

National convention shop steward training school



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Lumm**

As we did two years ago in Minneapolis, the NALC is offering a training school for shop stewards at the national convention in Philadelphia. This four-day class will cover all aspects of the grievance procedure, from the investigation of an incident through the arbitration of a grievance. The classes will be offered each afternoon, Monday through Thursday, and are open to all stewards, new or experienced, as well as anyone interested in learning more about the grievance procedure and what a steward does.

As the class progresses through the week, stewards will learn about the various aspects of handling grievances from investigating, preparing and presenting grievances at

Informal A, Formal A and Step B of the grievance procedure, as well as what happens when a case goes to arbitration.

To make the theoretical practical, the class will follow a specific disciplinary case (different from the one in Minneapolis) as it proceeds through the grievance procedure to arbitration. The grievance, which is based on actual events, concerns a letter carrier who is marched off the workroom floor in handcuffs and criminally charged with stealing gift cards from the mail. The OIG has video of him using the stolen gift cards, yet he claims he didn't do it. He also is placed in an off-duty status without pay by the Postal Service while it waits for the investigation to be completed.

A cast of NALC Headquarters staff and experienced stewards, advocates and trainers from around the country will present a series of scenes depicting the various stages of this grievance as it develops and moves through the grievance process. Attendees will receive a grievance file folder on Monday and will be given handouts each day to add to their folder as the week progresses, building the file as it moves through the steps of the procedure.

Monday's class will focus on the basics of the grievance procedure and steward rights as guaranteed under the National Agreement, the National Labor Relations Act, and various court decisions such as *Miranda*, *Weingarten*, *Garrity* and *Kalkines*. As these are discussed, students will observe the steward representing the carrier during his interrogation by agents of the Office of the Inspector General (OIG) and steps the carrier and the steward take following the carrier's arrest for theft.

On Tuesday, the class will cover how to properly investigate a grievance, whom to interview, what documents to review, how to record the investigation, and tools for finding support and arguments for their case. We will also cover how to prepare a grievance for the Informal Step A meeting, including

how to prepare a position page, organize the file and make the meeting happen. We also will cover how to handle problems that may arise during the meeting. The steward will begin the investigation by interviewing various witnesses and officials and requesting documentation from the Postal Service, OIG and the local police department as he or she prepares the grievance for Informal Step A and holds the meeting.

Wednesday's class will cover how to prepare and present a case at Formal Step A, as well as make the appeal to Step B. As these topics are covered, the theft case will move through the Formal Step A and Step B meetings and ultimately be appealed to arbitration by the NBA. Students also will observe the continued development of the theft case as it moves through these steps of the grievance procedure.

On Thursday, the class will be devoted solely to the presentation of a live mock arbitration of the theft case. Students will observe the union and management advocates present opening statements to the arbitrator, do cross-examination of witnesses and offer closing arguments as they use the evidence and arguments that were developed in the case. At the conclusion of the hearing, the arbitrator will render a decision on the case and explain how the evidence that was developed during the processing of the case and presented at the hearing affected the result.

Although it is not required, it is recommended that delegates attending the steward school try to be present each day to experience the entire course so they don't miss out on important developments in the mock case. See you there!

Now accepting applications for the 2015 Leadership Academy

The application period for the 2015 Leadership Academy opened on June 1. Application forms are available at nalc.org or can be obtained from your national business agent's office. Any active member may apply for one of the 60 spots available. Applications must be received at NALC Headquarters by Aug. 31.

There will be two Leadership Academy classes in 2015. Each class consists of three separate weeks of instruction on a variety of subjects. The Academy is held at the Maritime Institute just outside of Baltimore, MD. In addition to the classroom study, students are also required to complete outside learning projects following Weeks 1 and 2. Upon graduation, the students will spend a fourth week working in their national business agent's office.

Class 19 is set for Jan. 11-16, March 22-27 and May 31-June 5. Class 20 is scheduled for July 26-31, Sept. 27-Oct. 2 and Dec. 6-11. Upon selection, students will be advised of the exact schedule. Transportation, room, meals, lost wages and other associated costs while attending the Academy and working in the NBA's office are paid by the NALC.

President Rolando encourages any interested NALC member to submit an application. Those selected will be notified by mail in October.