



NFFE Forest Service Council
FSC Basic Steward Training (BST)
 Applications Due - COB February 12, 2020



Union-Sponsored Training - FSC Basic Steward Training (BST)
 (Class Training Dates are March 22 - 27, 2020)

Applications are Due - COB February 12, 2020

Union Officials:

Registration is now open for the FSC Basic Steward Training (BST) which will be held March 22 - 27, 2020. **Applications for the course are due by COB February 12, 2020.** (More detailed information, as well as the applications and forms are in the attached announcement document.) Those interested need to read the attached announcement package carefully and follow the instructions for applying.

A Release Request Template is also provided for applicant's use. Those applying for the course should read it carefully, edit it as appropriate to fit their situation, and submit it to their supervisor for approval.

These documents will also be posted on Training page of our website (<http://www.nffe-fsc.org/?training>) as soon as possible.

Course Information:

- **Intended Audience** - New stewards; stewards that have not had training in several years; stewards that have never attended one of the FSC Basic Steward Training classes; or stewards that may not have been involved in representational work for some time. This may also be used as a refresher course. Those wishing to attend, need to become somewhat familiar with our Collective Bargaining Agreement (Master Agreement) and a basic knowledge of the Union and their Local Lodge. They definitely should know who their Local Officers are and the name of their FS Council Vice President.

Course Goals and Objectives - To enhance the skill levels of Local Union Officials in the areas of representational duties through a combination of lecture, hands-on group simulations, individual assignments, and working with other Union Officials at the Local, Intermediate, and National levels.

The overall goal is to give new and/or inexperienced stewards the basic skills they need to perform the work of a Union Steward within their Local Lodge and to help experienced stewards to brush up on their skills.

Course Curriculum/Content - This course will be a combination of lecture, interactive exercises, team assignments, and individual work both during class and in the evenings, some work will be on their own time.

There may be some pre-work assignments participants will need to complete prior to the actual training as well as some evening work during the session.

What Local Lodge Officials Need to Know and Do:

NOTE: Under the new Master Agreement (effective on September 13, 2019), Local Lodge Training Plans are no longer needed and there are no longer a bank of Training Hours. ALL Official Time, including that for Union-Sponsored Training, comes out of the overall allotted "pot" of Official Time.

Both new stewards and experienced Union representatives will benefit from attending this training. It is critical training for new stewards, but it may also be used as a refresher class for Union representatives who have previously taken this or similar courses. All Forest Service NFFE Local Lodges should talk with their Dues Paying Members and their current Union Officials to see if anyone is interested in attending this training. Local Lodge Officials will then need to:

- **Designate Union Officials** - Ensure any potential participants have been formally designated as a Union Steward (see Master Agreement, Article 5).*

Determine Level of Commitment - Locals need to engage with those interested in attending the course and determine their level of commitment to the Union and the Local Lodge in particular.

Ask if they have applied for any jobs outside the Agency or that would take them out of the Bargaining Unit.
 Determine how much time they are willing to give their Union role.

- Find out what kind of Union work they are interested in; e.g., case work, attending formal discussions, communications, etc.

Determine Reimbursement for Travel-related Costs - Local Lodges need to determine how those attending Union-sponsored training will be reimbursed for costs previously covered by the Forest Service. They then need to relay that information to those interested in attending the training.

***If this isn't done, management may deny the request for release to attend the training.**

What Participants Need to do:

Discuss this opportunity with their Local Lodge Union Officials. Be honest about your commitment to the Union and the Local Lodge. Let them know if you've applied for jobs that would take you out of the Bargaining Unit or the Agency.

Read through the Announcement Package document **thoroughly**. If interested in attending and attendance is approved by the Local Lodge, complete all necessary paperwork and submit it by **COB February 12, 2020**.

Message Attachments:

Announcement Package - (specific information on the course, Enrollment and Travel forms, Checklist, etc.). This is in two formats, MS Word (.docx) and Adobe Acrobat (.pdf). Either version may be used.
Release Request Template (MS Word only (.docx))



Any questions regarding training should be sent to the FSC Training Committee inbox (training-fsc-nffe@outlook) and someone will respond as quickly as possible.

Thank you,

/s/ Debbie Kaufman
 DEBBIE KAUFMAN, Chair
 NFFE FSC Training Committee

- The End -

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Web Links:

[NFFE FSC Website](#)



[Master Agreement](#)

[Local Union Contacts](#)

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