

State of California

Department of Personnel Administration

MEMORANDUM

DATE: July 17, 1992  
REFERENCE NO.: 92-84

TO: PERSONNEL MANAGEMENT LIAISONS  
Please distribute this memo to all  
LABOR RELATIONS OFFICERS  
PERSONNEL OFFICERS

FROM: RICK McWILLIAM *Rick McWilliam*  
Chief of Labor Relations  
Department of Personnel Administration

SUBJECT: 1992 Fifth Annual Labor Relations/Personnel Conference

The Department of Personnel Administration is sponsoring its Fifth Annual Labor Relations/Personnel Conference on DECEMBER 2, 3, 4, 1992. The conference will be held at The Clarion Inn, Napa, California, at a cost of \$35.00 per person. The conference registration deadline is November 13, 1992. Registration after November 13, 1992, will be on a space available basis.

Attached you will find the following:

1. the Conference Registration Form and
2. a Tentative Conference Schedule.

Room reservations at The Clarion Inn are the responsibility of each individual. The deadline for room reservations at The Clarion Inn is November 9, 1992. When The Clarion reaches full capacity, hotel staff will direct you to neighboring hotels. You must confirm your accommodations directly with The Clarion Inn [(707) 253-7433]. You must mention the conference to receive the conference rate of \$69.00 per day.

In order to register you must send to DPA BOTH:

1. A completed Registration form; and
2. A check in the amount of \$35.00 per person (please indicate the name(s) of the attendee(s) directly on the check).

Make checks payable to:

Department of Personnel Administration  
Labor Relations/Personnel Conference

and mail to:

Department of Personnel Administration  
Labor Relations Division  
1515 "S" Street, North Building, Suite 400  
Sacramento, CA 95814-7243  
ATTN: Patti Halterman

PLEASE NOTE: IF YOU WISH A RECEIPT (for Travel Expense Claim purposes) VERIFYING ATTENDANCE AT THIS CONFERENCE, YOU MUST SUBMIT IT DURING REGISTRATION AT THE CONFERENCE. DUE TO THE LOGISTICS INVOLVED, RECEIPTS CANNOT BE ISSUED AFTER THE CONFERENCE. KEEP YOUR RECEIPTS IN A SAFE PLACE AS DUPLICATES WILL NOT BE ISSUED.

If you have any questions, please feel free to contact Patti Halterman on (916) 324-9727 or 8-454-9727.

NOTE: DEPARTMENT OF CORRECTIONS: Attendees must coordinate their registration through the CDC Headquarters Labor Relations Office. Call Janet Waugh on 445-7167 (ATSS 485-7167) for further information.

L00319/pah



**CONFERENCE REGISTRATION FORM**

Department of Personnel Administration  
**LABOR RELATIONS/PERSONNEL CONFERENCE**  
December 2, 3, 4, 1992  
Napa, CA

Name of Participant: \_\_\_\_\_  
(PLEASE PRINT)

Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**YOU WILL NOT BE CONSIDERED REGISTERED  
UNTIL BOTH THE  
REGISTRATION FORM  
AND  
A CHECK IN THE AMOUNT OF \$35.00  
PER PERSON IS RECEIVED BY DPA**

Room reservations at The Clarion Inn are the responsibility of each individual. The deadline for room reservations at The Clarion Inn is November 9, 1992. When The Clarion reaches full capacity, hotel staff will direct you to neighboring hotels. You must confirm your accommodations directly with The Clarion Inn [(707) 253-7433]. You must mention the conference to receive the conference rate of \$69.00 (single), \$84.00 (double) per day.

In order to register you must send to DPA BOTH:

1. A completed Registration form; **AND**
2. A check in the amount of \$35.00 per person (please indicate the name(s) of the attendee(s) directly on the check).

Make checks payable to:  
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TENTATIVE CONFERENCE SCHEDULE

WEDNESDAY: December 2  
Coffee provided in Foyer

REGISTRATION 8:30 a.m. - 9:30 a.m.  
INTRODUCTION & WELCOME 9:30 a.m. - 10:00 a.m.  
GENERAL SESSION 10:00 a.m. - 11:00 a.m.

Keynote Speaker: Dixie Schneider, RN, DSN, Ph.N.  
"How to Live After the Battle of All Battles"

11:30 a.m. - 1:30 p.m.  
Luncheon Buffet Provided in Foyer

1:30 - 3:00 p.m.

FITNESS FOR DUTY  
AMERICANS WITH DISABILITY ACT (ADA)  
TOTAL QUALITY MANAGEMENT (TQM)  
STATUTORY APPEALS  
DISABILITY RETIREMENT

3:00 p.m. - 3:30 p.m.  
Soda Break Provided in Foyer

3:30 - 5:00 p.m.

LAYOFF/SROA  
AMERICANS WITH DISABILITY ACT  
MEDICAL TERMINATIONS  
ADMINISTERING STATE'S BENEFITS  
DEFENSE OF EEO

THURSDAY: December 3

7:00 a.m. - 8:30 a.m.  
Continental Breakfast Provided in Foyer

8:30 - 10 a.m.

ADVERSE ACTION I (SUPERVISOR DOCUMENTATION)

TOTAL QUALITY MANAGEMENT (TQM)

ADMINISTERING THE STATE'S BENEFITS

WORKERS' COMPENSATION

10:00 a.m. - 10:30 a.m.  
Coffee Break provided in Foyer

10:30 - 12:00 p.m.

ADVERSE ACTION II (PERSONNEL)

ARBITRATORS

STATUTORY APPEALS

CONTRACTING OUT

12:00 p.m. - 1:30 p.m.  
Luncheon Buffet Provided in Foyer

1:30 - 3:00 p.m.

ADVERSE ACTION III (SPB HEARING PROCESS)

MEDICAL TERMINATIONS

FAIR LABOR STANDARDS ACT (FLSA)

DEFENSE OF EEO

3:00 p.m. - 3:30 p.m.  
Soda Break Provided in Foyer

3:30 - 5:00 p.m.

LAYOFF/SROA

WORKERS' COMPENSATION

ARBITRATORS

ADMINISTERING THE STATE'S BENEFITS

DISABILITY RETIREMENT

6:00 p.m. - 7:30 p.m.  
Informal Discussion Groups in Hotel Foyer.  
Refreshments provided.

L00318/PAH



FRIDAY: December 4, 1992

7:00 a.m. - 8:30 a.m.

Continental Breakfast Provided in Foyer

9:00 a.m. - 10:00 a.m.

GENERAL SESSION: Legal Update

Speaker: Christopher Waddell, Chief Counsel  
Department of Personnel Administration

10:00 a.m. - 10:30 a.m.

Coffee Break Provided in Foyer

10:30 a.m. - Noon

FITNESS FOR DUTY

WORKERS' COMPENSATION

HOW TO WIN A DISCIPLINARY CASE

LAYOFF/SROA

CONTRACTING OUT

TENTATIVE AGENDA

ROOM	December 2, 1992 WEDNESDAY				December 3, 1992 THURSDAY				December 4, 1992 FRIDAY				
	9:30-10:00 a.m.	10:00-11:00 a.m.	1:30-3:00 p.m.	3:30-5:00 p.m.	8:30-10:00 a.m.	10:30-12:00 p.m.	1:30-3:00 p.m.	3:30-5:00 p.m.	9:00-10:00 a.m.	10:30-12:00 p.m.			
YOUNTVILLE	INTRODUCTION AND WELCOME	GENERAL SESSION:  DIXIE SCHNEIDER RN, DSN, Ph.N.  "HOW TO LIVE AFTER THE BATTLE OF ALL BATTLES"	FITNESS FOR DUTY	LAYOFF/ SROA	I ADVERSE ACTION  (SUPERVISOR'S ROLE)	II ADVERSE ACTION  (PERSONNEL)	III ADVERSE ACTION  (SPB)	LAYOFF/ SROA	GENERAL SESSION:  CHRISTOPHER WADDELL, CHIEF LEGAL COUNSEL, DPA  LEGAL UPDATE	FITNESS F DUTY			
OAKVILLE			AMERICANS W/ DISABILITIES ACT	AMERICANS W/ DISABILITIES ACT				WORKERS' COMPENSATION		WORKER'S COMPENSAT			
RUTBERFORD			TOTAL QUALITY MANAGEMENT	MEDICAL TERMINATIONS				TOTAL QUALITY MANAGEMENT		ARBITRATORS	MEDICAL TERMINATIONS	ARBITRATORS	HOW TO WI' DISCIPLIN CASE
ST. HELENA			STATUTORY APPEALS	BENEFITS				BENEFITS		STATUTORY APPEALS	FAIR LABOR STANDARDS ACT	BENEFITS	LAYOFF/SRO
ATLAS PEAK			DISABILITY RETIREMENT	DEFENSE OF EEO	WORKER'S COMPENSATION	CONTRACTING OUT	DEFENSE OF EEO	DISABILITY RETIREMENT	CONTRACT!! OUT				

