



Center for Labor Education and Research

University of Hawai'i - West O'ahu

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CLASS SCHEDULE • FALL 2009

All of the classes listed here will be conducted at CLEAR in Room 403. For more information and/or enrollment forms call CLEAR or visit our website at: <http://clear.uhwo.hawaii.edu> and click on the "Classes" button.

LEADERSHIP EFFECTIVENESS TRAINING: 8 sessions. Learn the essential skills for being an effective union leader. Topics will include leadership roles and responsibilities, responding to anti-union comments, dealing with conflict and difficult people, communication skills for talking to management and members in crisis, and strengthening your membership. Instructor: A. Valdez. 6:30 to 9:00 p.m. Tue./Thu., Sept. 8, 10, 15, 17, 22, 24, 29 and Oct. 1. Course Fee: \$80.00

INVESTIGATING DISCRIMINATION COMPLAINTS: 8 sessions. This course will provide an in-depth understanding of all forms of discrimination and hands on practice in learning the basics of complaint investigation. 3 sessions. Instructor: A. Valdez. 6:30 to 9:00 p.m. Mon./Wed., Sept. 9, 14 and 16. Course Fee: \$30.00

PARLIAMENTARY PROCEDURE: 5 sessions. Topics to include quorum, agenda, order of business, progress of main motions, precedence of motions, elections & voting, minutes; conventions and resolution writing. Instructor: W. Puette, Ph.D., RP, CP. 6:30 to 9:00 p.m., Mon./Wed.: Sept. 21, 23, 28, 30 and Oct. 5. Course Fee: \$50.00.

UNION REPRESENTATION: LEGAL DUTIES & RESPONSIBILITIES: 3 sessions. A review of issues related to the duty of fair representation, the "Bill of Rights" for union members and other requirements of labor laws. Instructor: W. Puette, Ph.D. 6:30 to 9:00 p.m. Mon./Wed.: Oct. 12, 14, and 19. Course Fee: \$30.00.

RECESSION, FINANCIAL CRISIS, UNEMPLOYMENT AND LIVING STANDARDS: 4 sessions. An introduction to aspects of the economy of vital interest to labor, including the background of the Global, U.S. and Hawaiian economic crises: who was responsible and the framework for assessing short and long run solutions. Topics include banks and the shadow banking system, regulation, income distribution, unemployment, state budgets unemployment and inflation, the standards of living and the vital role that labor plays in the economy. Instructor: L. Boyd, Ph.D. 6:30 to 9:00 p.m., Tue./Thu.: Oct. 13, 15, 20, and 22. Course Fee: \$40.00.

DISCIPLINARY GRIEVANCES & JUST CAUSE: 3 sessions. Topics include: Weingarten Rights, Due Process, At-Will Employment, Constructive discharge, and "the 7 Tests of Just Cause". Instructor: W. Puette, Ph.D. 6:30 to 9:00 p.m. Mon./Wed.: Oct. 21, 26, and 28. Course Fee: \$30.00.

PREPARATION FOR BARGAINING IN HARD TIMES: 4 sessions. How to measure "real" wages, calculate ability to pay, and the actual "cost" and value of employer & union proposals for both public and private sector collective bargaining. Students are expected to bring their contracts and problems to class. Instructor: L. Boyd, Ph.D. 6:30 to 9:00 p.m., Tue./Thu.: Oct. 27, 29; Nov. 3 and 5. Course Fee: \$40.00.

RIGHTS ARBITRATION: 6 sessions. Topics to include arbitrator selection, case presentation, evidence and proof, witness examination and cross-examination, etc. Participants will prepare and present a mock arbitration. Enrollment will be restricted to students who have already completed CLEAR's Grievance Handling series or possess equivalent experience. [minimum enrollment, 8; maximum enrollment, 20] Instructor: W. Puette, Ph.D. 6:30 to 9:00 p.m., Mon./Wed.: Nov. 2, 4, 9, 16, 18 and 23. Course Fee: \$60.00.

ULPs: 4 sessions. Learn how to recognize, document and write up "Unfair Labor Practices" under the National Labor Relations Act in three core contexts: Organizing, Bargaining, and Representation. Instructor: W. Puette, Ph.D. 6:30 to 9:00 p.m., Mon/Wed: Nov. 30; Dec. 2, 7 and 9. Course Fee: \$40.00.