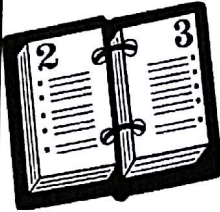


# Labor Education Workshop



## Grievance Representation Workshop



**Date:** Tuesday, January 24, 2017  
- and -  
Wednesday, January 25, 2017

**Time:** 5:30 PM - 6:00 PM Registration  
6:00 PM - 9:00 PM Program

**Location:** Shenendehowa School District  
Transportation Training Room  
970 Route 146  
Clifton Park, NY 12065

### To Register:

Please contact the CSEA Capital Region 4 Office at (518) 782-4400 or (800) 874-7344 to register. A light dinner will be provided. It is important to pre-register as the workshop attendance is used to determine the amount of materials and reservations for meals. **Reasonable accommodations are available upon request. This workshop is open to Region.**

### Workshop Description:

In this basic workshop participants will learn how to work with their contract; examine the grievance procedure; and understand their role and responsibility as a grievance representative. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions Article V, Section 6. **Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA.**

### Who Should Attend:

**Local Government, Private Sector, NYS Authorities and Canals bargaining unit officers and activists** who have little or no experience handling grievances and other violations in the workplace.

### Workshop Goals:

You will learn to:

- Define, investigate and write grievances.
- Identify the actions to be taken to ensure that the Duty of Fair Representation is upheld.
- Use the grievance procedure to process violations of the collective bargaining agreement.
- Learn how to write effective grievances.



### Please Bring Your Contract!!!

Workshop presented by The CSEA Education and Training Department  
Danny Donohue, President  
CSEA, AFSCME Local 1000, AFL-CIO