

Postal Labor Unions Summer School

Knowledge •
Solidarity •
Commitment •

32 years of dedication

From its beginning in 1979, this educational program has focused intently on the specific needs of union members in the U.S. Postal Service.

A special strength of the summer school is its consistent ability to develop instructors who have come up through the union ranks. All have extensive experience in the union and most have been students of the summer school, making them uniquely qualified to understand the issues that face the stewards and officers who now are their students.

The heart of the curriculum is the grievance process, with the essential goal to foster skills and viewpoints that support the union and the labor movement. Although workshops are built around the steward's role, PLUS also makes room for concerns and events that affect the labor movement broadly.

The inspiration of National Business Agent Cecil Romine, a West Virginia native, the APWU Summer School set out on its ambitious course with only a handful of instructors and barely a dozen and a half students.

The 1995 name change to Postal Labor Unions Summer School emphasizes unity among workers and common purpose of their unions.

The Institute for Labor Studies and Research is proud to sponsor this exceptional educational opportunity on the campus of West Virginia University.



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June 6-11, 2010

West Virginia University

Morgantown, WV

2010 Workshop Descriptions

Short 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.*

New Workshop

Current Maintenance Issues

Learn about issues affecting the Maintenance Craft and how those issues affect the Union as a whole, and the importance of protecting the custodial staff of postal facilities during the downsizing of the USPS. Learn how staffing is calculated and when assignments become eligible for withholding for displaced bargaining unit employees. Class will examine how mail processing and facility maintenance staffing is determined. Students will learn strategies for combating the ever-present threat of maintenance services subcontracting.

Long Workshops

Step 2 / Step A Meetings: Better Grievances Before, During, 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.

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. *Recommended for stewards and representatives with prior grievance investigation and processing training.*

Our Role in Arbitration

Experienced stewards and officers learn how grievances work their way through the process to an arbitrator. Course begins when the case is scheduled for hearing and follows through closing arguments, using 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. *NOT a certification class for arbitration advocates. Students must have taken basic and advanced grievance handling courses.*

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 available).*

Commitment • Solidarity • Knowledge



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)*



2010

Class Selection

Name of Registrant _____

Local Union _____

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

_____ Roadmap to Winning

_____ Handbooks and Manuals

_____ Interviews as Evidence

_____ Maintenance Issues

Long Workshop

_____ Defense vs. Discipline

_____ Our Role in Arbitration

_____ Step 2 / Step A Meetings

Assemblies

Each day begins with an assembly that supplements classroom learning. Topics are chosen from the issues facing Postal union members today, such as the impact of Article 12 and "standby" manipulations, or dealing with abusive supervisors. In addition, an Open Forum is offered one evening so that students can ask instructors about specific problems — so that everyone can learn.

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 those students will receive the Cecil Romine Scholarship, named for the late APWU National Business Agent. The award is in the form of a rebate on tuition, not to exceed the double-room registration fee. *All students are eligible.*

Registration

Postal Labor Unions Summer School – June 6-11, 2010

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).

- \$625, single (1 per room, 2 per bath)
- \$585, double (2 per room, 4 per bath)
- \$430, commuter (meals, but no lodging)
- \$ 35, parking (per car, for the week)

Classes conclude
by 2 p.m. Friday

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 in a city parking garage, within walking distance of Stalnaker Hall. To reserve a parking space, you **must pre-pay** the \$35 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

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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.