LOCAL CHAIRPERSON TRAINING
YOU HAVE BEEN CHOSEN
Cornerstone of the Union
The LOCAL CHAIRPERSON IS one of the most IMPORTANT and RECOGNIZED Roles within the Organization
WHY?
Face Of The Union
The **KEY** person from the union that forms direct relationships with local members and management
Local Chairperson
Provides advise to Members regarding the Agreements, Policies, Discipline and Personal matters, etc.
The **KEY** person **ENFORCING** and **PROTECTING** the Agreement by the submission of claims and grievances
FUTURE LEADERS of the Organization
WHAT ARE THE DUTIES OF THE LOCAL CHAIRPERSON?
Provide Effective Leadership
Render Service to the Members
Establish and Maintain

TRUST &

CONFIDENCE

of the

Members
The roles of the Local Chairperson
Edit the text with your own short phrase.
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NEGOTIATOR
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Carrier  AGREEMENT  Union
Edit the text with your own short phrase. The animation is already done for you; just copy and paste the slide into your existing presentation.
LEADERSHIP is not a position or a TITLE. It is ACTION and EXAMPLE.
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WARNING!

DON’T TRY TO LEAD ALONE
TRUE LEADERS DON’T CREATE FOLLOWERS, THEY CREATE MORE LEADERS
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No TEAM is too BIG
Edit the text with your own short phrase.
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EDUCATOR
“Tell me and I forget. Teach me and I may remember. Involve me and I learn.”

Benjamin Franklin
What must the Local Chairperson LEARN?
Property Agreements
National Agreements
Constitution
FRA Regulations
Benefits under Agreements
RRB Benefits
Legislative Issues
Property Agreements
National Agreements
Constitution
FRA Regulations
Benefits under Agreements
RRB Benefits
Legislative Issues
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**RRB Benefits**
Legislative Issues
Property Agreements
National Agreements
Constitution
FRA Regulations
Benefits under Agreements
RRB Benefits
Legislative Issues
Property Agreements
National Agreements
Constitution
FRA Regulations
Benefits under Agreements
RRB Benefits
Legislative Issues
How do I **LEARN** everything I need to know?
Read & Research

Call your General Committee

Ask MENTOR or others who know

Attend REGIONAL MEETINGS

ASK QUESTIONS WHEN YOU DO NOT KNOW
The Middle Class Action Project

30 members of the American Railway Union were killed in the Pullman Strike of 1894.

In an effort to conciliate organized labor after the strike, President Grover Cleveland made Labor Day a federal holiday.

Soldiers dispersing A. B. I. Strikers and sympathizers at 49th Street, Chicago.
Develops the active union member

Grows and keeps membership

Urge attendance AT union meetings

Develops LEADERS in the LOCAL

Is active in local labor councils

Develops the newly hired employee
The BIGGEST mistake the Local Chairperson can FAIL to do?
Edit the text with your own short phrase. The animation is already done for you; just copy and paste the slide into your existing presentation.
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“You should have returned my call!!”

Communicate
HOW?
ANSWER the PHONE

READ correspondence in a TIMELY manner.

Communicate with General Committee

RETURN CALLS PROMPTLY

ACTIVLEY communicate by bulletin boards, email, website, newsletter, etc.

READ correspondence in a TIMELY manner.

Communicate with General Committee

RETURN CALLS PROMPTLY

ACTIVLEY communicate by bulletin boards, email, website, newsletter, etc.
You *may* have answered the same *QUESTION* a *hundred times* but it may be the *FIRST* time the *member* asked *YOU*!

*BE* patient!
ENFORCE AGREEMENT
WHO is responsible for enforcing the Agreement?
Members
Members

Local Chairperson
The animation is already done for you; just copy and paste the slide into your existing presentation.

Members

Local Chairperson

General Chairperson
Members

Local Chairperson

General Chairperson
Although we share the responsibility; the members are the day-to-day Guardians of the Agreement.
Edit the text with your own short phrase. The animation is already done for you; just copy and paste the slide into your existing presentation.
GRIEVANCE HANDLING
Violations of CBA
Penalty Claims
Return to Work Issues
Seniority Issues
Discipline

GRIEVANCE
Examples
The moving party’s **obligation to prove** or validate their claim or allegation

<table>
<thead>
<tr>
<th>GRIEVANCE TYPE</th>
<th>MOVING PARTY</th>
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<tbody>
<tr>
<td>General Claim</td>
<td>The employee (Member)</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>The Carrier</td>
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</table>
Submitting Claims

YOU NEED FACTS!
There is not a more important function to our union than the submission and handling of grievances.
What is the purpose of filing claims?
The main purpose of filing a claim is to **enforce the CBA** which in turn benefits all members.
The purpose of a claim is NOT to increase the earnings of the member.
SEVEN BASIC STEPS
The following are suggested steps – the CBA always applies
“Write UP” of the CLAIM

Claiming 8 hours pay........
Edit the text with your own short phrase.
The animation is already done for you; just copy and paste the slide into your existing presentation.
Make sure the FACTS are CLEARLY discussed within initial claim.
Create **claim templates** to help your Members submit thorough claims.

Check with your General Committee to see if they have templates available.
Claim is **GRANTED** or **REJECTED**
BE AWARE OF TIME LIMITS !!
REFER to your SCHEDULE AGREEMENT
APPEAL to DESIGNATED Carrier Officer

THE GRIEVANCE (CLAIM) APPEAL CONSIST of 3 PARTS
MANY TIMES the LOCAL CHAIRPERSON WILL NEED to CONTRIBUTE to the FACT FINDING PROCESS
STATEMENT OF CLAIM

The amount to be claimed, the name of the Claimant, the date of the occurrence should be stated. In addition, the specific agreement provision should be referenced as support.
Statement of Claim

Claim of conductor J. J. Watt (ID#062217) for an eight (8) hour penalty day, in addition to all other earnings, account being required to perform service outside of the advertised limits of the HUCS F3 Pool on June 22, 2017; in violation of Article 57 – Road Service from the parties Schedule Agreement.
Local Chairperson can change the claim amount if the member makes an error.
STATEMENT OF FACTS

Includes names of involved, dates, location, times, assignment, locomotive numbers, yard track numbers, etc.
When appealing claims.
The LOCAL CHAIRPERSON should make sure the CORRECT INFORMATION is developed for the CONTRACT VIOLATION.
Statement of Facts

On June 22, 2008, conductor Russell Wilson (ID#0003) while working turn 03 on the Seattle to Tacoma Pool and was called out of his home terminal for train MS368-02, on duty at 1925. The Claimant was notified by CMC that the Olympia Pool had no rested crews available to perform their own service and the Claimant was instructed to take his train through Tacoma to Olympia.
Statement of Facts continued for presentation

The **Claimant** delivered the train to Olympia as directed by the calling center. The **Claimant** was taxied back to his home terminal of Seattle. The **Claimant**’s service ended on 07/02/2018 at 0730.

The south limits of the Seattle/Tacoma Pool end at Tacoma TA 100. *(See Map Below).* The **Claimant** was required to operate his train outside the limits of his pool when he operated through Tacoma to Olympia.
STATE why the claim is valid and what elements support the claim.

QUOTE the agreement or work rules involved.
Position of Employees

It is the Organization’s position that this claim should have been paid when the claim was originally submitted because the **Claimant** explained enough detail within his original text; and **Claimant’s** work history *(attached)* is a clear record of the incident. Furthermore the Organization insists the claim is supported by Article 57 Section 2, B (3) of Labor Agreement 1-023-07; wherein it states:
“ARTICLE 57 - ROAD SERVICE
Section 2. Basic Day and Overtime in Road Freight Service

B. (3) Conducors required to perform service outside of their advertised limits will be entitled to a basic day’s penalty.”

In addition, see Award 29 of PLB 9029 issued by Arbitrator Earl Thomas, sustaining the Organization’s claim for the same issue.
Position of Employees continued for presentation

The Organization ask that the claim be granted based on the Claimant’s work history, the Agreement, and the supporting PLB Award. However, if you are still not agreeable to granting the claim; please advise as to the Carrier’s position in writing so that the claim can be progressed in accordance with the Agreement.

Respectfully,

Local Chairperson
Add stronger **SUPPORT** to your appeal by **including** agreement rules, past practice and **Public Law Board Awards** dealing with the same issue.
Create a folder for **claim** and **discipline** appeals. **Organize** them based on subject so they can easily be **referenced** or used as **templates** for **future claims**.
Local Chairperson

CONFERENCE with Carrier
BEWARE OF INSUFFICIENT CLAIMS
Burden not met

GRANTED

Burden met
Local Chairperson Further APPEAL to General Chairperson
General Chairperson

APPEAL to

Highest Designated Officer of the Carrier
Claim SETTLEMENT

NO FACTS, NO EVIDENCE
WITHDRAWN

BY GENERAL CHAIRPERSON

by CARRIER

DENIED
AGREEMENT to ARBITRATE
Community Cheat

BURDEN OF PROOF IN YOUR FAVOR

COLLECT $FUNDING

Thank you for protecting the agreement!!
Resources for Claim and Grievance RESEARCH
Use to research NRAB Findings; Public Law Board Awards and NRAB Division Awards to support claims and grievances.
BRS AWARD SEARCH
http://www.brs411.org
Use to research NRAB Findings, Federal Register, PEB Reports and NTSB Reports
iLINK

https://smart-union.org/td/ilink/

Use to research Public Law Board Awards and Member Information
### Electronic Code of Federal Regulations

**e-CFR data is current as of June 15, 2015**

<table>
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<tr>
<th>Title 49 Transportation</th>
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*Office of the Secretary of Transportation*

*Pipeline and Hazardous Materials Safety Administration, Department of Transportation*

*Federal Railroad Administration, Department of Transportation*
final thoughts
Keep Educating Yourself
Leave a legacy worthy of following.
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