

# Council Representative Training Manual

## Table of Contents

<b>INTRODUCTION - TABLE OF CONTENTS</b> .....	Pg 1-2
SPEEA NW Policy Manual - Training Requirements .....	Pg 3
About IFPTE.....	Pg 4
<b>SECTION 1 – ROLES AND RESPONSIBILITIES</b> .....	Pg 1
SPEEA Organizational chart .....	Pg 2
Council Representatives.....	Pg 3-6
Resources for Council Representatives .....	Pg 7-9
Area Representatives.....	Pg 10
SPEEA Staff .....	Pg 11-13
Article 12 [Union Officials] – Boeing Puget Sound .....	Pg 14-17
Article 13 [Union Officials] – Spirit WEU.....	Pg 18-21
Article 13 [Union Officials] – Spirit WTPU.....	Pg 22-25
<b>SECTION 2 – PROBLEM SOLVING IN THE WORKPLACE</b>	
The Right to Union Representation.....	Pg 2-3
Duty of Fair Representation [DFR] .....	Pg 4
Union’s Right to Information.....	Pg 5
The Special Status of Union Representatives .....	Pg 6-7
Grievance Rights .....	Pg 8
What is Grievable? .....	Pg 9
The Grievance Process .....	Pg 10-11
SPEEA Internal Grievance Procedures .....	Pg 12
Obey Now, Grieve Later .....	Pg 13
Grievance Investigation [Step by Step].....	Pg 14
Security, Ethics and EEO Interviews .....	Pg 15-18
<b>SECTION 3 – ATTENDANCE, MISCONDUCT, AND PERFORMANCE DISCIPLINE</b>	
The Seven Standards of Just Cause .....	Pg 2
Attendance Discipline .....	Pg 3
Notice of Remedial Action [NORA] .....	Pg 4-8
<b>SECTION 4 – SPEEA FINANCIALS</b>	
Council Rep Expense Form [sample] .....	Pg 2
Travel Expense Report [sample] .....	Pg 3
Time Charging.....	Pg 4-5
LM-2 Reporting Requirement .....	Pg 5
Time Charging for SPEEA Activities.....	Pg 6
SPEEA Overall Budget [sample] .....	Pg 7-16
Childcare Reimbursement Request Form .....	Pg 17
<b>SECTION 5 – SPEEA COMMUNICATIONS</b> .....	Pg 1-5
<b>SECTION 6 – CONTACT INFORMATION</b>	
Contact Information .....	Pg 2
Council District Report [sample] .....	Pg 3-4
<b>SECTION 7 – SPEEA/BOEING PARTNERSHIP</b>	
Why Partner .....	Pg 2
Partnership Milestones .....	Pg 3-4
Working Definition .....	Pg 5
Who to Involve.....	Pg 6-7
The Value of Partners.....	Pg 8-9
Mutual Interest/Mutual Benefit .....	Pg 10-11
How is it Different? .....	Pg 12-13

**SECTION 8 – ORGANIZING YOUR DISTRICT**

Organizing Your District – Helpful Tips ..... Pg 2-3  
Monthly Roster and Email..... Pg 4-5  
Emailing Your District ..... Pg 6-7  
New Hire / Transfer Outreach ..... Pg 8  
Identifying Leaders..... Pg 9  
Suggestions When Asking for Volunteers .....Pg 10

**APPENDIX**

SPEEA Council Rep Quick Reference Guide  
Boeing Employee Corrective Action Process Requirements (ECAPR)

# SPEEA NW Policy Manual

## 1. Training Requirements.

- a. Basic Training Requirements – For their first year on the Northwest Regional Council, each Council Representative, or Regional Vice President must participate in the Basic Training course except when a complete training course was previously taken under the current contract.
- b. Refresher Training/Leadership Conference – For each additional year on the Northwest Regional Council, each Council Representative or Regional Vice President, if not required to participate in the Basic Training, must participate in the Leadership Conference.
- c. Interim training for grievance handling – Prior to the Northwest Regional Council considering an extension to the training time requirements for adequate cause of the SPEEA Constitution 2.3.3, each individual must have received interim training for grievance handling. “Adequate cause” for a waiver for either the basic or refresher course shall be defined as conditions beyond the control of the individual.
- d. Continuing Education Training – In addition to the above training requirements, each member of the Northwest Council must attend at least one additional authorized SPEEA Continuing Education training course each year. Authorized SPEEA Continuing Education Courses will be made available and advertised at least every four months per year. Topics may include, but will not be limited to: grievance handling and investigation, labor history, labor law and the standards of just cause.

## 2. Administration

- a. The Northwest Regional Council Officers are responsible for approving training courses and providing written notification of requirements and the schedule for approved training courses at least annually to each Council Member of the Northwest Regional Council.
- b. The Northwest Regional Council Officers shall ensure that accurate attendance records are maintained to cover the following:
  - (1) Member’s attendance during approved training course each year as required.
  - (2) Member’s presence at entire course.
  - (3) A certificate of course completion for basic training, to be signed by the Northwest Regional Council Officers and the SPEEA President.
- c. Failure to attend the entire required course shall be considered as not attending.
- d. The Council Officers shall ensure that no member of the Northwest Regional Council is permitted to retain office when in violation of the SPEEA Constitution Article 2.3.3, as applicable. When invoking this provision, a letter to the offending member shall be prepared within ten days following discovery of the violation and signed by the Northwest Regional Council Officers. The Northwest Regional Council Officers shall notify the Northwest Regional Tellers of the vacancy.
- e. The dates for the Basic Training Course shall be set at least one month in advance of the course offering. The dates for the Leadership Conference shall be set at least six months.

## 3. Course Definition

- a. The content of the Basic Training Course and Leadership Conference can include, but is not limited to: Grievance Handling, Contract Familiarization, Labor Law, Appeals Process, Conduct of Disciplinary/Investigative Hearings, and Problem Solving Techniques.
- b. The duration of the Basic Training and Leadership Conference shall be at least 6 hours each.

# About IFPTE

## Who We Are

On July 1, 1918, the AFL granted a charter to the American Federation of Technical Engineers, AFTE, a group of ten local unions representing engineers and draftsmen at many of the U.S. shipyards. Thus, the first labor organization, dedicated to the welfare of the American technical engineering employees, was born.

Today, we are the International Federation of Professional and Technical Engineers, AFL-CIO & CLC, a progressive labor union representing more than 75,000 men and women in professional, technical, administrative and associated occupations. As an affiliate of the AFL-CIO & the Canadian Labour Congress (CLC), IFPTE is a diverse union representing employees in a wide variety of occupations in three distinct business sectors. Our members are comprised of workers employed by federal, public and private employers. We balance the broad range of our members' interests by adhering to democratic processes and consensus decision-making. A Union principle taught by Samuel Gompers --"An injury to one is an injury to all"-- guides our Union as we work to represent the full range of our members' interests, and to organize the unorganized.

## Why We Exist

We exist to allow tens of thousands of men and women working in professional and technical occupations a collective voice on the job.

We exist to give our members an effective voice in the legislative process. All of our members are impacted by our national and state legislatures in one manner or another.

We exist to advance the issues that affect working families. We assist candidates for government who advance those concerns unique to our membership.

We exist to raise the standards by which all professional and technical workers are employed. Only when all workers are covered by a contract will employers begin to stop the cycle of outsourcing, right-sizing and downsizing as they seek financial benefits at the expense of workers.