations Officer, Franchise Tax Board</p> <p>SPEAKER:</p> <p>Joan Branin, Legal Counsel, Department of Personnel Administration</p>

# LABOR RELATIONS CONFERENCE

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<b>Time</b>	<b>Subject</b>	<b>Who</b>
11:35 - 12:45	AFFIRMATIVE ACTION - Affect of Recent Supreme Court Decisions and How it Impacts State Civil Service	Gloria Harmon, Executive Officer, State Personnel Board
12:45 - 1:00	CLOSING	Rick McWilliam, Chief, Labor Relations Division, Department of Personnel Administration

THANKS FOR ATTENDING!



**NOMINATION FORM**

Department of Personnel Administration  
LABOR RELATIONS CONFERENCE  
November 27-29, 1989  
Embassy Suites  
Napa, California

Name of Nominee: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**WORKSHOPS PLANNED TO ATTEND  
(Refer to Agenda)**

Monday p.m.

- Right to Representation
- Managing the Manager
- Risk Management

Tuesday a.m.

- Contract Interpretation
- FLSA - An Update
- Comparable Worth
- Responding to Grievances
- Past Practices
- Accounts Receivable

Tuesday p.m.

- Premium Pay
- Drug Testing
- Mediation Process

Wednesday a.m.

- Performance Standards
- Exempt Appointment Process
- Statutory Appeals



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