

## Attend a Pre-Convention Workshop

The Research & Education Department will sponsor twenty-four Pre-Convention Workshops on **Friday, August 14, 2026**, prior to the start of the craft conferences and national convention at the Los Angeles Convention Center. Full-day workshops will be offered from (10 am- 5:30 pm) and half- day workshops will be offered from (10 am-1 pm) and from (2:30 pm-5:30 pm).

*Participants are encouraged to register early, as classroom space is limited.* Participants may sign up for workshops after arriving in Los Angeles, but will have limited choices of workshops, as many will already be filled.

Below is a list of workshops and a synopsis.

- 1. APWU SEARCH Workshop:** Simplifies search for arbitration awards and decisions. Includes how the interface works, the proper way to login and set up web browser, conducting searches using the multiple-tab feature, and methods to narrow searches. *New Arbitration Advocates who have never attended or those whose skills need refreshing should attend this training. (2:30 pm-5:30 pm)*
- 2. Article 37.3.A.1 Clerk Division Desirable Duty Assignments/Fighting Reversions Training:** Explains the importance of this contractual provision in assisting in creating desirable duty assignments using available work hours of PSEs, PTFs, overtime, crossing craft and bargaining unit work violations. Brings the 2020 Das award into focus with avenues to fight management arguments. Provides guidance in fighting reversions, abolishments, and reducing excessing. **(2:30 pm-5:30 pm)**
- 3. Article 38 Maintenance Division Training:** Covers Article 38 of the 2024-2027 USPS/APWU Collective Bargaining Agreement and JCIM, including the new language negotiated, timelines for posting, withholding, and reverting duty assignments, and what methods to use to effectively preserve maintenance jobs in Postal Installations. Explores how duty assignments are awarded and how promotions are handled utilizing the Promotion Eligibility Registers (PER) and Preferred Assignment Registers (PAR), including official training selections and requirements. **(10 am-1 pm)**
- 4. Basic Shop Steward's Training:** Guidelines for **new shop stewards**. Focuses on proper documentation of grievances, and the duties, rights, and guidelines for shop stewards. *Participants must attend this workshop the entire day and cannot select another workshop. (10 am-5:30 pm)*
- 5. Building Union Power through Organizing Workshop:** Teaches practical strategies to grow the union and strengthen collective power! This interactive session will guide you through APWU's electronic membership sign-up process, introduce powerful organizing tools, and resources to help local/state unions expand membership. Learn proven techniques to inspire your coworkers to join APWU's fight to protect postal jobs, benefits, and our future. **(10 am-1 pm)**

- 6. Dealing with a Toxic Work Environment and Handling Postal “Monsters”**  
**Workshop:** Addresses how to deal with a toxic work environment. Teaches attendees how to utilize rules and tools from the CBA, Postal Handbooks and Manuals to help combat abusive supervisors/managers and the system that protects them. **(10 am-1 pm)**
- 7. Fiduciary Responsibility Training:** Reviews the fiduciary and legal responsibilities of union officers, the LMRDA, the National Constitution, and basic financial principles. *New presidents, treasurers, trustees, and executive board members are urged to attend.* **(10 am-1 pm)**
- 8. Fighting Back Against Attacks on the Working-Class Training:** Explores lobbying techniques to build support for APWU's legislative priorities on Capitol Hill. Reviews best practices for soliciting COPA donations, including how to host a successful COPA fundraiser, how to hold an effective APWU rally that furthers our union's goals, and the importance of participating in solidarity actions within your community. *Local and state officers and stewards are urged to attend.* **(10 am-1 pm)**
- 9. Fighting Discipline Workshop:** An in-depth discussion of how to protect APWU members from unwarranted discipline. Proper investigation techniques will be explained in detail, along with common arguments for defending employees against unwarranted discipline. **(2:30 pm-5:30 pm)**
- 10. Gaining Clerk Craft Work Training:** Clarifies the national dispute on the Postal Service's violation of the following MOUs – Job Audits, Clerical Work, Clerk Craft Jobs, Temporary Assignment, Reassignment, and Reemployment in APWU Crafts of employees injured on the job. Furnishes arguments for gaining additional work for the Clerk Craft by utilizing these MOUs and provides directions on fighting to secure all clerk bargaining unit work per the 2010 Collective Bargaining Agreement. **(2:30 pm-5:30 pm)**
- 11. Labor Law Fundamentals (A Union Leader's Duty of Fair Representation)**  
**Workshop:** Reviews the National Labor Relations Act, with focus on the rights of APWU members, the Duty of Fair Representation, and how to identify unfair labor practices. Also, it covers how the current administration's appointees affect National Labor Relation Board's policy. **(2:30 pm-5:30 pm)**
- 12. Lead Clerk Duties and TACS Training:** Discusses lead clerk duties and responsibilities. Provides explanations for related Step 4 settlements, discusses Clerk Craft Jobs MOU concerning Lead Clerks, and furnishes arguments for gaining TACS work for the clerk craft, in all bargaining unit work functional areas, including all crafts. **(10 am-1 pm)**
- 13. Leadership Enhancement Training:** Helps newly elected union leaders understand the responsibilities, challenges, and qualities of leadership. Gives tips on how to run a union meeting; goal setting; effective listening skills; coalition building; handling difficult

people; resolving conflict, and stress reduction. *Participants must attend this workshop the entire day and cannot select another workshop. (10 am-5:30 pm)*

- 14. Legal Issues and Union Communications Workshop:** Explores editorial policies, union regulations, libel, copyright, and federal election laws applicable to both print and digital communication. Teaches editors and union representatives how to significantly enhance communications within local/state unions and strengthen connections with membership. **(10 am-1 pm)**
- 15. Maintenance Eagle Clean Class Workshop:** Covers the initial notifications of the pilot program up to its implementation nationwide with emphasis on how the scanner and its application is used by custodians, the different reports that can be generated to identify which tasks were assigned and how much time the custodian spent performing those tasks, and whether tasks were partially completed or bypassed. Teaches the correct information to request and how to apply it when investigating potential Line H violations in smaller facilities to determine if management is using the scanners or applications to falsify data. **(2:30 pm-5:30 pm)**
- 16. Military Buyback Training:** Aides the audience in understanding the effect of not paying a military deposit for years of qualifying military service, understanding the step-by-step process for making a military deposit for postal employees, and helps to understand how military deposits are computed by U.S. Office of Personnel Management. **(2:30 pm-5:30 pm)**
- 17. Motor Vehicle Service Division (MVS) Issues Training:** An update on MVS issues and information on Articles 39, 32, and other articles of the CBA that apply to the Motor Vehicle Craft. *Participants must attend this workshop the entire day and cannot select another workshop. (10 am-5:30 pm)*
- 18. PSE Everything Workshop:** Focuses on understanding and enforcing contractual rights concerning Postal Support Employees (PSEs). Topics include protecting the rights of PSEs, holding management accountable for exceeding the use of non-career employees, increasing the career workforce, seniority issues, and more. **(10 am-1 pm)**
- 19. Retirement Planning Workshop:** Provides information for Civil Service Retirement System (CSRS) employees and Federal Employees Retirement System (FERS) employees on annuity calculations, best date to retire, benefit choices, important records to keep, and tips on successfully completing the application. **(10 am-1 pm)**
- 20. Talk is Cheap---Stand Up for Safe Jobs Training:** Designed to build active and strong safety campaigns at the “grassroots” level with focus on how to reinvigorate local union’s safety programs. Training includes how to complete a PS Form 1767 (Report of Hazard, Unsafe Conditions or Practices), the role of local safety committees, how to seek assistance from OSHA (Occupational Safety and Health Administration), and how to help employees understand the importance of reporting safety violations on the job. **(10 am-1 pm)**

- 21. The Thrift Savings Plan (TSP) Overview Workshop:** Covers every aspect of TSP including the benefits of savings, Traditional vs Roth Contributions, Investments, Loans, and Post-Separation Withdrawals. (2:30 pm-5:30 pm)
- 22. Understanding Backpay Settlements Workshop:** Designed to equip participants with the knowledge needed to identify and address common discrepancies found on backpay forms and covers what backpay is and what a “make-whole remedy” means. Identifies common discrepancies and distinguishes between a backpay and lump sum payment. Empowers attendees with the knowledge and skills needed to strengthen our Union, enforce our contract, and ensure that our employees are paid correctly. (2:30 pm-5:30 pm)
- 23. Workers Compensation Guidance for Members Injured at Work Training:** Focuses on filing a claim through OWCP, enforcement and employer compliance to facilitate claim processing, and handling employer violations. Discusses what to do if your claim is approved or denied, you have a traumatic injury, a COVID claim, or an occupational disease or injury. *Participants must attend this workshop the entire day and cannot select another workshop. (10 am-5:30 pm)*
- 24. Written Communications at the Grassroots Level Training:** Includes creating, enhancing, and publishing a local/state newsletter from start to finish. Provides tips on using writing tools such as Microsoft Word, PowerPoint, and the Canva Design Platform. (2:30 pm-5:30 pm)

*If you have problems registering online, please email [WORKSHOPREGISTRATION@APWU.ORG](mailto:WORKSHOPREGISTRATION@APWU.ORG) with your name, a cell phone number, (where you can be reached Eastern Standard Time between the hours of 9:00 am - 7:00 pm), and a brief description of your problem.*