



Hotline Serving SIG Members
FY 2006-07 to 2023-2024



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Eyres- SIG Employment and Education Law Hotline Program
Real Time Help with Real World Problems™

Welcome to Your Expanded Legal, HR, and Policy Hotline Services for 2023-2024

As we begin the **18th consecutive year** of the Schools Insurance Group Hotline Program, managed by Patricia S. Eyres and Eyres Law Group, LLP, we are ready to provide SIG 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

- HR specialists, business officials and administrators develop a trusting and professional relationship with Patti Eyres, who manages the SIG 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.

Menu of Services for 2023-2024

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:** Due to the rapid changes in workforce composition within California school districts, Patti 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 SIG, with no direct billing to the district.
4. **Real-time assistance with bullying/abusive conduct complaints and investigations,** challenging work environments, review and guidance on updating current policy language and new mandated policies.
5. **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. **Added based on hotline trends:** hands on coordination of concurrent and consecutive leaves, COVID-related regulatory and statutory requirements that are continually updated, vetting new policies and processes, employment specific language for contract negotiations, and liability issues.
6. **Conducting and Documenting Internal Investigations:** The hotline service includes support and assistance to SIG member district HR departments and Superintendents who are conducting investigations of internal complaints and/or employee misconduct. **This is an added service, based on hotline trends** and the FEHA regulations. Services include:
 - consultation and advice on the scope of the investigation;
 - prepare investigation plans and advice on documenting the plan;
 - prepare outlines and/or talking points 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
7. **Webinars and NEW short video topics of the month:** We continue to provide members with webinars on timely topics, and member districts receive safety credits for demonstrated participation. This year, we are launching **a new resource: regular video clips with concise, streamlined single topic content for busy administrators, directors and supervisors.**
8. **Assistance with LOA and other sections of collective bargaining agreements**
9. **Assistance with Policies and Procedures updates,** including all aspects of employment law.
10. **Manuals, Templates, Breaking news alerts:** Eyres Law Group through its affiliate Proactive Law Press, LLC, provides manuals, forms, special bulletins, checklists, documentation templates.

Hotline direct line: 602-448-4051 ▲ E-mail: peyres@eyreslaw.com

About Eyres Law Group

The firm has managed the SIG Hotline **for eighteen 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 (Patti)

Managing Partner, Eyres Law Group, LLP and 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 (separate manual for public entity employers)*, the *Comprehensive Guide to Managing Multiple Leaves of Absence for California School Districts (separate manual for public entity employers)*, the *School Administrator's Desktop Guide to Return to Work, Reasonable Accommodations and Leaves of Absence* and *Smart Litigating with Computers*

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