



109th Annual
Delegates Meeting

Forever
Union

October 21 - 25, 2019
Verona, NY



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CSEA 109th Annual Delegates Meeting

Verona, NY

October 21, 2019 – October 25, 2019

Message from CSEA President Danny Donohue



Sisters and Brothers,

We hope you will join us for CSEA's 109th Annual Delegates Meeting from October 21 - 25 at the Turning Stone Conference Center in Verona. This will be another great opportunity for leaders like you to gather, learn, and collectively invest our time and energy into making our union a stronger and better CSEA moving ahead.

Our theme this year is Forever Union. As union leaders, we've all made the important commitment to keeping our union strong, because we all recognize the value our union delivers to us and our families. It's about so much more than not quitting. It's about actively preserving our union for the future. We need to make sure it's not just here for us, but for generations to come. We can't just sit back and rest on our accomplishments or allow our members to take our union for granted. We all have to work hard to keep what we value and believe in.

When we take the time to focus on all we value from our union membership – the protections, the benefits, the opportunity, the security, the safety, the strength, the EMPOWERMENT – and how those values improve our lives, we recognize just how important it is to keep our union strong and to pass it along to future generations. So much of this is about the legacy we leave for our future, and that requires us to stay union strong, not just yesterday, not just today, or tomorrow, but FOREVER.

To do this, we have to learn to be better. We have to continue challenging ourselves and take every opportunity to learn from each other to find new ways to work together in support of our union. We have to learn new strategies and techniques for educating ourselves and our members. We have to not only learn from our history, but teach it to others. We have to strategize together to achieve our future successes. This is why taking these opportunities to educate ourselves is so vitally important. When we learn together, we build a strong foundation for our future.

Please make your plans now to join me and our union family in Verona for a powerful week of strengthening and empowering ourselves and our union. I look forward to seeing you there.

In solidarity,

DANNY DONOHUE
President

REGISTRATION / INFORMATION TABLES AND DISPLAYS

SUNDAY, October 20, 2019

3:00 p.m. - 6:00 p.m. Registration

MONDAY, October 21, 2019

8:00 a.m. - 4:00 p.m. Registration

8:00 a.m. - 4:00 p.m. Information Tables and Displays

TUESDAY, October 22, 2019

8:00 a.m. - 2:00 p.m. Registration

8:00 a.m. - 2:00 p.m. Information Tables and Displays

WEDNESDAY, October 23, 2019

8:00 a.m. - 2:00 p.m. Registration

8:00 a.m. - 2:00 p.m. Information Tables and Displays

THURSDAY, October 24, 2019

8:00 a.m. - 12:00 p.m. Registration

STATEWIDE SECRETARY DENISE BERKLEY MEMORANDUM

TO: LOCAL AND UNIT PRESIDENTS

FROM: DENISE BERKLEY, STATEWIDE SECRETARY



DATE: JULY 2019

RE: REGISTRATION FOR THE 2019 ANNUAL DELEGATES MEETING

This is a very exciting time for CSEA members. We are holding our third non-constitutional annual meeting. What does that mean? It means that the meeting is open to any member in good standing who wishes to attend and would gain valuable knowledge from the programs being offered.

Please see frequently asked questions on pages 7 and 8 for further information on attendance guidelines.

The agenda is packed with workshops and trainings designed to educate on current issues affecting union members and provide information to broaden your leadership skills. Activists have the option of attending individual workshops and/or various certification trainings. Please review the contents carefully and direct your members to the CSEA website at: <https://cseany.org/event-registration> to register for the programs of their choosing.

If you have any questions, please do not hesitate to contact Central Files at 1-800-342-4146, extension 71214#.

*** Please be reminded, photo ID must be shown at registration and badges must be worn for the entire duration of the conference.**

STATEWIDE TREASURER WALSH REIMBURSEMENT MEMORANDUM

TO: Local and Unit Treasurers
FROM: William Walsh, Statewide Treasurer *Bill*
DATE: July 2019
RE: **Reimbursement Policy-109th Annual Delegates Meeting
October 21-25, 2019, Turning Stone Conference Center, Verona, New York**

Local/Unit members approved by the Local/Unit Executive Board are reimbursed by their Local/Unit. The members should submit their travel expenses to the Local/Unit Treasurer on a red Local/Unit Expense Voucher.

PLEASE BE REMINDED THAT THERE WILL BE NO REIMBURSEMENT FROM CSEA FOR ANY MEMBERS ATTENDING THE ANNUAL MEETING FROM THEIR LOCAL OR UNIT

LOCAL/UNIT REIMBURSEMENT RULES AND GUIDELINES

The reimbursement guidelines are listed below. The Local/Unit Executive Board should be aware that these rates are **maximums**. The Local/Unit Executive Board may set the Local/Unit rates at something lower than the established rates, but at no time can the reimbursement rates **exceed** the rates listed. The Local/Unit Executive Board is reminded that rebated funds may only be used to pay the expenses of members of the Local or Unit. The Local/Unit conference attendees should submit for reimbursement to their Local/Unit using the standard red Expense Voucher.

TRANSPORTATION

Mileage – 58.0 cents per mile to the driver, plus tolls when accompanied by receipts. If a toll road was not used, please indicate such on the voucher.

Public Transportation – air, railroad, bus, with receipts.

Parking – with receipts.

MEALS

Except as indicated below, meals are not included in the room rate. Meals should be paid using CSEA's allowance policy. Breakfast allowance is given if on Union business **before** 7:00 a.m.; lunch, if on Union business **between** 12:00 and 2:00 p.m.; and a dinner allowance is given if on Union business **after** 7:00 p.m. The maximum meal allowances are: \$10.00 for breakfast, \$15.00 for lunch, and \$30.00 for dinner. Meal allowances are to be reimbursed by the Local/Unit.

Dinner at the CSEA Event scheduled October 23rd is being provided. **A dinner allowance must not be given for this event.**

LODGING

Please consult the information in your mailing for how to secure hotel reservations. Hotel receipts must be attached to the voucher. Lodging **must** be secured through the process provided at the CSEA approved hotel that is part of the negotiated package.

MISCELLANEOUS ALLOWANCE

Up to thirty dollars (\$30) for each overnight stay may be approved. This is not a reimbursed expense from CSEA, but may be approved as a Local/Unit expense for the delegates.

PAYMENT FOR RESERVATION(S) BY CHECK – The hotel does not take checks!

1. You must contact Michelle Boiani at Empire Travel via email (michelleb@empiremeetings.com) by **September 6, 2019** to secure reservation(s).
2. After securing reservation(s) with Michelle, send a check for full payment, made payable to CSEA, **via certified mail by September 16, 2019** (must be received by this date or reservation(s) will be canceled) to:

Civil Service Employees Association, Inc.
143 Washington Ave.
Albany, NY 12210
Attn: Peter Diana, Director of Internal Operations

****Individuals will be responsible for any incidentals and will be asked to provide a personal credit card upon check in.****

cc: Local/Unit Presidents

CONVENTION INFORMATION

HOW TO REGISTER FOR THE 2019 ANNUAL DELEGATES MEETING

There will be no “paper” conference registration. Register online at <https://cseany.org/event-registration>. All registration must be completed by September 6, 2019.

Assistance will be available for anyone who does not have access to a computer, smartphone or tablet for personal use. The Region and Satellite Offices will be available during business hours to lend equipment and assistance for registration. A help line will also be available by calling CSEA Monday through Friday, between the hours of 9:00 a.m. and 4:00 p.m. at (518) 257-1214 or toll free at 1-800-342-4146, extension 71214#.

HOTEL RESERVATIONS

Hotel reservations will be accepted starting July 29, 2019. Reservations must be made by September 6, 2019.

Hotel reservations must be made online or by phone:

- **ONLINE:** visit <http://cseany.org> and follow the link for hotel reservations. Please pay close attention to the arrival and departure dates requested. Make sure your day(s) correctly reflect your needs.
- All reservations must be made using the link provided. A valid credit/debit card **must** be provided to secure the reservations. The credit/debit card will not be charged unless the reservation is a no-show, or no other payment is presented to your hotel at check in.
- Credit/Debit Card is Required for All Hotel Reservations – NO EXCEPTIONS (there is no financial charge/hold on card when reserving). After reserving with credit/debit card, if paying by check, CSEA **must** receive payment to enable payment processing. No personal checks will be accepted. (See Treasurer’s memo on page 3.) **CSEA must receive full payment, made payable to CSEA via certified mail, by September 16, 2019. (Payment must be received by this date or reservation will be cancelled.)**
- **NO CHECKS WILL BE ACCEPTED ON SITE.**
- Housing will be on a first-come, first served basis.

NO SHOWS:

- **NO SHOW:** If you do not cancel your reservation or check into the hotel based on your scheduled check in date, you will be responsible for a No-show fee which is one night room charge, guest room tax and surcharges.
- **CANCELLATION/EARLY DEPARTURE FEE:** If an attendee changes their reservation while onsite to depart early from scheduled departure date, it will be determined case by case as to whether or not a cancellation fee will be applied in the event of an emergency. If a guest checks out after 11:00 am, day of, the hotel reserves the right to charge one night stay. If you cancel or change your reservation after 48 hours-notice, the hotel’s cancellation fee will be applied.

CONVENTION INFORMATION

SPECIAL NEEDS

Indicate any special requirements when booking your hotel reservation through the online booking website or over the phone.

SMOKING POLICY

The Turning Stone Conference Center, as well as all the conference hotels, are smoke-free facilities — smoking allowed in designated areas only.

JOIN PEOPLE

Please sign up for PEOPLE. Like all aspects of our union, PEOPLE (Public Employees Organized to Promote Legislative Equality) is nothing without our members. To provide a strong political voice for our members, we need your help. You can become an active part of PEOPLE in many ways. The easiest way is by signing a payroll deduction card for PEOPLE*. Other ways that you can join are by making an individual contribution or signing up for electronic funds transfer and have your PEOPLE donation deducted safely and easily from your checking or savings account. Providing regular contributions that we can count on as we work on legislative issues and for candidates throughout the year is important to make sure our members' interests are represented. Politicians will make decisions that have a great impact on your job, health care and pension. Make your voice heard by joining with other CSEA members in PEOPLE. Applications are available online, in this booklet, or stop by the PEOPLE table at the convention.

**Please check with your Local/Unit to be sure that PEOPLE payroll deduction is available.*

BECOME A PEOPLE RECRUITER

If you and your members are already PEOPLE members, use the forms available online at <https://cseany.org> for others in your Local/Unit who may not have had the opportunity to join the PEOPLE program. Once you recruit a co-worker, you will begin to earn cash rewards.

FREQUENTLY ASKED QUESTIONS

In accordance with the CSEA Constitution, this year's Annual Delegates Meeting will focus on education and training. The workshops and trainings offered are designed to enhance skills for effective leadership, as well as obtain certification for the required officer and representation trainings as outlined in the CSEA Constitution.

The following frequently asked questions and answers relate to delegates meetings held for the purpose of union training. **Please note:** Locals are referenced, however, a Unit may and is encouraged to send members and/or officers as the unit designates to be appropriate.

1. Is a Local required to send delegates? **No, however, we encourage locals to send their delegates.**
2. Will Locals be reimbursed by CSEA for the costs and expenses of delegates? **No.**
3. Is every delegate entitled to attend the meeting? **The local decides how many delegates will attend the meeting and, therefore, not every elected delegate is entitled to attend.**
4. Can a Local send members to the meeting who are not delegates? **Yes, the meeting will provide important union training for all members. Therefore, a local may send any member in good standing it wishes, remembering that the local is responsible for all costs and expenses of the members it sends and that employee organizational leave (EOL) time may be limited.**
5. Are delegates entitled to leave time that has been negotiated into their collective bargaining agreements for time spent away from work to attend the meetings? **Yes, subject to any restrictions or regulations specified in the collective bargaining agreement or union by-laws.**
6. Can a State Executive Branch Local send more people to the meeting than their delegate strength allows? **Yes, but those employees are not entitled to employee organizational leave (EOL) time. They will have to use their own leave accruals to attend.**

FREQUENTLY ASKED QUESTIONS

7. Can a Local Government or Private Sector local delegate use EOL time to attend a delegates meeting? **Yes, provided the individual's collective bargaining agreement allows such leave.**
8. Are delegates required to remain at the meetings for the entire five days? **No, however, if the delegate is using EOL time, the delegate must attend the meeting for the amount of days EOL is utilized. Also, some programs may require multi-day attendance. Please check all attendance requirements when registering for programs.**
9. How many delegates may a Local send to the meeting? **As many as it wishes to send, remembering that the Local is responsible for all delegate costs and expenses. EOL is also limited in most cases.**

Yours Free! When You Contribute \$1.93 a week* (\$8.35 monthly) or more to PEOPLE. It's the perfect way to show that you're working to save our pension and health benefits! *Based on 52 weeks

What is PEOPLE?

CSEA's PEOPLE Program protects and improves our jobs, benefits and pensions in Washington, Albany and in your community. Your support and participation in PEOPLE strengthens CSEA's clout in the workplace, in the legislature, in your community and in the labor movement.



Join People Today!

Our Green Jacket - Available Only to MVP PEOPLE Members

Please complete the enclosed application form, return it and we will send you your FREE jacket.



Please allow 6 to 8 weeks for delivery.

Members that contribute \$100.00 or more annually will be enrolled in the PEOPLE Membership Rewards Program.

YES! I want to be part of the action. * Voluntary PEOPLE Membership Authorization * Payroll Deduction Application

Name _____
Last First Middle
 Address _____ Apt. # / Floor _____
 City _____ State _____ ZIP _____
 CSEA ID No. _____
 Work Phone () _____ Home Phone () _____
 Job Title _____
 Employer _____
 Region _____ Local _____ Unit _____ Pay Periods _____
 Email address _____

NOTE: In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

Total amount deducted per year in equal installments:
 \$500 \$250 \$100 MVP \$_____ Other

In addition to my Civil Service Employees Association, Inc., dues deduction previously authorized by me, I further authorize the State of New York or associated agencies to deduct annually the PEOPLE deduction amount checked and remit to the Civil Service Employees Association, Inc., as a voluntary contribution to be forwarded to the Treasurer of the PEOPLE Qualified Committee, AFSCME, P.O. Box 65334, Washington, DC 20035-5334, to be used for the purpose of making political contributions and expenditures. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.

SIGNATURE

DATE

Circle size: X-small / S / M / L / XL / 2XL / 3XL / 4XL
 Jacket Received

Recruiter: _____

YES! I want to be part of the action. * Voluntary PEOPLE Membership Authorization * Direct Contribution Authorization

Name _____
Last First Middle
 Address _____ Apt. # / Floor _____
 City _____ State _____ ZIP _____
 CSEA ID No. _____
 Work Phone () _____ Home Phone () _____
 Job Title _____
 Employer _____
 Region _____ Local _____ Unit _____ Pay Periods _____
 Email address _____

NOTE: In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

Enclosed is my personal check or money order made payable to PEOPLE in the amount of:

\$500 \$250 \$100 MVP \$_____ Other or

Credit Card Contribution (I hereby authorize AFSCME PEOPLE to bill my credit card account listed in the amount of \$ _____ monthly or a one-time yearly contribution of \$ _____. This authorization will remain in effect until written notice of termination is given to AFSCME PEOPLE.

Name on Card _____
 Expiration Date _____
 VISA MASTERCARD DISCOVER CARD

Card Number _____
 3 or 4 digit security code (back of card) _____

SIGNATURE

DATE

Circle size: X-small / S / M / L / XL / 2XL / 3XL / 4XL
 Jacket Received

Recruiter: _____

*** BADGES MUST BE WORN AT ALL TIMES ***

S U N D A Y
October 20, 2019

3:00 p.m. – 6:00 p.m. Registration





109th Annual Delegates Meeting

Forever
Union

CSEA 109th Annual Delegates Meeting

Verona, NY

October 21, 2019 – October 25, 2019

We are excited to present the tentative agenda for the 109th Annual Delegates Meeting. The agenda is packed with workshops and trainings designed to educate on current issues affecting union members and provide information to broaden your leadership skills.

Activists have the option of attending individual workshops and/or various certification trainings.

Spacing is limited for the following programs – Participants must pre-register and attend the full sessions.

*** Photo ID must be shown at registration ***
Badges must be worn for the entire duration of the conference.

The following will be offered on Tuesday, October 22, 2019, 10:30 a.m. – 3:30 p.m.:

LET'S BLITZ!!

This hands-on session will provide members with an overview of what a CSEA Member Engagement blitz is, learn skills to engage in conversations with members during a blitz, and participate in a blitz.

Safety for Stewards Training

This comprehensive training program will give you the skills and ability to make change at the workplace through safety and health. Learn how to find and track hazards to support grievances and labor-management negotiations. The knowledge and skills you'll gain are sure to make a difference at your workplace.

All We're Asking For is a Little R-E-S-P-E-C-T

In this award-winning interactive workshop developed by the National Coalition Building Institute, activists will explore how to build support and unity among activists and leaders. In addition, specific tools are taught to empower activists and leaders with skills to create an inclusive Local/Unit and learn to become constructive allies on behalf of all groups that exist in their workplace.

The following special certificate training will be offered on Tuesday, October 22, 2019, 10:30 a.m. – 3:30 p.m. through Wednesday, October 23, 2019, 10:30 a.m.-12:30 p.m. (Participants must attend the full training Tuesday and Wednesday):

All About Our Union (AAU) Train-the-Trainer

In recent decades, our movement has been under constant attack. Given the widespread misinformation about unions, it is imperative that we spread a positive vision of who we are and what we stand for. Who better to do this than proud CSEA members?

We are looking for a group of experienced CSEA activists who are interested in making our union stronger by becoming AAU workshop leaders to facilitate our “All About Our Union” workshop to fellow members. In this program, you will experience the curriculum firsthand, practice in front of your peers, and get valuable feedback from CSEA staff.

The following will be offered Wednesday, October 23, 2019, 10:30 a.m. – 3:30 p.m.:

Battle the Boss to Win and Win Again!

Unions were built by people standing together for a cause. This highly interactive training will help you think strategically when confronted with issues at work. You will get hands-on training on how to organize your co-workers around those issues and building a strategy to WIN!

Safety for Stewards Training

This comprehensive training program will give you the skills and ability to make change at the workplace through safety and health. Learn how to find and track hazards to support grievances and labor-management negotiations. The knowledge and skills you’ll gain are sure to make a difference at your workplace.



*** BADGES MUST BE WORN AT ALL TIMES ***

M O N D A Y
October 21, 2019

TENTATIVE AGENDA

CSEA 109th Annual Delegates Meeting Schedule October 21-25, 2019 Verona, NY

8:00 a.m. – 4:00 p.m. **Registration
Information Tables & Displays**

8:45 a.m. – 3:00 p.m. **Workshops
*(Participants must pre-register and attend full workshop)***

State Government Grievance Representation

This basic workshop is designed for State Government bargaining unit officers and activists who have little or no experience in handling grievances and other violations in their workplace. Participants will learn how to work with their contract; examine the grievance procedure; and understand their role and responsibility as a grievance representative. 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. Please bring your contract to this workshop.***

Local Government/Private Sector/NYS Authorities & Canals Grievance Representation

This basic workshop is designed for Local Government, Private Sector, and NYS Authorities/Canals bargaining unit officers and activists who have little or no experience handling grievances and other violations in their workplace. Participants will learn how to define a grievance, examine their contract's grievance procedure and understand their role and responsibility as a grievance representative. 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. Please bring your contract to this workshop.***

8:45 a.m. – 10:15 a.m. **Departmental and Local Government Meetings**

- Department of Corrections & Community Supervision
- State University of New York
- Department of Transportation
- Department of Health
- State Insurance Fund
- Local Government: Schools
- Local Government: Social Services

*** BADGES MUST BE WORN AT ALL TIMES ***

M O N D A Y

October 21, 2019, continued

8:45 a.m. – 11:15 a.m. Unified Court System Departmental Meeting

10:45 a.m. – 12:15 p.m. Departmental and Local Government Meetings

- State Police
- OMH/OPWDD (including Advisory Committee)
- Office of Children & Family Services
- Department of Tax & Finance
- Department of Labor
- NYS Parks, Recreation and Historic Preservation
- Local Government: Probation
- Local Government: Health Services

12:15 p.m. Lunch on Your Own

12:15 p.m. – 3:15 p.m. Unified Court System Grievance Representation Recertification
(Participants must pre-register and attend full workshop)

In this interactive workshop, participants will review fact patterns, conduct an investigation, apply applicable contract language and participate in presenting a grievance. **This workshop is designed for current officers and grievance representatives that have completed the basic grievance representation workshop.** Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions' Article V, Section 6.

1:00 p.m. – 3:00 p.m. Workshops

Considering a Career Move – How Understanding Merit & Fitness Can Help You

You have probably heard the following... Appointments and promotions in civil service are made according to the principles of "merit and fitness." What does this mean to you? How can understanding the merit system assist you when you are considering a career move or change? Join representatives from the Department of Civil Service in an interactive session as they provide answers to guide you in your civil service career.

Reel In the Benefits! – An Overview of Member Benefits

Saving members money and helping to make life better, both on and off the job, is important to CSEA. We have negotiated and secured valuable consumer savings and "members only" programs for active CSEA members and retirees to take advantage of. In this interactive session, you will "go fishing" to demonstrate your current knowledge on CSEA's endorsed programs, as well as have the opportunity to gain additional information from CSEA's vendor representatives. The goal is to provide "all there is to know" so you can share the endorsed member benefit information with your membership in order for all members to "reel in the benefits."

*** BADGES MUST BE WORN AT ALL TIMES ***

M O N D A Y

October 21, 2019, continued

1:00 p.m. – 3:00 p.m.

Workshops, cont.

CSEA Employee Benefit Fund – An Outline to Maximizing Your Benefits: 40th Anniversary Edition

This year, the CSEA Employee Benefit Fund celebrates its 40th anniversary! We have come a long way since our inception. Let us show you all that's new at the EBF along with a general overview of our benefits. Do you and your members have questions regarding your NYS, UCS or Local Government plans? Curious about what steps to take before embarking on expensive dental treatment? Have you been informed on what benefits are available when you retire? Ever stare at the ceiling at night and wondered, "what does this all mean?" Well, we probably can't help you with the last one, but we do aim to bring clarity on all things EBF with this comprehensive workshop. Please join us!

Health Insurance Fraud

Health care fraud is a crime! It is estimated that billions of dollars are lost annually due to health care fraud and abuse. This interactive workshop will discuss health insurance fraud, how it negatively impacts individuals and health plans, how to avoid it and how to report it.

Personal Injury Law

This workshop will provide members with an overview of personal injury law, which covers issues from A to Z, such as automobile to bicycle injuries, to dog bites, yard falls, and zoo mishaps!

Minority Caucus

The purpose of the caucus is to provide an opportunity to discuss minority issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.

3:30 p.m. – 5:30 p.m.

Workshops

Fits You to a "T"

Not Another Union T-Shirt! Come have fun with your union brothers and sisters in this hands-on session to make your t-shirt uniquely yours! **Bring Your Own Union T-Shirt!**

Let's Move

Come and join your CSEA sisters and brothers and learn how to move for fitness.

*** BADGES MUST BE WORN AT ALL TIMES ***

T U E S D A Y

October 22, 2019

8:00 a.m. – 2:00 p.m.

**Registration
Information Tables & Displays**

8:30 a.m. – 10:00 a.m.

Our Right to Work! (All participants must attend)

10:30 a.m – 3:30 p.m.

**Special Trainings/Diversity Training
(See page 11 & 12 for Workshop Descriptions)**

- **Let's Blitz!!**
- **Safety for Stewards**
- **All We're Asking for is a Little R-E-S-P-E-C-T**
- **All About Our Union (AAU) Train-the-Trainer - Part 1**

10:30 a.m. – 12:00 p.m.

Workshops

Leadership 101

In this workshop participants will recognize leadership components, assess their leadership style, and be given an instrument to later assess the style of their leadership team to adapt and bring out the best of the team.

The Justice Center 101

This workshop provides officers and representatives who are new to dealing with the Justice Center an overview of the agency and how to best represent members facing an investigation or substantiated report. The topics include how to know whether an interrogation is criminal or disciplinary, how to represent the member in a Justice Center disciplinary interrogation and what a member can expect if he/she receives a notice of substantiated findings.

Building Our Union On Day One

In this workshop, participants will recognize the value of participating in and developing a new member orientation program that enables members to meet and learn about the union firsthand. Participants will develop a toolkit of ideas and a clear message for an orientation program.

A Basic Overview of Civil Service Law

Have you ever been confused, frustrated and/or exasperated over the terms and concepts involved with the New York State Civil Service Law? Well, you are not alone. Participants will come away from the workshop with useful information and a better understanding of what the Law can and cannot do and how you can protect yourself and others. ***Great for first-timers as well as for veteran activists.***

12:00 p.m.

Lunch on Your Own

*** BADGES MUST BE WORN AT ALL TIMES ***

T U E S D A Y

October 22, 2019, continued

1:15 p.m. – 3:00 p.m.

Workshops

Meetings 101

Conducting effective meetings is almost an art and a science combined. Learn how to run effective union meetings, such as membership meetings, executive board meetings and committee meetings, through careful planning and using effective problem-solving tools to help you accomplish the objectives of the meeting. Conducting effective meetings is a critical skill for union leaders.

Conflict Resolution – How to be Your Own Mediator

This introductory module will teach participants concepts and skills that they can use to help improve communication in the workplace and help them begin to manage the differences that impair teamwork, quality, decision-making and cooperation at work and at home. This high-impact introduction to Self-Mediation will:

- Help empower you to handle the challenges of today's intensely interdependent workplace;
- Teach you how to take control of conflicts rather than be controlled by them;
- Handle "difficult people" (and avoid being seen as a "difficult person" by others).

Using Social Media to Engage Members

This workshop focuses on how to create an editorial calendar, develop digital collateral, increase reach of content, manage online trolls and use performance metrics to improve member engagement on social media.

Engaging Activists

The future of the union movement will rely, in part, on current leaders and activists reaching out and encouraging newer workers in the workforce to take an active role in their Union. Come join in a session to explore strategies on how we bridge generation gaps and engage newer and younger workers to be involved in the union.

1:15 p.m. – 4:15 pm.

Officer Trainings

(Pre-registration is required to attend.)

President & Vice-President Training

This training will provide Presidents and Vice-Presidents with an overview of their roles and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents.

Completion of this training meets the mandatory constitutional requirement for Presidents/Vice-Presidents.

*** BADGES MUST BE WORN AT ALL TIMES ***

T U E S D A Y

October 22, 2019, continued

1:15 p.m. – 4:15 pm.

Officer Trainings, cont.

(Pre-registration is required to attend.)

Secretary Training

This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. ***Completion of this training meets the mandatory constitutional requirement for Secretaries.***

Treasurer Training

This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. ***Completion of this training meets the mandatory constitutional requirement for Treasurers.***

Union Leadership Responsibilities

Elected, appointed, or self-anointed? Do you find yourself in a leadership position, wanting to be effective, successful, and out of trouble? In this ***Officers only*** session, we will explore duties and responsibilities of the union leadership role to empower you to be effective, respected and comfortable.

4:45 p.m.

BOKWA

Bokwa is a new and completely different approach to group exercise that is rapidly spreading across the globe. Moving together to today's most popular music, participants of all ages draw letters and numbers with their feet while performing an energizing and addictive cardio workout routine. Because Bokwa steps are structured and based on the forms of letters and numbers, doing Bokwa does not require you to count steps, like a traditional 8 count followed by most dance fitness programs. Simply feel the music, freely move with the beat and share the energy and excitement with other participants! ***Participants must wear comfortable clothing and footwear.***

*** BADGES MUST BE WORN AT ALL TIMES ***

W E D N E S D A Y

October 23, 2019

6:00 a.m. – 7:00 a.m. Morning Fitness

Yoga is recognized as a gentle approach for creating balance and harmony in the body, mind, and spirit. This workshop will introduce the fundamental principles of alignment, breath work, and relaxation through a series of gentle postures. ***Participants must wear comfortable clothing and footwear.***

**8:00 a.m. – 2:00 p.m. Registration
Information Tables & Displays**

8:30 a.m. – 10:00 a.m. General Session (*All participants*)

10:30 a.m. – 12:30 p.m. Workshops

Making Signs That Matter

Labor rallies, protest marches and picket lines all benefit when the message of the event is clear. Learn how to make bold, imaginative and easily-read signs with concise messaging. In this interactive workshop, participants will learn the basics of sign-making as well as tips to create excitement and visibility, while getting your message across with the media in mind.

Civil Service Law Sections 71-73: Leaves

This workshop will focus on Civil Service Law, sections 71-73, discussing when the employer can seek to put an employee out, what the process is and what rights the employee retains if the disability terminates.

Contract Negotiations – Part 1

CSEA's city, town, village, school district, county and private sector members are increasingly facing tough negotiations. This workshop, **open to Local Government and Private Sector bargaining unit members**, will review the basics of contract negotiations and the importance of communication during the process. (***Participants must pre-register and attend Parts 1 & 2***)

An Overview of the Time & Attendance Process - Part 1

This workshop is designed to provide **State Government bargaining** unit officers and disciplinary representatives with basic knowledge and skills necessary to represent members under State Contract Article 33 Time and Attendance Procedure. ***Participants must pre-register and complete Parts 1 & 2 of this workshop and be designated by their Local/Unit President to represent members under this procedure.***

Moving Forward Together

It is important that leaders recognize the value of supporting and growing leadership. In this workshop participants will discuss the technique of offering and receiving guidance to support and build leadership.

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W E D N E S D A Y

October 23, 2019, continued

10:30 a.m. - 12:30 p.m. **All About Our Union (AAU) Train-the-Trainer - Part 2**
(Participants must pre-register and attend Parts 1 & 2)
(See page 12 for Workshop Descriptions)

10:30 a.m. - 3:30 p.m. **Special Trainings**
(Participants must pre-register and attend full session)
(See page 11 & 12 for Workshop Descriptions)

- **Battle the Boss to Win and Win Again**
- **Safety for Stewards**

12:30 p.m. **Lunch On Your Own**

1:45 p.m. – 3:45 p.m. **Workshops**

Can We Talk?

Involving members involves a lot more listening than talking. You have two ears and one mouth. In this workshop, participants will learn the art of listening more and talking less to engage members in effective one-on-one conversations.

Off-Duty, But Not Off the Hook

In this interactive workshop, we will explore off duty conduct that can get members in disciplinary trouble at work.

Contract Negotiations – Part 2

This interactive workshop will review the basic techniques of bargaining and how they apply in a mock negotiation session. *(Participants must pre-register and attend Parts 1 & 2)*

An Overview of the Time & Attendance Process – Part 2

This workshop is designed to provide **State Government bargaining unit** officers and disciplinary representatives with basic knowledge and skills necessary to represent members under State Contract Article 33 Time and Attendance Procedure. *Participants must pre-register and complete Parts 1 & 2 of this workshop and be designated by their Local/Unit President to represent members under this procedure.*

Connecting the Dots: Race, Gender and Economic Inequality

In this workshop, we will explore the harmful impact and causes of unequal distribution of wealth in the United States. We will review the role that race and other factors play in creating income disparities and discuss solutions to create a fair economy that works for everyone.

Communicating with Confidence

This class will cover good communication vs. poor communication as well as understanding what assertive communication is. We will review a communication model to determine the purpose, focus and process of assertive communication. Tips and obstacles to good communication will be reviewed.

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W E D N E S D A Y

October 23, 2019, continued

1:45 p.m. – 3:45 p.m.

Workshops, cont.

Probationary Terminations

This workshop will provide an update on the importance of collecting evidence of and showing bad faith when challenging a probationary termination and/or Last Chance Agreement termination. The workshop will include hard luck cases that CSEA has encountered in recent years.

Conflict Resolution – How to be Your Own Mediator

This introductory module will teach participants concepts and skills that they can use to help improve communication in the workplace and help them begin to manage the differences that impair teamwork, quality, decision-making, and cooperation at work and at home. This high impact introduction to Self-Mediation will:

- Help empower you to handle the challenges of today's intensely interdependent workplace;
- Teach you how to take control of conflicts rather than be controlled by them;
- Handle "difficult people" (and avoid being seen as a "difficult person" by others).

I Think I Know What the Contract Says...?!

A collective bargaining agreement establishes a written record of the parties' mutual understanding regarding terms and conditions of employment. Generally, there should be little confusion as to what is intended by the parties based on the language used in a clause of the agreement. However, there will be occasions where the language can be confusing. In this workshop, we will explore some general standards for interpreting contract language.

Social Media: Don't Let Your Employer Unfriend You

Social media can be a great tool to build our union and to keep in touch with family and friends. During this workshop, we will teach you the current state of the law and best practices so that your use of social media does not lead to discipline at work.

6:00 p.m.

CSEA/AFSCME Event

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T H U R S D A Y

October 24, 2019

8:00 a.m. – 12:00 p.m. Registration

9:00 a.m. – 12:30 p.m. Representation & Officer Workshops (*Participants must attend full session*)

State Government: Grievances and Investigation

This workshop for **state bargaining members** will provide an overview of the types of grievances and the procedures for filing and/or appealing. We will focus on basic grievance investigation.

Building Power: Organizing Around Grievances

In this interactive workshop, we will discuss how we can use issues in our workplace to build power in our Local/Unit. We will discuss strategies for addressing issues that go beyond using our grievance procedure and can both resolve workplace complaints and build activism in our union.

Union Security Clauses

In the private sector, CSEA contracts contain clauses that require an employer to terminate an employee upon the demand of our union where the employee refuses to join the union or authorizes the collection of agency shop fees. This workshop, for **private sector bargaining members**, explains when and how to legally exercise the union's rights under a union security clause and make sure that every bargaining unit employee pays their fair share.

Union Leadership Responsibilities

Elected, appointed, or self-anointed? Do you find yourself in a leadership position, wanting to be effective, successful, and out of trouble? In this **Officers only** session, we will explore duties and responsibilities of union leadership role to empower you to be effective, respected and comfortable.

9:00 a.m. – 10:30 a.m. Workshops

Justice Center – Advanced

This workshop for experienced officers and representatives that have represented members before the Justice Center. The workshop will focus on how to handle real-life situations involving the Justice Center. We will look at matters that have not been handled correctly in the past and how to handle them in the future. ***Attendees must have attended a previous Justice Center presentation.***

Probationary Terminations

This workshop will provide an update on the importance of collecting evidence of and showing bad faith when challenging a probationary termination and/or Last Chance Agreement termination. The workshop will include hard-luck cases that CSEA has encountered in recent years.

Social Media and Contract Campaigns

This workshop focuses on how social media can enhance or derail a contract campaign if not used strategically. Using case studies from recent contract campaigns, members will learn how social media can be beneficial to the contract ratification process, including providing information and updates related to the proposed contract. Members will also learn how to handle the negative feedback that arises when the social media comments are overrun by members who oppose the contract.

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T H U R S D A Y

October 24, 2019, continued

9:00 a.m. – 10:30 a.m. Workshops, cont.

Beyond Bias: An Introduction to Implicit Bias

Did you know that 80 to 90 percent of the decisions we make happen subconsciously? This has a major impact on how we interact with people of different races, genders and backgrounds. As leaders, understanding implicit bias can be a valuable tool to help strengthen our union and shift how we think, talk and act about differences. In this interactive workshop, participants will learn about the science of implicit bias and gain strategies for addressing bias.

11:00 a.m. – 12:30 p.m. Workshops

Building An Activist Network

In this interactive workshop, participants will gain an understanding of the importance of ensuring the local/unit is communicating with and representing the membership. Participants will discuss techniques to recruit and involve the membership. An activist network is a useful tool in building our union together!

Safety & Health for New Officers

Our work is dangerous. On average, four CSEA members are killed at work each year and many more are badly injured. Learn what resources are available to you to help ensure that all your members get home safe each day.

Making Our Voices Heard: Do You Want to Run For Political Office?

Have you wondered what is the process to run for political office? In this session, we will discuss the process and how to step up to give voice to the voiceless.

LGBT Caucus

The purpose of the caucus is to provide an opportunity to discuss LGBT issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.

12:30 p.m. Lunch On Your Own

1:15 p.m. – 3:15 p.m. Division Meetings

- Local Government Division Meeting
- State Division and Public Authorities Meeting
- Private Sector Division Meeting

6:00 p.m. Networking & Labor Trivia

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F R I D A Y
October 25, 2019

9:00 a.m.

**General Session:
My Union Forever, "I AM" Forever UNION**





Local 1000 AFSCME, AFL-CIO

143 Washington Avenue
Albany, NY 12210

Danny Donohue, President

