



**Course Title:** *CWA Labor Agreement and Leave Management*

**Course Description**

This information-packed course will provide an overview of how CWA Labor Agreements affect time records. Attend this course and learn to select the proper leave codes, identify when to charge union pool time, and demonstrate proper time entry for premium and holiday pay. If you supervise or enter time for CWA employees—this class is for you!

**Goal**

At the conclusion of this class you will have working knowledge of how the CWA contract affects time records.

**Learning Objectives**

- Understand the role of the CWA union in the organization and the Interest Based Bargaining Process
- Understand frequently used Articles in the CWA Labor Agreement including: meals, workers compensation, hours of work, leave systems, holidays, premium pay, discipline, grievances, residential boundary, job vacancy and probation
- Understand the different types of leave under this labor agreement and be able to record leave appropriately based on CWA Labor Agreement requirements

**Open to:** Timekeepers, Supervisors and Above

**Competencies Addressed:** Organizational Knowledge; Problem-Solving, Decision-Making

**Length of Class:** Two Hours