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MEMORANDUM

DATE: March 19, 2014

TO: Hotel Association of New York City, Inc.
Labor Relations Members
General Managers, Human Resources Directors and Controllers

FROM: Kane Kessler, P.C.
Labor and Employment Law Department

RE: Human Resources Directors Training Program

Our Human Resources Director Training Program focuses on educating Human Resources Directors new to the New York City Hotel Industry and refreshing current Directors in the key areas of labor relations. This program addresses a number of important topics, including, but not limited to evaluating discharge and discipline; handling meetings with the Union; dealing with Union information requests; Union visitation; hiring; recognizing past practice; making changes in work assignments and combination jobs and other topics.

We are scheduling another training for Monday, April 21, 2014 at 3:00 p.m. at the DoubleTree Suites by Hilton – Times Square in the Times Square Room on the 6th Floor. The DoubleTree Suites by Hilton – Times Square is located at 1568 Broadway, New York, New York.

We look forward to seeing you on April 21st.

Thank you.

cc: Joseph E. Spinnato, Esq.
Geoffrey A. Mills, Chairman