

## Audio Script

# Governance 110 - The Structure of SEIU Local 1000

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

## Governance 110 - The Structure of SEIU Local 1000

### Welcome to Governance 110

This is one of the required courses for the Governance certificate, and should take you about one hour to complete.

This course contains the following sections:

- Section One - An overview of governance and decision-making
- Section Two - All about DLCs - the governance arm of Local 1000
- Section Three - Bargaining Units - the negotiating arm of Local 1000
- Section Four - Member Leaders
- Section Five - The SEIU Local 1000 Policy File, and
- Section Six - Local 1000 Staff

## SkillBrief

### Section 1: Overview of structure

#### *[Definition of Governance]*

Governance is defined as a method or system of government, management or administration.

Within Local 1000, 'governance' describes the way the member leaders and staff are organized and how they work together.

The Local 1000 Policy file outlines the processes and procedures of our union. We will explore this document in section three of this course.

Authoritative decision-making is the hallmark of the power of the members and member leaders in Local 1000.

#### *[Decision Making]*

Local 1000 decision-making processes are integral to the overall planning for the union.

The best example of decision-making in Local 1000 can be seen in the bargaining process. Local 1000 members fill out surveys indicating what they consider important and what direction they think the union should take, given the current political and economic conditions.

These survey results are discussed and prioritized. The information from the surveys is shared with the DLC presidents and with statewide staff to inform their planning.

DLC leadership, at the council meeting, then decide which activities and events will support the bargaining goals and objectives that came from the members.

This process of starting with member concerns and priorities is key to maintaining the values of Local 1000. The process puts the power for

decision-making exactly where it belongs - in the hands of the Local 1000 members.

### *[Members]*

As this example illustrated, members have direct input throughout the development and planning process of Local 1000. This process leads to the final authority of members - voting on the contract.

### *[Glossary]*

There are a lot of acronyms and special language used in SEIU Local 1000. Here are some of the terms you will need to know.

Bargaining Unit - a group of state employees defined by job classification(s) by PERB

BUNC - Bargaining Unit Negotiating Committee - this committee is elected by the Bargaining Unit, or group of employees doing the same job.

CBUR - Classification Bargaining Unit Representative - same as the District Bargaining Unit Representatives - except that CBURs only exist in Unit 1.

DBUR - District Bargaining Unit Representative - these representatives are elected within their bargaining unit to represent them at the SBAC

DLC - District Labor Council - this is a group of employees defined by their geographic area

E-board and Elected Member Leaders - member-elected officers that lead each DLC and bargaining unit

Policy - Written guidelines defining self-governing procedures and processes

SBAC - Statewide Bargaining Advisory Committee - There is one SBAC for each bargaining unit. The members are all of the DBURs and the unit one CBURs. All SBAC members come together at the "Joint SBAC."

Staff - people hired to be the support system for Local 1000

### *[Two Strands]*

Local 1000's structure is an integration of governance in the District Labor Councils, and bargaining in the Bargaining Units.

All state employees represented by Local 1000 belong to both a DLC AND a Bargaining Unit.

The function of being a steward is what connects the governance structure to the bargaining structure.

## **Section 1 Review Questions**

What is one definition of governance?

- a. Rules from by-laws
- b. *A method or system of government, management or administration*
- c. A system of regulation

This answer is B - Governance is a method or system of government,

management or administration. In Local 1000, our governance is done through the DLCs

Name one significant right of a Local 1000 member.

- a. The membership card
- b. The right to participate in worksite actions
- c. *The ability to vote for officers and issues*

The answer is C - One right of a Local 1000 member is their ability to vote for the officers, issues, and for the contract. Members have direct input to the development and planning processes of the union.

## **Section 2: DLCs**

### *[Overview]*

DLCs form the governing structure for Local 1000

### *[What]*

The district labor councils - DLCs - are geographic groupings of state employees. That is, the actual location of their workplace determines which DLC they are in.

There are 50 DLCs in California and 1 DLC for California state employees who work in other states.

Each DLC contains all of the employees who are represented by Local 1000 in that DLC. There can be more than one steward in any DLC. For example, if a DLC extends over many square miles, there might be one steward in each town or office building. If a DLC is just one building, there might be one steward for each floor or department in that building.

Also keep in mind that there are other state employees in the same work area who are NOT covered by our contracts, but by other unions.

### *[Who]*

Who is in a DLC?

As we said earlier, the DLCs are defined by the physical locations of the employees. Several bargaining units can be in the same DLC, but not every unit is necessarily represented in each DLC. Some DLCs only contain employees from a few of the bargaining units.

For example, DLC #761 has members from only four of the bargaining units: Units 1, 4, 14 and 15.

Who supports the DLCs?

Local 1000 staff in the URC and field departments serve the members in each DLC. Also, all DLCs have access to the resources and assistance from the Member Resource Center.

### *[Where]*

One DLC can be made up of one building, a cluster of buildings, one or more institutions, or an area as large as several hundred square miles.

### *[California MAP]*

Here is a map of the six areas and the 51 DLCs in each - 50 in California and the out-of-state DLC, #799.

- The Southeast Area includes DLCs in San Diego, Riverside, Santa Ana, San Bernardino, and Blythe
- The Southwest Area includes Los Angeles, Ventura, the San Gabriel Valley, and the San Fernando Valley
- The Central Area is Bakersfield, Victorville, Atascadero, Fresno, and Modesto
- The Coastal Area includes Monterey, Oakland, San Francisco, and Humboldt
- The Sacramento Area covers Susanville, Chico, Sacramento, Jamestown, and Stockton.
- The out-of state DLC includes California state employees who are located in New York, Houston, Chicago, Arizona and Hawaii.

### *[DLC Executive Board]*

This chart shows the basic structure for a DLC's executive board. Every elected E-board member must be a steward.

Members in each DLC elect these E-board officers. The officers usually include a President, Vice-President/Chief Steward, and a Secretary-Treasurer. The policy file gives a DLC the option to divide the Secretary/Treasurer position into two positions: Secretary and Treasurer.

The E-board also includes the District Bargaining Unit Representative, or DBUR, for each bargaining unit in that DLC, *and* any senior stewards that represent the locals, or sub-sections of the DLC.

These will both be discussed in upcoming sections of this course.

### *[Local 1000 "Locals"]*

DLCs are sub-divided into smaller sub-sections called locals. The DLC E-board decides which of its worksites will belong to which locals.

Some E-boards will separate their DLC into locals geographically; other locals separate by the different departments or institutions that are within the DLC.

A senior steward for each local is elected by members or appointed by the DLC president and sits on the DLC's E-board.

Member activities for each local of the DLC are coordinated by the Senior Steward in that local.

Here are two examples of how the local sub-sections work:

One DLC may consist of several institutions, and each local is one of those institutions.

Or, a DLC may consist of one building, and the locals are each floor of the building.

## Section 2 Review Questions

DLC stands for:

- a. DBUR Logic Council
- b. District Logic Committee
- c. *District Labor Council*

This answer is C - DLC stands for District Labor Council - a geographically defined group of employees governed by their elected member-leaders.

One excellent resource for DLCs is:

- a. Legislative Affairs
- b. The BUNC
- c. *The Member Resource Center (MRC)*

The answer is C - The MRC is a resource for legal precedent, grievance writing, policy issues, organizing and representation questions - just call the MRC to get answers to any questions about Local 1000.

## Section 3: Bargaining

*[Overview]*

On the bargaining side of Local 1000, remember that Local 1000 represents over 95,000 California state employees. These represented employees are grouped into bargaining units according to their job classification.

The bargaining units were established by the State of California's Public Employment Relations Board, or PERB. PERB determines the Bargaining unit for each job classification.

PERB is guided by the provisions of the Dills Act in the process of managing the bargaining units. This includes creating new bargaining units, deciding which job classifications will be each bargaining unit, and any other changes to be made to the bargaining units.

For example: if the state decides to move a job classification from one bargaining unit to another, PERB must approve that move.

There are 21 bargaining units in state employment and nine of these are represented by Local 1000.

*[Units]*

The nine bargaining units represented by Local 1000 are:

- Unit 1: Professional Administrative, Financial and Staff Services. This is the largest bargaining unit and is also represented by CBURs
- Unit 3: Professional Educators and Librarians
- Unit 4: Office and Allied Workers
- Unit 11: Engineering and Scientific Technicians

- Unit 14: Printing Trades
- Unit 15: Allied Services Workers
- Unit 17: Registered Nurses
- Unit 20: Medical and Social Services Specialists
- Unit 21: Educational Consultants and Librarians

Remember that a DLC may not contain employees in all 9 bargaining units. We talked earlier about DLC 761, which has members in only four units: units 1, 4, 14, 15. Members from each bargaining unit in the DLC elect representatives to negotiate for them - the DBURs and CBURs.

#### *[DBURs]*

DBUR stands for District Bargaining Unit Representative.

Each Bargaining Unit in a DLC elects DBURs to represent them in face-to-face bargaining. DBURs represent the members, their concerns and their priorities.

#### *[CBURs]*

CBUR stands for Classification Bargaining Unit Representative.

Unit One, is the only unit with CBURs. Unit one is divided into 6 groups - Administrative & Analytical, Finance, Employment & Health Services, Information Technology, Environmental & Consumer Protection, and Communications & Research. Each group elects its own CBURs to focus on its issues.

#### *[SBAC]*

The Statewide Bargaining Advisory Committee, or SBAC for any bargaining unit is made up of the DBURs from all nine units, and CBURs from unit one, from all of the DLCs across the state.

Each SBAC is responsible for several bargaining tasks...the first of which is to identify contract priorities. These are the top items for the bargaining of any new contract with the state.

Secondly, SBAC members also support any bargaining campaigns that occur during contract negotiations.

In addition, each unit's SBAC members serve on 'meet and confer' committees.

#### *[BUNC]*

Each unit's SBAC also elects their Bargaining Unit Negotiating Committee, or BUNC, and its officers. The BUNC officers are the chair, vice-chair and alternate vice-chair. Other alternate BUNC officers are also elected.

Since there is one BUNC per bargaining unit, there are 9 BUNCs.

The BUNC does the direct bargaining at the table with the state, negotiating specifically for its bargaining unit.

This is covered in greater detail in the Bargaining Track of the Leadership Academy.

### *[Bargaining Chart]*

This chart gives examples of the bargaining unit structure. Unit members in a DLC elect Bargaining Unit Members:

DBURs for all units in the geography of the DLC, plus CBURs for unit one

The Unit One BUNC is composed of 9 DBURs and 10 unit one CBURs.

Other BUNCs only have DBURs, and they can be in different configurations.

Each BUNC then elects their officers.

### **Section 3 Review Questions**

BUNC stands for:

- a. *Bargaining Unit Negotiating Committee*
- b. Bargaining Universal Negotiating Council
- c. Best Unit Navigating Committee

This answer is A - BUNC stands for Bargaining Unit Negotiating Committee.

CBURs are part of:

- a. *Legislative Affairs*
- b. *Unit One*
- c. *The Policy File*
- d. *The DLC*

The answer is B - Unit one - the bargaining unit that elects CBURs for their 6 classification groups.

### **Section 4: Member Leaders**

#### *[Overview]*

Member Leaders in Local 1000 are the governing backbone of the union. Together, they run all aspects of the union, giving direct access to planning and policy-making to members across the state.

#### *[Local 1000 Council]*

The council meets at least three times a year to make policy decisions for Local 1000, to determine goals and objectives, and to decide the union's programs and activities.

The council also adopts and monitors plans for the union, adjusts budgets and evaluates progress toward our goals and objectives.

#### *[Council Composition]*

Local 1000's Council is composed of the four statewide officers, all 51 DLC presidents and the nine BUNC chairs.

#### *[Chart]*

The Local 1000 Council is Local 1000's 'board of directors.' The purpose of the

council is to set the direction for Local 1000.

### *[Statewide Officers]*

The statewide officers of Local 1000 are the President, the Vice President/Secretary-Treasurer, the Vice President for Bargaining, and the Vice President for Organizing and Representation. These four officers are elected at large.....statewide.....by all members.

Their offices are located in Sacramento, but they do not have to move to Sacramento when they are elected. They are on full-time leave from their state jobs to perform the duties of their office. They only receive their state salaries for doing this work.

### *[The Steward]*

Stewards are the face of the union in the workplace and the backbone of the leadership structure.

Stewards in Local 1000 are responsible for day-to-day communication with members about their rights on the job. They are problem-solvers and organizers for members and they are widely looked to as a source of information about the contract, the union, and its work.

Stewards are officially recognized by the state as an agent and representative of the union in the workplace under PERB rules. These rules give stewards access to state-paid release time to work on contract and representational issues.

You must be a certified steward to hold any union office, except the delegate positions which we'll describe later. You can read all of the steward responsibilities in Division 6 of the Policy File.

### *[The Senior Steward]*

The senior steward is responsible for activities and administration of the sub-section of the DLC called the 'local.' They report progress and results of organizing to the DLC president and Vice-President/Chief Steward.

They also report to the DLC Vice-President/Chief Steward about grievances filed and training provided. Usually a report at a DLC E-board meeting fulfills both of these obligations.

In addition, senior stewards serve as a member of their DLC E-board.

### *[The Chief Steward]*

A Chief Steward is also the vice president of the DLC. Their official title is Vice President/Chief Steward.

Chief Stewards are considered to be agents of the union for the filing of Unfair Labor Practices, or ULPs.

Chief Stewards are responsible for the administration of steward training and contract enforcement for their DLC. They supervise the certification of stewards and report quarterly to the Local 1000 Vice President for Organizing and Representation. They also assist the DLC President as needed.



The Policy File has specific job descriptions for each of these - steward, senior steward, and chief steward.

### *[Terms of Office]*

The elected term of office for all Local 1000 officers, all DLC officers, the officers of the DLC locals, the DBURs, and the Unit One CBURs is three years.

There is one exception to this policy.

The election in 2011 was for a term of 4 years for all of these offices, from June 30, 2011 to June 30, 2015. This was done to get our election calendar synchronized with the calendar for CSEA.

### *[So you want to hold an office...]*

OK - You are an active steward, you are interested in the union, you participate and you want to learn more, maybe you even want to hold an office and be more active in your union. How do you go about doing that?

There are some guidelines and rules about holding office...

For any elected office:

- All candidates for DLC officers, DLC local senior stewards, DBURs and unit one CBURs must be certified stewards, before the first day of the nomination period
- You can only hold one elected office at a time, so learn what each office does and decide which one is right for you
- Any certified steward may be appointed by the president of the DLC to any office and confirmed at an E-board meeting or by the membership at a DLC meeting.

All candidates for the four *statewide* offices must:

- Be a member in good standing for the two years immediately prior to the first day of the nomination period
- Be an *active steward* for the two years immediately prior to the first day of the nomination period
- Any certified steward can also be appointed to a vacant office following these rules

### *[Delegates]*

In addition to the positions already discussed, there are two other elected offices that allow members to be more active in union work.

The first position is as a delegate to the California State Employees Association, or CSEA, convention. One CSEA delegate is elected per 100 DLC members.

The second position is delegate to the SEIU International convention. Local 1000 sends approximately 60 delegates.

To be elected to either delegate position you must:

*Be an active member in good standing, and*

*Submit a candidate statement and nomination form to Local 1000 within the appropriate filing dates.*

*All delegates are elected at large.*

*After you have been elected, you must attend and represent Local 1000 at the convention for all proposals, participate in budget discussions and vote according to Local 1000 priorities and values.*

*Delegates must use their own vacation or personal leave time to attend the convention.*

Expenses or per diem will be provided for the travel.

The CSEA general delegate election and the SEIU International Delegate elections are held every three years. In 2011, the same exception applies as the other elected officers, the election was for a term of 4 years.

#### *[Creating Policy]*

How does policy get created in Local 1000? Local 1000 policy starts with members having ideas and taking those ideas to their DLC officers.

DLC presidents and other council members, or groups of members, bring proposed additions, changes or amendments to the council for a decision.

#### *[Endorsements]*

The process for endorsement of political candidates and issues focuses on statewide offices and legislative races.

Union questionnaires are given to candidates. The questions cover issues important to us as state employees. The candidate returns the completed questionnaire to Local 1000 to be read and reviewed.

The endorsement process might also include town hall meetings with our members.

Interviews are conducted by the Committee On Political Education, or COPE.

Recommendations are then presented to the Council for a final decision on which candidate or issue to endorse.

### **Section 4 Review Questions**

The SEIU Local 1000 Council is made up of:

- a. Staff, stewards and the BUNC
- b. *DLC presidents, BUNC chairs, and statewide officers*
- c. CSEA, DPA and SPB
- d. SBAC and DLC members

This answer is B - The council is composed of DLC presidents, BUNC Chairs and the 4 statewide officers.

Which group is decided only by the location of their workplace?

- a. Bargaining Unit Negotiating Committee

- b. *District Labor Council Officers*
- c. District Bargaining Unit Representatives
- d. SEIU Delegates

The answer is B - DLC officers are elected by location.

Which of these is one of the qualifications for running for a Local 1000 office?

- a. *Be a steward*
- b. Be a negotiator
- c. Be registered to vote
- d. Have the governor's recommendation

The correct answer is A - All elected officers must be a steward by the first day of the nomination period. This does not include delegates to CSEA or SEIU International conventions.

## **Section Five: Local 1000 Staff Structure**

*[Overview - Office Staff Chart is all that is on this slide]*

Local 1000 staff supports members in all aspects of union work

*[Chart Slide One]*

This chart shows the structure of the SEIU Local 1000 staff. It includes the Chief of Staff and support staff departments including:

- The URC/MRC, Legal, Contracts, Communications, Political, Talent Management, Accounting, Strategic Campaigns, and Information Services

*[Chart Slide Two]*

The Field Staff includes all field representatives, also called staff worksite organizers.

Statewide, the Field Staff works directly with members in specific departments, regions or bargaining units. It is this work which drives the organization to meet its goals.

The Field staff is divided into eight teams and each team works with a department such as EDD, Corrections, or DMV.

They also work with individual stewards to help implement all plans for organizing.

*[Chart Slide Three]*

The departments under the Deputy Chief of staff are Legislative Affairs, Research, Network Services, and Administration

If you would like to take a longer look at this chart, you can download it from the Resource Tab at the bottom of this window.

*[Office Locations]*

Around the state, there are staff offices in the Southeast in Rancho Cucamonga, the Southwest in Los Angeles. The Coastal area office is in Oakland, the Central area office is in Fresno, and the main office is in Sacramento. Other offices are located in San Diego, Bakersfield, and San Luis Obispo.

## Section Five Review Questions

1. There is no staff office in:
  - a) *Honolulu*
  - b) Sacramento
  - c) Rancho Cucamonga
  - d) Fresno

This answer is A - There is no staff office for state employees working outside the state of California.

2. One staff group that works closely with Local 1000 members is:
  - a) Legislative Affairs
  - b) *Field Staff*
  - c) Research
  - d) Communications

The answer is B - Field staff organizers work directly with members and stewards in specific departments, regions or bargaining units.

## End of Course

This completes Governance 110.

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

Take the other required courses to receive your Certificate of Completion in the Governance track.