



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: <http://clear.uhwo.hawaii.edu>

CLASS SCHEDULE • SPRING 2018

For more information and/or enrollment forms call CLEAR or visit our website and click on the "Classes" button.

ONLINE CLASSES:

The classes listed in this box will be conducted online using the Google Chrome web browser. Enrollment will be limited to 15. 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: 5 sessions. (1 CEU) Based on the 11th 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, minutes, conventions and resolution writing. Instructor: W. Puette, Ph.D., CP, PRP.

6:00 to 8:00 p.m. (Hawai'i time) Mon./Wed., February 5, 7, 12, 14 and 21. Course Fee: \$50.00 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.: March 5, 12, 14, 19 and 21. Course Fee: \$50.00 Hawai'i resident; \$100.00 non-resident.

WAGE & HOUR LAWS: 2 sessions. (0.5 CEU) The topics covered include: history and key concepts of Wage & Hour regulation; The FLSA, minimum, living and prevailing wage laws; the latest federal overtime regulations; restrictions on child labor; and enforcement of Family & Medical Leave laws. Instructor: W. Puette, Ph.D.

6:00 to 8:30 p.m. Mon./Wed.: April 9 and 11. Course Fee: \$25.00 Hawai'i resident; \$50.00 non-resident.

COLLECTIVE BARGAINING LAW BASICS: 5 sessions. (1 CEU) Topics include: overview of the State and National collective bargaining laws with a special look at the NLRB and its effect on organizing, representation elections; negotiations, representation rights; strikes and picket lines. Instructor: W. Puette, Ph.D.

6:00 to 8:00 p.m. (Hawai'i time) Tues./Thrs., April 10, 12, 17, 19 and 24. Course Fee: \$50.00 Hawai'i resident; \$100.00 non-resident.

NOTE: CEU = "Continuing Education Unit" : One (1) UHWO CEU = 10 hours of instruction.



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e-mail: clear@hawaii.edu

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COURSE ENROLLMENT FORM

To enroll in CLEAR 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.

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.

The University of Hawai'i is an Equal Opportunity Affirmative Action Institution. 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: \$
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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#: