



PLEASE POST

Center for Labor Education and Research

University of Hawai'i -West O'ahu

91-1001 Farrington Hwy. • Kapolei, Hawai'i 96707 • Library, 2nd Floor
☎ (808) 689-2760 • FAX 689-2761 • Web Site: <https://westoahu.hawaii.edu/clear>



NON-CREDIT CLASS SCHEDULE • FALL 2023

ONLINE CLASSES:

The classes listed in this box will be conducted online using Zoom Software (Google Chrome web browser recommended). Enrollment will be limited to 20. The registration deadline is one week before the date of the first class. Reliable, high-speed internet connection & an audio-microphone device (ear buds) required.

PARLIAMENTARY PROCEDURE: 6 sessions. (1 CEU) Based on the 12th ed. of *Robert's Rules of Order Newly Revised*. Topics to include: fundamental principles, quorum, agenda, order of business, handling and precedence of motions, elections & voting, committee reports, minutes and the electronic (ZOOM, etc.) rules for meetings, small boards and committees. .
Instructor: W. Puette, Ph.D., CP, PRP.

6:00 to 8:00 p.m. (Hawai'i time), Tue./Thu., September 12, 14, 19, 21, 26, and 28.
Course Fee: \$60.00 Hawai'i resident; \$120.00 non-resident.

UNION REPRESENTATIVE BASICS: 5 sessions. (1 CEU) Learn the basic roles and responsibilities common to all union stewards, agents and representatives. Topics covered will include understanding union structure and terminology, the legal rights of union stewards at work, the duty of fair representation, *Weingarten* representation and grievance investigation. *The Legal Rights of Union Stewards* by Robert Schwartz will be used as the basic text.
Instructor: W. Puette, Ph.D.

6:00 to 8:00 p.m. (Hawai'i time), Tue./Thu., October 3, 5, 10, 12 and 17.
Course Fee: \$50.00 for Hawai'i resident; \$100.00 non-resident.

GRIEVANCE HANDLING FUNDAMENTALS: 5 sessions. (1 CEU) Topics to include the duty of fair representation; right to information; *Weingarten* Rights and the tests of just cause; constructing remedies and writing up grievances. Have CBA (contract) accessible during class. Instructor: W. Puette, Ph.D.

6:00 to 8:00 p.m. (Hawai'i time) Mon./Wed.: November 13, 15, 20, 22 and 27.
Course Fee: \$50.00 Hawai'i resident; \$100.00 non-resident.

U.S. LABOR HISTORY: 2 sessions. (0.5 CEU) An introduction to the history of labor union formation, labor disputes and collective bargaining in the United States from colonial times to the present, featuring early trade unions, the Knights of Labor, the IWW, the AFL and the CIO.
Instructors: Drs. Lopez & Puette.

6:00 to 8:30 p.m. (Hawai'i time), Mon./Wed., December 11 and 13.
Course Fee: \$25.00 for Hawai'i resident; \$50.00 non-resident.

NOTE: CEU = "Continuing Education Unit" : One (1) UHWO CEU = 10 hours of instruction.
For more information and/or enrollment forms call CLEAR or visit our website and click on the "Classes" button.



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e-mail: clear@hawaii.edu

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NON-CREDIT COURSE ENROLLMENT FORM

To enroll in CLEAR non-credit classes, you need to complete and submit this enrollment form with your payment as early as possible to the above address. Please register early. Failure to register more than seven (7) days prior to the first class may result in the class being cancelled. Late submissions for classes that are not cancelled must be approved by the instructor; call (808-689-2767).

Payment must be made by **cash or check** (payable to: “**University of Hawaii**”). We **do not** accept payment by credit card. If registering for multiple classes and paying by check, please submit a **separate** check for each class title for bookkeeping purposes. Payment will be returned only if you withdraw 10 days **prior** to the first class or if the class is cancelled. Applicants may assume registration is accepted and report to class unless otherwise notified. Staff of the UHWO Library do not accept payments.

For disability accommodations, contact CLEAR at 689-2760 at the time of registration and no later than two weeks prior to commencement of the class.

PLEASE PRINT:

COURSE TITLE:		CLASS START DATE:	COURSE FEE: \$
NAME: (LAST, FIRST, M.I.)			
HOME ADDRESS:			
EMAIL ADDRESS:			
TELEPHONE NUMBERS:		MOBILE:	HOME: WORK:
EDUCATION: PLEASE CIRCLE HIGHEST YEAR COMPLETED:		HIGH SCHOOL: 9 10 11 12 HIGH SCHOOL GRADUATED FROM: COLLEGE: 1 2 3 4 5+ DEGREE EARNED:	
UNION or ORGANIZATION INFORMATION (if applicable)		____ STAFF ____ OFFICER ____ STEWARD ____ MEMBER UNION/LOCAL:	

FOR CLEAR USE:	DATE PAYMENT RECEIVED:	RECEIVED BY:	DEPOSIT DATE:
PAYMENT TYPE:	CASH CHECK#	RECEIPT#:	DEPOSIT RECEIPT#: