

Public Employment Relations Board
PO BOX 2074, ESP Agency Bldg. 2, Floor 20
Albany, NY 12220-0074

RESUME OF PANEL ARBITRATOR

FULL NAME: Carol M. Hoffman, Esq.
CITY, STATE, ZIP: Glen Cove, New York 11542
OCCUPATION: Arbitrator/ Mediator/ Fact Finder

EDUCATION:

University at Albany, New York Bachelor of Science – Cum Laude 1973
Albany Law School of Union University – Juris Doctor 1976
Cornell ILR Scheinman Institute for Conflict Resolution – Labor Arbitrator Certificate 2011

PROFESSIONAL AFFILIATIONS:

American Arbitration Association Labor Arbitrator Roster
NYS PERB Voluntary Grievance Arbitration Panel, Mediator and Fact Finder
NYS PERB Pro Bono Labor Arbitrator Panel
Federal Mediation and Conciliation Service Labor Arbitrator Roster
American Arbitration Association Storm Sandy Mediator
Cornell ILR Roster of Mediators
New Jersey State Board of Mediation Labor Arbitrator Roster
Nassau County District Court Arbitration Panel
Nassau County Bar Association Arbitrator and Mediator Panels (commercial and labor)
Nassau County Commercial Division Mediator Panel and Special Discovery Master
NYS Office of Court Administration Part 137 Fee Arbitration Panel
Eastern and Northern District New York Arbitrator and Mediator Panels
Long Island Labor and Employment Relations Association – Board Member 2011-present
Nassau County ADR, Labor and Employment, Education and Lawyers Assistance Committees
New York State Bar Association and ABA ADR and Labor and Employment Law Committees

ARBITRATION EXPERIENCE & TYPES OF ISSUES OR GRIEVANCES DISPOSED OF:

Full time neutral since 2008 after over 25 years experience as an advocate. Public and private sector labor arbitrations through AAA, FMCS, NJSBM, NYC Transit, NJ Transit, NYS PERB Pro Bono Labor Arbitrator Panel; Suffolk County PERB; NYS Education Department 3020-a hearings, primarily east coast from New York to Florida. Experience with grievances and arbitrations as an advocate and an arbitrator with affirmative action; arbitrability; absenteeism; age discrimination; bargaining unit work; clinical practice plans; conduct (both on and off duty); discipline and discharge; contract interpretation; correction officers; disability discrimination; electricians union; drug and alcohol offenses; employee evaluation plans; faculty issues; federal contract employees; holiday pay; increments/steps; insurance; grievance administration; health and safety; hiring practices; hospital staff; incentive pay; insubordination; job classification; job performance; job posting/bidding; just cause; layoffs/ bumping/ recall; leaves; management rights; nurses; police and sheriffs; past practices; promotion; professional development plans; race,sex and national origin discrimination; recruitment and retention; religious discrimination; salary; school teachers, administrators and staff; seniority; sexual harassment; slowdowns; subcontracting, tenure/reappointment; time and attendance; transportation, union recognition and certification; union security; union time off; vacation pay; welfare funds; work stoppages.

MEDIATION & FACT-FINDING EXPERIENCE:

Mediated labor disputes in towns, villages, school districts and library systems with staff, teachers, administrators, clerical, custodial, and security personnel. Conducted fact finding hearings and wrote reports and recommendations in disputes in school districts, towns and library systems. Mediated community, insurance and commercial disputes including real estate and partnership cases. Mediated internal board governance issues as counsel to municipalities and handled mediation for Governor's Office of Employee Relations with the NYS Police Bureau of Criminal Investigation.

OTHER RELEVANT OR EQUIVALENT EXPERIENCE:

Served as chief negotiator in more than 50 collective bargaining agreements with units ranging from teachers, administrators, office staff, police, custodians, bus drivers, nurses, paraprofessionals, library staff, public safety officers and security personnel. Adjunct faculty member in Division of Business at Molly College - 2010-2012, teaching Human Resources and Business Law. Special, labor and general counsel to municipalities handling contract administration and grievance processing, unfair labor practices and employment discrimination cases. Served as Assistant Counsel in the Governors Office of Employee Relations and as Assistant Attorney in the NYS Education Department in Albany, New York.

PER DIEM FEE: \$ 1,500.00

ADJOURNMENT FEE: Full fee due if cancellation is within 14 calendar days of scheduled hearing.

SUBMITTED BY ARBITRATOR Carol M. Hoffman, Esq. on July 24, 2015.

**Public Employment Relations Board
PO BOX 2074, ESP Agency Bldg. 2, Floor 20
Albany, NY 12220-0074**

BILLING DISCLOSURE STATEMENT

ARBITRATOR'S NAME: Carol M. Hoffman, Esq.

The following is a description of my fees and expenses:

A) HEARING TIME.

- (1) My per diem is \$1,500.00 for each day or any part thereof spent hearing a case.
- (2) If a hearing day exceeds eight hours, I charge a prorated per diem.

B) STUDY TIME.

- (1) I charge \$1,500 for each day spent in preparation of the opinion and award.
- (2) This charge will be prorated for partial days devoted to such preparation.

C) TRAVEL TIME AND EXPENSES.

- (1) When travel time plus hearing time exceeds 12 hours in a calendar day, I may charge a prorated fee.
- (2) I charge for actual, travel-related expenses incurred in connection with the case.

Where appropriate, a mileage charge for auto travel will be billed at the prevailing IRS rate.

(3) When the scheduled hearing day(s) requires an overnight stay, there is no additional charge other than for lodging and subsistence.

D) POSTPONEMENT OR CANCELLATION FEES.

A fee of \$ 1,500.00 will not be charged unless I receive notice of a postponement or cancellation:

Within 14 calendar days of the scheduled hearing date

E) ADDITIONAL CHARGES. I charge separately for expenses incurred in connection with the following:

- | | |
|--|-----------------------------|
| Docketing (describe): | <input type="checkbox"/> No |
| Duplication | <input type="checkbox"/> No |
| Fax | <input type="checkbox"/> No |
| Finance or late payment charge (describe): | <input type="checkbox"/> No |
| Postage | <input type="checkbox"/> No |
| Secretarial | <input type="checkbox"/> No |
| Telephone | <input type="checkbox"/> No |

F) GENERAL TERMS.

(1) Billing for fees and expenses will be divided equally between the parties unless otherwise required by the collective bargaining agreement or the conditions of the appointment.

G) OTHER INFORMATION/COMMENTS:

SUBMITTED BY ARBITRATOR Carol M. Hoffman, Esq. on July 24, 2015

IMPORTANT

THIS FORM IS NOT INTENDED TO SUGGEST THE SERVICES FOR WHICH AN ARBITRATOR SHOULD OR SHOULD NOT CHARGE. IT PRESENTS THE MOST RECENT INFORMATION PROVIDED BY THE NAMED ARBITRATOR TO THE NEW YORK STATE PUBLIC EMPLOYMENT RELATIONS BOARD, WHICH BEARS NO RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED ON THE FORM, OR FOR VARIANCES IN ACTUAL PRACTICE BY THE ARBITRATOR.