

## WVU's labor studies program

### hits half-century mark

*This is a milestone year for labor education at West Virginia University.*

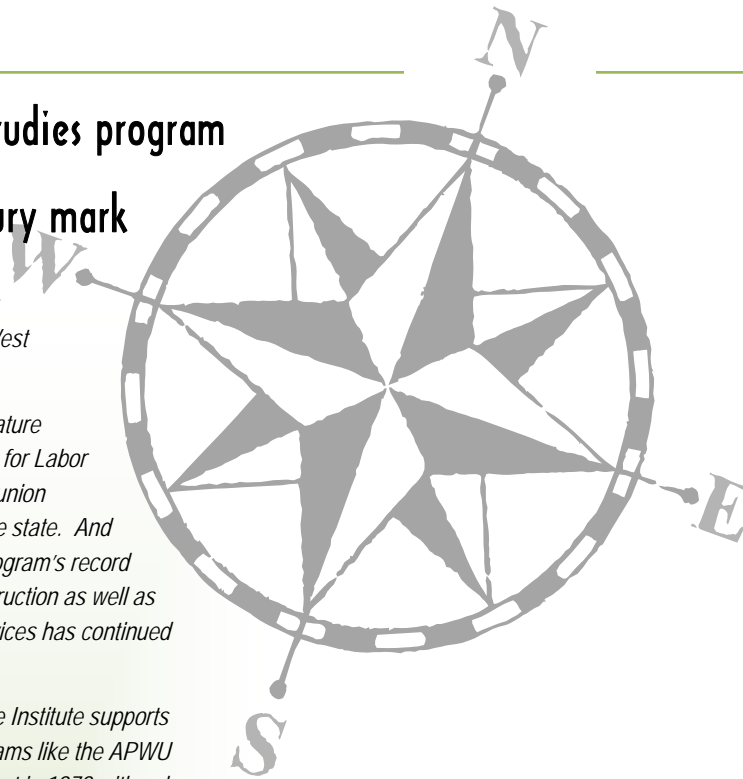
*In 1959, the state legislature established the Institute for Labor Studies as a service to union members throughout the state. And for five decades, the program's record of university-quality instruction as well as research and other services has continued without interruption.*

*One of the ways that the Institute supports unions is through programs like the APWU Summer School, held first in 1979 with only a handful of instructors and barely a dozen and a half students. The name change to Postal Labor Unions Summer School in 1995 emphasizes unity among workers.*

*Through profound changes in the union movement and the faces of labor, the faculty have worked closely with the state's labor movement to promote the growth of unions and the well-being of workers. Adding "research" to the name in the 1990s highlighted the range of assistance available.*

*Today, the Institute for Labor Studies and Research has six full-time faculty members who teach and study subjects ranging from grievance handling to strategic planning, and from labor law to political action — and a host of subjects in between.*

*In 2009, ILSR looks forward to another half century of partnership with the labor movement in West Virginia and throughout the region.*



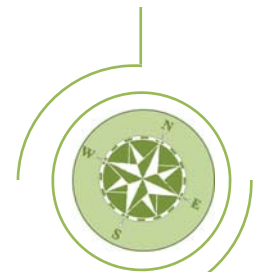
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# Postal Labor Unions

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## SUMMER SCHOOL



June 21-26, 2009

West Virginia University  
Morgantown, WV

# 2009 Workshop Descriptions

## Short Workshops

## Long Workshops

### Roadmap To Winning

The strategic step by step grievance investigation, development and presentation process through compartmentalization of facts, evidence, CBA reference and argument. Also discussed will be newly developed grievance appeal and meeting record forms as well as Step 2 Hearing strategies. *Recommended for the steward who has completed Basic Grievance Handling at the Postal Labor Unions Summer School.*

### Handbooks and Manuals

Analyzing provisions of Article 19, focusing strategies for grievance handling, students learn how to find and apply regulations to support contract enforcement. The class delves into contract language, application, and research methods with hands-on use of electronic versions of handbooks and manuals. *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

Development of effective interviews through strategic preparation and formulation techniques. Incorporation of the interview – arguably the greatest single, untapped investigative resource – as invaluable, irrefutable evidence into grievances. *Recommended for the steward who has taken Basic Grievance Handling at this summer school.*

### 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.

### Article 12 Excessing CBA Enforcement of the Process – A Study in Strategy Tactics

Continuing the step-by-step Method to prevent involuntary excessing with recommended evidence elements, remedies and arbitral reference. Will also include addressing Function 4 issues, abolishments and reassignments within the installation.

### What's That You Say?

Advocating for members in a grievance meeting, or for the union in a public forum, strengthens labor. Learn more about how to speak effectively, as well as how words can be framed to work against workers in setting the public agenda.

### All-Day Workshop

#### Basic Grievance Handling

Designed for beginning stewards, this class takes an analytical approach to recognizing contract violations and deciding which provisions could apply in a given circumstance. Students also learn to investigate and process grievances, enforce the contract through Article 15, and about rights and responsibilities of shop stewards. *A laptop computer that will read CDs is helpful, but not required (limited number will be avail-*

### 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.*

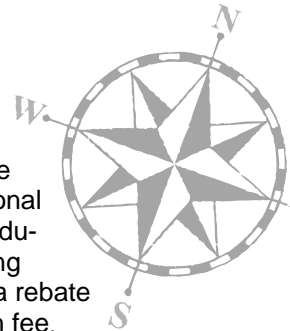
### Our Role in Arbitration

Experienced stewards and officers will learn how grievances work their way through the process to an arbitrator. This course begins when the case is scheduled for hearing and follows through closing arguments, and uses many examples to show what the steward did and how it helped the advocate – or not. Language, protocol, direct and cross examination, and opening and closing arguments are included. A hands-on, fast-paced experience this class requires hard work, dedication and some homework. *This is NOT a certification class for arbitration advocates. Students must have taken basic and advanced grievance handling courses.*

## 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.*



# 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? (*circle one*)

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*)

- Basic Grievance Handling
- Discipline and Due Process
- Knowing the Contract
- Advanced Contract Applications
- Negotiating at the Local Level
- Handbooks and Manuals
- Arbitration
- Labor Law
- Surviving the Postal Inspection Service
- Steward's Role in Arbitration

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

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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 the all-day workshop) 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
- \_\_\_\_\_ Roadmap to Winning
- \_\_\_\_\_ Article 12 Strategy
- \_\_\_\_\_ What's That You Say?

### Long Workshop

- \_\_\_\_\_ Advanced Contract Applications
- \_\_\_\_\_ Step 2 / Step A Meetings: Grievance Improvement
- \_\_\_\_\_ Defense vs. Discipline
- \_\_\_\_\_ Steward's Role in Arbitration

# Registration

Postal Labor Unions Summer School – June 21-26, 2009

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).

\$600, single (1 per room, 2 per bath)      Classes conclude by 2 p.m. Friday.  
\$560, double (2 per room, 4 per bath)  
\$405, commuter (meals, but no lodging)  
\$ 25, parking (per car, for the week)

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 5, 75 percent. After June 12, 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 commuter flight service; 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 a parking space, you **must pre-pay** the \$25 parking fee (per car, not per person). 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 \_\_\_\_\_  Male  
Title \_\_\_\_\_  Female  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (day) \_\_\_\_\_  
E-mail \_\_\_\_\_

Type of room     Single             Double             Commuter  
                          Smoker             Non-smoker

Preferred roommate/suitemate \_\_\_\_\_

Parking permit needed?     Yes     No

Registration Fee	\$ _____
Parking	_____
Total	\$ _____

Send check, made payable to West Virginia University (or simply WVU), to

Sarah Stevenson  
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.