

# Welcome to the Legal Services Hotline

*Introduction to the Menu of Services and Resources  
for Using the Program Effectively*

*Provided for SIA and STSIG Members*



SHASTA-TRINITY SCHOOLS  
INSURANCE GROUP

*Managed by*

EYRES  
**ELG** LAW GROUP, LLP



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**Patricia S. Eyres, Attorney at Law**  
**Managing Partner Eyres Law Group, LLP**  
**CEO/Publisher Proactive Law Press, LLC**

Patricia S. Eyres (Patti) is a Phi Beta Kappa graduate of Stanford University (B.A. with Distinction 1974). She earned her law degree from Loyola Law School (J.D. cum laude 1977). Patti calls herself a “recovering litigator,” who knows first-hand the value of paying attention to prevention. After spending 18 years devoted exclusively to defending companies in the courtroom, she resolved to help business leaders recognize potential legal landmines **before** they explode into lawsuits. She brings a unique and practical perspective to the critical legal issues impacting the workplace.

Patti manages legal services hotline programs for Schools Insurance Group (SIG), North Bay Schools Insurance Authority (NBSIA), CSAC-EIA members and its JPA members. The SIG and NBSIA hotline programs are in their twelfth consecutive year.

Patti supervises the firm’s specialized employment and education law practices, guiding entities through in a wide range of employment-related actions involving return-to-work, reasonable accommodation and leave of absence requirements. She provides concrete and privileged legal advice on how to conduct and document key HR and personal processes, from the interactive process and leave authorization and RTW, to internal misconduct investigations, disciplinary actions and due process procedures. She serves as an independent harassment/discrimination investigator, and trains HR professionals to conduct misconduct investigations. She is a recognized expert in helping guiding public agency and private industry employers through their critical compliance process. She is the author of ***The Interactive Process Manual for California School Districts*** (now in its 4<sup>th</sup> Ed. 2018); ***Managing Multiple Leaves of Absence for Public Entity Employers*** (in its 3<sup>rd</sup> edition 2016), a variety of specialized manuals for school districts and county offices of education. She is also the author of a variety of specialized desktop references and training materials for administrators and supervisors.

As CEO/Publisher of Proactive Law Press, LLC, which is headquartered in Sedona, Arizona, Eyres supervises the production and publication of books, training materials educational products for business owners, public school administrators, front-line leaders, HR and Risk Managers.

**Eyres Law Group, LLP**

The firm offers a specialized law practice focusing exclusively on helping employers to proactively manage their employment practices in an increasingly regulated and risky environment. Eyres Law Group advises clients in all aspects of employment law from recruiting and hiring through performance management, discipline and termination decisions. In addition to drafting enforceable policies and procedures, guiding employers through their personnel practices and developing defensible documentation, the firm provides an array of specialized training programs and other resources for executives, front line leaders, HR specialists and risk management professionals.

This material is intended to provide descriptive and illustrative information about your array of hotline services. The materials and presentation are not legal advice on any particular matter. To receive specific and privileged advice on particular matters, consult the Eyres Law Group—SIA/ ST-SIG Legal Hotline

Hotline Direct: 602-448-4051

[peyres@eyreslaw.com](mailto:peyres@eyreslaw.com)

# Welcome to the Legal Services Hotline

## *Introduction and Tips for Using the Hotline Effectively*

*Legal Services Hotline Program  
Launching July 1, 2019*

*Provided by*



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Comprehensive Legal Services and Resources: Legal advice, step-by-step process guidance, recommendations on personnel decisions, policy review and guidance on updating procedures, crafting and editing documentation, timely education, print resources, and more

Using the Hotline Effectively: How to contact the hotline and what you can expect from ELG's legal professionals in a privileged and confidential context

Program Particulars: Procedures and communication protocols; usage update

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## Introducing your Comprehensive Program of Employment and Education Law Services

- Relationship-driven legal services;
- Provided by SIA & STSIG for all districts and county offices of education;
- Managed by Eyres Law Group - Patricia S. Eyres, Managing Partner
  
- Members have **immediate and regular access** to privileged legal services: process guidance; answers to general questions and advice on specific matters; policy review & revision; drafting & editing personnel documentation; informational resources & training; and support for the range of labor law, employment practices challenges facing California school districts and county offices of education.
  
- Not a “ basic Q&A help line.” We provide *responsive, confidential, timely legal expertise on employment and education law and policies.*

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## SIA-STSIG Hotline Program Objectives *Real-Time Help with Real-World Workplace Issues™*

- Assistance and direction on personnel decisions and actions;
- Reinforce knowledge for HR and risk management staff;
- Provide concrete legal advice and editing of documentation;
- Assist with advice and guidance to district leaders;
- Identify strategies for training for district or dept. leaders and staff;
- ***Advice and guidance on process integrity;***
- Provide concrete advice on conducting internal investigations;
- Review policies and procedures and recommend updates;
- Advise on policy enforcement and compliance; and
- Provide regular updates on laws affecting school districts and COEs.

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## What Monthly Services are Available? Major Program Components

- Legal advice/services hotline – unlimited access;
- Real time, step-by-step guidance and ongoing support;
- In-Depth assistance with documentation: drafting and editing;
- Policy review, analysis and recommendations for updates;
- Monthly newsletter customized for public entities;
- Executive summary of key judicial decisions and principles;
- Monthly webinar: timely, informational and strategic;
- Periodic “Breaking News Alerts” on compliance issues;
- Quarterly bulletins with policy and process updates; and
- Procedural manuals for interactive and LOA processes.

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## Frequently Asked Questions about the Legal Services Hotline Program

1. What is the “hotline” and how does it work?
2. Who manages the program and who may access the hotline?
3. What monthly services are available to members?
4. Can department heads and administrators access the hotline?
5. How is district confidential information accessed and managed?
6. How is attorney client privilege protected?
7. What can you expect in anticipated turnaround time?
8. What to do if you have an emergency HR problem?

*A separate handout with a full description of the hotline program and resources is attached to this material.*

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## What is the Hotline?

### Real Time Assistance with Daily Personnel Practices and Actions

- The Hotline is much more than simply a help line for Q&A. In a privileged relationship, we advise, guide, counsel, coach, and draft or edit documentation necessary to handle the matter appropriately.
- Regular follow up as necessary.
- Answering general questions – both basic and complex;
- Preparing talking points for interactive process or discipline meetings;
- Crafting or reviewing outlines for internal investigations;
- Review and editing of PIPS or disciplinary actions;
- Writing and editing correspondence to employees or physicians;
- Crafting or reviewing documentation;
- Assistance with managing leaves of absence documentation;
- Help with customized designation letters, templates and forms.

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## Unlimited Ability to Contact the Hotline for Legal Advice, Guidance and Support

- **Unlimited communications (telephone calls, email and faxes)** from each district's designated contacts, for answers questions as they arise on legal and regulatory compliance and policy enforcement .
- Return to work, modified duty and reasonable accommodations;
- Leaves of absence management , tracking and coordination;
- Ed. Code specifics on leaves and other issues;
- Harassment and retaliation law and policies;
- Investigation and corrective action policies and procedures;
- Performance management and discipline;
- Review and advice on policy specifics and recommended updates;
- Legal research, opinion memos, & coordination with district counsel;
- Policy enforcement, or related employment practices.

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## How Does the Hotline Work?

- Answers to general questions by email or telephone, including conference calls with multiple department or school site representatives.
- In depth assistance with specific matters, with as much follow up as necessary. Also includes all help with follow-up documentation. Initial request for assistance may be by email or phone.
- Many issues may be resolved with a single call or email exchange.
- Others require several email exchanges to obtain additional information, review relevant records, or conduct conference calls that include front line leaders. No limit on number, length, or complexity of district matters. district never receives a bill from ELG.

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## Privileged and Confidential Communications with Experienced Legal Counsel

- Step-by step-coaching and advice in a privileged context to member district contacts for employment law processes, actions, decisions and documentation.
- Documentation Review, Analysis, Crafting and Editing for all types of personnel records, correspondence, personnel actions or other records, writing or editing documentation.
- Hands on Assistance, Process Guidance and Legal Advice for return to work and stay at work processes, reasonable accommodation decisions, internal investigations, disciplinary actions and other HR decisions.
- Policy and Contract Review for updating, liability and insurance issues

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## Maintaining Attorney Client Privilege for Legal Consultation and Advice

- Members authorized SIA to engage ELG through a Master agreement covering all services provided under the program and to administer the program.
- Each enrolled entity receives a separate “engagement letter” to assure that attorney client privilege applies to hotline communications involving legal advice and guidance, where appropriate. All fees are covered by master SIA agreement.
- Strict confidentiality will be maintained for all communications, entity records and documentation management.

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## Who May Access the Hotline?

- All SIA & STSIG members are eligible.
- Contacts include the district HR department, business office, Superintendents, Asst. Superintendents, department heads and administrators.
- Each participating SIA & STSIG members may designate as many contacts as appropriate from HR, Risk Management, Business Office or other departments.
- Additional individuals within each district will be involved in conference calls and other communications, working through the designated contacts – primarily to preserve attorney client privilege.

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## Examples of Hotline Services

### *Return to Work and Stay at Work*

- Assistance with identifying triggers for the interactive process;
- Help, as necessary, coordinating on workers' comp claims;
- Step-by-step assistance clarifying ambiguous work restrictions;
- Prepare talking points and outlines for interactive process;
- Prepare or edit interactive process documentation;
- Specific guidance on individual accommodation decisions;
- Help with drafting Accommodation Plans;
- Guidance on updating and implementing early RTW programs;
- Advice on PIPs and disciplinary actions for people with disabilities;
- Guidelines for emphasizing policy enforcement for leaders;
- *Coordinating district procedures with Interactive Process Manual.*

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## Examples of Hotline Services

### *Leaves of Absence Management*

- Answers to basic or complex questions on legally mandated leaves;
- In depth guidance on specific enforcement issues;
- Guidance on managing concurrent and consecutive leaves;
- Crafting compliance procedures for job-protected leaves;
- Analysis for coordinating legal and contractual rights;
- Help with reconciling conflicting policies and contracts;
- Assistance with customized designation letters and forms;
- Advice on LOA policy development and enforcement;
- Advice on legal and practical issues with repetitive absences;
- Help with do's and don'ts for front line leaders;
- Guidance on preventing leave interference and retaliation claims.
- ***Coordination with new Leave of Absence Manual.***

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## Examples of Hotline Services *Performance Management and Discipline*

- Advice on specifics for PIPs and performance evaluations;
- Review and editing of Notices of Intent to Discipline;
- Review, editing and advice on disciplinary actions;
- Guidance on due process requirements;
- Review of your district's policies or MOU on disciplinary actions;
- Guidance on identifying the scope for internal investigations;
- Advice on conducting / documenting misconduct investigation;
- Legal advice to assure that due process standards are followed;

### Dismissal decisions and documentation

- advice, guidance, documentation for probationary releases;
- help with process and implementation for permanent employees

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## Examples of Hotline Services *Investigation Preparation and Guidance*

- Advice on when investigation is required;
- Guidance on establishing scope of investigation;
- Help with identifying witnesses;
- Addressing misconduct or policy violations;
- Complaint processes and procedures;
- Witness interview outlines;
- Guidance on reaching credibility conclusions;
- Advice on when to use external neutral fact-finders;
- Policy crafting and enforcement advice;
- Help with discipline and due process considerations;
- *Guidance for retaliation prevention – before, during and after*

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## Examples of Policies Reviewed

- Disability management procedures – industrial claims and non-industrial.
- Parental leave policies, coordination of Ed. Code provisions.
- Harassment prevention policies, including bullying and abusive conduct;
- Complaint and investigation procedures;
- Paid sick leave, Kin Care, child care emergencies, other protected time off ;
- Return to Work Program descriptions and details;
- Records retention policies and procedures;
- Injury & Illness Prevention Programs and violence prevention policies;
- Personnel policy statements, classified employee handbooks;
- Management directives;
- SOPs for drug testing and Drug Free Workplace policies;
- Nepotism policies, ethics policies, management directives;
- Wage policies and procedures, including overtime and business travel;

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## Examples of Forms/Procedures Reviewed for Hotline Users

### Leaves and Accommodations

- Individualized leave designation letters
- Templates for a variety of leave and accommodation processes
- Reasonable Accommodation Medical Provider Questionnaires
- Letters to employees at all stages of interactive process
- Customizing checklists, forms, and tools in from manuals

### Internal Investigations

- Memoranda documenting results of internal investigations
- Internal investigation reports and witness interviews
- Confidential/Privileged Legal analysis memos for Boards
- Notices ending leaves of absence or changing accommodations

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## Comprehensive Services for Employment Practices Risk Management and Liability Prevention

- Advice on the full range of relevant risks – law and policy;
  - Guidance on addressing workplace conflicts;
  - Managing personnel records compliance;
  - Guidance on managing employees with “protected activities”
  - Whistleblower protections under labor and education laws;
  - California Education Code compliance;
  - Social media, digital communication policies and BYOD policies;
  - Privacy, confidentiality and related issues involving district records;
  - California Public Records Act compliance issues.
- Never hesitate to contact your SIA & STSIG hotline. If a matter is beyond the scope of the hotline, ELG will direct you to the appropriate resources.

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## Coordination with Defense Counsel on WC and Litigation Matters and District Outside Counsel

- Most hotline matters do not require participation of your district’s counsel. However, if a matter is identified as reasonably foreseeable litigation, we will alert our district contact(s) and will coordinate with your designated outside counsel. This assures effective pre-litigation strategies and litigation hold/evidence preservation compliance.
- ELG also communicates, as necessary, with defense counsel engaged by on WC matters, litigation defense counsel or your district’s outside counsel, in order to implement the objectives of this program.

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## Regular Monthly Webinars

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- Monthly webinars customized exclusively for K-12 school districts and COEs.
- Special bonus webinars on very significant matters.
- Each webinar is supported with written materials which may be downloaded and distributed within participating member entities. This may include both text/checklist and slide materials.
- *A separate handout with the upcoming webinar schedule is attached to this material.*

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## Webinar Topics on Key and Repetitive Hotline Issues

### Interactive Process and Reasonable Accommodations

- How to Effectively Use the IAP Manual
- Odors and Allergies in California Workplaces: Accommodation Issues
- Coping with the Rising Tide of Mental Health Claims
- Tips for Tackling Conditions of Pregnancy
- Handling Accommodations with Chronic Health Conditions
- Introduction to updated LOA Manual and Newest CFRA Regulations

### Workers Comp

- Impact of the Opioid Epidemic in the Workplace
- How to Discipline Employees with Current or Recent WC Claims
- Early RTW Programs for Individuals with Temporary Restrictions
- Impact of Obesity on Managing Industrial and Non Industrial Claims
- Yearly: Critical Issues in Workers' Comp: Legislation and Litigation Update

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## Upcoming Summer Webinar Topics for SIA and STSIG Members

- July 31st: *Leading within Legal Limits without Pain and Without Lawsuits: How HR Must Partner with District Leaders for Legal Compliance*
- August 29th: *Tackling Bitterness, Bullying, Boredom and Burnout: Sources of Mental Health Challenges in District Workplaces, and How to Implement Proactive HR Strategies to Avoid Claims and Promote Wellbeing*
- September 12<sup>th</sup>: *How to Identify & Comply with Public Schools' Integrity Laws and Maintain Public Trust: A Potpourri of Proactive Policies for Districts and COEs including Nepotism, Transparency, Whistleblowing and More*

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## Upcoming Fall Webinar Topics for SIA and STSIG Members

- October 17th: *Recap of all the new Legislation for the Coming Year: Labor, Employment, Education laws and Constitutional protections for public employees*
- November 14th: *In-Depth Focus on Workers' Comp: Cutting Edge Developments with Industrial Injuries and Proactive Strategies for Claims Management*
- December 12<sup>th</sup>: *Annual Legal and Policy Update: 2019 in Retrospective and 2020 Prospective Trends*

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## Monthly Exclusive Print Resources

- **Attention to Prevention News:** ELG provides a customized digital newsletter exclusively for this program, addressing timely issues that directly affect public entities. The newsletter is published mid-month.
- Special issues of the newsletter are published periodically with Breaking News Alerts, Quarterly case law and regulatory updates, and more.
- Primary and secondary contacts are automatically on the transmission list. Entities may designate unlimited numbers of additional staff for distribution lists.

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## Attention to Prevention News

- Monthly publication covering labor, employment, education and public sector law and policy – with prevention strategies. (3 months of samples attached to webcast as handouts)
- Legislation: Updates and analysis of pending bills, explanation of statutory amendments, guidance on necessary procedural and compliance requirements, and policy particulars.
- Regulation: Highlights of proposed and adopted regulations, analysis of potential impact, compliance advice, and policy particulars.
- Litigation: In-depth analysis of relevant judicial decisions affecting public sector workplaces.

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## Manuals and Desktop Guides' Offered in PDF Version

- Managing Multiple Leaves of Absence for California School District Employers;
- Interactive Process Manual for California School Districts;
- Administrators' Desktop Guide to Return to Work, Stay at Work and Key Personnel Management Processes

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## All Print and Training Resources Published by Proactive Law Press, LLC

- Proactive Law Press LLC: The publisher of print and digital resources for Eyres Law Group.
- Resources will keep you focused on managing and not litigating. User friendly desktop tools offer streamlined strategies for coping with legislative and regulatory compliance.
- ELG, SIA & STSIG and each member district will be licensed on an exclusive basis to use and distribute internally (to staff in departments, district offices, facilities and school sites) the newsletters, webinar materials and other resources provided under this program. Distribution externally is prohibited without written authorization by ELG & SIA - STSIG.

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## Services Not Included in the Master Hotline Program

- ELG attorney attendance at an interactive process meeting;
- Conducting investigations, in-person witness interviews;
- Development of Personnel Handbooks and procedures manuals;
- Live workshops customized for individual entities;
- Webinars customized for individual district leaders;
- Preparation of responses to EEOC or DFEH complaints;
- Preparation of responses on wage and hour claims;
- Representation as counsel in litigation.

Supplemental services for individual entities available upon request, and subject to separate engagement. A 20% courtesy fee reduction (hourly fees or project basis) will apply for participating SIA & STSIG members.

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## A Word About this Material

This handout accompanies a webinar for SIA and STSIG pool members. While the information is accurate and up to date, it is not intended to, and does not constitute, legal advice.

For specific legal advice on any matter, whether in any current matter or merely anticipated, use the legal help line or contact a qualified attorney.

You can reach Patti Eyres for hotline questions and requests for information:

Direct dial: 602-448-4051

[PEyres@Eyreslaw.com](mailto:PEyres@Eyreslaw.com)

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## **Eyres- SIA and STSIG Employment and Education Law Hotline Program** *Real-Time Help with Real World Problems™*

### **Welcome to Your Legal and Policy Hotline Services for 2019-2020**

We welcome SIA and STSIG members to the Hotline Program, managed by Patricia S. Eyres, we are ready to provide SIA AND STSIG member districts with an expanded array of services and resources. The Hotline combines legal advice and process guidance with hands-on assistance for developing documentation, writing appropriate letters, managing required processes (interactive process, leave of absence, investigations and discipline) and related personnel decisions.

#### ***The Hotline is Entirely Relationship Driven***

- District HR specialists, business officials and administrators develop a trusting and professional relationship with Patti Eyres, who manages the SIA AND STSIG hotline program and provides counsel, guidance, legal advice, support and hands-on daily assistance to all of your district's needs within the scope of the defined services. You will continue to work directly with Patti as often as your individual needs dictate, on matters both general and employee specific.
- All communications are personalized, privileged, and responsive and will assure that you can trust the Hotline and Eyres Law Group to guide you through the challenging areas of employment and education law and personnel practices. No question is too "basic." There are no limits on how often you may contact the Hotline, or how many follow ups you may have to assure that your matter is handled and resolved promptly and completely.
- The substantive scope of the Hotline comprehensively covers legal and policy matters involving labor and employment law. There may be some issues beyond the scope of the Hotline, and we will advise where to obtain answers. Never hesitate to contact the Hotline first to determine if your question, issue or matter may be addressed through this program.

#### ***Your Menu of Services for 2019-2020***

1. **Unlimited calls and emails.** Eyres Law Group provides answers to employment and education law questions as they arise, as well as guidance and advice on all aspects of the liability risks that may arise in school district work environments. on all aspects of employment law, policy enforcement, and regulatory compliance. This includes all of the following: return to work and reasonable accommodations, conducting and documenting the interactive process, managing multiple leaves of absence, designating, documenting, stacking and tracking leaves of absence, handling internal harassment and retaliation complaints, conducting and documenting investigations, performance management and disciplinary actions.
2. **Initiated communications with each district:** In the first 30 days of the program, Patricia S. Eyres, Managing Partner will initiate contact with member districts to assess issues and to provide an opportunity for coaching and one-on-one guidance, as necessary.

3. **Real-time, intensive assistance with daily personnel actions.** The Hotline is much more than simply a help line for Q&A. Through a privileged relationship, Patti Eyres and her team provide advice, counseling, coaching and legal drafting including writing and editing of documentation, preparing talking points for disciplinary actions, outlines for internal investigations, writing of disciplinary actions, assistance with managing concurrent and consecutive leaves of absence and other personnel actions. All of these services are included in the package of services provided by SIA AND STSIG, with no direct billing to the district.
4. **Step-by-step confidential coaching and advice:** In each individual matter involving a hotline question, Eyres take you through employment law decisions and subsequent actions, *including review and analysis of documentation*. This work is performed directly by our experienced attorneys, so it is cloaked in the attorney-client and work product privileges, where they apply), writing or editing documentation and other legal counseling and/or advice, as appropriate, hands on coordination of leaves of absence, vetting new policies, recommendations for contract negotiations, and other liability issues.
5. **Conducting and Documenting Internal Investigations:** The hotline service includes support and assistance to SIA AND STSIG member district HR departments and Superintendents who are conducting investigations of internal complaints and/or employee misconduct. Services include:
  - consultation and advice on the scope of the investigation;
  - prepare investigation plans and advice on documenting the plan;
  - prepare outlines and/or scripts for witness interviews;
  - review and analysis of witness interview notes;
  - phone and email consultation with district investigators to prepare for and debrief interviews;
  - prepare plans for identifying documentary evidence and review of documentary materials;
  - consultation on final investigation reports and memoranda to the Board, as necessary; and
  - legal advice and drafting assistance on disciplinary actions, as necessary to support the conclusions
6. **Monthly webinars:** We provide members with a monthly webinar on timely topics that includes comprehensive materials. Enrollment is open to all SIA and STSIG members and the webinars are recorded and available with a password exclusively for SIA and STSIG.
7. **Newsletters, breaking news alerts and other resources:** Eyres Law Group, in partnership with Proactive Law Press, LLC, provides special bulletins and memoranda on court cases, legislation and regulations that impact California school districts, including compliance requirements, employment policies and procedures. This includes periodic updating of checklists, documentation templates & forms.

Hotline direct line: 602-448-4051 ▲ E-mail: [peyres@eyreslaw.com](mailto:peyres@eyreslaw.com)

### About Eyres Law Group

Eyres Law Group, LLP has managed the SIA AND STSIG Hotline for twelve years and counting. We help you to proactively manage employment practices and train HR, risk managers, directors and administrators to lead within legal limits. We guide you through the maze of compliance requirements for making non-discriminatory decisions on return-to-work and reasonable accommodations, managing multiple leaves of absence, handling complaints, conducting internal investigations, documenting discipline, and developing defensible documentation. Our specialized employment and education law services include crafting policies and procedures and step by step guidance through the myriad regulatory requirements governing the workplace.

The firm's acclaimed legal hotline advises California school districts and public agencies in all aspects of employment law from recruiting and hiring through performance management, discipline and termination decisions. In addition to drafting enforceable policies and procedures, guiding employers through their personnel practices and developing defensible documentation, the firm provides an array of specialized training programs and other resources for superintendents, administrators, directors, department heads, front line leaders, HR specialists and risk management professionals.

The firm's specialized Education law practice, guides public school districts through in a wide range of workplace and classroom issues, focusing on both law and policy. We work extensively with K-12 public school districts to assure their compliance with the Education Code and overlapping Federal and State laws that govern school district workplaces.



**Patricia S. Eyres**

Managing Partner, Eyres Law Group, LLP  
CEO/Publisher, Proactive Law Press, LLC

Patricia S. Eyres (Patti) is a Phi Beta Kappa graduate of Stanford University (B.A. with Distinction 1974). She earned her law degree from Loyola Law School (J.D. Cum Laude 1977). Patti calls herself a “recovering litigator,” who knows first-hand the value of paying attention to prevention. After spending 18 years devoted exclusively to defending companies in the courtroom, she resolved to help business leaders recognize potential legal landmines **before** they explode into lawsuits. She brings a unique and practical perspective to the critical legal issues impacting the workplace.

Patti also supervises the firm's specialized Education law practice, guiding public school districts through in a wide range of employment-related actions involving return-to-work, reasonable accommodation and leave of absence requirements. She consults with school districts on how to conduct and document the interactive process, internal misconduct investigations, disciplinary actions and due process hearings. She serves as an independent harassment/discrimination investigator, and trains HR professionals to conduct misconduct investigations. She is a recognized expert in helping guiding public agency and private industry employers through their critical compliance processes for evaluating workplace reasonable accommodations, making return to work decisions and managing multiple leaves of absence.

Patti is the author of the ***Interactive Process Manual for California School Districts*** (1<sup>st</sup> Edition 2007, 2<sup>nd</sup> Ed, 2010, 3<sup>rd</sup> Ed. 2014), the ***Comprehensive Guide to Managing Multiple Leaves of Absence for California School Districts*** (1<sup>st</sup> Edition 2009, 2<sup>nd</sup> Ed. 2016), and the ***Administrator's Desktop Guide to Return to Work, Reasonable Accommodations and Leaves of Absence*** (2016).

Hotline direct line: 602-448-4051 ▲ E-mail: [peyres@eyreslaw.com](mailto:peyres@eyreslaw.com)



**Eyres Law Group Contact Information Form  
SIA /STSIG Participating Members in Employment and Education Law  
Hotline Program**

**SAVE FORM WITH YOUR DISTRICT OR COE NAME AS THE FILE NAME and  
RETURN COMPLETED FORM TO: [peyres@eyreslaw.com](mailto:peyres@eyreslaw.com)**

District or COE: \_\_\_\_\_

Primary Physical Mailing Address: Street: \_\_\_\_\_

Rm/Suite/Dept: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

District Website: \_\_\_\_\_

**Primary Contact:**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

Preferred Email Address: \_\_\_\_\_

Secondary Email Address (if desired): \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Direct Line: \_\_\_\_\_

Fax: \_\_\_\_\_ Confidential Fax (if applicable): \_\_\_\_\_

Mailing Address (if different): Street: \_\_\_\_\_

Rm/Suite/Dept: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Secondary Contact:**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

Preferred Email Address: \_\_\_\_\_

Secondary Email Address (if desired): \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Direct Line: \_\_\_\_\_

Fax: \_\_\_\_\_ Confidential Fax (if applicable): \_\_\_\_\_

Mailing Address (if different): Street: \_\_\_\_\_

Rm/Suite/Dept: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**District or COE Departments:** (Identify all Departments participating in hotline program)

Is there a District-Wide Employee Handbook?  YES  NO

Provide online link, if applicable: \_\_\_\_\_

Do separate Departments have Employee Handbooks?  YES  NO

Provide online link, if applicable: \_\_\_\_\_

Are governing policies accessible on website?  YES  NO

If yes, provide link or website address: \_\_\_\_\_

Are leaves of absences policies accessible on district website?  YES  NO

If yes, provide link or website address: \_\_\_\_\_

Does your entity collective bargaining agreements available?  YES  NO

Provide link & password/ access code \_\_\_\_\_

OPTIONAL: provide email addresses for other staff to receive monthly newsletters:

\_\_\_\_\_

OPTIONAL: identify topics of interest for monthly webinars:

\_\_\_\_\_

OPTIONAL: identify areas of particular interest for hotline assistance:

\_\_\_\_\_

**SAVE FORM WITH YOUR DISTRICT OR COE NAME AS FILE NAME and**

**RETURN COMPLETED FORM TO: [peyres@eyreslaw.com](mailto:peyres@eyreslaw.com)**