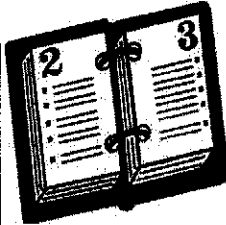
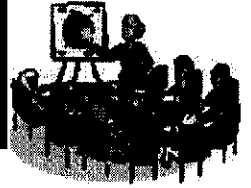


# Labor Education Workshop



## State Government Grievance Representation Recertification Workshop



**Date:** Saturday, February 24, 2018

**Time:** 8:30 AM - 9:00 AM Registration  
9:00 AM - 12:00 PM Program

**Location:** CSEA Western Region 6 Office  
120 Pineview Dr.  
Amherst, NY 14228

### To Register:

Please contact the CSEA Region 6 Office at (716) 691-6555 or (866) 568-7734 to register. A continental breakfast and lunch 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 the Region.**

### Workshop Description:

In this interactive workshop, participants will review fact patterns, conduct an investigation, apply applicable contract language and participate in presenting a grievance. 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:

Officers and activists in State bargaining units (ASU, ISU, OSU) that have completed the basic grievance representation workshop.

### Workshop Goals:

In this workshop, participants will:

- Apply a six-step analysis for investigating and assessing a potential contract grievance.
- Create a narrative/chronology of events leading up to the grievance that includes a listing of the evidence needed to support the union's position.
- Assess and apply relevant contract language, local labor/management agreements and agency policies/practices as part of the investigation process.
- Organize the presentation of a grievance and participate in the presentation of a grievance.



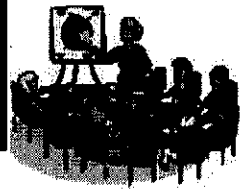
### Please Bring Your Contract!!!

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

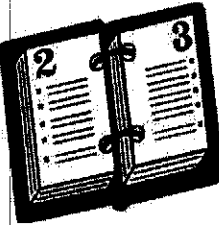
# Labor Education Workshop



## State Government: Representing Members in Discipline and Interrogation Recertification



*Re-cert course*



**Date:** Saturday, February 24, 2018

**Time:** 12:30 PM - 1:00 PM Registration  
1:00 PM - 4:00 PM Program

**Location:** CSEA Western Region 6 Office  
120 Pineview Dr.  
Amherst, NY 14228

### To Register:

Please contact the CSEA Region 6 office by calling 716-691-6555 or 866-568-7734 to register. A light lunch 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 the region.**

### Workshop Description:

This workshop is designed for New York State bargaining unit (ASU, ISU, OSU) officers and activists that have completed the basic workshop. Participants will have an opportunity to review their role and employee rights, and practice their skills in preparing and representing members in interrogations under Article 33. **Participants must complete this workshop and be appointed by their Local/Unit President to be certified to represent members in the disciplinary process.**

### Workshop Goals:

You will learn to:

- Understand elements of their contract disciplinary process
- Identify the categories of discipline and how to investigate disciplinary grievances
- Distinguish between an interview and interrogation
- Recognize employee and union rights and limitations within the process
- Analyze how to represent employees throughout the disciplinary procedure



### Please Bring Your Contract!!!

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

Subject: Civil Svc Test Prep. for Secretary 1& 2 - Register now

From: workinst@cseainc.org

To: angiecsea602@yahoo.com

Date: Thursday, January 11, 2018, 3:34:12 PM EST



Dear ANGELA,

Beginning in February, Secretary 1 & 2 **Civil Service** Test Preparation Workshops will be available to all interested CSEA members throughout the month. The next Civil Service Secretary 1 & 2 test will be held on Saturday, March 3, 2018.

Please Note: There are many exams being given in counties across the state on the same date (March 3<sup>rd</sup>) for **local government** secretarial positions that contain these same topics and members from local government are welcome to attend.

The following topics will be covered:

- General Test Taking Tips and Strategies*
- Grammar, Usage, Punctuation and Sentence Structure*
- Office Practices*
- Office Record Keeping (PLEASE BRING A CALCULATOR)*
- Preparing Written Material*

**Click the date/location to view, download or print a flyer:**

February 3            The College at Brockport-SUNY  
February 10        Binghamton University-SUNY  
February 10        Buffalo State College  
February 14 & 15   CSEA Region 2 Office (NYC)  
February 17        Stony Brook University Hospital  
February 20 & 21   NYS United Teachers' (Latham)  
February 24        CSEA Region 5 Office (Syracuse)

**YOU MUST PRE-REGISTER FOR THIS WORKSHOP online at:**

<https://www.cseallearningcenter.org/learncenter/wregister.cfm>

You can pay with a credit or debit card, but ONLY if you register online. CSEA members may request a voucher or reimbursement from the NYS & CSEA Partnership for Education and Training for workshop payment or reimbursement. Go to: [www.nyscseapartnership.org](http://www.nyscseapartnership.org)

**Call the CSEA WORK Institute at 1-866-478-5548 or (518) 782-4427.**

No refunds will be given unless class is cancelled. Can't make it on this date and time? Our online training covers all of these topics and you can do it at any time. Try a free demo at: [www.cseallearningcenter.org](http://www.cseallearningcenter.org)

Connect with CSEA Local 1000:



CSEA Local 1000 | 143 Washington Ave., Albany, NY, 12210

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Sent via [ActionNetwork.org](http://ActionNetwork.org). To update your email address, change your name or address, or to stop receiving emails from CSEA Local 1000, please [click here](#).

# Civil Service Test Preparation Workshop

This **members-only** test prep workshop is being offered to help prepare you for the  
March 3, 2018 NYS Dept. of Civil Service promotion exam for:  
Secretary 1 and Secretary 2.

The following topics will be covered:

- General Test Taking Tips and Strategies
- Grammar, Usage, Punctuation and Sentence Structure
- Office Practices
- Office Record Keeping (**PLEASE BRING A CALCULATOR**)
- Preparing Written Material

<b>DATE:</b>	Saturday, February 3, 2018
<b>LOCATION:</b>	The College at Brockport - SUNY, 350 New Campus Drive, Liberal Arts Bldg., McCue Auditorium, Brockport, NY 14420 (Parking in Lot T.)
<b>TIME:</b>	9:00 a.m. – 3:30 p.m. (Please arrive by 8:30 a.m. for registration.)
<b>COST:</b>	\$15.75 Please bring your own food. Space is limited. Please register early and prepay by January 29 <sup>th</sup> .

## YOU MUST PRE-REGISTER FOR THIS WORKSHOP:

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CSEA WORK Institute  
1 Lear Jet Lane, Suite 5  
Latham, NY 12110  
866.478.5548

**CSEA**  
Local 1000 AFSCME, AFL-CIO  
Danny Donohue, President

READY... SET... SUCCEED!

**WORK**  
INSTITUTE

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The following topics will be covered:

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<b>DATE:</b>	Saturday, February 10, 2018
<b>LOCATION:</b>	Buffalo State College, 1300 Elmwood Avenue, Bulger Communications Center North, Buffalo, NY 14222 (Parking in any lot designated for staff or students.)
<b>TIME:</b>	9:00 a.m. – 3:30 p.m. (Please arrive by 8:30 a.m. for registration.)
<b>COST:</b>	\$15.75 Please bring your own food. Space is limited. Please register early and prepay by February 2 <sup>nd</sup> .

## **YOU MUST PRE-REGISTER FOR THIS WORKSHOP:**

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