

## Training for Union Stewards - Chapter 2

Training in representational and Union matters is a prerequisite to doing a good job as a Union Steward. While some Local 1998 Stewards have past experiences as Union leaders in other locals, most do not. To be a good Passport Specialist or Contact Representative, employees need formal and informal training, as well as on-the-job experience. The same is true in order to be an effective Union Steward.

Don't wait for training to come to you - actively pursue opportunities to learn and grow as a Union Steward.

This chapter covers:

- Where do Union Stewards receive training
- How much does training cost
- Official time, administrative time, or annual leave
- Obtaining approval to attend training
- The IAMAW's Winpisinger Center
- Sources of training comparison chart



*A passport exemplar presented to the IAMAW's Winpisinger Education & Technology class. The framed passport is located on the bottom floor of the center near the library.*

## Where do Union Stewards receive training?

From the following sources:

- On-the job (OTJ) training, by emailing and calling the Local President, Vice President, Chief Steward, Secretary-Treasurer, and Recording Secretary when handling complaints
- The Local 1998 Steward Manual (of which this is one chapter)
- **The IAMAW's William W. Winpisinger Center in Placid Harbor, Maryland** (pictured at right)
- Local 1998 training (normally provided by the Local 1998 leadership during a site visit)



*The IAMAW's William W. Winpisinger Center*

- NFFE National training (normally provided by NFFE Business Representatives either in site visits, advertised classes hosted by a NFFE local, or at NFFE HQ)
- Other NFFE local training
- Outside legal authorities, such as the FLRA, FSIP, and FMCS
- Independent organizations, such as FPML
- USDA and FSI courses

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## How much does training cost?

Training provided by the national organizations (NFFE & IAMAW) and Local 1998 are *free to you as a Union Steward*. There is no cost for this training.

Training provided by independent organizations and other labor locals have registrations fees and can be paid for by Local 1998 but do not assume that it will be paid for unless you receive prior approval. Training provided by legal authorities (e.g., FLRA) is free, and training provided the U.S. Government is also free – but, of course, you have to have Managerial approval to attend. Please consult the chart at the end of this chapter for a detailed breakdown.

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## Official time, administrative time, or annual leave – which do I use to attend training?

All training on representational matters (laws and regulations, filing grievances, collective bargaining, etc.) can be performed on work time, either as official time or administrative time.

The current 2009 CBA allows 40 hours of administrative time each year for representational training. This is an improvement from the 2001 CBA, which allowed only 16 hours. The 40 hours is sufficient for Stewards to attend a week-long training class at the IAMAW's William W. Winpisinger Center.



*Winpisinger Center class photo 10-18-2004*

In addition, the 2009 CBA provides for a bank of 120 hours that can be used each year for three Union Stewards to each attend a second 40-hour course. The same Union Steward cannot use the extra time from the bank in successive years.

Training that involves travel and that is provided by NFFE, the IAMAW, other

locals, independent organization, and legal authorities is generally done on administrative time, which means that Passport Services will not pay travel and per diem. Training that involves travel to FSI or USDA courses is generally done on official time, with travel and per diem paid for by Passport Services (if approved). Self-study training (using the Steward Manual or other resources) and training provided by the Local 1998 leadership during a site visit is done on the official time allotted in Article 7 of the contract.

Personal time – meaning non-work time – must be used for training on matters involving internal union business, such as those issues covered by Chapter 4-6 of the Steward Manual (membership, recruiting, and bylaws).

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## The IAMAW's Winpisinger Center

NFFE Local 1998 Union representatives have cumulatively attended well over one hundred (100) week-long courses at the IAMAW's William W. Winpisinger Education & Technology Center. This site is owned and operated by the Union. The instructors and staff at this fantastic facility have gone above and beyond the call of duty to provide assistance and excellent instruction to our Union Stewards.

While these classes are *free to the Union Steward*, it is important to remember that they are not “free” – the average cost, per student, for a week-long class is well over \$2000. That money comes from our members' dues. As such, it is important to make sure to be on time to class and to fully participate in the classroom as well as in homework assignments.

Classes attended using the 40 hours of administrative leave from Article 11 include:

- Leadership 1
- Leadership 2
- Advanced Leadership
- Train-the-trainer
- Federal Employees Seminar
- Federal Sector Collective Bargaining
- MSPB Course



*Winpisinger Center class photo 3-8-2008*

Article 11 of the 2009 CBA provides that these courses may also be attended on administrative leave:

- Editors
- Web Design
- Financial Officers (once for each Secretary-Treasurer)

## Sources of Training Comparison Chart

Type of Training	Time: Official, Administrative, or Personal	Length of Course	Cost	Approval Process
Local 1998 Steward Manual (self-study guide)	Official Time: Chapters 1-16 Personal (non-work) Time: Chapters 17 & 18	An hour or two per week for 19 weeks, not including any quizzes or research.	\$0	Use regular official time coordination process.
Local 1998 Training (normally provided by local president during site visit)	Official Time	1 - 2 days	\$0	Use regular official time coordination process.
NFFE National Training	Official or Administrative Time	Varies, usually 1 - 2 days	Normally \$0, but transportation costs may be requested from Local 1998.	Cite Article 11 of the contract (usually limited to 40 hours per year).
Other NFFE Local Training	Official or Administrative Time	Varies, usually 1 - 2 days	Sometimes a few hundred dollars, not including transportation costs. Must request from Local 1998 in advance.	Cite Article 11 of the contract (usually limited to 40 hours per year).
IAMAW Winpisinger Center Courses	Administrative Time	1 week (arrive on Saturday, depart on following Friday)	\$0: airfare, transportation from airport to center, lodging, meals, course paid for by IAMAW (average cost is \$2700, which comes from union dues). \$60 suggested amount for incidentals, including tips. Transportation to and from local airport to be arranged by attendee.	Cite Article 11 of the contract (usually limited to 40 hours per year).
Outside Legal	Official or Administrative	Varies, usually 1 - 2 days	Normally \$0, but transportation costs	Use regular official time coordination

Authorities (FLRA, FSIP, FMCS)	Time		may be requested from Local 1998.	process.
Independent Organizations (e.g., FPMI)	Administrative Time	Varies, usually 1 - 2 days	Registration for the course can be a few hundred dollars, must request from Local 1998 in advance.	Use regular official time coordination process.
FSI	Official Time	Varies from 1 day to 1 week	\$0 (including travel and per diem) if approved by State Department	Use training request form or official time coordination process, as appropriate.
USDA	Official Time	Varies from 1 day to 1 week	Usually a few hundred dollars, can be paid for by Passport Services.	Use training request form or official time coordination process, as appropriate.

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