



**Keith J. Hill, NVP
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MEMORANDUM

TO: 3rd District Local Presidents and Secretary/Treasurers

FROM: Keith J. Hill , National Vice President

DATE: August 4, 2009

SUBJECT: THIRD DISTRICT LEADERSHIP TRAINING/SEMINAR

The Third District, in cooperation with the National Office, is sponsoring a District Leadership Training/Seminar at the Holiday Inn, Harrisburg West, 5401 Carlisle Pike, Mechanicsburg, PA 17050. Travel days are Monday, October 19, and Friday, October 23, 2009. Training will begin Tuesday, October 20.

For your information, enclosed is a program agenda, workshop selection form, an administrative leave request form, summary of courses and directions. Please read this memorandum at your next meeting and, encourage your members to attend. The cut-off date for registration is September 28, 2009 .

The registration fee for this training/seminar is \$200.00 **per delegate**. Checks should be made out to **AFGE Third District** and sent to the attention of Linda Albanese, AFGE, Third District Office. The fee covers breakfast, lunch, course materials, and administrative costs.

Hotel rates are \$80.00 per room, per night, excluding tax and occupancy fees. There are no refunds if you leave early. **Please let them know you are from AFGE, 3rd District.**

You can make reservations by calling the hotel at **1-800-772-7829**. The cut-off date for making reservations will be Monday, September 28, 2009. **Reservations and/or rates cannot be guaranteed after this date.** **Make reservations early.**

We are looking forward to seeing you at this most important training session. Please call the office, (570) 883-9572, should you have any questions.

Attachments

KJH/la

Memorandum

TO:

FROM:

DATE:

SUBJECT: ADMINISTRATIVE LEAVE REQUEST FOR UNION-SPONSORED TRAINING PROGRAMS

The intent of the Federal Service Labor-Management Statute (5 USC 7101 et seq) is to maintain constructive and cooperative relationships, between labor organizations and management officials, and to provide employees with an opportunity to participate in the formulation and implementation, of personnel policies and practices, affecting the conditions of their employment. It has been established and mutually agreed upon that there is an advantage to the agency as well as the Union officers and representatives are knowledgeable, in the respective rights and obligations, of labor organizations and agency management.

The program outline has been prepared to help resolve problems that may arise for Local Union and management officials in granting administrative leave to our members to attend training programs. In Bureau of Alcohol, Tobacco, and Firearms, 45 FLRA 339, 362-367, 45 FLRA No. 30, (1992), Provision 7, the FLRA held that administrative time for travel and attendance, at Union sponsored training, is negotiable (legal). To underscore the importance of this use, it is appropriate to point out that the FLRA reached this conclusion using two "theories", in the event that either rational was incorrect.

The theories are that use of administrative time for this purpose is either an exception to the management rights law, or an appropriate arrangement that does not excessively interfere with management rights. Thus, the district training is both legal and in the interest of the agency. In the same case, Provision 4, the FLRA held that the use of official time to prepare reports that required by any federal law (not only DOL laws) was negotiable/legal. Thus, if the Union training were going to include any training on preparing LM reports, etc., the use of administrative time would come under provision 7 and the application of the training would further performance of federal requirements under provision 4. Therefore, it is requested that administrative leave be granted to employees for their attendance and participation in this AFGE Training Program.

AFGE 3rd District Training/Seminar
October 20 through October 22, 2009

REGISTRATION FORM

Name: _____ Local No.#: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: (W): _____ (C): _____

Registration Fee: Per Person **\$200**. Make check payable to **AFGE THIRD DISTRICT**; and mail to the attention of Linda Albanese, AFGE 3rd District Office, 2007 Highway 315, Suite 202, Pittston, PA 18640, before the deadline date of **Monday, September 28, 2009**.

Monday, October 19, 2009

4:30 p.m. – 6:00 p.m. - Registration

7:00 p.m. – 8:00 p.m. - Orientation

Workshops - (Pick One)

Tuesday, Wednesday, Thursday – October 20 to October 22 - 8:30 a.m. to 4:30 p.m.

1. _____ **Stewards Training/Advanced Stewards Training**
Instructor: Joseph Corcoran, AFGE National Representative
2. _____ **Financial Officers Training**
Instructor: Sandy Williams, AFGE Special Assistant
(Class size extremely limited. Return selection ASAP for this course.)
3. _____ **Arbitration Training**
Instructor: Andres Grajales, AFGE, Assistant, General Counsel
4. _____ **Local President Training**
Instructor: Keturrah Raabe, AFGE, FSED
5. _____ **Effective Writing and Communications**
Instructor: Michael Victorian



Please make a copy of this form, pick a workshop and return the information required to the Third District Office as soon as possible.

TRAINING COURSES

1. Basic & Advanced Steward Training

This is a three day course that will benefit both new and experienced union representatives. The Basic Steward portion will focus on the primary duties and responsibilities of an AFGE shop steward with concentration on the steward's role in solving workplace problems and representing AFGE members in the negotiated grievance procedure. The Advanced Steward segment will take a more in depth look at the statutory framework for the AFGE steward's job and will include an in depth examination of union and employee rights under the Federal Labor Management Relations Statute.

2. Financial Officers Training

This three (3) day course is a Standardized Accounting Program offered through the use of QuickBooks for AFGE's Financial Officers. We have tailored this system to AFGE Locals and Councils by developing the Chart of Accounts and setting up the company for our Locals and Councils. Through the use of this system, it is now easy for our Locals to address the annual reporting requirements with the Department of Labor and the Internal Revenue Service. This class is hands-on with computers brought in for each participant. Also, this is an accredited class with the National Labor College and each participant is eligible to receive 2 credits toward their continuing education.

3. Arbitration Training

Prepares the student in responsibilities of a Union representative in administering a negotiated contract. The subject matter includes a study of the grievance and arbitration procedures with techniques for preparing, presenting and briefing arbitration, the criteria for filing and the procedure used by AFGE National in processing exceptions to Arbitration Awards. Analytical studies will be made of selected arbitration awards.

4. Local President Training

This three (3) day session is designed for new local presidents. Participants will identify the basic roles and responsibilities of local officers, explore AFGE's structure, procedures and practices, name the components involved in running an effective meeting, and investigate non traditional methods of contract negotiations through the use of contract campaigns. This session does not offer college credit through the NLC.

5. Effective Writing and Communications

This course is designed for students interested in improving their writing skills. Students write narrative, descriptive, expository and argumentative essays. Structure and organization of essays will be stressed, and outlining and basic grammar will be reviewed. Whenever possible, readings and the subject matter of the assigned essays will be related to the day-to-day concerns of union staff and officials. Union leaders are required by the nature of their work to speak publicly in both formal and informal settings. This course will enhance the union official capacity to meet these situations.

AFGE 3rd District Training/Seminar

Holiday Inn, Harrisburg West
5401 Carlisle Pike
Mechanicsburg, PA 17050

October 19, 2009 through October 22, 2009

Agenda

Monday

October 19, 2009

4:30 pm to 6:00 pm
7:00 p.m.

Registration
Orientation

Workshops

Tuesday, Wednesday, and Thursday October 20, 2009 through October 22, 2009

8:30 a.m. – 4:30 p.m.

Steward Training

Joseph P. Corcoran, NR, AFGE Third District,
Instructor

Financial Officer Training

Sandy Williams, Special Assistant to NST, Instructor

Arbitration Training

Andres Grajales, Assistant General Counsel, AFGE
Instructor

Effective Writing and Communication

Michael Victorian, Instructor

Officers Training

Keturrah Raabe, AFGE FSED
Instructor

Breakfast: 7:00 am to 8:30 am

Lunch: 12:00 noon to 1:00 pm

Breaks: 10:30 am, 2:30 pm

