

Institute for Labor Studies and Research
PO Box 6031
West Virginia University
Morgantown, WV 26506-6031



2006 Class Selection

Name of Registrant _____

Local Union _____

We do not limit the number of participants a local may send, but we do encourage men and women attending from the same local to select different short workshops (unless selecting all-day workshops) so that their locals will get the most benefit from the school.

Each participant must register for **either** the all-day Basic Grievance Handling **OR** one short workshop and one long workshop. Short workshops generally are selected by the student. Long workshops depend on previous knowledge and experience, but preferences are considered. Indicate your **order of preference** by using a 1, 2, or 3 in the space next to short and long workshops that you want. (Choosing only one does not guarantee admittance to that workshop.)

All-Day Workshop

_____ Basic Grievance Handling

Short Workshop

_____ Handbooks and Manuals

_____ Interviews as Evidence

_____ Labor Law

_____ Local Negotiations

Long Workshop

_____ Advanced Contract Applications

_____ Defense vs. Discipline

_____ Step 2 / Step A Meetings:

Preparation and Presentation

Long Workshop Registration Information

We welcome preferences for the Long Workshop, *but will review student selections* with an eye to your experience. If a different workshop seems more appropriate, instructors will discuss assignment with students to arrive at the most suitable match. To facilitate this process, please provide the following information:

Grievance handling experience _____ years?/months? Number of grievances you've processed _____

Number of members in local _____ Number of members for whom you process grievances _____

Experience in the grievance process Step 1/Step A Step 2/Step B Step 3 appeals Arbitration
advocate

Have you previously attended this training program? Yes No

If yes, which class(es) have you taken? (*check as many as apply*)

- | | | |
|---|---|--|
| <input type="checkbox"/> Basic Grievance Handling | <input type="checkbox"/> Handbooks and Manuals | <input type="checkbox"/> Discipline and Due Process |
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Knowing the Contract | <input type="checkbox"/> Labor Law |
| <input type="checkbox"/> Advanced Contract Applications | <input type="checkbox"/> OWCP (short or long version) | <input type="checkbox"/> Internal Organizing |
| <input type="checkbox"/> Negotiating at the Local Level | <input type="checkbox"/> Surviving the Postal Inspection
Service | <input type="checkbox"/> Steward's Role in Arbitration |

List all other formal training (*note whether local/state/national sponsorship*) _____

Romine Scholarship

Every year, one student from each class is selected by the instructors for special merit based on their performance in the classroom. One of the students will receive the Cecil Romine Scholarship, named for the late APWU National Business Agent who was instrumental in developing this educational opportunity. The winner is selected by the teaching staff and is awarded at the end of the week in the form of a rebate on tuition, not to exceed the double-occupancy registration fee. **All students are eligible for this award, regardless of union affiliation.**

Registration

Postal Labor Unions Summer School -- June 11-16, 2006

To register, complete the personal information form below, mark workshop selections and provide the information that is needed to confirm your long workshop enrollment (see back of page).

\$550, single (1 per room, 2 per bath)
\$515, double (2 per room, 4 per bath)
\$365, commuter (meals, but no lodging)
\$ 25, parking (per car, for the week)

Classes will conclude by 2 p.m. Friday.

For lodging arrangements on Friday night for Saturday departure, contact the Institute for Labor Studies and Research in advance to determine availability.

Prices are per person for indicated lodging options. Single rooms may be limited. Participants must pay registration fees and indicate workshop preferences by Friday, June 3, unless other arrangement are made. Cancellation: After June 2, 75 percent. After June 11, no refund. *Send your registration form and fee promptly – some course enrollment is limited.*

Accommodations

Lodging and dining accommodations are at Stalnaker Hall, an historic dormitory residence overlooking the West Virginia University campus in Morgantown. Most events will be held at Stalnaker Hall, where rooms are arranged in a suite (two bedrooms share a large bathroom). Additional information about the facility will be included in your confirmation after your registration is received. You also will receive a map and driving directions; WVU is located about 75 miles south of Pittsburgh, Pa. Morgantown Municipal Airport has daily commuter flights; the nearest large airport is Pittsburgh International. If you have additional questions, call the WVU Institute for Labor Studies and Research at 1-800-499-0486 or 304-293-3323.

Parking

A limited number of parking spaces is available near Stalnaker Hall. To reserve your parking space, you must pre-pay the \$25 parking fee. Parking is assigned on a first-come, first-served basis. Please be sure that your local, if responsible, takes care of your parking arrangements. Very little on-street parking is available near Stalnaker Hall.

Individual Information

Name _____
Title _____
Address _____
City, State, Zip _____
Phone (day) _____
E-mail _____
Preferred roommate/suitemate _____

Type of room
 Single Double Commuter
 Male Female
 Smoker Non-smoker

Parking permit needed? Yes No

Registration Fee \$ _____
Parking _____
Total \$ _____

Send check, made payable to West Virginia University (or simply WVU), to
Sarah Etherton
Institute for Labor Studies and Research
710 Knapp Hall
PO Box 6031
Morgantown, WV 26506-6031

Additional Registrations

If additional registrations are needed, photocopy this form or supply this information on a separate sheet of paper. Remember to include workshop selections and relevant information for each participant.

2006 Workshop Descriptions

All-Day Workshop

Basic Grievance Handling

A traditional course for beginning stewards, this class provides an overview of the contract through its analytical approach to recognizing violations of the collective bargaining agreement and deciding which provisions could apply in a given circumstance. Students also learn to investigate and process grievances, and enforce the contract through Article 15. Also addresses rights and responsibilities of shop stewards. *A laptop computer that will read CDs is helpful, but not required (a limited number will be available).*

Short Workshops

Handbooks and Manuals

Analyzing the provisions of Article 19, focusing on handbook and manual strategies to grievance handling. Learn how to find the provisions you need and how to apply regulations to support contractual enforcement. This class also delves into contract language, application, and research techniques. Hands-on experience with electronic versions of handbooks and manuals, to focus on quick and efficient retrieval of information the new-age way. A laptop computer that will read CDs is helpful, but not required (a limited number will be available during class for those not able to bring their own).

Interviews As Evidence: The Strategic Investigative Strategy

This class will examine in detail the interview as the vital tool in a steward's investigative arsenal. Particular emphasis will be placed on the incorporation of the interview -- as evidence -- into a grievance appeal. Strategic question formulation and the actual interview process will also be covered. *The class is recommended for stewards and representatives with prior grievance investigation and processing training.*

Labor Law

Labor law impacts every aspect of the workplace from wages, hours, workplace surveillance to discrimination, sexual harassment and your right to take family or medical leave. This class helps you know your rights and how to protect them.

Local Negotiation Preparation and Techniques

New approaches to bargaining require local committees to get the members involved, since they are the union's true source of power under current political and economic conditions. The course covers the three stages of bargaining: preparation, negotiation and finalization. Finally, practice sessions are included to get a "hands-on" feeling for bargaining.

Long Workshops

Step 2 / Step A Meetings: Grievance Improvement Before, During And After

Students should be identified as their Local's Step 2 or Branch Step A Designee or simply an *experienced* shop steward seeking to improve the quality of the grievances they assemble. Students will review/verify/determine completeness or the needs of a grievance packet advanced by a Shop Steward to the Union's Step 2/Step A Designee as well as tips and techniques for success in that meeting.

Advanced Strategies for Contract Issues

This class provides training and group discussions with In-depth analysis of specific issues, focusing on common problem areas and problem-solving techniques. *Assumes previous experience and training in grievance processing.*

Defense vs. Discipline: The Strategies Of Due Process And Just Cause

This class will examine in detail the necessary arguments and best defenses when discipline is initiated. Particular emphasis will be placed on the pre-disciplinary interview as well as examination of arbitral history in discipline cases and utilization of the interview in formulating defenses. *The class is recommended for stewards and representatives with prior grievance investigation and processing training.*