COURSE SYLLABUS

Federal Labor Relations Course (Basic)

Understand the fundamentals of federal labor relations, including collective bargaining, employee rights, and management responsibilities.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/federal-labor-relations-basic



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Course Outline

Module 1: Governing Principles for Federal Human Resources Management, Historical Overview

- Review the merit system principles, prohibited personnel practices, and the EEO framework.
- Trace the history of unionism in the U.S. and its evolution in the federal sector.
- Explain how collective bargaining provides orderly conflict resolution and improves operations.

Module 2: Federal Labor-Management Relations Statute

- Summarize Title VII of the CSRA and key provisions of 5 U.S.C. Chapter 71.
- Differentiate employee, union, and management rights—including management rights in §7106.
- Identify third-party mechanisms (FLRA, FMCS, FSIP) and their roles in labor relations.
- Define bilateral decision-making, scope of bargaining, grievance/arbitration, and official time.

Module 3: Exclusive Recognition

- Define a bargaining unit and apply appropriateness criteria (community of interest, effective dealings, efficiency).
- Recognize statutory exclusions (e.g., supervisors, confidential employees, certain security functions).
- Outline organizing campaigns and neutrality rules for employees, unions, and management.
- Explain elections, certifications, petition bars (election/certification/contract), window periods, and decertification.

Module 4: Collective Bargaining (Negotiations)

- Plan and conduct negotiations consistent with good-faith bargaining obligations.
- Distinguish mandatory, permissive, and prohibited subjects of bargaining.
- Address negotiability disputes and use FMCS/FSIP processes to resolve impasses.
- Document agreements and understand the effect of negotiated provisions.

Module 5: Living With the Agreement and Meetings

- Administer and interpret collective bargaining agreements and manage contract changes.
- Apply past practice principles and mid-term bargaining considerations.
- Understand representation at meetings (formal discussions) and related rights/obligations.
- Promote constructive day-to-day labor-management relations under the agreement.

Module 6: Grievances and Unfair Labor Practices

- Design and execute negotiated grievance procedures culminating in binding arbitration.
- Process grievances effectively—roles, timelines, and documentation.
- Identify union and management ULPs and outline FLRA investigation and remedies.
- Differentiate when issues belong in ULP charges versus the grievance process.