

State of California

Department of Personnel Administration

MEMORANDUM

DATE: June 1, 1994
REFERENCE NO.: 94-29

TO: PERSONNEL MANAGEMENT LIAISONS

Please distribute this memo to all
LABOR RELATIONS OFFICERS
PERSONNEL OFFICERS

FROM: RICK McWILLIAM 

Chief of Labor Relations
Department of Personnel Administration

SUBJECT: 1994 Seventh Annual Labor Relations/Personnel Conference

The Department of Personnel Administration is sponsoring its Seventh Annual Labor Relations/Personnel Conference on NOVEMBER 30, DECEMBER 1, 2, 1994. The conference will be held at The Sheraton Inn, Napa, California, at a cost of \$85.00 per person. Registration for the conference closes when the conference capacity is reached.

Attached you will find the following:

1. Conference Registration Form; and
2. Tentative Conference Schedule.

Room reservations are the responsibility of each individual. Hotel reservations by The Sheraton Inn will be taken beginning July 15, 1994 - DO NOT CALL PRIOR TO THIS DATE. You must mention the conference to receive the conference rate of \$55.00 per night. Priority will be given to 3-night reservations until September 1; then registration will open to 2-night and 1-night reservations. You may contact The Sheraton for the names of other available hotels in the area.

In order to register for the conference, you must send to DPA **BOTH**:

1. A completed Registration form; and
2. A check in the amount of \$85.00 per person.
(Please indicate the name(s) of the attendee(s) directly on the check).

Make checks payable to:

DPA 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

If you have any questions, please feel free to contact Anita Ybarbo at (916) 324-0477 or Patti Halterman at (916) 324-2763 or 8-454-2763.

SPACE IS LIMITED AND THERE ARE NO REFUNDS

CONFERENCE REGISTRATION FORM

Department of Personnel Administration
LABOR RELATIONS/PERSONNEL CONFERENCE
November 30, December 1, 2, 1994
Napa, CA

Name: (PLEASE PRINT) (LAST) (FIRST)
Classification: (Spell Out - No Initials)
State Department:
Work Address: (STREET or P.O. BOX) (CITY) (ZIP)
Work Phone: (Area Code) (CalNet)

YOU WILL NOT BE CONSIDERED REGISTERED
UNTIL BOTH THE REGISTRATION FORM AND CHECK
ARE RECEIVED BY DPA

Overnight accommodations are the responsibility of each individual. The Sheraton Inn will begin taking reservations on July 15, 1994 (preference given to 3-night accommodations); (2-night and 1-night reservations will be taken after September 1). Due to the number of participants, the hotel cannot accommodate all participants. You will be given the names of neighboring hotels if the Sheraton is not able to accommodate your reservation and you will register directly with those hotels. Reservations for 2-night and 1-night accommodations will be taken by The Sheraton after September 1, 1994 on a space-available basis. Sharing of rooms is encouraged as well as splitting days with fellow employees (i.e., Mr. Smith stays overnight on Tuesday and Wednesday and Mr. Jones stays overnight on Thursday = 3-night reservation).

In order to register you must send to DPA BOTH:

- 1. A completed Registration form; AND
2. A check in the amount of \$85.00 per person.
(Please indicate the name(s) of the attendee(s) directly on the check).

ADVANCED ORDERS FOR THE FOLLOWING WILL BE ACCEPTED:

California Public Employee Relations (CPER) pocket guide booklets: \$3.50 each (\$5.00 at the door).
Please indicate number wanted and amount enclosed:

Table with 2 columns: Item Name and Amount. Rows include Public Sector Arbitration, Public Safety Officers Procedural Bill of Rights (POBR), and Unfair Labor Practice Guide.

Make check 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

TENTATIVE CONFERENCE SCHEDULE

WEDNESDAY: November 30, 1994

Coffee Break - 7:30 am - 8:30 am

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.
LUNCHEON BUFFET	11:30 a.m. - 1:00 p.m.

Workshops:

1:00 pm - 3:00 pm

Soda Break

3:30 pm - 5:00 pm

THURSDAY, DECEMBER 1, 1994:

Continental Breakfast - 7:00 am - 8:30 am

Workshops:

8:00 am - 10:00 am

Coffee Break - Sponsored by Cooperative Personnel Services

10:30 am - 12:00 Noon

Luncheon Buffet - 12:00 - 1:15 pm
Special Bob Negri Award presentation

Workshops:

1:30 pm - 3:00 pm

Soda Break

3:30 pm - 5:00 pm

FULL DINNER BUFFET

Buffet - 6:00 pm - 7:30 pm

FRIDAY, DECEMBER 2, 1994:

Continental Breakfast - 7:30 am - 8:30 am

Workshops:

8:30 - 10:00

Coffee Break

10:30 - NOON

Conference Ends

(PLEASE NOTE: ALL LISTED MEALS/BREAKS INCLUDED IN CONFERENCE PACKAGE)

AGENDA

	Wednesday, November 30, 1994				Thursday, December 1, 1994				Friday, December 2, 1994	
Room	9:30 - 10:00	10:00 - 11:00	1:00 - 3:00 (2-hour class)	3:30 - 5:00	8:00 - 10:00 (2-hour class)	10:30 - 12:00	1:30 - 3:00	3:30 - 5:00	8:30 - 10:00	10:30 - 12:00
Stags Leap (100 seats)			Americans with Disabilities Act	Fair Labor Standards Act	Americans with Disabilities Act	Fair Labor Standards Act	Statutory Appeals		Statutory Appeals	Fair Labor Standards Act
Howell Mtn. (100 seats)	GENERAL SESSION	MAIN SPEAKER	Substance Abuse and Drug Testing	Managerial Interrelationships	Substance Abuse and Drug Testing	DPA - Everything You Ever Wanted to Know...	Violence in the Workplace	Managerial Interrelationships	Violence in the Workplace	Health and Safety (Workers Comp)
Mt. Veder (100 seats)			Performance Pay for Managers/ Supervisors	Adverse Action - Overview	TQM - Intermediate	Performance Pay for Managers/ Supervisors	SPB Appeal Process	Fitness for Duty/ Medical Termination	DPA - Everything You Ever Wanted to Know...	Fitness for Duty/ Medical Termination
Cameros (100 seats)			Benefits and Training	SPB Appeal Process	Benefits and Training	Adverse Action - Precedential Decisions	Adverse Action - Preparing a Witness	CEA and Exempt	Adverse Action - Overview	Adverse Action - How to Negotiate a Good Settlement
Calistoga Room (40 seats)			TQM - Introduction	Disability Retirement	Arbitration	Classification/ Right Sizing	How to Defend Agency in Unemployment Hearing	Disability Retirement	CEA and Exempt	Personnel Information Exchange (P.I.E.)
RESOURCE TABLE WILL BE AVAILABLE FOR YOUR PERUSAL DURING THE ENTIRE LENGTH OF THE CONFERENCE - STOP BY AND TAKE A LOOK!										
Atlas Peak (60 seats classroom style)			INTERNAL INVESTIGATIONS		Grievance Settlements	Basic Labor Relations	INTERNAL INVESTIGATIONS		Classification/ Right Sizing	How to Defend Agency in Unemployment Hearing
Castle Peak (45 seats)			Departmental (Impact) Bargaining	Health and Safety (CalOSHA)	Tele-commuting	Health and Safety (Workers Comp)	Health and Safety (CalOSHA)	Legal Update	Tele-commuting	Contracting Out
Glass Mtn. (45 seats)			Peace Officer Bill of Rights	Contracting Out	Peace Officer Bill of Rights	Personnel Information Exchange (P.I.E.)	Health Benefits		Arbitration	Health Benefits
Diamond Mtn. (35 seats)				ROUND TABLE DISCUSSIONS		ROUND TABLE DISCUSSIONS				
Spring Mtn. (30 seats)				FILM:	FILM:	FILM:		FILM:		
TOTAL QUALITY MANAGEMENT SHARE FAIR - STOP BY AND SEE WHAT'S NEW!										
TENT			11:15 - 12:45 Luncheon			12:00 - 1:15 Luncheon Bob Negri Award				Final/5-18-94