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MEMORANDUM

DATE: February 14, 2017

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, combination jobs and other topics.

We are scheduling a Human Resources Directors Training for **Monday, March 6, 2017 at 2:30 p.m. at the Lexington Hotel, Speakeasy Room on the Mezzanine level.** The Hotel is located at 511 Lexington Avenue at 48th Street, New York, NY 10017.

Space is somewhat limited, so we ask that only H.R. personnel attend. As you know, we have the Labor Training Seminars for Management Staff, which can be arranged through our office.

We look forward to seeing you on March 6th.

cc: Vijay Dandapani, President and CEO
Hervé Houdré, Acting Chairman