

Audio Script: Bargaining 110 - Roles of the DBUR and CBUR

This is the actual audio that was recorded for Bargaining 110. Use it for a reference or study guide.

Welcome to Bargaining 110

This course should take you about 30 minutes to complete.

It is required for the Certificate of Completion in the Bargaining track.

The prerequisite for this course is Bargaining 100.

The sections in this course are:

E-board Responsibilities

Bargaining Responsibilities, and

The Bargaining Team

Section 1: E-Board Responsibilities

What is a DBUR?

DBURs - or District Bargaining Unit Representatives - are elected from within their District Labor Council, or DLC, to represent the bargaining unit members within that DLC. One DBUR is elected from each unit in each of the DLCs. There are three exceptions to this for units 1, 14 and 21 who have the majority of their members in one location

For example, if one DLC has members in all 9 bargaining units, it will have 9 DBURS. If it only has members in four bargaining units, it will have 4 DBURS.

DBURs also serve on their DLC's executive board, or e-board. The e-board is the governing body of the DLC. DBURs are in the unique position of being part of the governance of their DLC *and* their unit's bargaining team.

What is a CBUR?

A CBUR, or Classification Bargaining Unit Representative is an elected representative for members of bargaining Unit 1. The SBAC rules define how CBURs are elected by Unit 1 members. They are elected either statewide or by their geographic area, and by their classification group within Unit 1.

Their responsibilities as part of the Unit 1 SBAC and the joint SBAC are similar to that of the DBURs. The two differences between DBURs and CBURs are, first, only bargaining Unit 1 has CBURs. This is because Unit 1 is

the largest unit, with by far the most employees – over half of all SEIU Local 1000 represented employees are in Unit 1 and it includes over 600 different job classifications. Second, DBURs sit on the DLC e-board and CBURs do not.

A DLC can have both DBURs and CBURs. If that DLC does not have any members who are in bargaining Unit 1, they will not have CBURs, only DBURs.

Roles in E-Board Meetings

Since DBURs are members of their DLC's executive board, or e-board, they must participate in e-board meetings. At these meetings DBURs share information from the SBAC, participate in discussions and vote on issues presented during the e-board meetings.

Attendance

When a member accepts the responsibility of becoming a DBUR or a CBUR, they are expected to attend specific meetings, the SBAC, and other union leadership events. Sometimes attendance is mandatory. DBURs and CBURs cannot fulfill their duties if they are not present.

Attendance means keeping informed about events and changes. This kind of information is crucial to doing the work of bargaining.

Too many unexcused absences can lead to removal as a DBUR or CBUR.

For more information about SBAC attendance see the Local 1000 Policy File.

Section 1 Review

What does CBUR stand for?

- a) Classification Bistro Understated Republic
- b) Classification Bargain Uniformed Representative
- c) Classification Beyond Unbelievable Representative
- d) *Classification Bargaining Unit Representative*

The answer is D – CBUR stands for Classification Bargaining Unit Representative.

What does DBUR stand for?

- a) *District Bargaining Unit Representative*
- b) Delivered Bargaining Under Represented
- c) Deliberated Bargaining Uniformed Representative
- d) Different Bargaining University Redemption

The answer is A – DBUR stands for District Bargaining Unit Representative.

Section 2: Bargaining Responsibilities

SBAC

Each bargaining unit in Local 1000 has its own Statewide Bargaining Advisory Committee, or SBAC. Members of the SBAC are elected by the membership. DBURs and CBURs of all represented units come together at regularly scheduled joint SBAC meetings. The individual SBACs also meet as needed.

Each bargaining unit's SBAC has a set of rules that detail the composition of their SBAC. The Unit 1 rules state, for instance, "The Unit 1 SBAC shall consist of 50 DBURs and 25 CBURs. They will be elected by the membership in their respective District Labor Council or geographic area and classification group."

More detailed information about the SBAC is available in each unit's document titled "Rules of the SBAC and BUNC."

Elections

Once the SBAC has been elected, they in turn elect their Chair, Vice Chair and Alternate Vice Chair of the BUNC. BUNC members, even the elected officers of the BUNC, continue to be DBURs and CBURs.

DBURs, as mentioned earlier, are also part of their DLC's e-board, or executive board. As members of this board they have the same responsibilities as the other members of the DLC e-board.

The Role of Communication for DBURs and CBURs

DBURs and CBURs have other roles as well. Communication is one of the primary responsibilities of the DBUR and CBUR, and that communication must go in two directions.

First, it is the role of the DBUR and CBUR to quickly and accurately *gather* information in their worksites and DLCs. They take that information and report it to their SBAC.

This information includes concerns relating to wages, hours and working conditions. Keep in mind that individual grievance issues go to the Union Resource Center - the URC.

The second kind of communication required goes back the other way - *from* the BUNC and the SBAC *to* members at their worksites and in their DLCs.

A well-maintained communication network is necessary as a DBUR or CBUR. When first developing this network, DBURs and CBURs contact the union to get a list of worksite members. Next, they create a chart or map of the worksite to help track members, Fair Share Fee payers, and people interested in the union.

Email, fliers, phone calls, worksite meetings, face-to-face conversations or a combination of all of these keep DBURs and CBURs connected with the members

they are representing.

Effective DBURs and CBURs create and maintain relationships with all of the members they represent. They do a better job of representing by knowing them, their skills and their culture.

When someone leaves the worksite, changes phone number or address, or if a new employee arrives, the bargaining unit representative lets the Member Resource Center, MRC, know about the change. The union can do a better job by keeping this data current.

DBURs and CBURs Participate in Meet and Confers

DBURs and CBURs also participate on statewide 'meet and confer' teams. These teams discuss impacts of management's proposed decisions on terms and conditions of employment that are not addressed in the contract. For example - we would meet and confer over a department's decision to shut down a particular office that caused a new schedule for employees.

Work with Stewards and DLC officers

Worksite leaders such as stewards and DLC officers work in tandem with DBURs and CBURs to support the bargaining process on the ground. They organize their co-workers to support the bargaining process and the bargaining team. Worksite leaders also identify and develop potential leaders in their DLC or their unit.

Review of Bargaining Responsibilities

Each bargaining unit has SBAC Rules that outline the duties of DBURs and CBURs. Here is a review of those duties.

DBURs and CBURs participate in their unit's SBAC meetings and joint SBAC meetings.

They elect the BUNC and the Chair, Vice Chair and Alternate Chair of the BUNC.

DBURs and CBURs communicate with the SBAC, the BUNC, their bargaining unit and DLC members.

They participate in bargaining campaign activities and membership recruitment activities.

They also solicit, receive and compile information about concerns relating to wages, hours and working conditions from stewards and members and from anyone else in their bargaining unit or DLC. They then take these concerns forward to their SBAC for discussion.

DBURs and CBURs participate in activities at the worksite that promote the strength and power of their bargaining unit, and their DLC.

They educate stewards and members on the contract and how it relates to their specific classifications. They help coordinate the contract ratification vote. They

also encourage stewards to maintain their certification by taking advanced steward trainings, either in a classroom or online.

DBURs and CBURs participate in meet and confers with management representatives on issues such as layoffs, upcoming office relocations, changes in policies at the worksite or any reorganization that might be unique to specific classifications or departments.

For their bargaining unit, DBURs and CBURs will partner with Local 1000 staff to assist with research, development and implementation of classification studies, to help with education, training & career ladder programs, to work on pay equity studies, and to help prepare Local 1000's overall positions on all issues.

They also perform other duties as requested by the Bargaining Unit Chair.

Organizing Co-Workers

DBURs and CBURs also encourage union participation at the worksite by visiting worksites within their DLC to explain about participating in the union and by distributing fliers or brochures. They phone bank employees at their worksite to answer questions or to invite them to events and activities.

Organizing Campaigns

All DBURs and CBURs assist in membership drives and other worksite actions to build union strength.

Bargaining Campaigns

It is the duty of the DBUR and CBUR to participate in any bargaining campaign activities, including ratification votes, visiting affected worksites and recruiting leaders for a campaign.

Political Campaigns

In addition to bargaining and organizing activities, DBURs and CBURs participate in phone banking, precinct walking and other aspects of political campaigns to help move the union forward.

Each DBUR and CBUR should also be a member of the Committee On Political Education, or COPE, and should help recruit others to participate in COPE.

Section 2 Review

BUNC stands for:

- a) *Bargaining Unit Negotiating Committee*
- b) Bargaining Unit Numbering Council
- c) Bargaining Union Nautical Committee
- d) Bargaining Unevenly Near Committee

The answer is A - Bargaining Unit Negotiating Committee. Each bargaining unit in every DLC has their own BUNC.

Each unit's BUNC negotiates:

- a) Contract issues for all units at the same time
- b) *Contract issues for their unit*
- c) Meet and Confer tables
- d) Every weekend

The answer is B - BUNCs negotiate issues and concerns of their own bargaining unit.

BUNC members give up their status as DBUR or CBUR

- a) True
- b) *False*

This answer is False - in fact, BUNC members retain all of the status, responsibilities and expectations of being a DBUR or CBUR.

Section 3: The Bargaining Team

Composition of the Unit BUNCs

The bargaining unit BUNCs are composed of at least five members with at least three alternates. Additional members and alternates are allowed if the unit represents more than 10,000 employees statewide. There are other alternative structures, as mentioned earlier, for CBURs and for units whose members are largely in one DLC.

These BUNC members are elected by the SBAC and serve the same term as the other DBURs and CBURs.

BUNC members remain DBURs or CBURs and continue to be subject to all of the same responsibilities and expectations.

The SBAC for each bargaining unit elect three BUNC officers: Chair, Vice-Chair and Alternate Vice-Chair.

Bargaining Unit Negotiating Committee

The Bargaining Unit Negotiating Committee is the member-led negotiating body for our memorandum of understanding, MOU, or contract with the state. This bargaining team negotiates for wages, hours, benefits and other terms and conditions of employment with the state of California.

The BUNC is made up of DBURs and CBURs from all nine units and is elected by these members of the SBAC.

BUNC Unit Chairs

The nine elected bargaining unit chairs appoint members of statewide meet and confer negotiating teams for issues affecting their unit.

These same BUNC chairs also recommend members to the SEIU Local 1000 President for appointment to statewide meet and confer teams for issues affecting

members in more than one unit.

The unit chair also calls the unit BUNC and SBAC meetings, with the approval of the Local 1000 President.

Responsibility of the Bargaining Team during Contract Campaigns

During contract campaigns, when the contract is being negotiated between the union and the state, the BUNC members assist with the campaign and campaign actions at the worksite to help strengthen the union's bargaining power.

Negotiating the contract is the main responsibility of the BUNC.

The BUNC is responsible for keeping members, stewards and DLC officers informed of the details of bargaining and of the eventual agreement during each stage of a contract campaign - that is, bargaining, ratification, implementation and enforcement.

Basic Expectations

There are some basic expectations of the bargaining team members.

They must be on time to every meeting.

The team enters and leaves together to present a stronger front.

During actual negotiations at the table, team members keep a 'poker face' so they don't convey their reactions to management.

If there is something a team member feels strongly about during a session they should keep calm and send a note to their chair or spokesperson to request a caucus.

It is very important that members of the team do not engage in side conversations with management or discuss negotiations with management away from the table - this will erode the trust and effectiveness of the team.

Team members pay attention during all meetings and conversations and take thorough notes.

When at the table only one person should speak at a time, and team members should never disagree at the table.

Always discuss a new proposal in a prep session or a caucus before making it at the table. Anything that comes from a team member must be agreed upon by the team. For that reason they do not give personal opinions, exaggerate or lie.

Following a negotiating session the team may jointly plan a report to the membership. Other individual conversations with members should only include information that the team has reported.

Bargaining

During the bargaining of Local 1000's contract with the state of California, the BUNC negotiates master table items with the state that apply to all bargaining units. They also negotiate for unit-specific issues.

Each Unit's BUNC also gathers ideas from the membership in their unit to determine bargaining priorities and concerns.

Members of the bargaining team are also responsible for staying motivated and calm to keep the negotiations moving forward.

Discipline and unity are key factors in successful negotiations, and members of the bargaining team display both of these qualities as they work through differences during the bargaining process. They maintain unity and trust with each other throughout the process so that management perceives the team as strong.

Section 3 Review

Every _____ has a BUNC.

- a) DLC
- b) *Bargaining unit*
- c) State department
- d) Bargaining Unit Negotiating Committee

The answer is B – Every bargaining unit elects representatives that together form that unit's BUNC.

Each BUNC:

- a) *Does the bargaining for their unit and for master contract issues*
- b) Files grievances for their unit
- c) Runs the DLC
- d) Writes the Policy File

The answer is A - BUNCs bargain, or negotiate, issues and concerns of their own bargaining unit. This includes bargaining the contract with the state and meet and confers for specific issues that come up anytime during the year.

It is ok for a member of the bargaining team to propose their own ideas at the bargaining table.

- a) True
- b) *False*

This answer is False – The bargaining team always discusses a new proposal before making it at the table. Anything that comes from a team member must be agreed upon by the team.

End of Course

This completes Bargaining 110.

Your next step is to take and pass the Final Exam to complete this course.

Continue to take the other required courses to earn your Certificate of Completion in the Bargaining track.