

# SAN DIEGO CHAPTER

**The Society for Design Administration**

*An Affiliate of the American Institute of Architects*

*The Society for Design Administration advances management and administrative professionals in the A/E/C industry.*



PO Box 121667  
San Diego, CA  
92112

## HR Risk Management Part II Compliance and Best Practices in 2010

April 15, 2010

Conducted by:

Sandra W. Rugg, SPHR-CA,

Director of Human Resources,  
Cavignac & Associates

Hosted by:

Cavignac & Associates

Please join us in the second installment of *Compliance and Best Practices in 2010*. Sandee will continue to discuss information related to: hiring, orientation, training, retention, employee development, appropriate discipline, employee handbook, legal compliance knowledge, layoffs/reductions in force, classification of employees, and leaves of absence, among others.

**Date:** Thursday, April 15, 2010  
**Time:** Lunch: 11:30-12:00 P.M. Presentation: 12:00-1:00 p.m.

**Questions?** **Jamie Shirey 760.445.4959**

**Location:** Cavignac & Associates, 450 B Street, 18<sup>th</sup> Floor, San Diego, 92101

**Cost:** **Meeting Fees:** Members \$20; Member Firms & AIA Members \$25;  
Non-Members \$40; Late Registration \$50

**RSVP by:** 5:00 p.m., Thursday, April 8, 2010

Fax this form to: Kacie Watt @ 619.235.0522 or email reservation to:

[kacie@studioearchitects.com](mailto:kacie@studioearchitects.com)

**Name(s):** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*Please specify if you require a vegetarian meal*

*Because our meetings are catered, 24 hours' notice is required for all cancellations.*

*No shows will be billed.*

***Sandra W. Rugg, SPHR-CA***

***Director of Human Resources  
Cavignac & Associates***

Sandee Rugg is the Director of Human Resources for Cavignac & Associates. Since graduating from the University of San Diego with a BA in Psychology, Sandee has focused her business management career in the area of Human Resources.



Sandee spent many years working in the legal industry as a Director of Administration and Director of Human Resources. In 1996 she formed a consulting firm, providing human resource and business management advice to local law firms and local businesses.

She joined Cavignac & Associates in 2006 as Director of Human Resources. In that role she manages the agency's day to day HR concerns and provides HR risk management support to Cavignac clients.

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