

SkillBrief	Course	File Name
Active Listening Skills	All	SkBr_ActiveListening.pdf
Building Empathy	All	SkBr_BldgEmpathy
Dills Act	All	SkBr_DillsActFullText
Glossary of Steward Terms	All	SkBr_GlossaryOfStewardTerms
Interviewing Techniques	All	SkBr_InterviewTechniques
Make Time for Training	All	SkBr_MakeTimeForTrng
Policy File - Whole Document	All	SkBr_PolicyFile_Sept_2010
Self-management Skills	All	SkBr_SelfMgmtSkills
Strategies to Build Rapport with Customers	All	SkBr_BldgRapport
Policy File: Division 6	100	SkBr_SEIULocal1000PolicyFile_Div6
Contract Grievance Form	200	SkBr_Form_ContractGriev
Equality Principle	200	SkBr_EqPrin
Equality Principle: Meeting with Management	200	SkBr_EqPrin_MtgWithMgmt
REP200 - Complete Text of this Course	200	SkBr_REP200_WholeCourse
Determining Cause in Discipline and Discharge Cases: Questions to Guide Your Investigation	210	SkBr_QuesForDetermCauseInvestig
Article 6 - Arbitration and AWOL Procedures	220	SkBr_Article6_Arb-AWOL
Article 6 - Grievance Procedures	220	SkBr_Article6_Grv
Article 6 - Grievance, Arbitration and AWOL Procedures	220	SkBr_Article6_Grv-Arb-AWOL
Electronic Intake Form	220	SkBr_Form_ElectronicIntake
Grievance Investigation Worksheet Form	220	SkBr_Form_GrievInvestigWorksheet
Investigatory Meeting instructions : Protocols	220	SkBr_InvMtglInstr_Protocols
Investigatory Meeting instructions : Steward	220	SkBr_InvMtglInstr_StewardInstr
Investigatory Meeting instructions: Employee	220	SkBr_InvMtglInstr_EmployeeInstr
Manual Intake Form	220	SkBr_Form_ManualIntake
Supervisor Calls a Worker in to a Meeting: Employee Instructions	220	SkBr_SupervCallsMtg_EmployeeInstr
Supervisor Calls a Worker in to a Meeting: Protocols	220	SkBr_SupervCallsMtg_Protocols
Supervisor Calls a Worker in to a Meeting: Steward Instructions	220	SkBr_SupervCallsMtg_StewardInstr
Ten Standards for Discipline	220	SkBr_TenStdsForDiscip
Article 8.2 - Sick Leave	230	SkBr_Article8-2_SickLeave
Articles Covering Health Benefits	230	SkBr_Article9_HealthBen
Articles Covering Light/Limited Duty	230	SkBr_Article9-1x_LimitedDuty
Articles Covering Parental Leave	230	SkBr_Article8-4+5_ParentalLeave

Articles Covering SDI	230	SkBr_Article9-17_SDI
Compare Key Provisions of FMLA and CFRA	230	SkBr_FMLA-CFRA_Compare
Family Medical Leave Act (FMLA)	230	SkBr_Article8-1x_FMLA
FEHA compare ADA	230	SkBr_FEHA-ADA_Compare
Final Exam Resource Document	230	SkBr_REP230_Exam_Art8-2_SickLeave
Final Exam Scenario for REP 230	230	SkBr_REP230_Scenario
Medical Information Release Authorization	230	SkBr_Form_MedInfoRelAuth
Required Fitness for Duty letter template	230	SkBr_Ltr_ReqFitnessForDuty
Article 5.7 etc. - Non-Discrimination	240	SkBr_Article5-7+8+9_NonDiscContract
DFEH Employee Complaint Process	240	SkBr_DFEH_EmpCompProcess
DFEH Employment Complaint Flow Chart	240	SkBr_DFEH_EmpCompFlowChart
Employment Complaint Process	240	SkBr_REP240_EmpComplaintProcess
Filing a Charge of Discrimination - Both EEOC and DFEH	240	SkBr_EEOCandDFEH_FilingDiscrimCharge
Filing a Charge of Discrimination - EEOC	240	SkBr_EEOC_FilingDiscrimCharge
How to File a Discrimination Complaint	240	SkBr_HowToFile_DiscrimComplaint_Bklt
Preventing Sexual Harassment: Dos and Don'ts	240	SkBr_REP240_PrevSexualHar_DosDonts
Preventing Sexual Harassment: Employee's Responsibility	240	SkBr_REP240_PrevSexualHar_EmpResp
Preventing Sexual Harassment: Fact Sheet	240	SkBr_REP240_PrevSexualHar_FactSheet
Preventing Sexual Harassment: Questions and Answers	240	SkBr_REP240_PrevSexualHar_QandA
Sexual Harassment: Development of the Law	240	SkBr_REP240_SexualHarDevOfTheLaw
Statewide Resources for Discrimination & Sexual Harassment	240	SkBr_ResourcesDiscrAndSH
How Do I File a ULP Charge Against an Employer or Union?	300	SkBr_REP300_ULP_HowDoIFile
Unfair Practice Charge Form	300	SkBr_REP300_Form_ULPCharge
What are my NLRB Rights?	300	SkBr_REP300_ULP_WhatAreMyRights
What is an Unfair Labor Practice?	300	SkBr_REP300_ULP_WhatIsULP
Article 14.2 - Out-of-Class Grievances	310	SkBr_Article14-2_OOC_GrievPositionAllocProcess.pdf
How to Complete the DPA Desk Audit	310	SkBr_HowToComplete_DPA_DeskAudit
How to file an effective Out of Class Grievance	310	SkBr_HowToFile_OutOfClassGrv
Out Of Class and Position Allocation Grievance Timeline	310	SkBr_OOC_GrievTimeline
Out of Class DPA Form and Desk Audit	310	SkBr_Form_OOC_DPA
Out-of-Class Compensation and Experience Claim Form	310	SkBr_Form_OOC_CompAndExp
State Personnel Board Rule 212	310	SkBr_SPB_Rule212

Link Title	Course	URL
2011 Master Contract	All	<a href="http://seiu1000.org/SEIU_Local_1000_Master%20Agreement_05162011.pdf">http://seiu1000.org/SEIU_Local_1000_Master%20Agreement_05162011.pdf</a>
How to File Various Appeals: State Personnel Board Resources	220, 240, 300, 310	<a href="http://www.spb.ca.gov/legal/appeals/info.htm">http://www.spb.ca.gov/legal/appeals/info.htm</a>
Link to other Local 1000 Grievance Resources	220, 310	<a href="http://seiu1000.org/your-resources/grievance-templates.php">http://seiu1000.org/your-resources/grievance-templates.php</a>
Equal Rights 101 - Video	240	<a href="http://www.spb.ca.gov/civilrights/equalrights.htm">http://www.spb.ca.gov/civilrights/equalrights.htm</a> or <a href="http://dfef.ca.gov/equalrights101">dfef.ca.gov/equalrights101</a>
National Labor Relations Board (NLRB)	300	<a href="http://www.nlr.gov/">http://www.nlr.gov/</a>