

CAROL M. HOFFMAN, ESQ.

Arbitrator / Mediator/ Special Master/ Independent Workplace Investigator

Contact information: phone (516) 818-8804 email:cmh@cmhadr.com

PROFESSIONAL AFFILIATIONS and PANEL MEMBERSHIPS:

American Arbitration Association Labor Arbitrator Roster
AAA Storm Sandy Mediator
Eastern District New York Storm Sandy Mediator and Arbitrator Panels
NYS Public Employment Relations Board Mediator/ Fact Finder Panel
NYS PERB Labor Arbitrator Panel
Federal Mediation and Conciliation Services Labor Arbitrator Roster
Long Island LERA Board of Directors 2012 - present. Officer: 2017- present.
New Jersey State Board of Mediation Labor Arbitrator Roster
Cornell Roster of Mediators
Nassau County Bar Association Mediator and Arbitrator Panels
Nassau County Supreme Court Commercial Division Mediator Panel/ Special Discovery Master
Nassau County District Court Arbitration Panel
NYS Office of Court Administration Part 137 Fee Arbitration Panel
Nassau County Bar Association Conciliation Committee
Nassau County Bar Association Vice Chair Alternate Dispute Resolution Committee 2012-2014
Association for Conflict Resolution, Long Island LERA Board Secretary, NYSBA Member
USDC Northern District, Arbitrator, Mediator and Neutral Evaluator

EDUCATION:

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

CERTIFICATIONS:

Admitted to New York Bar 1977
Commercial Mediator New York 2011
Labor Arbitrator Certificate Cornell ILR 2011
Part 36 Receivership Training Suffolk County Bar Association September 16, 2015

MEDIATION / LABOR RELATIONS EXPERIENCE:

Full time neutral since 2008, as Mediator, Arbitrator, Special Master, Investigator and Trainer. with over 30 years prior experience as an advocate and labor negotiator.

2008-Present: AAA Labor cases, FMCS Labor Arbitrations; New Jersey Transit/ NJSBM, Arbitrator Nassau County District Court; NYSOCA Part 137 Fee Arbitrations; Mediator in Commercial Division,

AAA and Eastern District Storm Sandy Programs. Special Discovery Master, Commercial Division, Nassau County Supreme Court, NYC Transit Authority Labor Arbitrator Panel 2012-13, and workplace independent investigator.

2009-11: Adjunct Faculty, Human Resources Management and Business Law, Molloy College, Division of Business.

1981-2008: General, Labor and Special Counsel to municipalities, serving as Chief Negotiator for public school districts and other municipalities in negotiations with New York State United Teachers, Civil Service Employees Association, UPSEU, Teamsters, Police Benevolent Association and other unions which represented public employees including police officers, teachers, administrators, bus drivers, paraprofessionals, nursing staff, security guards, office staff, custodial staff and public safety officers. Handled contract administration, grievances, arbitrations, mediations, fact findings and unfair labor practice cases, EEOC complaints, workplace investigations, unit composition, recognition and certification issues. Handled Human Rights cases involving ethnicity, religion and age discrimination.

1979-1981: Served as Assistant Counsel in Governor's Office of Employee Relations, handling contract administration, grievances, arbitrations, mediations and fact findings with NYS Police Bureau of Criminal Investigation and unfair labor practice cases with Correction Officers Union, Council 82.

1976-1979: Assistant Attorney in New York State Education Department's Office of Counsel, handling teachers' rights cases, students' rights cases and special education matters.

ISSUES:

Affirmative Action; Arbitrability; Absenteeism; Age Discrimination; Bargaining Unit Work; Clinical Practice Plans; Conduct(On and Off Duty); Discipline and Discharge; Contract Interpretation; Disability Discrimination; Drug and Alcohol Offenses; EAP issues; Employee Evaluation Plans; Faculty Issues; Holidays; Increments/ Steps; Insurance; Grievance administration; Health and Safety; Hiring Practices; Holiday Pay; Hospital Staff; Incentive Pay; Insubordination; Job Classification; Job performance; Job posting/Bidding; Just Cause; Layoffs/Bumping/Recall; Leaves; Managements Rights; Past Practices; Promotion; Professional Development Plans; Race, Sex and National Origin Discrimination; Recruitment and Retention; Religious Discrimination; Salary; Seniority; Sexual Harassment; Slowdowns; Subcontracting; Tenure /Reappointment; Time and Attendance; Transportation; Union Recognition and Certification; Union security; Union Time Off ; Vacation Pay; Welfare Fund; Work Stoppages.

PUBLICATIONS and PRESENTATIONS:

Contributing Editor in **Discipline and Discharge in Arbitration**, Third Edition, edited by Biren and Brand (BNA Books 2015), Chapter on Discipline and Discharge.

New York Law Journal Outside Counsel Column, May 17, 2002: Speaker and Trainer at numerous legal conferences, including Hofstra University's Annual School Law Clinic for over 15 years. Presented numerous times at School law Conferences, New York State Bar Association Seminars, Nassau County Bar Association Seminars and as Member and Past President of the NYS School Attorneys Association.

Carol M. Hoffman, Arbitrator/ Mediator – Bio

Carol Hoffman has been involved in labor relations for over thirty years and has been a full time neutral since 2008, serving as a labor arbitrator, mediator and fact finder. She started her career as an attorney in the State Education Department in 1976, moved to the Governor's Office of Employee Relations in 1979, and then to private practice from 1981-2008 where she represented municipal clients in negotiations, contract administration, mediation and arbitration. Ms. Hoffman taught Business Law and Human Resources Management in the Business School at Molloy College and has lectured extensively on School Law, Student and Teachers' Rights, employee discipline, governance; has served as a special master for discovery supervision in commercial disputes.

Education: B.S. - State University at Albany, Cum Laude 1973
J.D. - Albany Law School, 1976
Labor Arbitrator Certificate - Scheinman Institute on Conflict Resolution, 2011

Admitted: New York State Bar, 1977
Eastern, Southern, Western, Northern Districts
Court of Appeals and Supreme Court of the United States

Professional Affiliations and Panel Memberships:

American Arbitration Association Labor Arbitrator Roster
AAA Storm Sandy Mediator and Eastern District Storm Sandy Mediator Panel
PERB Mediator/ Fact Finder Panel and Labor Arbitrator Roster
PERB Pro Bono Labor Arbitrator Panel
FMCS Labor Arbitrator Roster (New York and Southeast Regions)
Long Island LERA Board of Directors – 2102 - present
New Jersey State Board of Mediation Labor Arbitrator Roster
Cornell Roster of Mediators
Nassau County Supreme Court Commercial Division Mediator Panel
Nassau County District Court Arbitrator Panel
NYS OCA Part 137 Fee Arbitration Panel
Nassau County Bar Association Mediator and Arbitrator Panels
Nassau County Bar Association Conciliation Committee
Nassau County Bar Association Vice- Chair Dispute Resolution Committee
New York State Bar Association and American Bar Association Committees
Northern District USDC Early Neutral Evaluator, Mediator and Arbitrator

Publications: Contributing Editor in Discipline and Discharge in Arbitration, Third Edition, edited by Biren and Brand (BNA Books 2015), Chapter on Discipline and Discharge.