



SEIU LOCAL 1000 - NONMEMBER DISCLOSURE ABOUT REPRESENTATION

SEIU Local 1000 provides nonmember representation in those areas **required by law**. This is generally considered **contractual representation**, such as grievances and arbitration.

The Union will follow its Representation Policy, including a case review process which is available on its website.

SEIU Local 1000 will now **only** assist nonmembers with issues related to violations of the contract (MOU). All other matters are "**non-contractual**" or outside the contract.

As a nonmember:

- I understand that Union representation will not be provided in non-contractual appeals such as SPB (discipline, rejections, merit appeals, reasonable accommodation, etc) or CalHR (AWOL etc).
- I may request Union representation in an initial investigatory interview. However, if there are follow-up investigatory interview(s), I will not receive Union representation unless I choose to join the Union at the time of the first interview.¹
- I may request Union representation in one internal RA/EEO meeting or complaint. However, if there are follow-up processes or appeals, I will not receive Union representation unless I choose to join at the time of the one internal process available to me.¹
- I understand that the Union has a Representation Policy that limits non-contractual representation to events occurring **after** the employee chooses to be a member. If an action relates to **matters prior to joining**, the Union will not provide representation. Under this policy:
 - I may join during the investigatory/internal (or RA/EEO meeting or complaint) and be able to receive representation.
 - However, if my department issues a disciplinary action where no investigatory meeting is held, I understand it will be considered **too late to join** and receive representation.
- I understand that I will need to continue my membership during the entire course of non-contractual representation which may take several months or longer. If I drop my membership, representation in my case will end.

I have read and understand this information. Check box - to decline to join SEIU Local 1000.

_____ [sign] _____ [date] _____ Address
 _____ [print name] _____ Dept. _____ Unit _____ Phone

Union Steward or Representative who provided this information sign and date here:

_____ [sign] _____ [date]
 _____ [print name] Check box if signed Member App.

¹ I will only receive coverage for a single instance of non-contractual representation during my entire career in state employment.
Rev. 9/18