

State of California
Department of Personnel Administration

Date: November 15, 1991
Reference Code: 91-76

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

SUBJECT: Labor Relations/Personnel Conference

The Department of Personnel Administration is sponsoring its Fourth Labor Relations/Personnel Conference on January 8, 9, and 10, 1992. The conference will be held at Sonoma State University in Rohnert Park, California. The conference fee is \$35.00. The conference registration deadline is December 20, 1991.

Attached you will find the following:

1. a tentative Conference Agenda;
2. a concurrent workshop planner; and
3. the Conference Registration Form.

Anyone who plans to attend this conference must send a completed Registration form with the \$35.00 conference fee by December 20, 1991. Please mail these items to:

Renita Bates
State Training Center
1515 S Street, North Building, Suite 105
Sacramento, CA 95814-7243

If you have any questions, please call Renita Bates at (916) 445-5121.



RICK McWILLIAM
Chief, Labor Relations

Attachments

CONFERENCE REGISTRATION FORM

Department of Personnel Administration
LABOR RELATIONS/PERSONNEL CONFERENCE
January 8-10, 1992
Sonoma State University
Rohnert Park, California

Name of Participant: _____

Classification: _____

Department: _____

Address: _____

Phone: _____

WORKSHOPS PLANNED TO ATTEND
(Refer to Agenda)

Wednesday p.m.

1:00 - 2:45

- Back to Basics
- Classification System
- Control Agencies
- Job Actions
- Layoff/SROA
- Fitness for Duty
- No Contracts?

3:00 - 4:45

- Dealing with Unions
- Stress Reduction
- Benefits Programs
- Discipline/EAP
- Cal Osha
- Placement Offices
- Changing Working Conditions

Thursday a.m.

10:00 - 11:45

- Grievance Handling
- SPB Appeal Processes
- Medical Termination
- No Contracts?
- Layoff/SROA
- Control Agencies
- Statutory Appeals

Check Back of form for additional workshops at other times.

CONFERENCE REGISTRATION FORM
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Thursday p.m.

1:00 - 2:45

- Back to Basics
- Statutory Appeals
- State's Benefits Program
- Placement Offices
- Fitness for Duty
- Classification System
- Changing Wkg. Conditions

3:00 - 4:45

- Dealing with Unions
- Adverse Actions
- Layoff/SROA
- Medical Termination
- Discipline/EAP
- No Contracts
- Job Actions

Friday a.m.

10:15 - 12:00

- Grievance Handling
- Adverse Actions
- Layoff/SROA
- Medical Termination
- No Contracts?
- Stress Reduction
- Changing Wkg. Conditions

FOURTH LABOR RELATIONS/PERSONNEL CONFERENCE

Wednesday, January 8, 1992

8:30 - 9:30 Registration

9:30 - 9:45 Introduction

**Rick McWilliam
Chief, Labor Relations
Department of Personnel Administration**

9:45 - 10:30 Review the events of 1991 - Where do we go from here

**David Tirapelle
Director
Department of Personnel Administration**

10:15 - 10:30 BREAK

10:30 - 11:30 The Changing Workforce

11:30 - 1:00 LUNCH

1:00 - 2:45 Concurrent Workshops

1. Back to Basics - General Labor Relations Workshop
2. Classification System
3. How to Deal with Control Agencies
4. Job Actions
5. Layoff/SROA
6. Fitness for Duty
7. What do you do when there's no contracts?

2:45 - 3:00 BREAK

3:00 - 4:45 Concurrent Workshops

1. Dealing with Unions
2. Stress Reduction In These Trying Times
3. Administering the State's Benefits Programs
4. Discipline/EAP
5. CAL/OSHA - How do they fit in your Department's Safety Program?
6. Placement Offices - How they can help in a layoff situation?
7. Changing Working Conditions - How do you Bargain?

Thursday, January 9, 1992

8:30 - 9:45 **Fiscal/Budgetary Impact - What can we expect?**

9:45 -10:00 **BREAK**

10:00 -11:45 **Concurrent Workshops**

1. Grievance Handling
2. SPB Appeal Processes
3. Medical Termination/Retirement/Return to Work/Stress Claims
4. What do you do when there's no contracts?
5. Layoff/SROA
6. How to deal with Control Agencies?
7. Statutory Appeals

11:45 - 1:00 **LUNCH**

1:00 - 2:45 **Concurrent Workshops**

1. Back to Basics - General Labor Relations Workshop
2. Statutory Appeals
3. Administering the State's Benefits Program
4. Placement Offices - How can they help in a layoff situation?
5. Fitness for Duty
6. Classification System
7. Changing Working Conditions - How do you Bargain?

2:45 - 3:00 **BREAK**

3:00 - 4:45 **Concurrent Workshops**

1. Dealing with Unions
2. Adverse Actions
3. Layoff/SROA
4. Medical Termination/Retirement/Return to Work/Stress Claims
5. Discipline/EAP
6. What do you do with no contracts?
7. Job Actions

Friday, January 10, 1992

8:30 -10:00 **Legal Update**

10:00 -10:15 **BREAK**

10:15 -12:00 **Concurrent Workshops**

1. Grievance Handling
2. Adverse Actions
3. Layoff/SROA
4. Medical Termination/Retirement/Return to Work/Stress Claims
5. What do you do with no contracts?
6. Stress Reduction In These Trying Times
7. Changing Working Conditions - How do you Bargain?

12:00 -12:15 **Wrap-Up**

FOURTH LABOR RELATIONS/PERSONNEL CONFERENCE

Concurrent Workshop Planner

	Wednesday 1/8/92		Thursday 1/9/92		Friday 1/10/92
	<u>1:00</u>	<u>3:00</u>	<u>10:00</u>	<u>1:00</u>	<u>3:00</u> <u>10:15</u>
<u>Workshop</u>					
No Contracts?	X		X		X
Layoff/SROA	X		X		X
Control Agencies	X		X		
Back to Basics	X			X	
Classification	X			X	
Job Actions	X				X
Fitness for Duty	X			X	
Chg. Wkg. Conditions		X		X	X
Stress Reduction		X			X
State's Benefits		X		X	
Placement Offices		X		X	
Dealing w/Unions		X			X
Discipline/EAP		X			X
Cal/OSHA		X			
Grievance Hdlg.			X		X
SPB Appeal			X		
Medical Term.			X		X
Statutory Appeals			X	X	
Adverse Actions					X