

**2014 OEAP Annual Resource Conference**  
**Breakout Session: “Essentials of the PA Process”**  
**June 3, 2014**

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**Facilitator: Andy Bensing, OEAP Consultant**

**Purpose**

This session will provide you with an overview on the newly improved and streamlined OEAP Participation Agreement (PA) process that will become effective on July 1, 2014. During this session, you will learn how to use the PA process as a tool in your role as managers, human resources, labor relations and union professionals.

Each of the PA documents will be reviewed and explained fully to help you effectively use the process, the handouts for this session include:

- ❖ Newly revised PA documents
- ❖ Return to Work Certificate
- ❖ Roles and Responsibilities
- ❖ PA Statistical Summary

Also, brief overview will be given on the current PA process to help you understand why this process needed to be changed. The current PA document has been reduced from 12 pages to 2 pages; the document will be able via the OEAP website which will allow you to complete it on-line via a PDF fillable document. Once it is completed it can be emailed directly to the [OEAP@das.ohio.gov](mailto:OEAP@das.ohio.gov) mailbox. Also, the Return to Work Certificate (for drug and alcohol cases) has been revised as well. All PA documents will be available via the OEAP website.

**OEAP PA Group Exercise: 25 minutes**

**Instructions**

- ❖ Each table to assign a scribe and speaker to report out.
- ❖ Use the flip chart paper on the table to write down your table’s responses to the following question:
  - *How has the PA process benefited employees in your agency/institution or could benefit employees?*
- ❖ Use remaining time to report out on exercise (10 minutes).
- ❖ Each table’s speaker provides a report of their table’s responses to the larger group.
- ❖ Facilitator will debrief the exercise by asking a couple of follow-up questions.

**Thanks for your participation!**

**OEAP Team**