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**Group Activity**

Group Icebreaker

VA/AFGE Master Agreement Training: Course Introduction 4

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**Housekeeping**

- Class schedule:
  - Begin at 8:00 a.m.
  - Lunch from noon to 1:00 p.m.
  - Two 15-minute breaks
  - End by 4:30 p.m.
- Restrooms, vending, etc.
- Nearby restaurants

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**Ground Rules**

- Be on time
- Participate
- Ask questions
- Comply with Time Outs
- Be respectful
- Silence cell phones
- Limit e-mails

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**Why Are We Here?**

- To come to a common understanding of the VA/AFGE Master Agreement in a joint cooperative atmosphere



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**Course Goal**

- By the completion of this course, participants will demonstrate an understanding of their rights and responsibilities under the 2011 VA/AFGE Master Agreement.



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**Course Objectives**

- By the end of this course, you will be able to:
  - Identify basic employee, Union and Department rights and responsibilities in the 2011 VA/AFGE Master Agreement
  - Demonstrate a clear and common understanding of the main principles and concepts around those rights and responsibilities
  - Apply the principles and concepts in the workplace



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 **Course Agenda**

Day 1	Day 2	Day 3
Course Introduction	Day 2 Introduction	Day 3 Introduction
Understanding Collective Bargaining Agreements	Work Environment	General Union Provisions
	Workplace Restructuring	
Introduction to the 2011 VA/AFGE Master Agreement	Career Development	Grievance, Arbitration and Bargaining
General Employee Rights	Performance Appraisal, Awards, Promotions	Title 38 Employees
Work Hours and Compensation	Discipline, Investigations and Monitoring	VCS Employees
Benefit Programs	Temporary, Part-time & Probationary Employees	Course Summary and Wrap Up
Day 1 Wrap Up	Day 2 Wrap Up	

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 **Course Materials**

- Participant Guide
- Handouts/Reference Material
- Master Agreement
- Post-training Resources



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 **Questions**



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