COURSE SYLLABUS

Federal Labor Relations Course (Basic) (Self-Paced)

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://www.graduateschool.edu/courses/federal-labor-relations-course-basic-self-paced



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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.