

Employee Rep 2

Day 1 – Local Operations and Representation (9:00 – 4:30)

Session 1 – Housekeeping/Intro (9:00 – 9:45)

Introductions

- Name
- Local
- Union story

Review agenda

Housekeeping

- Cell phones
- Respectful communication
- Questions: ask as they arise (parking lot will be employed)
- Breaks
- Restrooms
- Emergency plans

Break (9:45 – 10:00)

Session 2 – Resources and Documentation (10:00 – 11:15)

APEA Contacts and Documentation

- APEA-AFT website
 - Board
 - Staff
 - Local documentation

Local Documentation

- CBA
- Bylaws
 - Compare to APEA Constitution *worksheet*
- Employer handbook

Session 3 – Communications (11:15 – noon)

Internal

- Passive
- Active

External

- Management
- General public



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Aspirational

- What have you seen others doing that you want to copy?

Lunch (noon – 1:00)

Session 4 – Meetings (1:00 – 2:30)

New Employee Orientation (1:00 – 1:30)

- Frequency
- Content
- Who runs the meeting?
- Who is invited?

General Membership (1:30 – 2:00)

- Agendas
- Rules of Order
- Doing business
- Best practices

10 Minute (2:00 – 2:30)

- Identify multiple templates
- Current local issues

Break (2:30 – 2:45)

Session 5 – Representation and Grievances (2:45 – 4:15)

Duty of Fair Representation

- Define
- Identify consequences of failure to meet duty

Weingarten Rights

- What is your Weingarten elevator pitch?

Investigation/pre-meeting preparation

- Investigation
 - 5 Ws
 - Documentation
 - Of the actual events
 - Your own notes
- Pre-meeting preparation
 - Employee rights
 - Employee expectations
 - Employee Rep rights and responsibilities

Representation

- Janus: members vs. non-members
- Advising and Counseling
- When to contact APEA staff

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Grievances

- Is it a grievance or a complaint?
- Contract
 - Steps
 - Timelines
 - Ownership at each step
- Arbitrability
 - Review contract
 - Case studies *handout*

Day 1 Q&A/Parking Lot (4:15 – 4:30)

Day 2 – Organizing and Growing (9:00 – 4:30)

Day 1 Debrief (9:00 – 9:30)

Session 6 – Recruitment (9:30-10:15)

New members

- The Organizing Conversation: AHUY
- Direct to documentation
 - Benefits
 - Local
 - APEA (legal trust, health trust)
 - AFT
 - Union Plus
 - CBA
- Make the ASK
 - Attend NEO
 - Join as member

Leaders

- Based on interests
- Based on needs
- Make the ASK
 - Elevate the ASK

Break (10:15 – 10:30)

Session 7 – Inoculation (10:30 – 11:00)

Anti-union Organizations

- Americans For Prosperity
- Project Veritas
- Unionfacts.com

Messaging

- What have you heard or seen?

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- What is deceptive about it?
- How can you proactively counter it?

Session 8 – Bargaining (11:00 – noon)

Role of the ER

- Contract Action Team
- Communicator
- Generate/distribute supportive materials

Negotiating Styles

- Traditional/adversarial
- Interest Based
- Affinity

Phases and Terms

- Research and information requests
- Notice of Intent to Bargain
- Roles
 - Lead Negotiator
 - Notetaker
- Jargon (legal definitions)
 - Proposal/supposal
 - Package
 - Tentative Agreement
 - Impasse
 - Imposed contract
 - Mediation
 - Arbitration
 - Strike

Lunch (noon – 1:00)

Session 8 – Bargaining Continued (noon – 1:00)

Negotiator Selection

- Per bylaws
 - Is your local in compliance?
- Seek representation

Contract Campaigns

- AHUY
- Start small
- What is the goal?

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Session 9 – Mapping and Charting (1:00 – 3:00)

Assessment (1:00 – 2:15)

- The ASK
 - Practice having organizing conversations
- Recency/standardization of assessment
- Review *handout*
- Analyze scenarios

Break (2:15 – 2:30)

Produce and Label Maps (2:30 – 3:00)

- From pre-work: merge map and list of employees
- If assessed, apply colored dots

Session 10 – Next Steps (3:00-4:00)

Collaborative planning (3:00-3:45)

- Within a local (or locals with similar needs), consider one project that ER2 attendees can begin or develop
- Sketch a plan to take to your Board

Debrief (3:45-4:00)

- Share with the group

Day 2 Q&A/Parking Lot/Course Evaluation (4:00 – 4:30)