

MEMBER EDUCATIONAL MINI-SEMINARS



Facilitator Guide

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WELCOME TO MEMS AND THE HISTORY OF UNIONS

Materials

- History Timeline Handout
- Thank Unions Flyer
- The Benefits of SEIU Local 1000 Handout
- Local 1000 Purposed Statement
- Why Join The Union Pamphlet
- Membership Cards

Educate State Employees

- Educate represented employees about the functions and benefits of Local 1000 through ½ hour mini-seminars.
- Explain the Bylaws and Policy File and responsibilities of the Executive Leadership, and the Local 1000 Board of Directors.
- Inform represented employees about the goals and future of Local 1000.

Engage Members

- Create a channel for membership to express their concerns regarding worksite issues as well as prioritizing issues in preparation for Bargaining.
- Communicate directly with the membership regarding issues such as grievances, Bargaining updates, & potential Job Actions during negotiations.

Expand Membership

- The importance of Political Action Campaign (PAC) funds and how it directly effects political issues, our retirement, and contract negotiations.
- Explain the path to Union activism and local or statewide leadership within Local 1000.
- Recruit new and former members as they are made aware that Unions are “Stronger in Numbers”.

The History of Unions

- Origins of Union
 - In the United States history of unions, early workers and trade unions played an important part in the role for independence. Although their physical efforts for the cause of independence were ineffective, the

ideas they introduced, such as protection for workers, became part of our American culture.

- The origin of labor unions dates back to the eighteenth century and the industrial revolution in Europe. During this time there was a huge surge of new workers into the workplace that needed representation.
- In the U.S., organized labor struggles go back to the late 18th and 19th century. In the 1830 and 40's mill girls and women working in Lowell, Massachusetts organized for better wages and working conditions and won significant victories.
- Decades later unions like the National Labor Union, the Knights of Labor and the IWW fought for better working conditions and the 8 hour work day.
- In the 1930's the Wagner Act created the first national right to organize for U.S. workers in private industry.

Union Membership

- In 1954, over one third of U.S. workers belonged to a union. This was the highest union "density" rate in U.S. history. Since then the union membership rate has been in decline.
- Union membership and power peaked around 1970. At that time, private sector union membership began a steady decline that continues today. However, membership in public sector unions continues to grow consistently.
- According to the Department of Labor, the 2015 union membership rate was 11.1% and the number of workers belonging to unions was 14.8 million.
- In 2021, the number of U.S. workers who were union members stood at 14 million a decrease of over 240,000 from 2020. The union membership rate also declined to 10.3 in 2021 from 10.8 in 2020.
 - 34 percent of public sector workers were unionized in 2021. Only 6.1 percent of private sector workers belonged to a union in 2021.

SEIU Local 1000 Timeline

- In 1932, the California State Employees Association (CSEA) is created after State workers campaigned to pass a bill initiative, which created a retirement system for them, now known as Cal PERS.
- In 1978, The Ralph C. Dills Act was passed giving CSEA collective bargaining rights for State and University employees.
- CSEA affiliates with SEIU in 1984, creating SEIU Local 1000.

- In 2004, SEIU Local 1000 incorporated as a separate affiliate and took control of its finances and staffing.
- Currently, SEIU Local 1000 has over 54,000 members.

DISTRICT LABOR COUNCILS

Materials

- Structure of Local 1000
- DLC E-Board Org Chart
- DLC E-Board Contact Sheet
- Any DLC Literature
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- What Are District Labor Councils (DLCs)
- What Is the DLC Executive Board (E-Board) and their duties
- How Can You Get Involved in Your DLC

What Are District Labor Councils (DLCs)?

The DLC is the organization of members and stewards that carries out Local 1000's programs within its jurisdictional boundaries. The number of DLCs is determined by the Local 1000 Board of Directors.

- Members are assigned to DLCs based on permanent worksite locations according to alignment plans established by the Local 1000 Board of Directors.
- The DLC also coordinates the administration of worksite locals, which may be created within the DLC's jurisdiction.
- Each District Labor Council (DLC) is a local chapter of Local 1000.

What Is the DLC Executive Board (E-Board) and their duties?

The DLC E-Board are volunteer stewards that are elected from and by Local 1000 members within the jurisdiction of the affected DLC. The officers of the DLC are:

- DLC President:
 - The DLC President shall be responsible for the activities of the DLC and ensuring the proper administration of the DLC.
- DLC Vice President/Chief Steward
 - The Vice President/Chief Steward is responsible for the administration of the steward training and contract enforcement program.
- DLC Treasurer/Secretary or Secretary Treasurer
 - The Secretary/Treasurer is the financial officer of the DLC.

- Take, maintain, and submit to appropriate persons the minutes of all DLC meetings
- Senior Stewards
 - The Senior Steward is responsible for all activities of the local, ensuring proper administration of the local
- District Bargaining Unit Representatives (DBURs & CBURs)
 - There shall be one DBUR for each bargaining unit that has members in that bargaining unit within the jurisdiction of the DLC unless an alternative SBAC structure has been approved by the Local 1000 Board of Directors.

How Can You Get Involved in Your DLC?

You can get many ways involved in your DLC:

- Become a member
- Participate in DLC meetings which can be found on the Local 1000 website
- Become an E Board member

BOARD OF DIRECTORS

Materials

- Policy File Div. 3 – Board of Directors Handout
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- Who are the Board of Directors?
- What Are The Responsibilities of the Board of Directors?
- Get involved

Who are the Board of Directors?

- Four Statewide Officers
- Fifty-two DLC Presidents
- Ten Bargaining Unit Chairs
- One Board Chair

What Are The Responsibilities of the Board of Directors?

- The Local 1000 Board of Directors sets the direction for Local 1000, determines goals and objectives, adopts and monitors plans, adjusts budgets and evaluates progress in carrying out the purposes of Local 1000, including all matters of employee employer relations, wages, hours and other terms and conditions of employment.
- The Local 1000 Board of Directors promotes grassroots union activism through the establishment or strengthening of work site locals, DLCs, Statewide Bargaining Advisory Committees (SBACs), and Bargaining Unit Negotiating Committees (BUNCs).
- The Local 1000 Board of Directors determines its own rules and procedures, and delegates its authority as it deems expedient within the framework of Local 1000. The Local 1000 Board of Directors has power to interpret and define Local 1000 bylaws and policy in areas of uncertainty or ambiguity.

Get involved

- Become a member
- Connect with leaders at your worksite
- Connect with Local 1000 Staff

BARGAINING BASICS

Materials:

- Bargaining Handout
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- What is Collective Bargaining
- Why is Bargaining Important
- What are the Bargaining Dynamic
- How you can get involved in Bargaining

What is Collective Bargaining?

Collective bargaining is to negotiate over wages, hours and major terms & conditions of employment between employer and The Union that represents the employees resulting in a legally binding contract.

- Bargaining Cycle:
 - Notice
 - Meet and confer
 - Agreement
 - Implementation
 - Enforcement
- Bargaining is a process:
 - While the contracts end on June 30th in the year that the contract end. The Union may go longer to secure the best contract for its Members.
 - Both sides have obligation to bargain in a certain manner, called "good faith"
 - Both sides have right to "necessary and relevant" information.
 - Neither side is required to agree to anything they do not want to.
- To negotiate over wages, hours and terms & conditions of employment:
 - Terms and Conditions of Employment
 - Not just union gains, but fighting employer takeaways.
 - Bargaining team represents employee constituency, but also must represent the union as a whole in negotiations.
- Resulting in a legally binding contract

- A contract is reached ONLY when both parties VOLUNTARILY agree that a contract is reached.
- A contract must be ratified by a majority of membership vote.
- A bill with our contract is sent to the Legislature for approval and signature by the Governor before it becomes law.

What makes Bargaining a success:

- Member Engagement:
 - Bargaining is not just won at the table; it is won by our members demonstrating that they are engaged with what is going on at the table. These wins will continue throughout the length of the contract and help the Union enforce it.
- Union Relevance to our Members:
 - Collective bargaining is a chance to show Local 1000 is listening.
 - Collective bargaining is a chance to show Local 1000 is responsive.
 - Collective bargaining is a chance to show Local 1000 follows through.
- Member Unity & Solidarity
 - Collective bargaining is a chance to show Local 1000 is listening.
 - Collective bargaining is a chance to show Local 1000 is responsive.
 - Collective bargaining is a chance to show Local 1000 follows through.

What are the Bargaining dynamics?

- Legal Authority of Bargaining
 - Dills Act
 - The Dills Act is the legal authority for the bargaining process
 - The Dills Act is enforced by the Public Employment Relations Board (PERB)
 - Establishes the right to bargain, but not any specific result
 - Public Employment Relations Board (PERB)
 - PERB acts as a third party referee but only when a party goes outside the lines or commits a foul
 - PERB Unfair Practice Charge
 - The Union can try to get PERB to call a foul by filing what is known as an Unfair Practice Charge (UPC)
 - A PERB agent reviews the charge and sees if the Dills Act has been violated

- PERB interprets the Dills Act through PERB Precedential Decisions, which have the effect of law
- If the PERB agent believes there is a violation, the agent issues a PERB COMPLAINT
- When a PERB COMPLAINT is issued, PERB schedules an administrative evidentiary hearing, before an administrative law judge
- PERB has the power to order the union or the employer to take specific action to remedy any violation
- Union Right to Information
 - Dills Act gives the Union a right to "necessary and relevant" information
 - Request must be connected to subject of bargaining or representation
 - PERB enforces this right through the UPC process
- MOU Bargaining
 - The MOU is a single contract, but the MOU is made up of many different contract terms for multiple bargaining units and many moving parts
 - The MOU bargaining process means the whole MOU is up for discussion
 - Multiple bargaining tables
 - Multiple bargaining units
 - Multiple subjects of bargaining are all in play
- Meet and Confer Bargaining/Side Letters
 - Any change in any mandatory subject of bargaining for any bargaining unit or any worksite can trigger a potential meet and confer on a specific contract term or result in the negotiation of a side letter agreement.
 - Same bargaining process rules but different dynamic
 - Fewer bargaining subjects and often fewer individuals affected or involved
 - Side letters can be negotiated on single issues that affect all state employees or particular bargaining units
- "Good Faith" Bargaining
 - Good faith bargaining requires employers and unions involved in collective bargaining to:

- Use their best efforts to agree to an effective bargaining process
- Meet and consider and respond to proposals made by each other
- Respect the role of the other's representative by not seeking to bargain directly with those for whom the representative acts
- Not do anything to undermine the bargaining process or the authority of the other's representative

How You Can Get Involved in Bargaining

There are many ways that you can get involved in the bargaining process:

- **Bargaining Surveys**
 - A tool that let's members speak to the bargaining team.
 - The survey campaign is how the bargaining team, along with your worksite leaders and activists, build member's power at the table.
- **Town Halls**
 - Opportunity for represented employees to ask their Bargaining Unit Negotiating Committee (BUNC) members questions about bargaining
 - Discuss specific areas of concern
- **Worksite Meetings**
 - You can find your DLC Leadership information and dates of DLC meetings on the SEIU Local 1000 website at: <https://www.seiu1000.org/dlc-statewide-map>
- **Become a Union Activist!**
 - Actively support and promote the goals and interests of Local 1000 and the bargaining team.
 - Work to build support for the members by taking action on workplace issues and participate in union meetings and events.
 - Participate in organizing efforts to promote social and economic justice.
- **Become a Union Steward!**
 - Job Stewards are on the front lines of representing our members, enforcing our hard-earned contract rights, and building member strength.
To become a Job Stewards:
 - Complete the Job Steward application
 - Obtain two letters of recommendation
 - Gather twenty-five signatures from co-workers
 - For more information on becoming a Job Steward:
<https://www.seiu1000.org/article/become-local-1000-job-steward>
- **Become a Member**

- Without a strong our Union, our pension, benefits, health care and wages are at risk;
 - Have a voice
 - Receive support
 - Grow as a leader

Reflection

- If you could ask a question to one of the District Bargaining Unit Representatives (DBUR) what would you ask?
- Do you have experiences that could improve or help others at your worksite?

POLITICS MATTER

Materials:

- Why Do Politics Matter to My Union Handout
- How Your Dues Dollar Works for You Handout
- CA Government Structure
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- Why is your union involved in politics
- How does your union's involvement in politics benefit you
- How to get involved in politics in your union

Why Is Your Union Involved In Politics

- We elect our bosses
 - The Governor
 - Members of the State Assembly
 - Members of the State Senate
- We are connected
 - Local 1000
 - The Governor
 - The Legislature
- Money matters
 - State workers are funded by the public
 - Elected officials determine how funding is allocated
- Role of the Governor
 - Oversees the state departments/agencies not directly overseen by a constitutional officer.
 - Appoints Secretaries & Directors
 - Signs bills into law (including the SEIU Local 1000 CBA)
- Role of the Legislature
 - Create laws (including the SEIU Local 1000 CBA)
 - Establish departments/agencies
 - Approve department/agency budgets
- The Role of the Constitutional Officers

- Oversees operations of respective departments
- Advocates for budgets/staffing
- Determines policies of respective agencies/departments they oversee

How Does Your Union's Involvement in Politics Benefit You

Every state employee has a boss who works for someone who is elected by those same state employees.

- See the Governor's Office Organizational Chart:
<https://www.gov.ca.gov/orgchart/>

How to Get Involved in Politics in Your Union

There are many ways you can get involved in politics at your union:

- You can volunteer to participate in the election process by making phone calls and handing out flyers
- Staffing an information table or walking through your neighborhood to get out the vote on election day
- Politics is a continual process in California
- There are always bills being presented to the legislature that need lobbying support
- Members testifying at hearings
- There are also lawmakers, boards and commissions that are looking for information to help them make informed decisions about upcoming legislation
- One significant way to be involved is to work to increase membership for Local 1000
- Promoting membership increases our overall capabilities in the political arena

Reflection

- How do you think knowing more about why the union is involved in politics will benefit you at your worksite?
- Do you have experiences that could improve or help others at your worksite?

UNION COMMITTEES

Materials:

- List of Committees
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- Why do we have committees within our union?
- What are the different committees we have?
- How do committees benefit you?
- How can you become involved in a committee?

Why Do We Have Committees Within Our Union

- Engagement
 - Rewarded by a feeling of accomplishment
 - Working alongside other members
 - Be the change you want to see for working people
 - Demonstrate solidarity
 - Discover shared interest and lean to work together towards common goals
- Communication
 - The committee is a tool through which the policies and programs become action
 - Maintain close, cohesive and active communication
 - Communicates the union's progress and activities
- Build Power
 - Members have the opportunity to keep the local moving forward toward fulfilling our purpose statement
 - Engaging more members in our union's work makes us stronger
 - We will have more power to have better contracts, healthier communities, and brighter futures

What Are the Different Committees We Have

- Human Rights Committees
 - Accessibility Committee

- This committee develops the affirmative action plan for recruitment and training of disabled members as union stewards, bargaining unit representatives, committee members and officers. They also recommend actions to remove barriers to participation and activism by disabled members, and help District Labor Councils (DLCs) create strategies regarding issues affecting disabled workers. The Disabled in State Workforce Committee recommends appropriate steward and leadership training modules on issues affecting the disabled in the workplace and coordinates their activities with the other Local 1000 committees.
- African American Committee
 - This committee brings African-American union leaders together to spearhead positive community events designed to improve the lives of our members and the communities we live in. The African-American Committee's signature events include the Leora Hill Scholarship Fund, Dr. Martin Luther King celebratory events across the state, the Annual Thanksgiving Holiday Turkey Give-Away and the Christmas Toy drive among other regionally sponsored events.
- Asian Pacific Islander Committee
 - The Local 1000 Asian-Pacific Islander Committee will work to empower APIs in the labor movement by ensuring that API workers are recognized, valued, and respected. We will apply that power to share the social, economic, and political issues facing us by developing API members to lead in our Union, in our worksites and in our communities. We do so to leave a stronger, more inclusive union for future generations.
- Environmental Committee
 - The Environmental Committee shall oversee the implementation of a coordinated environmental and environmental justice program consistent with Local 1000 policy and all applicable provisions of contracts in force. The committee shall also make any needed recommendations to the Local 1000 Board of Directors and/or the Local 1000 statewide officers.
- Latin@ Committee
 - This group is responsible for the review of policies and programs established by the state directly impacting Latino and Latina members of Local 1000. Additionally, the Committee is looking to expand its

- outreach to its members by hosting regional meetings and functions that will bring in Latino/a members, the Latino community and supporters of Latino issues.
- Lavender (LGBTIQ)
 - The Lavender–Lesbian, Gay, Bisexual, Transgender Labor–(LGBTL) Committee is responsible for reviewing policies and programs established by the state directly impacting LGBTL members of Local 1000. This Committee also monitors state programs and policies relating to affirmative action; civil and human rights laws and legislation; state action relating to adverse action patterns involving LGBTL; persons with HIV/aids who are in the workforce; community concerns and issues important to LGBTL members; and policies and programs impacting LGBTL members. The Lavender Committee also helps improve communication between LGBTL members within Local 1000 and assists Communications staff when possible.
 - Native American
 - The SEIU Local 1000 Native American Human Rights Committee (NASEIU) has positions to fill and invites you to join us.
 - If you have an interest in Earth, Wind, Fire, Water Medicine, Law, Education, LGBT, MMIW, we have a place for you. We already have members serving from the Bay Area, Central Valley, and Sacramento. We are looking to fill that fourth area – Southern California – to round out that medicine wheel in fulfilling the four directions.
 - NextGen
 - To serve as a voice for the needs and concerns of the next generation of leaders so that they are heard, represented, and valued throughout their leadership. In addition, to serve as a vehicle for collecting valuable ideas, soliciting input, increasing involvement, and enhancing communication with the future leaders of SEIU 1000 and the collective membership.
 - Veteran's
 - The Local 1000 Veterans Committee is committed to being a strong advocate for our union's military veterans and their families. Our aim is to support veterans of all areas, branches and components.
 - The Veterans Committee focus is to have a platform to address veteran's issues and concerns within our union and our communities.
 - Women's

- The mission of the Women's Empowerment Committee is to be the change we want to see in our world.
- We will achieve this by educating our members on the issues that affect women. We will empower one another to boldly step out to fight for the rights of our members and all Californians to have a good life, live in sustainable communities and enjoy the fruits of social, economic and environmental justice.
- We will model leadership excellence and mentor the next generation of SEIU Women, to create a legacy of visionary leaders to move us into the future.
- Administrative Committees
 - Agenda
 - The committee is responsible for review of all items submitted for addition to the Local 1000 Board of Directors agenda. Only Local 1000 Board of Directors members may be appointed to the Agenda Committee.
 - Bargaining
 - The Local 1000 Bargaining Committee consists of the President, Vice President for Bargaining and all BUNC Chairs. The Vice President for Bargaining shall serve as chair of this committee.
 - Budget
 - The Local 1000 Bargaining Committee consists of the President, Vice President for Bargaining and all BUNC Chairs. The Vice President for Bargaining shall serve as chair of this committee.
 - Committee on Political Education (COPE)
 - The Committee on Political Education is the conduit for Local 1000's legislative and political program
 - Grants
 - Local 1000 Grants Committee shall review requests for grants submitted by DLCs. The committee may approve, modify or reject the grant.
 - Health and Safety
 - The Local 1000 Health and Safety Committee, with the direction from the Vice President for Bargaining, shall oversee the implementation of a coordinated health and safety program consistent with Local 1000 policy and all applicable provisions of the contracts in force.
 - Statewide Chief Steward

- The Statewide Chief Steward Committee is responsible for review of the overall steward and workplace representation program and shall make recommendations to the Local 1000 Board of Directors.

How Do Committees Benefit You

- Shared values and working towards common goals builds solidarity
- There is strength in numbers, Solidarity builds Union Power
- Union power = Gains at the bargaining table

How Can You Become Involved In a Committee

- First, you have to be a member of SEIU Local 1000.
- Each committee has a page on the SEIU Local 1000 website with contact information of the committee members and meeting times:
<https://www.seiu1000.org/human-rights-committees>
- Appointments to committees are made by the SEIU Local 1000 President, subject to disaffirmation of the Local 1000 Board of Directors.

Reflection

- How do you think knowing more about why the union is involved in politics will benefit you at your worksite?
- Do you have experiences that could improve or help others at your worksite?

REPRESENTATION

Materials:

- Duty of Fair Representation Handout
- Dills Act Hand out
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- Local 1000 Representation Policy
- The process of representation
- ABCs of representation
- Get involved

What is Representation?

- Local 1000 will provided representation
 - Members within a bargaining unit for which Local 1000 is the exclusive agent, have the full right to good faith representation without charge in any employment-related matter.
 - Members of affiliate organizations have such rights to representation as set forth in their affiliation agreement with Local 1000 as permitted by law.
 - Non-members, only to the extent such representation is required by law.
- Local 1000 has the right to make fair and impartial decisions
 - Whether to undertake representation
 - Whether to discontinue representation at any time
 - Whether to recommend that a matter be settled prior to exhaustion of the applicable administrative procedures
 - Whether to refuse to continue representation in the event that its recommendation of settlement is not satisfactory to the employee;
 - Whether to seek judicial relief and redress for a particular matter in addition to or in lieu of representation through any or all of the available administrative procedures
 - Whether to discontinue its representation in judicial proceedings at any point prior to their exhaustion.
- When representation will not be provided

- Representation will not be provided to members in matters resulting from events which occurred prior to the date of their application for membership, their employment in state service, or employment for which Local 1000 is the exclusive representative, unless required by law.
- Representation in court is not automatic
 - Representation in court is not automatically afforded. If representation is denied, such denial may be appealed to the Local 1000 President.

What is the process of Representation?

- The Job Steward
 - It is the Job Steward's responsibility to represent the union in the workplace.
 - Representation protects employees' rights stated in the current contract.
 - Conduct initial investigations
 - Work with Union Reps
 - Determine the next steps for actions before CalHR
- The Member Resource Center (MRC)
 - MRC handles 400-500 calls a day – (866)471-7348
 - The MRC documents issues to create a timeline and paper trail
 - The MRC refers to the Union Resource Center for additional follow-up
 - Any questions ranging from filling a grievance to finding the address for a meeting to learning about discounted tickets to Disneyland and other venues and events
 - The MRC allows our representational staff to identify and respond to urgent issues
 - The high-tech call handling system ensures that each call will be tracked
- The Union Resource Center (URC)
 - Union representatives in the URC provide assistance for stewards and members.
 - The Union Resource Center functions like a frontline for people who need help with representation on disciplinary matters and contract enforcement.
 - The URC assigns one representative to each DLC or two to the larger and more spread out DLCs.
- Record Keeping
 - Keeping good records helps with the case and protects the employee.

What are the ABCs of Representation?

- Adverse Action
 - An adverse action is an employee dismissal, demotion, suspension, reduction in grade or pay, or formal reprimand.
- Arbitration
 - Arbitration is the process of parties to a dispute submitting their differences to the judgement of an impartial person or group appointed by mutual consent or statutory provision.
- CalHR
 - CalHR represents California's governor in all matters pertaining to employer-employee relations including salaries and benefits, job classifications, training, contract negotiations and collective bargaining.
- Dills Act
 - The Dills Act governs the process for determining wages, hours, and terms and conditions of employment for California state employees.
 - The Dills Act formalizes and outlines the collective bargaining process and employees' union representation rights.
- Duty of Fair Representation
 - Acting in good faith on behalf of employees for specific issues
 - The investigation must not be arbitrary
 - Union representation is exclusive
 - Duty to investigate employees' issues
 - Union membership is not required to be represented
- Grievance
 - A grievance is a formal, written document from employees alleging an employer's contract violation.
- Public Employee Relations Board (PERB)
 - PERB is a quasi-judicial administrative agency charged with administering the collective bargaining statutes that cover the employees of California's public schools, colleges, and universities, employees of the State of California, employees of California local public agencies (cities, counties and special districts), trial court employees and supervisory employees of the LA Co. Metropolitan Transportation Authority.
- Unfair Labor Practice (ULP)

- A ULP is the violation of specific provisions of state laws – such as the Dills Act – administered by the Public Employees Relations Board (PERB).
- A ULP may be committed by either employers or unions.
- State Personnel Board (SPB)
 - SPB was created to administer the civil service system and ensure that state employment is based on merit and is free of political sponsorship.
 - SPB also administers and adjudicates adverse actions and other appeals.

Getting Involved

- Become a Member
 - Without a strong our Union, our pension, benefits, health care and wages are at risk;
 - Have a voice
 - Receive support
 - Grow as a leader
- Connect with leaders at your worksite
 - You can find your DLC Leadership information and dates of DLC meetings on the SEIU Local 1000 website at: <https://www.seiu1000.org/dlc-statewide-map>
- Connect with Local 1000 Staff
 - You can also get involved by connecting with your SEIU Local staff representative by calling the Member Resource Center (MRC): 1-800-471-SEIU (7348)

ORGANIZING

Materials:

- Service Model vs Organizing Model Handout
- Member vs Non Member Handout
- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- The purpose of organizing
- 3 goals of organizing
- How organizing benefits you
- What makes an effective organizer
- Getting involved

The Purpose of Organizing

The purpose of Local 1000 is to have the power necessary to give our members—and all Californians—the opportunity to have a good life, live in sustainable communities and enjoy the fruits of social, economic and environmental justice

3 Goals of Organizing

- Worksite Strength
 - When we are stronger in the worksite, we are stronger at the bargaining table.
 - We organize at the worksite to educate, identify and build strong active union members to stand for themselves and their coworkers in their workplace.
 - An important part of organizing is to build relationships and listen to as many members as possible to learn their top priorities and issues.
- Leadership Strength
 - Worksite leaders bring permanent, positive change to their workplace.
 - Strong union leaders make SEIU Local 1000 more relevant to our members by providing real representation at work and helping them to build more vibrant communities where they live.
 - SEIU Local 1000 Leaders help members see that it is time to move forward and get back to business.

- Job Steward training provides the knowledge, resources, encouragement, and mentoring necessary for strong leaders.
- Political Strength
 - As state workers raising families in California, politics affect every aspect of our lives, including the rights, raises and benefits negotiated in our contract.
 - Making politics work for you, your family and your community is important to us.
 - To effectively protect your rights, Local 1000 must actively engage in electing candidates who believe in—and stand up for—working families.
 - Our union is dedicated to building political power needed to win strong contracts and better benefits and to pass laws that protect our jobs, our families and our communities.

How Organizing Benefits You

- Equality and respect
- Better wages and benefits
- Flexibility in work schedules
- Counter-balance to power
- Provide employees with a voice
- Stronger communities

What Makes an Effective Organizer?

- An effective organizer is good at their job and has the trust and respect of their co-workers.
- Good organizers know their contract very well but are not afraid to admit when they don't know an answer.
- The best organizers are good listeners, responsible, honest, confident, and encouraging. They stay cool under pressure and are willing to stand up to management and inspire others to stand up for themselves as well!

Getting Involved

- Become a Member
 - Without a strong our Union, our pension, benefits, health care and wages are at risk;
 - Have a voice
 - Receive support

- Grow as a leader
- Connect with leaders at your worksite
 - You can find your DLC Leadership information and dates of DLC meetings on the SEIU Local 1000 website at: <https://www.seiu1000.org/dlc-statewide-map>
- Connect with Local 1000 Staff
 - You can also get involved by connecting with your SEIU Local staff representative by calling the Member Resource Center (MRC): 1-800-471-SEIU (7348)

THE ROLE OF THE JOB STEWARD

Materials:

- Policy File - Job Steward Handout
- Why Join The Union Pamphlet
- Membership Cards

The purpose of this module we will explore the following:

- The purpose of the Steward
- The types of Stewards
- Duties of a Steward
- How to become a Steward

The Purpose of the Steward

- Advocate and Educate
 - A Local 1000 steward acts with diplomacy and ethics and is a respected resource. As an agent of Local 1000, a steward advocates for and educates our members.
- Enforce the Contract
 - A steward enforces the contract by applying sound knowledge of our hard-earned rights and benefits.
- Reflects values of Local 1000
 - A steward fosters unity and strength in the worksite through leadership reflecting the values and goals of Local 1000.

The Types of Stewards

- Steward - This level of steward has been trained and certified by Local 1000 to provide effective representation to employees within a designated area.
- Senior Steward - In addition to the training and certification as a steward, this level of steward assists other stewards, coordinates the work of stewards within a particular local of a DLC and reports to the Chief Steward.
- Chief Steward – In addition to the training and certification as a steward, this level of steward advises and counsels other stewards within the DLC.

Duties of a Steward

- Representing and Advocating

- Acting as an agent of Local 1000 representing and advocating for all Local 1000 represented employees.
- Recruiting Members
 - Recruiting employees to Local 1000 membership, engaging them in Local 1000 activities, and encouraging and developing their skills and leadership.
- Building Relationships
 - Creating and maintaining positive relationships among members, stewards and Local 1000 staff through effective listening, communication and action.
 - Gathering data, maintaining records and reporting to Local 1000 as required for contract negotiations, grievances, legislation or other union purposes.
 - Promoting membership in Local 1000's Committee on Political Education (COPE).

How to become a Steward

Job Stewards are on the front lines of representing our members, enforcing our hard-earned contract rights, and building member strength. To become a Job Stewards:

- Complete the Job Steward application
- Obtain two letters of recommendation
- Gather twenty-five signatures from co-workers
- For more information on becoming a Job Steward:
<https://www.seiu1000.org/article/become-local-1000-job-steward>
- Connect with Local 1000 staff
 - You can also get involved by connecting with your SEIU Local staff representative by calling the Member Resource Center (MRC): 1-800-471-SEIU (7348)
- You have to become a member to be a Job Steward
 - Without a strong our Union, our pension, benefits, health care and wages are at risk;
 - Have a voice
 - Receive support
 - Grow as a leader

Reflection

- How do you think knowing more about the role of Stewards will benefit you at your worksite?
- Do you have experiences that could improve or help others at your worksite?

APPRENTICESHIP

Materials:

- Why Join The Union Pamphlet
- Membership Cards

The purpose of this module we will explore the following:

- What is Apprenticeship
- SEIU Local 1000 Apprenticeship Overview
- Looking Forward

What is Apprenticeship?

- An industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain:
 - Paid work experience
 - Classroom instruction
 - A portable, nationally-recognized credential
- Registered Apprenticeship Requirements
 - Federal and/or State approved standards for each program
 - On the job training (minimum of 2,000 OJT hours/1 year)
 - Related and Supplemental Instruction (minimum of 144 hours coursework)
 - Earn and learn: apprentices must be paid (vs. interns may or may not be paid)
- Main Apprenticeship Language in our Contract:
Article 13.3 Joint Apprenticeship Committee (Excludes Units 17 and 21)
Key Points
 - Sets forth the “policy of the State employer and Union to support the establishment of apprenticeship programs in bargaining units where such programs are deemed appropriate.”
 - Provides for JAC structure and equal representation.
 - State agrees to explore expanding apprenticeships; either party can request to meet and confer.
 - State agrees to continue existing apprenticeship programs.

SEIU Local 1000 Apprenticeship Overview

- 7 innovative/non-traditional apprenticeship programs

- 160+ apprentices registered
- 15 plus cohorts
- 50 – 500 applicants per cohort
- 6 local education agencies (community colleges)
- 10 grant applications awarded

Looking Forward

- Two Pre-apprenticeship Grants Awarded
 - Developing an LVN to RN Pre-apprenticeship and a Civil Service Pre-apprenticeship (preparing applicants for IT and Financial Services Apprenticeships)
- Time is Ripe for Growth
 - State and Federal interest and grant opportunities for apprenticeships
 - Explosive growth based on need in non-traditional and innovative sectors
- In Demand Occupations of Interest
 - Medical Assistants, Data Analytics, Management Analysts
 - Do you know of in-demand, hard to fill occupations?
- Become a Member
 - Without a strong our Union, our pension, benefits, health care and wages are at risk;
 - Have a voice
 - Receive support
 - Grow as a leader

THE GREATEST GOAL, THE CONTRACT

Materials:

- Why Join The Union Pamphlet
- Membership Cards

In this module we will explore the following:

- What makes a great Contract
- How do we get a great Contract
- How can you help get a great Contract

What Makes a Great Contract

- Increased compensation is always at the forefront
 - Our contract is a living document that governs our wages, benefits and working conditions. It contains hundreds of articles that regulate virtually every aspect of the work we do for the state.
 - A livable wage for all workers is at the core of our Local 1000 mission statement
 - State workers provide valuable and vital services to all Californians
 - Compensation is addressed in many ways in the Contract:
 - Bonuses
 - Pay Raises
 - Special Salary Adjustments
 - Bilingual Differential
 - Geographic Compensation
 - Increase in annual differential
 - Business and Travel Expenses
- Our Contract is a tool to build power
 - Our Contract is negotiated by our member-led bargaining team and won through the support of the 96,000 people represented by Local 1000.
 - By working together, and bargaining collectively, we can improve our workplaces, the quality of services we provide and the communities in which we live.
- Dignity and Respect speaks volumes

- Local 1000 members must be united by the belief in the dignity and worth of state workers and the services they provide and dedicated to improving the lives of workers and their families and creating a more just and humane society.
- Our Contract states:
5.11 Dignity Clause
The State is committed to providing a workplace where all employees, regardless of their classification or pay status, are treated by supervisors and managers in a manner that maintains generally accepted standards of human dignity and courtesy. Employees alleging they have not been treated accordingly may file a grievance. The decision reached at Step 3 (CalHR) shall be final.
- Dignity: the state or quality of being worthy of honor or respect
- Respect: a feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements
- A gain for one is a gain for all
 - Local 1000 bargains on behalf of all of our represented units at a “master table” on issues affecting all units, such as health and welfare, retirement and layoffs.
 - Our union also bargains on specific issues, such as classifications and post and bid, separately on behalf of specific bargaining unit.
 - Solidarity and support for each Bargaining Unit in our Union makes us stronger
- When members voices have power
 - Local 1000 believes that all union power derives from the involvement and commitment of the members
 - Create member leaders and develop paths for leadership
 - Power at the table comes from the support of our members
 - Linking member’s experiences to bargaining can be a powerful tool

How Do We Get a Great Contract?

- Bargaining is not just won at the table

- Represented employees up and down the state have the opportunity to come forward to lead teams at their worksites and help plan and turnout actions to coordinate with our bargaining demands
- You can make a difference by making your voice heard and taking action in the workplace to support your bargaining team
- Protecting our past Wins
 - Protecting the hard-earned rights we achieved in previous contract battles is vital
 - Not just union gains but fighting employer takeaways
- Demonstrate our power by showing solidarity
 - Purple up Wednesdays
 - Worksite Actions
 - Visibility in our communities
 - Participate on the Wednesday Leadership Calls
 - Attend Rallies
 - Spread the word

How Can You Help Get a Great Contract?

- Attend Town Halls
 - Opportunity for represented employees to ask their Bargaining Unit Negotiating Committee (BUNC) members questions about bargaining
 - Discuss specific areas of concern
- Participate in Bargaining Surveys
 - Bargaining Surveys are a tool that lets members speak to the bargaining team.
 - The survey campaign is how the bargaining team, along with your worksite leaders and activists, build member's power at the table.
- Participate in actions at your worksite
 - When we are stronger in the worksite, we are stronger at the Bargaining table.
 - You can find your DLC Leadership information on the SEIU Local 1000 website at: <https://www.seiu1000.org/dlc-statewide-map>
- Check the SEIU Local 1000 website often

- The SEIU Local 1000 Website is a great tool to stay up-to-date and informed: <https://www.seiu1000.org/>
- Union Update, Local 1000's weekly newsletter, provides members with the latest union news including organizing and enforcement victories, political activities, union campaigns, member profiles and special events. It is available for download on our website.
- Be ready to Strike if needed
 - IF the state responds to our negotiations with unlawful conduct and bad faith bargaining, we won't waver
 - We should be prepared to go on Strike to hold the state accountable
- Become a Member
 - Without a strong our Union, our pension, benefits, health care and wages are at risk;
 - Have a voice
 - Receive support
 - Grow as a leader

Reflection

- What do you think makes a great contract?
- Do you have experiences that could improve or help others at your worksite?

THE FUTURE OF SEIU LOCAL 1000

Materials:

- Why Join The Union Pamphlet
- Membership Cards

In this module we will review the MEMS Modules 1-12:

- Module 1: Welcome to MEMS & History of Unions & SEIU Local 1000
 - Educate State Employees
 - Engage Members
 - Expand Membership
 - The History of Unions
 - Union Membership
 - Local 1000 Timeline
- Module 2: District Labor Councils
 - What Are District Labor Councils (DLCs)
 - What Is the DLC Executive Board (E-Board) and their duties
 - How Can You Get Involved in Your DLC
- Module 3: Board of Directors
 - Who are the Board of Directors?
 - What Are The Responsibilities of the Board of Directors?
 - Get involved
- Module 4: Bargaining Basics
 - What is Collective Bargaining
 - Why is Bargaining Important
 - What are the Bargaining Dynamic
 - How you can get involved in Bargaining
- Module 5: Politics Matter
 - Why is your union involved in politics
 - How does your union's involvement in politics benefit you
 - How to get involved in politics in your union
- Module 6: Union Committees
 - Why do we have committees within our union?
 - What are the different committees we have?
 - How do committees benefit you?
 - How can you become involved in a committee?

- Module 7: Representation
 - Local 1000 Representation Policy
 - The process of representation
 - ABCs of representation
 - Get involved
- Module 8: Organizing
 - The purpose of organizing
 - 3 goals of organizing
 - How organizing benefits you
 - What makes an effective organizer
 - Getting involved
- Module 9: The Role of the Job Steward
 - The purpose of the Steward
 - The types of Stewards
 - Duties of a Steward
 - How to become a Steward
- Module 10: Apprenticeship
 - What is Apprenticeship
 - SEIU Local 1000 Apprenticeship Overview
 - Looking Forward
- Module 11: The Greatest Goal, The Contract
 - What makes a great Contract
 - How do we get a great Contract
 - How can you help get a great Contract
- Module 12: The Future of Local 1000

What is Your Future Vision of Local 1000?

- What can you do to continue steering Local 1000 in the right direction
 - Increase in membership, which can lead to better contracts
 - Increase in stewards and activists to support Local 1000's representation and organizing process
 - Promoting membership in Local 1000's Committee on Political Education (COPE)
 - Become a Member
 - Without a strong our Union, our pension, benefits, health care and wages are at risk;

- Have a voice
- Receive support
- Grow as a leader

Reflection

- How do you think knowing more about SEIU Local 1000 will benefit you at your worksite?
- Do you have experiences that could improve or help others at your worksite?