This workshop includes interactive exercises and a variety of source materials and handouts for use by District managers in administering personnel and employee relations issues. The workshop will begin promptly at 9:00 a.m.

**AGENDA**

8:30  Breakfast

9:00  Welcome: Chancellor José M. Ortiz

9:15 to 11:30  Collective Bargaining
- Human Resources and Employee Relations Staff & Functions
- Three-Year Trend of complaints/grievances filed and processed: July 1, 2011 through June 30, 2014
- Collective Bargaining Primer
- Avoiding negative past practices
- Different Negotiations Models, including Interest based Bargaining

11:30 to 12:30  Hot Employee Relations Issues:
- Common issues in contract administration
- Supervisor's working file (as opposed to personnel file) - How to use it and how not to abuse it
- Management rights - how to dilute managerial prerogatives
PERALTA COMMUNITY COLLEGE DISTRICT
MANAGEMENT WORKSHOP ON
EMPLOYEE RELATIONS ISSUES
July 22, 2014
Student Lounge, Merritt College

- Grievances
  - What is and what is not
  - How to avoid a grievance
  - How to resolve grievances

12:30 to 1:30  Lunch

1:30 to 2:30  Progressive Discipline:
  - What is it and how to implement it
  - What you need to know about discipline of:
    - Classified employees
    - Faculty (regular and part-time)
    - Probationary employees

The Skelly Process:
  - Pre-discipline rights
  - Right of representation

2:45 to 4:00  Documentation of the Discipline Process

Employee Performance Evaluations:
  - Importance of performance evaluations
  - Common management mistakes and how to correct them