**“Contract Administration and the Steward/Supervisor Relationship”**

The Federal Mediation and Conciliation Service (FMCS) and the Vermont Labor Relations Board (VLRB) will be offering a training session, “Contract Administration and the Steward/Supervisor Relationship”, in various locations throughout Vermont in October/November 2019. Trainers for the session will be FMCS Mediators and the VLRB Executive Director. Topics addressed in this training will be the union steward/supervisor relationship, the duty to furnish information, grievances generally, Weingarten right to union representation at a meeting that may lead to discipline, grievances over discipline, grievance procedure, grievance processing/investigations, and union-management dynamics. Supervisors and union stewards from the public and private sectors are encouraged to attend this training.

The schedule for trainings is as follows:

October 9, Rutland Free Library (10 Court St, Rutland, VT)

October 15, V-Trans Training Center (1716 US-302, Berlin, VT)

October 23, Comfort Inn, (703 US Route 5 South, Saint Johnsbury, VT)

November 6, Hampton Inn, (104 Ballardvale Dr, White River Junction, VT)

November 18, Holiday Inn, (1068 Williston Road, South Burlington, VT)

Training at all locations will begin at 8:30am and end at 4:30pm. Attendees will need to provide their own lunch. The trainings will break for lunch from noon till 1:00pm. Registration is $20.00 per person. It is important to register early as each location will be limited to 25 attendees.

**REGISTRATION FORM - October 2019 Training Sessions**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_ I would like to attend the October 9 training session.

\_\_\_\_ I would like to attend the October 15 training session.

\_\_\_\_ I would like to attend the October 23 training session.

\_\_\_\_ I would like to attend the November 6 training session.

\_\_\_\_ I would like to attend the November 18 training session.

Make $20 check payable to: Vermont Labor Relations Board (note: State agencies can make payment by processing an interunit transfer to BU 01270). Mail to: Vermont Labor Relations Board, 133 State Street, Montpelier, VT 05633-6101. If you have any questions, contact the VLRB at (802) 828-2700.