



Glossary of Steward Terms

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Arbitration

A legal technique for the resolution of disputes outside the courts, which is referred to one or more persons (the "arbitrators"), by whose decision (the "award") they agree to be bound. It is a settlement technique in which a third party reviews the case and imposes a decision that is legally binding for both sides.

Agency Shop

A union security contract clause requiring those employees who are covered by the contract, but who decline to join the union, to pay a service fee to the union equal to, or a percentage of, the union dues. This fee (also called 'Fair Share') is intended to compensate the union, which, by law, must give full and equal representation to all bargaining unit members, regardless of membership status.

Agreement, Collective Bargaining

A written agreement or contract that comes out of negotiations between an employer or a group of employers and a union. It sets out the conditions of employment (wages, hours, fringe benefits, etc.) and ways to settle disputes arising during the term of the contract.

ATO

Administrative Time Off

AWOL

Absence Without Leave

Bargaining Unit

Bargaining units are defined by PERB.

The Bargaining Units in SEIU Local 1000 are: Unit 1: Professional Administrative, Financial and Staff Services; 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.

Burden of Proof

When management takes disciplinary action against an employee, management must then prove it had cause to take the action. Management has the burden of proof - this incorporates the theory of “innocent until proven guilty.” In all other instances, when the union is claiming that management has violated the contract or work rules, the union has the burden of proof.

BUNC (Bargaining Unit Negotiating Committee)

A group of employees with a clear and identifiable community of interests who are represented by a single labor union in collective bargaining and other dealings with management. The elected members of the nine BUNCs represent co-workers within their bargaining units on unit-wide issues and during contract negotiations with the state. BUNC members are elected by DBURs.

CalPers

Public Employees Retirement System

CBA

Collective Bargaining Agreement

CBUR

Classification Bargaining Unit Representative (Unit 1 only)

CJS

Chief Job Steward

Collective Bargaining

The way of determining wages, hours, and other conditions of employment through direct negotiations between the union and the employer. Normally, the result of collective bargaining is a written contract which covers all employees in the bargaining unit, union members and non-members.

Contract (or MOU)

A legally binding agreement between two or more parties which is enforceable by law or by binding arbitration. A legally enforceable contract is an exchange of promises with specific legal remedies for breach.

Council - See “SEIU Local 1000 Council”

CTO

Compensatory Time Off

DBUR

District Bargaining Unit Representative

DFEH

Department of Fair Employment and Housing

Discrimination

Unequal treatment of employees because of race, gender, age, religion, disability, marital status, sexual orientation, nationality, union membership or union activity, political affiliation or some other unfair bases. Discrimination may occur in hiring, types of jobs given, rates of pay, promotions and transfers, layoffs or other areas. Some employee classes are protected by law while protection for others is negotiated.

DLC (District Labor Council)

Each District Labor Council (DLC) is a local chapter of Local 1000. Think of a DLC as direct leaders for your work site. Larger work sites may have many DLC leaders, while smaller work sites may share DLC leaders with other locations.

There are 50 District Labor Councils within Local 1000, and each DLC president sits on the Local 1000 governing board.

DOJ

Department of Justice

DPA

Department of Personnel Administration

EAP

Employee Assistance Program

E-board

The executive board that is elected in each DLC

EEOC

Equal Employment Opportunity Commission

EIDL

Enhanced Industrial Disability Leave

Elected Member Leaders

Member-elected officers that lead each DLC and bargaining unit

Equal Treatment

Management's rules, policies and procedures must be applied in the same way to all bargaining unit employees.

Employee Assistance Program (EAP)

Confidential information, support and referral service designed to help employees cope with personal problems that have a negative impact on their lives and, subsequently, on their work productivity. Deteriorating job performance can lead to an employer taking disciplinary action. Such programs

often provide assistance in such situations as emotional stress, marital and family problems, financial and legal difficulties, and drug or alcohol abuse.

ERO

Employee Relations Officer

ETO

Earned Time Off

Fair Share Fee

A monetary assessment of non-members in a bargaining unit to help defray the union's costs in negotiating and administering the contract (see Agency Shop).

FLSA

Fair Labor Standards Act

FMLA

Family Medical Leave Act

Fringe Benefits

Vacations, holidays, insurance, medical benefits, pensions and other economic benefits that are provided to employees under the union contract; these are in addition to direct wages.

FSF

Fair Share Fee

FTO

Full Time Union Leave Organizer

Grievance

A dispute, filed by an employee or the union, which may be resolved by procedures provided for in a collective agreement or by mechanisms established by an employer. Such a grievance may arise from a violation of the collective bargaining agreement or violations of the law, such as workplace safety regulations.

Grievance Arbitration

Grievance arbitration is often the last step of the grievance procedure. A third party makes a decision that is usually final and binding on both parties.

Grievant

The entity (employee or union) filing the grievance.

IDL

Industrial Disability Leave

IDP

Individual Development Plan

JS

Job Steward

LRO

Labor Relations Officer

LRR

Labor Relations Representative

“Made Whole”

This is a phrase that unions include in their remedies for grievances that involve loss of pay and/or other benefits (e.g., disciplinary actions or improper denial of overtime or promotions). The term means that the grievant is treated as though management never took the improper action. In discipline cases, it asks that the grievant be restored to the status he or she had before management took the action. In instances such as when a promotion or overtime has been denied, it asks that the grievant be treated as though management had taken the correct action. When “be made whole” is included in the remedy - and the grievance is upheld - it ensures the grievant will receive all back pay and any benefits that are due. It would cover such areas as seniority, vacation and sick leave, pension and medical coverage. Being made whole covers all the bases, so the steward doesn’t have to remember each and every possible injury when writing the grievance.

Management Rights Clause

This section of the contract specifies that management retains certain functions and rights regarding the ‘method and means’ of managing the workplace. These often include such areas as hiring, promoting, transferring, laying off, establishing work standards and policies, scheduling, deciding qualifications for positions, deciding locations of facilities and so on.

Mediation

Grievance Mediation is a voluntary and less formal method of dispute resolution in which a neutral party serves as facilitator in efforts to resolve a grievance. The ultimate acceptance, rejection or modification of a settlement remains with the two parties.

MOU

Memorandum of Understanding - refers to the contract negotiated between the State of California and SEIU Local 1000.

National Labor Relations Board (NLRB)

An independent, quasi-judicial agency of the United States government charged with conducting elections for labor union representation and with investigating and remedying unfair labor practices.

OOC

Out-of-Class

OT

Overtime

Parity

A standard relationship between the wage schedules of different categories of employees.

Pay Equity

A term referring to the concept that female-dominated jobs or professions have been traditionally undervalued, based on levels of responsibility and required education, and that pay for these jobs should be raised to levels of comparable jobs that are traditionally held by men.

PERB

Public Employment Relations Board

PDD

Personal Development Day - 2 days earned each fiscal year. The current year's days expire on June 30, of the current year, so use it or lose it. July 1 you will get 2 days. These days off can be used in hourly increments. They were negotiated to provide time for employees to do their own professional development. They can be used for any purpose and do not have to be justified or documented, per the contract. Request approval for PDD the same as any leave. Supervisor cannot tell you to use other leaves instead of PDD. PDD is separate from other time that may be used to deal with your education. Articles 11 and 13 of the contract cover PDD.

PLP

Personal Leave Program - negotiated for 2011 - generally, two days per month for one year. These leave days are to be used before all other leave days with the exception of furlough days.

Policy

Written guidelines defining self-governing procedures and processes. The SEIU Local 1000 Policy File contains all policy for Local 1000.

Precedent

A precedent is a decision that is later used as a guideline for making a decision on a case that has similar circumstances. Precedents may be used to interpret and apply the collective bargaining agreement or work rules. Precedents can be established by grievance settlements, arbitration awards or even union withdrawal of a grievance (thereby letting management's interpretation stand).

Prejudice

Unfavorable opinion or feeling formed beforehand without knowledge, thought or reason.

Private Sector

The private sector consists of business activity that is owned, financed and run by private individuals. These businesses can be small firms owned by just one person, or large multi-national businesses that operate around the world. The goal of businesses in the private sector is to make a profit.

Public Sector

The public sector is the part of the economy where goods and services are provided by the government or local authorities. The aim of public sector activity is to provide services that benefit the public as a whole. The public sector accounts for about 40% of all business activity.

Rank and File

Regular union members who are not officers or union officials.

Ratification

Formal approval of a newly-negotiated agreement by vote of the organization members who are affected.

RTWC

Return to Work Coordinator

SBAC (Statewide Bargaining Advisory Council)

The organization of DBURs and CBURs who are elected representatives and act as connections between the Bargaining Unit Negotiating Council (BUNC) and employees within their DLC's geographic area. The SBACs elect their respective BUNC members.

SDI

State Disability Insurance

SEIU

Service Employees International Union

SEIU Local 1000 Council

This is the policy-making body of Local 1000. It includes presidents of the 51 District Labor Councils (DLCs) representing specific geographic areas of California and the one out-of-state DLC, plus the four statewide Local 1000 officers and nine BUNC chairs.

Seniority

The length of time a worker has been employed by an employer or worked in a particular classification, in comparison to other workers. Seniority can be used to determine layoffs, recalls, transfers and promotions.

SLRR

Senior Labor Relations Representative

SPB

State Personnel Board

Staff

People hired to be the support system for Local 1000.

Steward

An official within the organizational hierarchy of a labor union who serves as a representative of members. Rank-and-file members of the union hold this position voluntarily (through democratic election by fellow workers) while maintaining their role as an employee of the firm. As a result, the Union Steward becomes a significant link and conduit of information between the union leadership and rank-and-file workers.

UL

Union Leave

ULO

Union Leave Organizer

ULP

Unfair Labor Practice

Unfair Labor Practice

“A violation of the National Labor Relations Act.” A charge must be filed with the National Labor Relations Board (NLRB). It is subject to specific timelines and filing deadlines. ULPs include failure to bargain in good faith, failure to provide certain information needed for bargaining or grievance processing, and retaliation against union members.

Weingarten Rights

In 1975 the United States Supreme Court, in the case of NLRB v. J. Weingarten, Inc., 420 U.S. 251 (1975), upheld a National Labor Relations Board (NLRB) decision that employees have a right to union representation at investigatory interviews.

Worker's Compensation

A form of insurance that provides compensation medical care for employees who are injured in the course of employment, in exchange for mandatory relinquishment of the employee's right to sue his or her employer for negligence.