

MEMORANDUM

PERSONNEL MANAGEMENT LIAISONS

DATE: June 3, 1996
REFERENCE NO: 96-017

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: 1996 Ninth Annual Labor Relations/Personnel Conference

The Department of Personnel Administration (DPA) is sponsoring its Ninth Annual Labor Relations/Personnel Conference, December 11-13, 1996, at the Red Lion Hotel, Rohnert Park, California (only 15 minutes from Napa).

Attached is a Conference Registration Form and a Tentative Conference Schedule (dated May 7, 1996). Room reservations are the responsibility of each individual. Hotel reservations will be taken by the Red Lion Hotel beginning July 18, 1996, at (707) 584-5466 - 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 guaranteed reservations until October 18, 1996; registration will then open to 2-night and 1-night reservations.

In order to register for the conference, you must send to DPA a completed registration form, and a check for the amount of \$85.00 per person. (Please indicate the name(s) of the attendee(s) on the check.)

Make checks payable to: DPA Labor Relations/Personnel Conference, and mail to:

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

Space is limited and there are no refunds. Registration will close when the conference capacity is reached.

Should you have any questions, please call Patti Halterman or Misty DeGeorge at (916) 324-0476, CALNET 8-454-0476, or e-mail Patti at OfficeVision DPA(PAHALTER), Internet PAHALTER@SMTP.DPA.CA.GOV.



Rick McWilliam
Chief of Labor Relations

Attachments



Check No. _____

DO NOT WRITE ABOVE THIS LINE FOR OFFICE USE ONLY

Amount _____

CONFERENCE REGISTRATION FORM

Department of Personnel Administration
December 11 - 13, 1996
NINTH ANNUAL
Labor Relations/Personnel Conference
Rohnert Park, CA

NAME: _____
(PLEASE PRINT) (LAST) (FIRST) (MI)

TITLE (SPELL OUT--NO INITIALS): _____

STATE DEPARTMENT: _____

WORK ADDRESS: _____ CITY _____ ZIP _____
(Number) (Street Name)

WORK PHONE: _____ CalNet # _____

HOTEL ACCOMMODATIONS:

Overnight accommodations are the responsibility of each individual. The Red Lion Hotel will begin taking reservations on Thursday, July 18, 1996, at (707) 584-5466 (3-night guaranteed reservations only). **DO NOT CALL BEFORE THIS DATE.** Reservations for 2-night and 1-night accommodations at the Red Lion Hotel will be taken after October 15, 1996, on a space-available basis. Sharing of rooms is encouraged as well as splitting days with fellow employees. The Red Lion Hotel will be unable to accommodate all conference participants. A list of other hotels in the area is included in the confirmation package.

REGISTRATION:

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

1. This completed full-page registration form; and
2. A check in the amount of \$85.00 per person (personal checks accepted).
Make Check Payable to: DPA Labor Relations/Personnel Conference
Please indicate the name(s) of all attendee(s) directly on the check.

MAIL TO: Department of Personnel Administration IMS Code D-22
Labor Relations Division
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814-7243
ATTN: Patti Halterman

ADVANCE ORDERS FOR THE FOLLOWING WILL BE ACCEPTED (include payment with registration):

California Public Employees Relations (CPER) pocket guide booklets: \$3.50 each (\$5.00 at the door)

Public Sector Arbitration: California.....	No. _____	Amount _____
Public Safety Officers Procedural Bill of Rights	No. _____	Amount _____
Unfair Labor Practice Guide	No. _____	Amount _____

RECEIPTS FOR ACCEPTED REGISTRATIONS WILL BE MAILED WHEN REGISTRATION IS PROCESSED. DO NOT LOSE THE RECEIPT - YOU WILL NEED IT TO PROCESS YOUR TRAVEL EXPENSE CLAIMS. CONFIRMATION LETTERS WITH ADDITIONAL CONFERENCE INFORMATION WILL BE MAILED THE WEEK OF NOVEMBER 4, 1996. REGISTRATION ENDS WHEN CONFERENCE CAPACITY IS REACHED. A SMALL WAITING LIST WILL BE MAINTAINED.

QUESTIONS: PLEASE CONTACT MISTY DEGEORGE OR PATTI HALTERMAN AT (916) 324-0476 OR 8-454-0478.

NO REFUNDS



1996 TENTATIVE AGENDA as of 5-8-96

1996 TENTATIVE AGENDA as of 5-8-96											
Wednesday, December 11						Thursday, December 12				Friday, December 13	
Room	9:00 - 9:15	9:15-10:15	10:15 - 11:45	1:30 - 3:00	3:30 - 5:00	8:00 - 9:30	10:00 - 11:30	1:00 - 2:30	3:00 - 4:30	8:30 - 10:00	10:30 - 12:00
GENERAL SESSION											
Salon I (120 seats)	Welcome Rick McWilliam Chief of Labor Relations	Introduction David J. Tirapelle Director Department of Personnel Administration Subject: Civil Service Reform and Other News from DPA	Keynote Speaker Dr. Alan Davidson Subject: How Competent People Build Creative and Caring Organizations	WORKERS' COMPENSATION - SIGNS AND PATTERNS OF FRAUD	10 BIGGEST MISTAKES TO AVOID	WORKERS' COMPENSATION - SIGNS AND PATTERNS OF FRAUD	10 BIGGEST MISTAKES TO AVOID	SUBSTANCE ABUSE AND DRUG TESTING - SIGNS AND SYMPTOMS	THREAT ASSESSMENT AND WORKPLACE VIOLENCE MANAGEMENT	CIVIL SERVICE REFORM UPDATE	SUBSTANCE ABUSE AND DRUG TESTING - SIGNS AND SYMPTOMS
Salon II (120 seats)				DEPARTMENTAL (IMPACT) BARGAINING	COMPETENCY BASED INTERVIEWS	FAMILY MEDICAL LEAVE	DEPARTMENTAL (IMPACT) BARGAINING	NEGOTIATIONS UPDATE	WORKERS' COMPENSATION - WORKING WITH A TREATING PHYSICIAN	FAMILY MEDICAL LEAVE	NEGOTIATIONS UPDATE
Salon III (270 seats)				AWOL'S & OTHER STATUTORY APPEALS	WORKERS' COMPENSATION - WORKING WITH A TREATING PHYSICIAN	CCPOA UNIT 6 ARBITRATION PROCEDURE - A LIVE DEMONSTRATION	PERFORMANCE PAY & NEW PROPOSED SALARY RULES	AWOL'S & OTHER STATUTORY APPEALS	COMPETENCY BASED INTERVIEWS	CCPOA UNIT 6 ARBITRATION PROCEDURE - A LIVE DEMONSTRATION	PERFORMANCE PAY & NEW PROPOSED SALARY RULES
Salon IV (270 seats)				ADVERSE ACTION - MINOR - THE NEW PROCEDURE	ADVERSE ACTION - HOW TO NEGOTIATE A GOOD SETTLEMENT	ADVERSE ACTION - MINOR - THE NEW PROCEDURE	ADVERSE ACTION - HOW TO NEGOTIATE A GOOD SETTLEMENT	ADVERSE ACTION - PRECEDENTIAL DECISIONS	LEAVE CLEAR	ADVERSE ACTION - PRECEDENTIAL DECISIONS	THREAT ASSESSMENT AND WORKPLACE VIOLENCE MANAGEMENT
Side Foyer	RESOURCE MATERIAL LISTINGS WILL BE AVAILABLE FOR YOUR PERUSAL DURING THE ENTIRE LENGTH OF THE CONFERENCE. STOP BY AND TAKE A LOOK!										
Santa Rosa (100 seats or 64 class)				DEALING WITH DIFFICULT EMPLOYEES: BEHAVIOR PROBLEMS IN THE WORKPLACE.	WELLNESS PROJECTS	DEALING WITH DIFFICULT EMPLOYEES: BEHAVIOR PROBLEMS IN THE WORKPLACE.	WELLNESS PROJECTS	INTERNAL INVESTIGATIONS Classroom setting		INTERNAL INVESTIGATIONS Classroom setting	
Sonoma (100 seats)				CLASSIFICATION & BROADBANDING	DISCIPLINE & EAP	CLASSIFICATION & BROADBANDING	GRIEVANCE HANDLING & RIGHT TO REPRESENTATION	DISCIPLINE & EAP	LAYOFFS	GRIEVANCE HANDLING & RIGHT TO REPRESENTATION	LAYOFFS
Bodega (80 seats)				PERFORMANCE EVALUATIONS	MANAGERS Round Table (FOR MGRS ONLY) (ONCE)	CIVIL SERVICE REFORM UPDATE	EFFECTIVE PRESENTATIONS	EFFECTIVE PRESENTATIONS	TOTAL QUALITY MANAGEMENT	WORKING WITH AND PLACING INJURED EMPLOYEES	PERFORMANCE EVALUATIONS
Cotati (80 seats)				ARBITRATION How to prepare	TOTAL QUALITY MANAGEMENT	INTERNET	ARBITRATION How to prepare	WORKING WITH AND PLACING INJURED EMPLOYEES	CONTRACTING OUT	INTERNET	CONTRACTING OUT
Redwood Room (75 seats) 2nd flr				LEGAL UPDATE	ROUND TABLE Labor Relations Issues (ONLY ONCE)	BENEFITS	SMALL PERSONNEL INFORMATION NETWORK (SPIN)	LEGAL UPDATE		SMALL PERSONNEL INFORMATION NETWORK (SPIN)	BENEFITS
Oak Room (25 seats) 2nd flr				FILM	FILM	FILM	FILM	FILM	FILM	FILM	FILM
Foyer			11:45 - 1:30 Luncheon				11:30 - 1:00 Luncheon				
Main Ballroom	THURSDAY EVENING RECEPTION 6:00 - 7:30 p.m. hors d'oeuvres NEGRI AWARD PRESENTATION 7:00 p.m.										

