School for Workers
UNIVERSITY OF WISCONSIN–MADISON

Program guide

spring 2024

School for Workers
UNIVERSITY OF WISCONSIN–MADISON

Institute types

Residential institutes

In-person, non-credit courses, taught by university faculty in Madison, Wisconsin. Each residential institute is 2-5 days in length and offered as a fall or spring session program.

Online institutes

High-quality, non-credit courses developed for accessibility and flexibility. The institutes are structured into weekly instructional units, containing readings, short videos, activities, and student discussion boards. Faculty are actively involved in the course throughout the units.
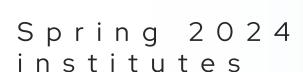
On-demand institutes

Comprehensive, online courses developed by university faculty on a user-friendly platform. Students can access the course 24/7, for up to six months after registration, to explore and complete the course material at their own pace. University faculty and staff are available for support throughout.

education for *workplace democracy*

Spring 2024 institutes

Residential institutes

Time study
Mon, Mar 04 – Fri, Mar 08 | Register by: Feb 02 | Tuition: $1,065

Grievance arbitration
Mon, Mar 18 – Fri, Mar 22 | Register by: Feb 16 | Tuition: $1,065

Building strength and involvement
Mon, Apr 8 – Wed, Apr 10 | Register by: Mar 08 | Tuition: $720

Online institutes

Labor and employment law
May 06 – 26 | Register by: Apr 22 | Tuition: $210

On-demand institutes

20th Century labor history
Tuition: $99

Essentials for union stewards
Tuition: $99

Fundamentals of the Family Medical Leave Act
Tuition: $99

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610 Langdon St., Rm 229
Madison, WI 53703

schoolforworkers@dcs.wisc.edu

schoolforworkers.wisc.edu

608-262-2112

Registration and payment

Register by phone at 608-262-2112 or online at *schoolforworkers.wisc.edu/register*. Credit card payments can be made at *charge.wisc.edu/schoolforworkers* or send a check payable to UW-Madison to 610 Langdon St. Rm 229, Madison, WI 53703.

Class location and lodging

Residential institutes are held at the University of Wisconsin-Madison Fluno Center, located at 601 University Ave., Madison, WI 53715. A block of hotel rooms is also available for class participants to reserve at the Fluno Center. Participants are responsible for arranging their own lodging and parking. We encourage you to secure your lodging soon after registering for your class to ensure a hotel room for your stay in Madison. To reserve your room, call the Fluno Center directly at 608-441-7117. If you need parking, inform the center when you book your room.

Cancellation policy

To receive a full refund, cancellation notification must be received 14 days before a residential institute and 48-hours before an online institute start date. On-demand institutes are non-refundable. Notification can be made by calling 608-262-2112 or by e-mailing *schoolforworkers@dcs.wisc.edu*. When enrollment criterion is not met or conditions beyond control intervene, School for Workers reserves the right to cancel the institute. If the school cancels an institute, registrants will be notified, and tuition is refunded in full; participants will be responsible for all their personal traveling arrangement costs.

Accessibility

UW-Madison provides equal opportunities in programming. If you are in need of an interpreter or have a disability and would like accommodations, contact the School for Workers office. Requests are confidential.

Spring institute descriptions

Time study

Participants learn about the diverse systems employers use to establish production targets and incentive pay standards. Instruction covers these systems' theories, assumptions, and applications, as well as hands-on training in conducting a stopwatch time study. Students practice the steps required to calculate and audit production standards and practice strategies for handling standards grievances and negotiating standards contract language. You will learn about:

- Performance rating and allowance factors
- Production standards and incentive calculations
- Proper use and application of stopwatch for timing
- Standard data and predetermined motion-time systems
- Handling grievances and bargaining contract language

Grievance arbitration

Develop the tools and knowledge to be an effective union rep during the grievance and arbitration processes. This institute will prepare students to investigate, write, and present grievances, prepare students to organize and present arbitration cases. Participants will have the opportunity to practice and further develop what they learn through a case presentation before a labor arbitrator.
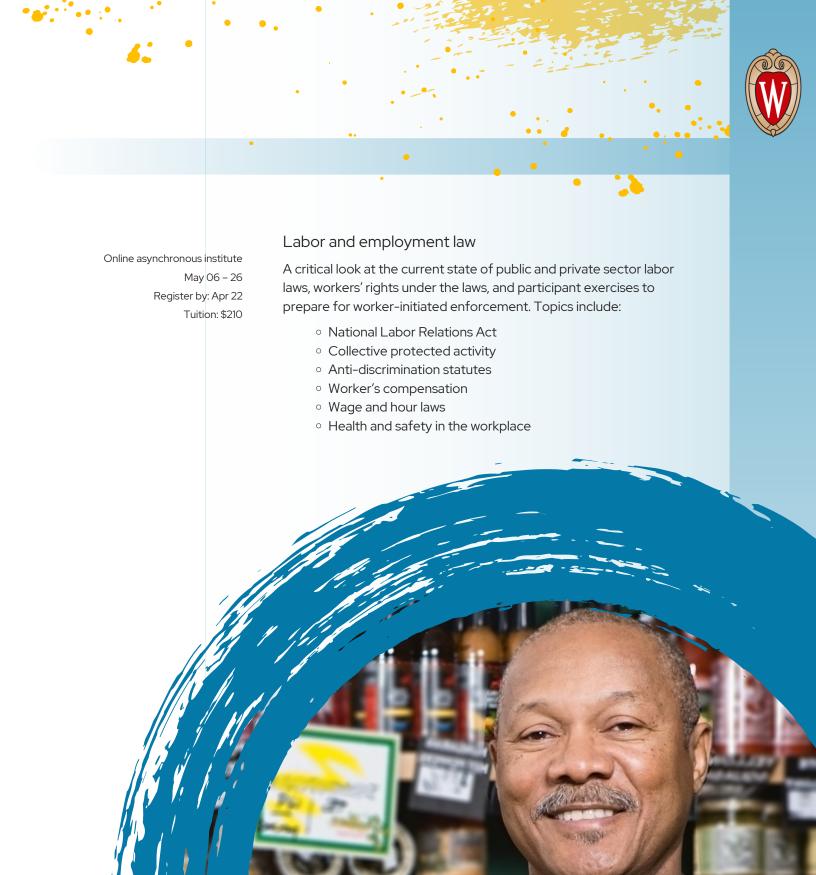
Building strength and involvement

Do you wish you had more members actively involved in the work of the union? Membership involvement is the key to union strength, whether in contract negotiations or in solving workplace issues and problems. Learn how to apply "organizing" principles and strategies to amplify engagement and communication. We will discuss how to break down apathy and disinterest to create an increased sense of collective strength. You will learn how to:

- Increase member involvement
- Have effective conversations about the union with your co-workers
- Differentiate between union "activists" and workplace "leaders"
- Build solidarity and inclusivity through your message
- Develop an action plan for making your union stronger

Includes a copy of the *Labor Notes book Secrets of a Successful Organizer*.

Labor and employment law

A critical look at the current state of public and private sector labor laws, workers' rights under the laws, and participant exercises to prepare for worker-initiated enforcement. Topics include:

- National Labor Relations Act
- Collective protected activity
- Anti-discrimination statutes
- Worker's compensation
- Wage and hour laws
- Health and safety in the workplace

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