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**MEMORANDUM**

**DATE:** October 5, 2016

**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

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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 a Human Resources Directors Training for **Monday, November 7, 2016 at 2:30 p.m. at the InterContinental New York Times Square, in the Union Square Park room on the Ballroom level.** The Hotel is located at 300 W 44th St, New York, NY 10036.

We look forward to seeing you on November 7.

cc: Joseph E. Spinnato, Esq.  
Vijay Dandapani, Chairman