

Rep100: Introduction to Representation

Required for Certificate.

Representation is central to Local 1000's mission. Its function is to protect the rights of individual workers as they relate to the current contract. This course you will learn how to use the MRC; the duty of Fair Representation and the equality principle. In addition, you'll learn techniques for effective communication and the ABCs of representation.

Requirements: Students are required to take a post test.

Prerequisites: Enrollment in the Leadership Academy

Estimated Time: 30 minutes

Rep110: Reporting and Record Keeping

Required for Certificate.

Since representation is so important to Local 1000's mission, it is also important that the policies around reporting and record keeping are accurate, current and constant. In this course you will learn the best techniques for reporting and you will gain a basic familiarity with all of the forms.

Requirements: Students are required to take a post test.

Prerequisites: REP100

Estimated Time: 30 minutes

Rep200: Legal Rights of Stewards and State Employees

Required for certificate. THIS COURSE IS SPLIT INTO 4 SECTIONS

There are specific rights that go along with being a steward. There are eight important principles behind steward's rights. This course will go through each right and clarify specifically how it applies to the role of a steward.

200.1 - "The Eight Important Principles of Steward Rights"

200.2 - "The Dills Act and Article 2 Rights"

200.3 - "Interviews and Skelly Hearings"

200.4 - "The Skelly Decision"

Requirements: Students are required to take a post test in the final section (200.4).

Prerequisites: REP100, REP110

Estimated Time: 30 minutes per section (2 hours overall)

Rep210: Investigations

Required for Certificate.

Just cause is the standard commonly applied in employee discipline situations. In this course you will learn the questions to ask. Holding management to the Seven Tests can help stewards present a strong defense and win disciplinary grievances at all levels of the grievance procedure.

Requirements: Students are required to take a post test.

Prerequisites: REP100, REP110, REP200

Estimated Time: 60 minutes

Rep220: Effective Grievance Writing

Required for Certificate.

Grievance writing is one of several ways that we represent our members. At the end of this course you should be able to investigate a situation thoroughly, know the timelines necessary to file a grievance, and complete the grievance form accurately.

Requirements: Students are required to take a post test.

Prerequisites: REP100, REP110, REP200, REP210

Estimated Time: 30 minutes

Rep230: Reasons for Illness: FMLA, SDI, Sick Leave and PFL

Did you know that sick leave claims are the most common represented Local 1000 issue? This course will explain the Family Medical Leave Act (FMLA), State Disability Insurance (SDI), and contract Sick Leave and Paid Family Leave (PFL). It will detail the specific coverages that each offer, and then distinguish the differences between them.

Requirements: Students are required to take a post test.

Prerequisites: Enrollment in the Leadership Academy

Estimated Time: 90 minutes

Rep240: Discrimination and Sexual Harassment

This course will get you better prepared to handle discrimination and sexual harassment claims. As such an important issue, this course will give you insight into various applicable statuses, different laws and regulations, the agencies and departments who may be involved, and the precise steps and timelines that must be followed.

Requirements: Students are required to take a post test.

Prerequisites: Enrollment in the Leadership Academy

Estimated Time: 90 minutes

Rep300: Dills Act and ULPs

An in-depth look at the Ralph C. Dills Act and Unfair Labor Practices (ULPs).

Requirements: Students are required to take a post test.

Prerequisites: Student must be a steward.

Estimated Time: 90 minutes

Rep310: How to File an Effective Out-of-Class Grievance

If a member comes to you and says, "I am doing work that is not my normal responsibility, and others get paid more for," then you may have grounds to file an out-of-class grievance. This type of grievance can be among the most difficult to win, so this course will prepare you to maximize your response and actions.

Requirements: Students are required to take a post test.

Prerequisites: Enrollment in the Leadership Academy

Estimated Time: 30 minutes