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LOCAL 1000 POLICY FILE

DIVISION 1: ESTABLISHMENT, AUTHORITY AND PURPOSE

1CSD0.00 LOCAL 1000

Local 1000, the Local 1000 Committee of the CSEA Board of Directors and the Local 1000 Council are established in the Local 1000 and CSEA Bylaws, created and amended respectively by the Local 1000 delegates and all delegates to General Council to represent rank and file employees in bargaining units represented by Local 1000. Local 1000 is directly affiliated with Service Employees International Union (SEIU) and California State Employees Association (CSEA). (CSDC 82/99/6, CSDC 30/04/4, CSDC 35/05/6)

1CSD0.01 Establishment

(a) Local 1000:

“An affiliate shall be entitled to all the benefits accorded to affiliates in these (CSEA) bylaws..” [CSEA Bylaws, Article IX, Affiliated Organizations Section 4 (a)]. “It is recognized that each class constitutes and possesses a community of interest which requires certain unique and distinctive services, activities, and forms of governance. Each class of members shall be entitled to self-government within the Association. . .”[CSEA Bylaws, Article VIII, Divisions and Bargaining Units, Section 1, Definitions of Divisions] Each division/affiliate “shall be primarily responsible for pursuing those goals and objectives which are particular to its members, as provided in Article(s) VIII..”[CSEA Bylaws, Article II Purposes and Objectives, Section 4, Areas of Responsibility (b)] (CSDC 82/99/6) (CSDC 30/04/4) (CSDC 35/05/6)

(b) Local 1000 Committee of the CSEA Board of Directors:

“The Affiliate President and the director elected by the class which belongs to such affiliate, shall constitute an affiliate committee of the board with final authority to act on behalf of the board on matters delegated to it in connection with the affiliate which it represents. . .” [CSEA Bylaws, Article IV, Governance, Section 1, Board of Directors, (c)] (CSDC 82/99/6) (CSDC 30/04/4) (CSDC 35/05/6)

(c) Local 1000 Council:

“Each division shall have a council consisting of active members and include a director and deputy director of the division which in each case shall be elected in accordance with rules and regulations established by the appropriate division council.” [CSEA Bylaws, Article VIII, Divisions and Bargaining Units, Section 1, Definitions of Divisions and 2, Composition of Division Councils] (CSDC 82/99/6) (CSDC 30/04/4) (CSDC 35/05/6) The CSEA “Bylaws authorizing the division council to take any action shall be deemed. In the case of a class represented by an affiliate, to authorize such action by that affiliate or its duly authorized officers.” [CSEA Bylaws, Article VIII, Divisions and Bargaining Units, Section 1, Definitions of Divisions] (CSDC 82/99/6) (CSDC 30/04/4) (CSDC 35/05/6)

1CSD0.02

Purpose

(a) Local 1000:

The purpose of Local 1000 is to build a strong member-led Union by educating, organizing and mobilizing the membership in the workplace, political arena and the Union itself to improve the living standard and rights of members, their families and other working people, and to achieve economic and social justice. (CSDC 82/99/6) (CSDC 30/04/4)

(b) Local 1000 Committee of the Board:

The purpose of Local 1000 committee of the board is to represent the membership of Local 1000 and advocate Local 1000 goals, objectives and programs as members of the CSEA Board of Directors, Committee of the Board and Executive Committee, to keep the Council informed of all significant information pertaining to the interests of Local 1000 and to act with final authority for the CSEA Board of Directors on matters delegated to it in connection to Local 1000. (CSDC 82/99/6) (CSDC 30/04/4) (CSDC 34/05/6)

(c) Local 1000 Council:

The purpose of the Local 1000 Council is to set the direction for the entire local , determine goals and objectives, adopt and monitor plans, adjust budgets and evaluate 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 Council will promote grass roots union activism through the establishment and/or strengthening of work site locals, District Labor Councils (DLCs), Statewide Bargaining Advisory Committees (SBACs) and Bargaining Unit Negotiating Councils (BUNCs). The number of DLCs shall be determined by the Local 1000 Council. (CSDC 3/92/1) The Local 1000 Council will determine its own rules and procedures, and delegate its authority, as it deems expedient within the framework of the Local 1000 and CSEA Bylaws. The Local 1000 Council has power to interpret and define Local 1000 policy in areas of uncertainty or ambiguity. (CSDC 82/99/6) (CSDC 30/04/4) (CSDC 35/05/6)

1CSD0.03

Authority

(a) Local 1000

“An Affiliate shall be entitled to all the benefits accorded affiliates in these bylaws... All functions of such (former) division, and all powers exercised by it, shall automatically be transferred to such affiliate. Each affiliate shall set its budget, establish its dues and fees and make any assessments which may be made upon its members according to its articles of incorporation and bylaws.” [CSEA Bylaws, Article IX, Affiliated Organizations, Section 4, Effect of Charter, (a) Affiliates and Members (b) Divisions and Section 5 Financial Matters]. Local 1000 is “a self-governing unit of the Association, [CSEA Bylaws, Article VIII, Divisions and Bargaining Units, Section 4, Authority, (a)]” Each division/affiliate shall have the exclusive responsibility for contract

negotiations, meet and confer sessions, organizing, member recruitment, member representation, training and education, member communications, and research.” [CSEA Bylaws, Article II, Purposes and Objectives, Section 4, Areas of Responsibility (b) and (1). (CSDC 82/99/6, CSDC 30-0404, CSDC 35/05/6)

(b) Local 1000 Committee of the Board of Directors:

The Local 1000 committee of the board acts for the Board of Directors in all matters within Local 1000’s the divisions jurisdiction. “Matters within the ‘Scope of Representation’ under the State Employer-Employee Relations Act . . shall be delegated by the Board of Directors to the appropriate committee(s) of the Board of Directors”[CSEA Bylaws, Article IV, Governance, Section 1, Board of Directors, (b) (1)] . . . “An affiliate committee of the Board of Directors (has) final authority to act on behalf of the board on matters delegated to it by the board with respect to its division.”[CSEA Bylaws, Article IV, Governance, Section 1, (c)] (CSDC 82/99/6) (CSDC 30/04/4)

(c) Local 1000 Council:

The Local 1000 Council acts “on behalf of the Association . . . along occupational lines in matters pertaining to the scope of representation under the State Employer-Employee Relations Act . . .and other provisions of law relating to the representation of state employees . . . subject to rules and regulations established by the appropriate division committee of the board . . .” The Council has “full authority to specify their own rules and regulations pertaining to all matters, provided they are not inconsistent with (the) Bylaws.”[CSEA Bylaws, Article VIII, Divisions and Bargaining Units, Section 3, Division Council Functions] (CSDC 82/99/6) (CSDC 30/04/4)

1CSD1.00 **AFFIRMATIVE ACTION POLICY**

- (a) Local 1000 shall support affirmative action and as such prohibit discrimination in employment based on race, color, sex, religion, national origin, sexual orientation, gender, gender identity, gender expression, ancestry, disability, age, creed, marital status and political affiliation. (OPER 18/84) (CSDC 30/04/4, CSDC 44/04/4)
- (b) Local 1000 shall enforce and pursue the development of affirmative action programs and laws to strengthen the implementation and enforcement of existing civil rights and affirmative action legislation. (OPER 18/84) (CSDC 30/04/4)
- (c) Local 1000 shall provide support in accordance with Association policy on representation for those members who may believe they have been discriminated against in their work place by pursuing the filing of charges and legal actions where appropriate. (OPER 18/84)
- (d) Local 1000 shall ensure that Local 1000 itself is in compliance with the letter and intent of appropriate federal and state laws. (OPER 18/84) (CSDC 30/04/4)

- (e) Training in laws and issues relevant to the rights of protected groups identified in this policy shall be incorporated into steward training modules. (OPER 18/84)
- (f) Whenever SEIU Local 1000 takes part in or subscribes to an political, cultural or social event, it shall research those individuals or participating organizations and the principal owners, operators or agents for the venues to be utilized and take appropriate action to ensure that this participation will not support or serve indirectly to advocate for discriminatory policies, activities or measures in any form. (CSDC 4/10/01)

DIVISION 2: MEMBERSHIP

2CSD1.00 MEMBERSHIP DEFINITION

(a) Employee

Any civil service employee of the state or teaching staff of special schools under the jurisdiction of the Superintendent of Public Instruction, or the Board of Governor of the California Maritime Academy, except managerial, confidential and supervisory employees. (BD 14/85/1)

(b) Member

Any employee who is an active dues paying member of a civil service unit represented by the Association. (BD 10/86/1)

(c) Associate Member

Associate membership in the Local 1000 is limited to those persons who are on authorized leave of absence from state service and who elect not to be active members. (CSDC 12/96/1) (CSDC 31/04/4)

2CSD2.00 MEMBERSHIP EFFECTIVE DATE

2CSD2.01 Initial Membership

Local 1000 membership is effective at the time a signed membership payroll deduction application is received by an authorized representative of the Association. (CSDC 12/89) (CSDC 31/04/4)

2CSD3.00 MEMBERSHIP CARDS

2CSD3.01 Issuance

The Association shall prepare and issue membership cards. The costs shall be borne by Local 1000. (OPER 31/80) (CSDC 31/04/4)

2CSD3.02 Card Size and Listed Information

The membership card shall be a single card suitable to fit in a standard insert card holder. The membership card will list the member's bargaining unit status. (CSDC 12/89)

2CSD4.00 TERMINATION OF MEMBERSHIP

2CSD4.01 Resignation under "maintenance of membership" provision

When written notice of resignation is received in headquarters office from an employee covered by Association contracts containing "maintenance of membership", notification will be sent to the member advising that they may only terminate membership in accordance with the applicable contract. Notice of resignation does not make dues refundable. (BD 146/82/4)

2CSD5.00 CANCELLATION OF MEMBERSHIP

2CSD5.01 Receipt of Cancellation

Immediately upon receipt of a request for cancellation, Local 1000, through the Association member benefits division, shall send a letter informing the member of the loss of benefits and requesting the reason(s) for cancellation. A

membership application shall be sent with each letter. (CSDC 12/89) (CSDC 31/04/4)

2CSD5.02 Reinstatement

- (a) Members reinstating after loss of dues shall have the status of new members. (CSDC 12/89)
- (b) A member who withdraws their notice of cancellation prior to loss of dues to the Association shall retain his/her prior membership status. (CSDC 12/89)

2CSD6.00 **MEMBERSHIP STATUS WHILE OFF PAYROLL**

2CSD6.01 Continuation of Benefits

When a member's dues are delinquent because of leave status, as defined in current collective bargaining contracts, and where such member's group insurance may be jeopardized because of non-membership, the Local 1000 President may continue the active membership by handling the dues as an account receivable. (CSDC 12/89) (CSDC 31/04/4)

2CSD6.02 Layoff or Termination

When a member is off the payroll because of layoff or involuntary termination they are eligible for Association benefits and representation provided membership dues and/or fees are maintained. (BD 146/82/4)

2CSD6.03 Military Leave

When a member is on full time military leave and off payroll, dues shall be suspended until such time as they return from such leave or is separated from state service. (CSDC 29/02/3)

2CSD7.00 **MEMBERSHIP LISTS**

Local 1000 will use its membership lists only for stated goals and organizational activities. (BD 12/82/1) (CSDC 31/04/4)

2CSD7.01 Provision of Lists

Each DLC President and BUNC Chair shall be provided a copy of its current member/non-member list by worksite at least quarterly. (CSDC 12/89)

- (a) No BUNC or DLC is authorized to use the membership list of any other BUNC or DLC without the written authorization of the affected BUNC or DLC. (CSDC 12/89)
- (b) Membership lists shall not be used for:
 - (1) Dissemination of information which is contrary to provisions of the Association's Bylaws or Policy File aimed at opposing any program endorsed or sponsored by General Council or contrary to the approved policies of Local 1000 or the Association; (BD 14/60) (CSDC 31/04/4)
 - (2) Sale, loan or gift to any person or organization; (BD 17/77/1)

2CSD7.02 Use of Name and Emblem

The Union's name or emblem is not to be used in e-mail electronically, or on the envelope or letterhead of mailings without its written authorization. (OA 30/66, CSDC 06/07/1, CSDC 27/06/7)

2CSD7.03 Exclusive Rights

The complete official membership list shall be maintained by headquarters office and is the exclusive property of the Union. The Union shall ensure that permitted use of its membership lists shall be for purposes related to its stated goals and organizational activities. Policy File 2CSD7.04(d) states the exclusive means by which membership lists will be made available to members for their use for proper purposes relating to their interest as members of the Union and members shall be provided the rights as stated in that section as a reasonable alternative to any other form of use, inspection or copying of membership lists.

2CSD7.04 Use

The membership lists shall be used as follows:

(a) The SEIU Local 1000 Council authorizes headquarters office to disseminate:

Official publications and communications as directed by SEIU Local 1000 Council and budgeted for the normal business of the Union and other publications and communications as directed by the President in connection with the advancement of the Union's stated goals and objectives and organizational activities ;

DLC, bargaining unit council, worksite publications and communications within respective jurisdictions at cost of materials, labor and postage to the official requesting mail services;

Information to the full membership or any portion thereof on matters relating to member benefits, including PERS-sponsored health programs, will comply with the following criteria: (1) that such mailings be at the cost of the company requesting the mailing; (2) that the mailings be done in the Association print shop or by a certified mailing company; (3) that subject mailings be authorized by the president or designee; (4) that any mailing list provided to a certified mailing company or outside entity be marked "confidential, do not copy" or be accompanied by a similar notice, and reasonable steps be taken to ensure that any copy of the membership information is returned or destroyed after completion of the subject mailing; Educational information with respect to the Union's legislative program.

Any request for inspection or direct mailing may be denied if the mailing is not for a proper purpose relating to the member's interest as a member of the Union, if the mailing would violate the constitutional or statutory rights of other members, if the mailing would create liability for the Union or its members, would be used for a purpose in competition with the Union or would interfere with the Union's legal obligations, or would be used for commercial or political purposes not authorized by the Council or not conforming to the Union's policies set forth in its Policy File.

DLCs may utilize the names and addresses of their own members by requesting headquarters office to provide them with addressed envelopes and/or labels for use in the conduct of official DLC business, the cost of which shall be borne by the DLC. DLCs may not receive mailing addresses for members of other DLCs. All membership names and addresses provided to DLCs shall be considered confidential and shall not be copied or distributed to DLC members.

The vice president/secretary-treasurer may authorize the use of the membership list by headquarters office to mail material on behalf of an individual member or groups of members. The vice president/secretary-treasurer is authorized to develop forms for member requests for use of membership lists and to make such forms available to members. The following procedures shall apply.

(1) Requests relating to elections:

Individual members who are nominees for an elected position in Local 1000 may request a mailing by submitting a written request to the vice president/secretary-treasurer, shall use the following procedure:

- i. The request must state (1) the office for which the member is a nominee and (2) the members who are to receive the mailing, which shall be limited to the membership group who is entitled to vote on the office in question.
- ii. The vice president/ secretary-treasurer shall verify that the member(s) requesting the mailing are dues paying members(s) in good standing. If not, the request will be denied.
- iii. This request shall use the form provided by Local 1000 for mailing requests, must include a copy of the material to be mailed and must be signed by the member(s) requesting the mailing.
- iv. The vice president/secretary-treasurer will advise the member of the estimated cost of the mailing promptly, as provided below. The mailing shall be made within ten (10) days after payment of the estimated costs of mailing, unless the vice president/secretary-treasurer advises the member within that time that the mailing will not be permitted. In making that determination, the vice president/secretary-treasurer shall act in accordance with applicable law.
- v. If a mailing request is denied, the member may appeal to the president in writing stating the nature of the appeal. All appeals shall be referred to the Election Committee for resolution under its procedures.

(2) Requests relating to other union purposes:

Members who desire to use the union membership list for proper purposes relating to their interest as a member, which are not covered by paragraph (1) above, must apply for use of the membership list by submitting a written request to the vice president/secretary-treasurer, using the following procedure:

The request must state (1) the purpose for the mailing, explaining how such a mailing is in the person's interest as a member; and (2) which members are to receive the mailing.

The vice president/secretary-treasurer shall verify that the member(s) is in good standing. If not, the request will be denied.

This request shall use the form provided by Local 1000 for mailing requests, must include a copy of the material to be mailed and must be signed by the member(s) requesting the mailing.

The vice-president/secretary-treasurer will respond within ten business days as to whether the membership list can be used for the mailing and, if the use is authorized, the print shop shall also be notified. In making this determination the vice president/secretary-treasurer shall act in accordance with applicable law.

If the request is denied or if the member believes that the use of the union membership list as provided for herein for mailing to members does not meet the needs of the member requesting access to the union membership list, the member may appeal to the president in writing stating the nature of the appeal.

If the appeal concerns an election issue within the jurisdiction of the Election Committee, the president shall refer the appeal to the Election Committee for resolution.

(3) Payment of costs of mailing:

When notifying a member that use of the membership list is approved, the secretary-treasurer will advise the member of the estimated cost of the services required to do the mailing on the member's behalf. This cost will be at the standard rate for providing such services including mailing either first class mail or by pre-sorted standard mail at the members' option. Members may either use the Union's services to prepare the materials to be mailed, or may deliver the material to the print shop already prepared for mailing. The member must pay for the services in full prior to the mailing. The check or other proof of payment received for the services shall be copied and the copy shall be attached to the work order.

Disclaimer:

All mailings under this section shall have the following statement prominently displayed on the outside of the mailer at no less than 8 point bold print on the bottom or along the side margin of the message, and the return address must be the home address of the person requesting the mailing: “THIS MATERIAL IS NOT PAID FOR OR ENDORSED BY SEIU LOCAL 1000.”
(CSDC 06/07/1)

**DIVISION 3:
LOCAL 1000 COUNCIL**

3CSD0.00 LOCAL 1000 COUNCIL STRUCTURE

The Local 1000 Council (CSDC) shall be comprised of the Local 1000 officers, the Chair of each BUNC representing each bargaining unit council and the President of each DLC representing each district labor council. (CSDC 9/89) (CSDC 32/04/4)

3CSD0.01 Officers

The officers of the Local 1000 shall be the President, Vice President/Secretary-Treasurer, Vice President for Organizing/Representation, and Vice President for Bargaining. (CSDC 94/93/4) (CSDC 32/04/4)

3CSD0.02 Voting

- (a) On all matters before the Local 1000 Council, each council member shall have a vote. (BD 14/85/1) (CSDC 32/04/4)
- (b) In case of a tie vote, the matter can be held for reconsideration at any time prior to the adjournment of the current meeting. (BD 14/85/1)
- (c) In the event that the chair of a BUNC or the President of a DLC cannot be present at a Local 1000 Council meeting, the Chair may only be replaced by the Vice Chair or the Alternate Vice Chair of that BUNC and the President of a DLC may only be replaced first by the DLC Vice President/Chief Steward or the Secretary/Treasurer. When the DLC has a Secretary and a Treasurer, the President of a DLC may only be replaced by the DLC Vice President/Chief Steward or the Treasurer. (CSDC 94/93/4, CSDC 60/94/3) (CSDC 32/04/4)
- (d) All main motions before the Local 1000 Council are decided by majority vote, unless otherwise provided in this Policy File or the Association's Bylaws. (CSDC 83/99/6, CSDC 22/00/2) (CSDC 32/04/4)
- (e) No proxy votes will be accepted. (BD 14/85/1, CSDC 22/00/2)

3CSD0.03 Duties of the Officers

(a) President

The duties of the President shall include:

- (1) Administering the affairs of Local 1000 and be the Local 1000 representative on the Board of Directors and the coordinator at General Council in all matters affecting the division. (CSDC 9/89/4) (CSDC 32/04/4)
- (2) Scheduling and presiding over all meetings of the Local 1000 Council. (CSDC 32/04/4)
- (3) Reviews agenda items submitted for the Local 1000 Council meeting and may refer or defer agenda items as necessary. (CSDC 32/04/4)
- (4) Carrying out the policies and procedures of the Local 1000 Council, executing the plans and programs of the Local 1000 Council, and between meetings of the Local 1000 Council make

- necessary interpretations and/or clarifications of Local 1000 policy. (CSDC 60/92/4, CSDC 83/99/6) (CSDC 32/04/4)
- (5) Being Local 1000's main spokesperson in communicating with media representatives regarding collective bargaining issues, progress of negotiations and/or other items of Local 1000 policy or position. (CSDC 60/92/4) (CSDC 32/04/4)
 - (6) Appointing and removing all committee members with, the exception of the BUNCs and, subject to disaffirmation by the Local 1000 Council and is ex-officio member of all committees; (CSDC 60/92/4) (CSDC 32/04/4)
 - (7) Providing methods of communication among the Local 1000 Council, DLCs, BUNCs, SBACs and Local 1000 members and non-members, on all matters including those within the Association affecting the Local 1000. (CSDC 83/99/6) (CSDC 32/04/4)
 - (8) Being Local 1000's chief negotiator or may designate the Vice President for Bargaining for any master contract negotiations. (CSDC 60/92/4, CSDC 06/01/1) (CSDC 32/04/4)
 - (9) Receive all management notices of changes in terms and conditions of employment. (CSDC 06/01/1)
 - (10) Between contract negotiations, appointing all members to meet and confer negotiations with the State of California which are not unit specific. (CSDC 06/01/1)
- (b) Vice President/Secretary-Treasurer
The Vice President/Secretary-Treasurer shall:
- (1) Assist the President in administering the affairs of Local 1000 and be a Local 1000 Council representative to the Board of Directors; (CSDC 60/92/4, CSDC 76/94/3) (CSDC 32/04/4)
 - (2) Assume the President's duties in the event of the President's absence or disability; (CSDC 76/94/3) (CSDC 32/04/4)
 - (3) Become the acting President in the event of the resignation or death of the President; (CSDC 76/94/3) (CSDC 32/04/4)
 - (4) Coordinate fiscal policy and procedures of the division and report the status of Local 1000 funds; (CSDC 76/94/3) (CSDC 32/04/4)
 - (5) With the Local 1000 officers and Budget Committee prepare the Local 1000 budget for approval by the Local 1000 Council for General Council delegates approval. (CSDC 76/94/3) (CSDC 32/04/4)
 - (6) Together with the President, establish accounts at banks or other financial institutions for Local 1000 funds, authorize deposits to and withdrawals from such accounts, review the balances in and transactions affecting such accounts, and to take such action as deemed necessary to insure that deposits and withdrawals from such accounts are made with the approval of the appropriate Local 1000 officers and are used for authorized purposes of Local 1000. (CSDC 83/99/6) (CSDC 32/04/4)

- (7) Meet with the Association's Secretary-Treasurer and Controller as necessary to fulfill his/her duties; (CSDC 76/94/3)
- (8) Inform the Association of the dues and fees to be collected from Local 1000's members on behalf of Local 1000. (CSDC 83/99/6) (CSDC 32/04/4)
- (9) Obtain and review accountings from the Association of the monies received, by member and date, and of the amounts retained by the Association, by account, as provided by Article VIII, section 4 (c) of the Bylaws of the Association, and to take such action as deemed necessary to resolve any disputes relating to or concerning any such accounting or amounts retained by the Association. (CSDC 83/99/6)
- (10) Obtain and review all pertinent information as to the allocation of direct and indirect costs by the Association and all amounts charged by the Association to Local 1000 pursuant to Article VIII, Section 5 of the Bylaws of the Association, and to take such action as deemed necessary to resolve any disputes relating to or concerning any such charges or allocations. (CSDC 83/99/6) (CSDC 32/04/4)
- (11) Take all actions deemed necessary to make or process claims for reimbursement to the Association or other divisions or affiliates, or to respond to or process claims for reimbursement by the Association or other divisions or affiliates, pursuant to Article VIII, Section 4(b) of the Bylaws of the Association. (CSDC 83/99/6)
- (12) Assist the President in coordinating media relations and dissemination of information. (CSDC 76/94/3) (CSDC 32/04/4)
- (13) Chairs the Budget, Agenda and Grants Committees. (CSDC 76/94/3)
- (c) Vice President for Organizing/Representation
 The Vice President for Organizing/Representation shall: (CSDC 60/92/4) (CSDC 32/04/4)
 - (1) Maintain budgetary responsibility for program "25 - DLC Activity"; (CSDC 60/92/4)
 - (2) Present quarterly reports on DLC Steward programs; (CSDC 60/92/4)
 - (3) Serve as liaison to the Local 1000 Council for the DLC presidents; (CSDC 20/93/1) (CSDC 32/04/4)
 - (4) Attends the Local 1000 meetings and Board of Directors' meetings; (CSDC 34/04/4)
 - (5) Act as a spokesperson for the DLCs; (CSDC 60/92/4)
 - (6) Fill DLC vacancies, except for delegates to General Council, whenever procedures to fill vacancies do not exist or have been exhausted and vacancies still exist. (CSDC 60/92/4, CSDC 83/99/6, CSDC 22/00/2)

- (7) Report to the Local 1000 Council any needed change in alignment of DLC's. (CSDC 60/92/4) (CSDC 32/04/4)
- (8) Perform all other duties as assigned by the President as related to the activities of the DLCs. (CSDC 60/92/4) (CSDC 32/04/4)
- (9) Chairs the Statewide Steward Committee. (CSDC 60/92/4)
- (10) Ex-officio member of the Chief Steward Caucus. (CSDC 60/92/4)
- (d) Vice President for Bargaining
Vice President for Bargaining shall:
 - (1) Maintain budgetary responsibility for program "23-Bargaining Vice President for Bargaining Unit Activity"; (CSDC 20/93/1) (CSDC 34/04/4)
 - (2) Preside over all meetings of the BUNC Chairs; (CSDC 20/93/1)
 - (3) Serve as liaison to Local 1000 for the BUNC Chairs; (CSDC 20/93/1) (CSDC 34/04/4)
 - (4) Attend the Local 1000 meetings and the Board of Directors' meetings; (CSDC 20/93/1) (CSDC 32/04/4)
 - (5) Act as a spokesperson for the BUNCs; (CSDC 20/93/1)
 - (6) Assist the President or designee with any master contract negotiations. (CSDC 20/93/1, CSDC 06/01/1) (CSDC 32/04/4)
 - (7) Perform all other duties as assigned by the President as related to activities of the BUNCs. (CSDC 20/93/1) (CSDC 32/04/4)
 - (8) Serves as chair of the Local 1000 Bargaining Committee. (CSDC 76/94/3) (CSDC 32/04/4)

3CSD1.00 FULL TIME LOCAL 1000 OFFICERS

The Local 1000 Council shall have a full time President. (CSDC 76/94/3) (CSDC 32/04/4)

- (a) Union Leave for the President
 - (1) Local 1000 shall attempt to secure union leave for the President. (CSDC 60/92/4, CSDC 76/94/3, CSDC 32/04/4)
 - (2) Compensation for the President
Should union leave not be available, Local 1000 shall pay directly to the director the State salary the President would have drawn while on union leave, including any scheduled State salary adjustments during the President's term of office. In addition, Local 1000 shall pay the cost of any benefits that would have been paid by the State employer for the period of union leave. (CSDC 60/92/4, CSDC 76/94/3, CSDC 32/04/4)
- (b) The other Local 1000 statewide officers may serve full time as determined by the Local 1000 Council. (CSDC 83/99/6, CSDC 32/04/4)
 - (1) Union Leave for other Local 1000 Statewide Officers
Local 1000 shall attempt to secure union leave for the other statewide officers. (CSDC 83/99/6, CSDC 32/04/4)
 - (2) Compensation for the other Local 1000 Statewide Officers

Should union leave not be available, Local 1000 shall pay directly to the other Local 1000 statewide officers the State salary the other Local 1000 statewide officers would have drawn while on union leave, including any scheduled State salary adjustments during the other Local 1000 statewide officers' term of office. In addition, Local 1000 shall pay the cost of any benefits that would have been paid by the State employer for the period of union leave. (CSDC 83/99/6, CSDC 32/04/4)

3CSD1.01 **Vacancies**

- (a) If the office of President becomes vacant, the Vice President/ Secretary-Treasurer shall assume the duties of the President. (CSDC 94/93/4, CSDC 33/04/4)
- (b) If the office of Vice President/Secretary-Treasurer becomes vacant, the President shall make an appointment to fill the vacancy until the next regularly scheduled Local 1000 Council meeting, at which time the Local 1000 Council shall vote to affirm the appointment. (CSDC 94/93/4, CSDC 33/04/4, CSDC 62/04/6)
- (c) If the office of Vice President for Organizing/Representation or Vice President for Bargaining become vacant, the President shall make an appointment to fill the vacancy until the next regularly scheduled Local 1000 Council meeting, at which time the Local 1000 Council shall vote to affirm the appointment. (CSDC 94/93/4, CSDC 33/04/4, CSDC 62/04/6)
- (d) Should all four Local 1000 officer positions become vacant, the Chairperson of the Bargaining Unit Negotiating Committee 1 and 4 shall become acting President and Vice President/Secretary-Treasurer. If there is no mutual agreement between the two as to which chair will assume the position of President and which will assume the position of Vice President/Secretary-Treasurer, the choice will be made by drawing lots. A special Local 1000 Council meeting will be held within 60 days of the four vacancies at which time the Local 1000 Council will hold an election to fill all four vacancies. (CSDC 3/00/1, CSDC 33/04/4)

3CSD2.00 **MEETINGS**

Meetings of the Local 1000 Council or any sub-organization of Local 1000, whether at the workplace or other locations, are conducted by and under the authority of the elected officers of Local 1000, the District Labor Council, Statewide Bargaining Advisory Committee, Bargaining Unit Negotiating Council or other duly authorized body of the division. Non-members, including staff, whose presence is unnecessary to the issues under discussion, may be excluded from such meetings by the presiding officer subject to the disaffirmation of the body. (CSDC 103/93/4, CSDC 76/94/3, CSDC 24/00/2, CSDC 32/04/4, CSDC 39/04/4)

- (a) The Local 1000 Council shall meet at least three times per year to discuss routine business of the local. Special or emergency meetings shall be called by the Local 1000 President as needed to meet the operational requirements of local. (CSDC 103/93/4, CSDC 76/94/3, CSDC 24/00/2, CSDC 32/04/4)

- (1) Upon petition by a majority of the Council members, the Local 1000 President shall call a meeting of the council. (CSDC 12/87, CSDC 24/00/2, CSDC 32/04/4, CSDC 39/04/4)
- (2) Such petition shall contain the following information:
 - (a) The specific issue(s) for the proposed agenda and the circumstance(s)/reason(s) such issue(s) cannot reasonably be dealt with at the next regularly scheduled Council meeting; (CSDC 39/04/4)
 - (b) The potential damage or loss to the Local or its members which is likely to occur if such issue(s) are not resolved at the meeting proposed by the petition; (CSDC 39/04/4)
- (3) Such petition shall be delivered to the Local 1000 President or, in the President's absence, the Vice President/Secretary-Treasurer for consideration twenty-four hours prior to its circulation. (CSDC 39/04/4)
- (4) Except in urgent situations, notice shall be given to the Council members and their alternates at least 30 days prior to the meeting date. (BD 14/85/1, CSDC 24/00/2, CSDC 39/04/4)
- (5) In urgent situations, notice shall be given to the Council members and their alternate at least 5 days prior to the meeting date. (BD 14/85/1, CSDC 24/00/2, CSDC 39/04/4)
- (6) Notice of meetings shall be the responsibility of the Local 1000 President. (BD 14/85/1, CSDC 24/00/2, CSDC 32/04/4, CSDC 39/04/4)

3CSD2.01 Quorum

- (a) A simple majority of the Local 1000 Council members shall constitute a quorum. (CSDC 12/87, CSDC 32/04/4)
- (b) Business requiring a vote shall not be conducted without a quorum. (BD 14/85/1)

3CSD2.02 Order of Business

- (a) The order of business of all routine meetings of the Council shall include the following: (BD 14/85/1, CSDC 32/04/4, CSDC 11/06/1)
 - (1) Report of the agenda committee; (CSDC 9/93/1)
 - (2) Approval of agenda;
 - (3) Approval of minutes; (CSDC 9/93/1)
 - (4) Old Business: (CSDC 9/93/1)
 - (5) New Business; (CSDC 9/93/1)
 - (6) Added Items (CSDC 45/04/4)

3CSD2.03 Parliamentary Procedure

Policy of Local 1000 and Roberts Rules of Order, Newly Revised, latest edition, in that order, shall govern the procedure of council meetings. (CSDC 28/94/1, CSDC 83/99/6, CSDC 32/04/4, CSDC 11/06/1)

3CSD2.04 Amending the Policy File

- (a) Amendments to the Policy File may be proposed by any council member. (BD 14/85/1)

- (b) All amendments to Local 1000 Policy File must be voted on separately by division or a lesser part. (CSDC 75/93/3) (CSDC 83/99/6, CSDC 32/04/4, CSDC 11/06/1)
- (c) Amendment to the Policy File shall be by a majority vote of the Local 1000 Council. (BD 14/85/1, CSDC 44/99/3, CSDC 32/04/4)

3CSD2.05 Source and/or Impact of Funding

Any motion before the Local 1000 Council that purposes to expend funds not otherwise budgeted must contain a funding source. Proposals in excess of \$20,000 shall be referred to the Budget Committee for an impact analysis prior to vote by the Local 1000 Council. (CSDC 65/94/1, CSDC 32/04/4, CSDC 11/06/1)

3CSD2.06 Agenda

- (a) Items for inclusion on the agenda must be submitted to the President at least 25 days prior to the date of the meeting and shall be accompanied by factual supporting data. The agenda shall be mailed to Local 1000 Council members and their alternates at least 15 days prior to the meeting. (CSDC 97/93/4, CSDC 07/01/1, CSDC 32/04/4)
- (b) Items submitted for the agenda may be referred or deferred by the President. Items referred or deferred by the President will become informational items on the agenda with a recommendation from a committee or in its original form unless the President referred or deferred the item for a specific time period. The Local 1000 Council may by a majority vote place informational items on the action agenda. (CSDC 34/95/2, CSDC 32/04/4)
- (c) Agenda action items submitted to the Local 1000 Council proposing Policy File changes shall be written in appropriate Policy File language. (BD 14/85/1, CSDC 32/04/4)
- (d) Each agenda shall include a list of all previous Local 1000 Council motions on which action items have not been completed. (BD 14/85/1) (CSDC 32/04/4)
- (e) Special or emergency Local 1000 Council meeting agenda items need not comply with this policy. (CSDC 103/93/4, CSDC 32/04/4)

3CSD2.07 Continuation of Agenda Items

All matters appearing on the agenda that are not disposed of shall appear on the next agenda as items of old business. (BD 104/81/4)

3CSD2.08 Delegation of Authority Between Meetings

The Local 1000 Council delegates authority to the Local 1000 officers to carry out the policy(s) of Local 1000 between meetings of the Local 1000 Council. All actions shall be reported to the Local 1000 Council at the next Local 1000 meeting. (CSDC 67/93/3, CSDC 32/04/4)

3CSD2.09 Approval of Meetings

- (a) All meetings of the Local 1000 Council, SBAC and BUNCs shall be called at the direction of the President or BUNC Chair. (CSDC 12/87)(CSDC 83/99/6, CSDC 32/04/4)
- (b) All meetings of SBACs, and BUNCs at Local 1000 expense require prior approval of the President. In the absence of the President, approval must

be obtained from the Vice President for Bargaining. Each request must be accompanied by an agenda in order to be approved. Meeting requests for BUNCs and SBACs shall be made by the BUNC Chair. Any denial shall be in writing and appeal able to the Local 1000 Council. The appeal shall be voted on by the Local 1000 Council within five days. (CSDC 12/87, CSDC 32/04/4)

- (b) All meetings of Local 1000 committees require prior approval of the President. (CSDC 12/87, CSDC 32/04/4)

3CSD2.10 Staff Assistance

Local 1000 may utilize assigned staff in order to implement their responsibilities. (BD 10/86/1, CSDC 32/04/4)

3CSD2.11 Executive Sessions

The Local 1000 Council, SBAC and BUNC may meet in executive session when discussing development of bargaining strategy or as otherwise provided for in the policy file. Executive sessions, when held as a part of regular meetings, shall be scheduled for an announced time certain. (CSDC 74/94/3, CSDC 08/01/1, CSDC 32/04/4)

Attendance at executive sessions of SBAC/BUNC shall be restricted to the member(s) of the body holding the meeting; statewide officers; and staff and other individuals who have pertinent information and whose presence is determined to be necessary by the presiding officer, subject to disaffirmation by the body. (CSDC 74/94/3)

3CSD2.12 Child Care

Every attempt will be made to provide childcare to members attending Local 1000 meetings. When a member requests child care, an agreement will be sent to that member specifying that the member will be responsible for any additional charges incurred if the child is not picked up within ½ hour after recess/adjournment of the meeting for which child care was provided. The member must also agree to sign in/sign out, to present identification when leaving or picking up their child, to provide all meals and to be available at the meeting facility at all times while child care is provided. (CSDC 15/96/1, CSDC 32/04/4)

3CSD2.13 Council Debate

- (a) The presiding officer shall give preference to the maker and second of a motion to speak first. Thereafter, recognition shall alternate, insofar as practicable, between those favoring the questions and those opposing the question. No member shall speak for more than two minutes, nor speak a second time until all those wishing to speak on that question have spoken. A member may yield his or her time to another member. (CSDC 31/99/1)
- (b) Once a member has spoken to a question, he or she may not thereafter move to close debate without being recognized a second time. (CSDC 31/99/1)
- (c) When the presiding officer judges that members on both sides of a question have had ample opportunity to debate, the presiding officer, on his/her initiative, may propose that debate be closed. If there is objection from the assembly, then the presiding officer shall proceed to put the

question of whether or not to close debate to a vote. Any individual member may also move to close debate at any time, provided there has actually been debate on the issue. It shall take a two-third vote to close debate on any main motion but debate may be closed for amendments and procedural motions by a majority of the Local 1000 Council. (CSDC 31/99/1, CSDC 32/04/4)

- (d) Nothing in this section is intended to limit the authority of the Local 1000 Council to adopt a motion to either extend or limit debate as otherwise provided by its parliamentary authority. (CSDC 31/99/1, CSDC 32/04/4)

3CSD2.14 Points of Personal Privilege and Information

- (a) Procedural Privilege

If a member's ability to participate fully or effectively in the meeting is hindered in some way, that member has the right to be recognized immediately upon a point of personal privilege, and the presiding officer shall address the problem immediately. (CSDC 31/99/1)

- (b) Nonprocedural Privilege

All points of personal privilege shall be recognized at the discretion of the presiding officer. The presiding officer has the discretion to require that he/she be provided with written notice of a member's desire to make a point of personal privilege that is not procedural. The presiding officer shall defer to the time immediately prior to the next recess or adjournment all such points that do not, in the presiding officer's judgement, warrant earlier attention. (CSDC 31/99/1)

- (c) Point of Information

A member may interrupt a speaker to request a point of information from the presiding officer. A point of information is not used to request opportunity to engage in debate. If, in the presiding officer's judgment, a member has intentionally misused a point of information, the presiding officer may deem the member as having spoken to the question and shall not recognize the member further until all other members wishing to speak to the question have done so. (CSDC 31/99/1)

**DIVISION 4:
DISTRICT LABOR COUNCILS**

4CSD0.00

DISTRICT LABOR COUNCILS

4CSD0.01

Purpose of the District Labor Council (DLC)

- (a) The DLC is the organization of members and stewards to carry out the Union's programs within its jurisdictional boundaries. The DLC will coordinate the administration of locals, which may be created within the DLC's jurisdiction. The DLC shall operate under the bylaws and policies of Local 1000 and bylaws of the Association. (CSDC 84/99/6, CSDC 35/04/4)
- (b) The District Labor Council (DLC) is also to serve as the basic structure for member's participation in the democratic decision making process. (CSDC 84/99/6)
- (c) Members are assigned to DLCs based on permanent worksite locations. (CSDC 61/97/3)
- (d) The Local 1000 Council must approve any realignment of DLC's prior to implementation. (CSDC 13/06/1)
- (e) No DLC officer or DBUR shall lose his/her position by virtue of such realignment until his/her existing term of office has expired. (CSDC 13/06/01)

4CSD0.02

Responsibilities of the DLCs:

- (a) The DLC shall: (CSDC 12/89)
 - (1) Organize and carry out the Union's representation, recruitment, bargaining and political programs through networks of members and stewards within its jurisdiction. (CSDC 84/99/6)
 - (2) Hold membership and executive board meetings at least quarterly. (CSDC 12/89, CSDC 63/94/3, CSDC 84/99/6)
 - (3) Give at least seven (7) days public/written notice to all stewards and to each worksite for all DLC general membership and executive board meetings. (CSDC 84/99/6)
 - (4) Provide funds to the Locals when feasible, coordinate and monitor the activities of Locals under its jurisdiction. The DLC shall establish procedures by which funds are disbursed and quarterly reports are made to Association headquarters. (CSDC 12/89, CSDC 63/94/3, CSDC 84/99/6)
 - (5) Maintain financial records and make reports to the Local 1000 Vice President/Secretary-Treasurer and annually to the DLC membership.
 - (6) Recruit and train stewards.
 - (7) Hear complaints and appeals against the Locals by the members.
 - (8) Assist in the development and enforcement of the Local 1000 policy. (CSDC 12/89, CSDC 63/94/3, CSDC 35/04/4)
 - (9) Inform their members of the fact that representation is available for those who express a need for such help. (BD 191/82/5)

- (10) Publicize to their members the person(s) to whom grievance problems are to be referred. (BD 101/82/3)
- (b) Participation in Central Labor Councils
The DLC may participate in local and regional central labor councils, public employee councils or similar organizations when approved by the Local 1000 Council. (CSDC 12/89, CSDC 21/00/2, CSDC 35/04/4)
- 4CSD0.03 District Labor Council's Executive Boards (CSDC 84/99/6, CSDC 35/04/4)
- (a) The officers of the DLC are President, Vice President/Chief Steward, and Secretary and/or Treasurer and are elected from and by all Local 1000 members within the jurisdiction of the affected DLC. (CSDC 12/87, CSDC 59/94/3, CSDC 35/04/4)
- (1) The Executive Board is made up of the DLC President, Vice President/Chief Steward, Secretary/Treasurer or Secretary and Treasurer, each Senior Steward and one DBUR per bargaining unit within the DLC. (CSDC 84/99/6, CSDC 35/04/4)
- (2) Upon petition of two-thirds of the DLC Executive Board members, the President shall call a meeting of the Executive Board or DLC Membership as designated by the petition. (CSDC 35/04/4)
- (3) The Executive Board by majority vote shall determine if the office of the Secretary/Treasurer shall be divided or combined prior to the beginning of the election cycle or if either office becomes vacant. (CSDC 59/94/3, CSDC 84/99/6, CSDC 35/04/4)
- (b) DLC officers may not concurrently hold another office in Local 1000. (CSDC 12/87, CSDC 35/04/4)
- (c) All DLC officers and DBURs must be members of Local 1000, and become certified stewards. (CSDC 12/87, CSDC 35/04/4)
- (d) Any DLC officer or DBUR shall forfeit his/her position upon ceasing to work within the jurisdiction of the DLC. Exceptions exist when:
- (1) DBUR who is a BUNC member: (CSDC 62/97/3)
- a. Has been involuntarily transferred to a different DLC and remains within the bargaining unit. (CSDC 62/97/3)
- b. Voluntarily transfers from an SROA list in lieu of layoff. (CSDC 62/97/3)
- c. No DBUR who is a BUNC member shall lose his/her position by virtue of such reassignment. (CSDC 62/97/3, CSDC 35/04/4)
- d. If positions on the BUNC have designated seats, the SBAC, by its rules, may make exceptions to the designation when either a or b above occurs. (CSDC 62/97/3)
- (2) An elected official of the DLC is on a disability leave for less than ninety (90) days or for over ninety (90) days with the approval of the DLC Executive Board. (CSDC 84/99/6)
- 4CSD0.04 Duties of the DLC Officers
- (a) Duties of the DLC President

The DLC President shall be responsible for the activities of the DLC and ensure proper administration of the DLC and shall: (CSDC 12/89)
(CSDC 84/99/6)

- (1) Represent the DLC as a member of the Local 1000 Council;
(CSDC 12/89, CSDC 35/04/4)
- (2) Assist in the development and implementation of Local 1000's policies and programs; (CSDC 12/89)
- (3) Serve on Local 1000 committees as requested by the Local 1000 President. (CSDC 12/89, CSDC 35/04/4)
- (4) Assist the Chief Steward in training Senior Stewards and may serve as trainer for other DLC training activities, evaluate and monitor the training programs. In the absence of an elected Chief Steward, shall be responsible for certification of stewards and will be considered an agent of the union for the filing of ULPs. (CSDC 12/89, CSDC 28/99/1) (CSDC 84/99/6)
- (5) Appoint all members to DLC committees with the exception of the DLC Finance Committee, subject to disaffirmation by the DLC Executive Board. (CSDC 12/89, CSDC 35/04/4) DLC Vice President/Chief Steward, Secretary/Treasurer or Secretary and Treasurer, and Worksite Local Secretary/Treasurer are members of the DLC Finance Committee. (CSDC 35/04/4)
- (6) Appoint a local appeals panel to hear complaints from worksite members. (CSDC 12/89, CSDC 35/04/4)
- (7) Publish yearly to the members of their respective DLC the financial report prepared by the DLC Secretary/Treasurer. (CSDC 98/93/4)
- (8) Scheduling and presiding over all meetings of the DLC Executive Board and general membership meetings. (CSDC 35/04/4)

(b) Duties of the Vice President/Chief Steward

The Vice President/Chief Steward is responsible for the administration of the steward training and contract enforcement program and shall: (CSDC 12/89, CSDC 35/04/4)

- (1) Serve in place of the DLC President in the President's absence, or upon the President's request. (CSDC 31/95/3, CSDC 35/04/4)
- (2) Implement, develop and coordinate the Steward recruitment training and mentoring program in cooperation with DLC President and staff. (CSDC 12/09/2)
- (3) Participate in Basic Steward Training as assigned and certify Stewards attending such training, provided they meet the requirements set forth in 6CSD2.01. (CSDC 12/09/2)
- (4) Ensure the continuing certification of all worksite stewards within the jurisdiction of the DLC. (CSDC 12/09/2)
- (5) Report quarterly to the Local 1000 Vice President for Organizing/Representation on the implementation and status for the representation program. (CSDC 35/04/4)

- (6) Communicate grievance settlements and information to the senior stewards for training worksite stewards; (CSDC 12/89)
- (7) Perform such other duties as requested by the DLC President.
- (8) Serve as a member of the DLC Executive Board and the DLC Finance Committee. (CSDC 63/94/3, CSDC 35/04/4)
- (c) Duties of the Secretary/Treasurer
The Secretary/Treasurer is the financial officer of the DLC and shall: (CSDC 6/92/1)
 - (1) Chair the DLC Finance Committee.
 - (2) Maintain minutes of all DLC meetings and forward copies to the Vice President for Organizing/Representation for appointments and copies to DLC Finance – Central Accounting for financing transactions. (CSDC 6/92/1, CSDC 35/04/4)
 - (3) Maintain DLC's bylaws, Local 1000 policy and CSEA policy and bylaws. (CSDC 6/92/1, CSDC 84/99/6, 35/04/4)
 - (4) Be responsible for depositing all funds, writing checks and maintaining financial records of the DLC. (CSDC 6/92/1)
 - (5) Prepare all financial reports as requested by the DLC Executive Board, Local 1000 or Local 1000 Vice President/Secretary-Treasurer and annually to the members of the DLC. (CSDC 6/9-2/1)(CSDC 84/99/6, 35/04/4)
 - (6) Ensure that the required DLC financial records are forwarded to Local 1000 Headquarters (in time) for the annual audit. (CSDC 35/04/4)
 - (7) Prior to December, call a meeting of the DLC Finance Committee to prepare a budget for the upcoming year. (CSDC 6/92/1)
 - (8) Present the proposed budget to the membership meeting, for approval, prior to the upcoming budgetary year. (CSDC 6/92/1, CSDC 84/99/6)
 - (9) Represent the DLC as a member of the Local 1000 Council in the absence of the DLC President and Vice President/Chief Steward. (CSDC 73/93/3, CSDC 35/04/4)
 - (10) Perform such other duties as requested by the DLC President. (CSDC 6/92/1)
 - (11) Serve as a member of the DLC Executive Board. (CSDC 63/94/3)
- (d) If the DLC has divided the office of Secretary/Treasurer than the duties shall be as follows: (CSDC 58/94/3)
 - (1) Duties of the Secretary (CSDC 58/94/3, CSDC 35/04/4)
 - a. Take, maintain and submit to appropriate persons minutes of all DLC meetings. (CSDC 58/94/3, CSDC 35/04/4)
 - b. Maintain DLC's bylaws. (CSDC 58/94/3)
 - c. Perform such other duties as requested by the DLC President. (CSDC 58/94/3)
 - (2) Duties of the Treasurer (CSDC 58/94/3, CSDC 35/04/4)

- a. Be responsible for depositing all funds, writing checks and maintaining financial records of the DLC. (CSDC 58/94/3)
- b. Prepare all financial reports as requested by the Executive Board, Local 1000 or the Association. (CSDC 58/94/3, CSDC 84/99/6, CSDC 35/04/4)
- c. Call a meeting of the Finance Committee consisting of the Local Secretary/Treasurer for the purpose of scheduling an audit of the DLC records at least annually. (CSDC 58/94/3)
- d. Prior to December, call a meeting of the Finance Committee to prepare a budget for the upcoming year. (CSDC 58/94/3)
- e. Present the proposed budget to the membership meeting, for approval, prior to the upcoming budgetary year. (CSDC 58/94/3, CSDC 84/99/6)
- f. Perform such other duties as requested by the DLC President. (CSDC 58/94/3)
- g. Represent the DLC as a member of the Local 1000 Council in the absence of the President and Vice President. (CSDC 58/94/3, CSDC 35/04/4)

4CSD0.05

Duties of the District Bargaining Unit Representatives

There shall be only one (1) 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 Council. DBURS shall: (CSDC 12/89, CSDC 31/95/3, CSDC 35/04/4)

- (1) Participate in Statewide Bargaining Advisory Committee (SBAC) meetings and elect the BUNC, and the Chair, Vice Chair and Alternate Vice Chair; (CSDC 12/89, CSDC 31/95/3, CSDC 35/04/4)
- (2) Serve as the conduit for information from the SBAC and the BUNC to the members of their DLC;
- (3) Participate in bargaining campaign activities; (CSDC 31/95/3, CSDC 35/04/4)
- (3) Solicit, receive and compile concerns relating to wages, hours and working conditions from the stewards and members;
- (4) Bring these concerns forward to the SBAC for discussion and when requested, provide contract proposals in writing;
- (5) Educate stewards and members on the contract and help coordinate the ratification/strike vote; (CSDC 12/89, CSDC 35/04/4)
- (6) Perform such other duties as requested by the DLC President and bargaining unit chair; (CSDC 12/89, CSDC 35/04/4)
- (7) Serve on the DLC Executive Board as a voting member. If an alternative SBAC structure has been approved by the Local 1000

Council, there shall be only one (1) DBUR per bargaining unit with a vote on the DLC Executive Board. (CSDC 35/04/4)

4CSD0.06 Filling of the DLC Vacancies

Vacancies in a DLC office occurring through circumstances other than 'recall' (12CSD6.00) shall be filled as follows: (CSDC 41/01/2)

(a) President

In the event of a vacancy in the office of President, the Vice President/Chief Steward assumes the office of President. (CSDC 31/95/3)

(b) President and Vice President/Chief Steward Simultaneously

Should the offices of President and Vice President/Chief Steward become vacant simultaneously, the order of succession shall be Secretary/Treasurer or Treasurer then the Secretary. (CSDC 31/95/3)

(c) All Officers Simultaneously

Should all officer positions become vacant simultaneously, the Vice President for Organizing/Representation shall call a special meeting of the DLC Executive Board to be held within 24 hours of confirmation of such emergency situation. The DLC Executive Board shall meet, elect a temporary chair from among their ranks and proceed to immediately elect a President. The election must be ratified by the members at a called meeting within 90 days of the appointment. (CSDC 31/95/3, CSDC 35/04/4)

(d) Other Officers

To fill a vacancy among the DLC officers, except as provided above, the President shall make an appointment from the membership of the DLC. Such appointment shall take effect immediately, upon written notification of Vice President for Organizing/Representation but must be ratified either by the next DLC Executive Board or membership meeting. The pertinent minutes shall be delivered to the Vice President for Organizing/Representation. (CSDC 31/95/3, 37/99/1, CSDC 84/99/6, CSDC 35/04/4)

(e) District Bargaining Unit Representatives (DBURs)

Except in circumstances where the vacancy exists because the position was declared vacant pursuant to section 7CSD0.06, the DLC President shall make an appointment from the membership of the respective bargaining unit in the DLC. Such appointment shall take effect immediately upon written notification of both the Vice President for Organizing/Representation and the Vice President for Bargaining but must be ratified either by the next DLC Executive Board or membership meeting. The pertinent minutes shall be delivered to the Vice President for Organizing/Representation. If the position was declared vacant pursuant to section 7CSD0.04, the procedures set forth in that section shall apply. (CSDC 37/99/1, CSDC 84/99/6, CSDC 41/01/2, CSDC 35/04/4)

4CSD1.00 WORKSITE LOCALS

4CSD1.01 Structure and Responsibilities of the Worksite Locals

- (a) The worksite locals are officially designated organizations of stewards and members within a District Labor Council; (CSDC 35/04/4)
 - (b) District Labor Council Executive Boards may propose the creation, dissolution, or modification of worksite locals within its jurisdiction. Such proposals must be submitted in writing to the Vice President for Organizing/Representation and shall be placed on the next Local 1000 Council agenda for confirmation, modification or rejection. No Senior Steward will be removed from a DLC Executive Board during their term of office by creation, dissolution or modification of a local. (CSDC 35/04/4)
 - (c) The Worksite Locals shall have two officers, the Senior Steward and the Secretary/Treasurer. (CSDC 35/04/4)
 - (d) The Worksite Local Executive Committee shall consist of the Worksite Local officers and the stewards with the purpose of coordinating member activities. (CSDC 35/04/4)
- 4CSD1.02 Duties of the Worksite Local Officers (CSDC 35/04/4)
- (a) Duties of the Senior Steward:

The Senior Steward is responsible for all activities of the local, ensuring proper administration of the local and shall: (CSDC 12/89, CSDC 35/04/4)

 - (1) Organize all activities and programs (CSDC 12/89)
 - (2) Report to the DLC President the progress and results of all organizing activities. (CSDC 12/89, CSDC 35/04/4)
 - (3) Serve as a member of the DLC Executive Board. (CSDC 35/04/4)
 - (4) Report to the DLC Vice President/Chief Steward all representational activities, including grievances filed and training provided. (CSDC 12/89, CSDC 35/04/4)
 - (5) Perform such other duties as requested by the DLC President. (CSDC 7/92/1)
 - (6) Sign checks for the local with the Local Secretary/Treasurer. (CSDC 35/04/4)
 - (b) The Local Worksite Secretary/Treasurer shall: (CSDC 12/89)
 - (1) Maintain minutes of all worksite Local meetings (CSDC 12/89, CSDC 35/04/4)
 - (2) Maintain any necessary financial records, sign checks for the local with the Senior Steward. (CSDC 35/04/4)
 - (3) Prepare the budget with the assistance of the Senior Steward. (CSDC 12/89)
 - (4) Report to the DLC Secretary/Treasurer all expenditures of funds for inclusion in the DLC quarterly reports to headquarters. (CSDC 12/89)
 - (5) Serve on the DLC Finance Committee. (CSDC 12/89)
 - (6) Perform such other duties as assigned by the Senior Steward and/or DLC President. (CSDC 35/04/4)

DIVISION 5 COMMITTEES

5CSD0.00 COMMITTEES

- (a) Appointments to any standing, special or ad hoc committee or task forces shall be made by the President from the membership of Local 1000 subject to disaffirmation of the Local 1000 Council. The President shall attempt to appoint no member to more than one committee, and appoint members from all areas of the state and representatives from each bargaining unit. (CSDC 43/94/3, CSDC 33/04/4)
- (b) The Vice President/Secretary-Treasurer shall chair the Budget, Agenda and Grants Committees. (CSDC 9/89, CSDC 43/94/3, CSDC 33/04/4)
- (c) The Vice President for Organizing/Representation shall chair the Statewide Chief Steward Committee. (CSDC 43/94/3, CSDC 33/04/4)
- (d) The Vice President for Bargaining shall chair the Local 1000 Bargaining Committee. (CSDC 43/94/3, CSDC 33/04/4)
- (e) The standing committees are: (CSDC 12/06/01)
 - (1) African American; (CSDC 29/96/3)
 - (2) Agenda; (BD 14/85/1, CSDC 43/94/3)
 - (3) Asian Pacific Islander (CSDC 04/02/1)
 - (4) Budget; (BD 14/85/1, CSDC 43/94/3)
 - (5) Committee on Political Education (COPE) (CSDC 08/04/1)
 - (6) Local 1000 Bargaining (CSDC 43/94/3)
 - (7) Grants Fund (CSDC 12/89, CSDC 43/94/3)
 - (8) Local 1000 Health & Safety (CSDC 43/94/3, CSDC 33/04/4)
 - (9) State Workers with Disabilities Committee (CSDC 43/94/3, CSDC 12/01, CSDC 20/10/2, CSDC 16/10/2)
 - (10) Latino/Latina; (CSDC 7/98/1)
 - (11) Lavender (LGBTL, CSDC 41/99/2)
 - (12) Representation Appeals; (BD 14/85/1, CSDC 43/94/3)
 - (13) Statewide Chief Steward (CSDC 43/94/3, CSDC 85/996)
 - (14) Women's (CSDC 69/99/3)
 - (15) Veteran's Committee (CSDC 22/08/9)
- (f) Contractual Committees:
All contract committees negotiated by the State and Local 1000 shall be deemed included in this Local 1000 policy by reference. (CSDC 43/94/3)

5CSD1.01 African American Committee

The committee shall be responsible for review of the policies and programs established by the State that directly impact the African American members of the Local 1000, and shall make recommendations to the Local 1000 Council and/or the Local 1000 Officers. (CSDC 29/96/3, CSDC 33/04/4)

Duties and Responsibilities

- (1) To monitor the State's program and/or progress as it relates to affirmative action. (CSDC 29/96/3)

- (2) To monitor the State's actions as it relates to adverse action patterns involving African Americans and make recommendations to the Local 1000 Council. (CSDC 29/96/3, CSDC 33/04/4)
- (3) To provide input to the Local 1000 Council and/or Local 1000 officers and other appropriate bodies within CSEA in regard to enhancing African American opportunities in training, education and leadership throughout the civil service system. (CSDC 29/96/3, CSDC 33/04/4)

5CSD1.02 Agenda Committee

The committee consists of members of the Local 1000 Council. (CSDC 46/94/3, CSDC 33/04/4)

Duties and Responsibilities

- (a) The Agenda Committee shall meet immediately prior to the Local 1000 Council meeting to review all items submitted for addition to the agenda. Each item submitted to the committee as an emergency item to be placed on the action agenda of the Local 1000 Council shall meet one or more of the following standards: (BD 14/85/1, CSDC 33/04/4)
 - (1) Must arise out of circumstances which could not reasonably have been foreseen by the deadline for submission of regular agenda items; (BD 14/85/1)
 - (2) Some substantial damage or loss to Local 1000 or its members will occur if action is not taken; (BD 14/85/1, CSDC 33/04/4)
 - (3) The proposed action involves some nonrecurring opportunity or benefit, which will be lost if not acted upon. (BD 14/85/1)
- (b) Any item approved by the Agenda Committee shall become an action item of the agenda. Any item rejected by the Agenda Committee shall be reported to the council and may become an action item by a majority vote of the Local 1000 Council. (BD 14/85/1, CSDC 33/04/4)

5CSD1.03 Asian-Pacific Islander Committee

The committee shall be responsible for review of the policies and programs established by the State that directly impact the Asian-Pacific Islander members of Local 1000, and shall make recommendations to the Local 1000 Council and/or the Local 1000 Officers. (CSDC 33/04/4)

Duties and Responsibilities:

- (1) To monitor the State's program and/or progress as it relates to affirmative action.
- (2) To monitor the State's actions as it relates to adverse actions patterns involving Asian-Pacific Islanders and make recommendations to the Local 1000 Council. (CSDC 33/04/4)
- (3) To provide input to the Local 1000 Council and/or Local 1000 officers and other appropriate bodies within CSEA in regard to enhancing Asian-Pacific Islander opportunities in training, education and leadership throughout the civil service system. (CSDC 33/04/4)

5CSD1.04 Budget Committee

The Local 1000 Budget Committee shall oversee the Local 1000 budget. (CSDC 6/94/1, CSDC 33/04/4)

Duties and Responsibilities

- (a) With the assistance of the Local 1000 officers, develops the biennial budget which is presented to the Local 1000 Council for recommendation to the delegates for approval at the General Council affiliate meeting. (CSDC 6/94/1, CSDC 33/04/4)
- (b) Reviews Local 1000 budget and gives input into the Association Fiscal Committee. (CSDC 6/94/1, CSDC 33/04/4)
- (c) Periodically reviews affiliate finances with the Association Controller to ensure proper funding. (CSDC 6/94/1)
- (d) Recommends to the Local 1000 Council, for approval, line item adjustments to the budget. (CSDC 6/94/1, CSDC 33/04/4)
- (e) Reviews proposed programs of Local 1000 and BUNCs. (CSDC 6/94/1, CSDC 33/04/4)
- (f) For those items in excess of \$20,000, shall present an impact analysis to the Local 1000 Council. (CSDC 6/94/1, CSDC 33/04/4)
- (g) Recommends to the Local 1000 Council adoption, amendment or rejection of the motion. (CSDC 6/94/1, CSDC 33/04/4)

5CSD1.05 Local 1000 Bargaining Committee

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. (CSDC 12/89, CSDC 93/1, CSDC 33/04/4)

5CSD1.06 Grants Committee

- (a) The Grants Committee shall review requests for grants submitted by DLC's. The committee may approve, modify or reject the grant.
- (b) Approved grants will be in the form of fixed monthly revenue or a lump sum. (CSDC 12/89)
- (c) The Grants Committee may require periodic reports on the use of the grants from the DLCs.
- (d) Grants may be withdrawn for sufficient reason. The DLC shall be notified of the reasons for the withdrawal. (CSDC 12/89)
- (e) The DLC may appeal any action of the grants committee to the Local 1000 Council whose decision is final. (CSDC 12/89, CSDC 33/04/4)

5CSD1.07 Local 1000 Health and Safety Committees

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 division policy and all applicable provisions of the contracts in force. (CSDC 85/99/6, CSDC 33/04/4)

5CSD1.08 SEIU 1000 State Workers with Disabilities Committee (CSDC 16/10/2)

- (a) Develops an affirmative action plan for recruitment and training of disabled members as stewards, bargaining unit representatives, committee members and officers. (CSDC 3/90, CSDC 12/01/1)
- (b) Recommends actions to remove barriers to participation and activism by disabled members. (CSDC 3/90, CSDC 12/01/1)
- (c) Recommends to the DLCs possible organizing strategies around issues that affect disabled workers. (CSDC 3/90, CSDC 12/01/1)
- (c) Recommends appropriate steward and leadership training modules on issues that affect the disabled in the workplace. (CSDC 3/90, CSDC 12/01/1)

- (d) Coordinate their activities with the other Local 1000 committees. (CSD 3/90, CSDC 12/01/1, CSDC 33/04/4)

5CSD1.09 Latino/Latina Committee

The committee shall be responsible for review of the policies and programs established by the state that directly impact Latino/Latina members of Local 1000, and shall make recommendations to the Local 1000 Council and/or the Local 1000 officers. (CSDC 7/98/1, CSDC 33/04/4)

Duties and Responsibilities:

- (a) To monitor the state's programs and/or progress as it relates to affirmative action. (CSDC 7/98/1)
- (b) To monitor the state's action as it relates to adverse action patterns involving Latino/Latina members and make recommendations to the Local 1000 Council (CSDC 7/98/1, CSDC 33/04/4)
- (c) To provide input to the Local 1000 Council and/or Local 1000 officers and other appropriate bodies within CSEA in regard to enhancing Latino/Latina members' opportunities in training, education and leadership throughout the civil service system. (CSDC 7/98/1, CSDC 33/04/4)

5CSD1.10 Lavender (LGBTL) Committee

The Lavender-Lesbian, Gay, Bisexual, Transgender Labor (LGBTL) committee shall be responsible for review of the policies and programs established by the state that directly impact LGBTL members of Local 1000 and shall make recommendations to the Local 1000 Council and/or the Local 1000 Officers. (CSDC 41/99/2, CSDC 33/04/4)

Duties and responsibilities:

- (a) To monitor the state's programs and/or policies as it relates to affirmative action, civil and human rights laws and legislation. (CSDC 41/99/2)
- (b) To monitor the state's action as it relates to adverse action patterns involving LGBTL, persons with HIV/aids who are in the workforce, community concerns, issues that are important to LGBTL members, policies and programs impacting LGBTL members.; (CSDC 41/99/2)
- (c) Improve communication with LGBTL members with Local 1000 and assist communications staff when possible; (CSDC 41/99/2, CSDC 33/04/4)
- (d) Encourage and support annual Local 1000 recognition programs such as AFL-CIO Pride at Work, Gay Pride, Equality Begins at Home (supported by SEIU and AFL-CIO); (CSDC 41/99/2, CSDC 33/04/4)
- (e) Promote CSEA/Local 1000 goals, objective and programs that focus on civil and human rights and sexual orientation, gender identity and gender expression issues that are important to our greater membership. (CSDC 41/99/2, CSDC 33/04/4, CSDC 44/04/4)

5CSD1.11 Committee on Political Education (C.O.P.E.)

- (a) The Committee on Political Education is the conduit for the union's legislative and political program and shall: (CSDC 08/04/1)
 - (1) Be composed of members who are contributors to Local 1000's Political Action Fund (COPE) and who actively recruited others to do so and have actively participated in Local 1000's electoral and

legislative program for at least one year. In appointing committee members the president shall endeavor to reflect the geographic and party registration, including decline to state (DTS) of the membership. (CSDC 09/09/2)

- (2) Make recommendations to the Council on legislative priorities, endorsements of ballot measures and a political action budget for each election cycle. (CSDC 31/06/5, 08/04/1)
- (3) Keep informed of the union's legislative and political programs; including those of the SEIU California State Council, the Central Labor Council, Change to Win, The California Federation of Labor, the International Union and the Association. (CSDC 8/04/1)
- (4) Promote voter registration drives through the union. (CSDC 68/94/3)
- (5) Encourage membership participation in grassroots campaigns, propositions, legislation, candidate recommendations, issues, etc. (CSDC 68/94/3)
- (6) Keep informed on bills introduced on state and federal levels directly related to member needs. (CSDC 08/04/1)
- (7) Recommend to the Association Governmental Affairs Committee Local 1000 supported candidates and ballot measures. (CSDC 08/04/1, CSDC 33/04/4)
- (8) Discuss issue(s) of regional and statewide impact, and recommend plans of action to the Local 1000 Council. (CSDC 08/04/1, CSDC 33/04/4)
- (9) Recommend to the Local 1000 Council which campaigns to participate in at the grassroots level. (CSDC 08/04/1, CSDC 33/04/4)
- (b) The chair of the committee shall serve as a member of the Association's Governmental Affairs Committee. (CSDC 08/04/1)

5CSD1.12 Statewide Chief Steward Committee

- (a) This committee shall consist of one Chief Steward from each Association representational area, Southeast (Rancho Cucamonga), Southwest (Los Angeles), Coastal (Oakland), Central Valley (Fresno), Sacramento (Midtown, Downtown, Outlying). The statewide committee shall meet at least quarterly. Such meetings may be by conference call. (CSDC 7/92/1)
- (b) The Statewide Chief Steward Committee is responsible for review of the overall steward and workplace representation program and shall make recommendation to the Local 1000 Council regarding the following: (CSDC 85/99/6, CSDC 33/04/4)
 - (1) Quality, uniformity and availability of steward training. (CSDC 7/92/1)
 - (2) Functioning of the statewide grievance tracking system. (CSD 7/92/1)
 - (3) Quality, uniformity and availability of member representation. (CSDC 7/92/1)
 - (4) Review policy affecting steward program.
 - (5) Determine the process by which decisions are made as to which grievances will be approved or denied for arbitration with the

participation of the Vice President for Organizing/Representation.
(CSDC 30/02/3, CSDC 33/04/4)

- (6) Hear all appeals of representation. (CSDC 12/09/2)
- (c) The DLC Vice President/Chief Steward representative from each area shall be nominated for appointment to the committee by and from the DLC Vice President/Chief Stewards within their respective representational area. Committee members shall be appointed by the President subject to disaffirmation by the Local 1000 Council. (CSDC 7/92/1, CSDC 33/04/4)
- (d) Each area representative is responsible for reporting the information and recommendations from the area caucus to the statewide committee and for reporting back decisions of the statewide committee to their respective area caucuses. (CSDC 7/92/1)
- (e) The Vice President for Organizing/Representation is Chair of the Statewide Chief Steward Committee. (CSDC 7/92/1, CSDC 33/04/4)

5CSD1.13 Women's Committee

The Women's Committee shall be responsible for reviewing policies, training and /or apprenticeship programs, wages, working conditions and programs established by the state that affect and/or impact all female state employees, and members of Local 1000. The committee shall also make any needed recommendations to the Local 1000 Council and/or the Local 1000 officers. (CSDC 69/99/3, CSDC 33/04/4)

Responsibilities and duties:

- (a) To organize and train Local 1000 women members to assume leadership roles. (CSDC 69/99/3, CSDC 33/04/4)
- (b) To educate and inform all Local 1000 members about the needs and concerns affecting Local 1000 women, identifying issues of particular concern regarding Local 1000 women, and supporting the Local 1000 through its leadership roles by means of more educated and prepared Local 1000 female members. (CSDC 69/99/3, CSDC 33/04/4)
- (c) To develop educational activities of various kinds in order to raise awareness of Local 1000 women as to their legal rights, training programs, promotional opportunities, etc. (CSDC 69/99/3, CSDC 33/04/4)
- (d) To support annual division recognition programs such as AFL-CIO, SEIU-Women's and/or CLUW Women's Conference. (CSDC 69/99/3)

5CSD1.14 Veteran's Committee

The Veteran's Committee is responsible for reviewing the policies and programs established by the State that directly impact the Veteran of Military Service members of Local 1000 and for making recommendations to the Local 1000 Council and/or the Local 1000 Officers regarding issues which may affect these members. (CSDC 22/08/9)

5CSD2.00 **CONTRACTUAL COMMITTEES**

5CSD2.01 Purpose

To encourage the state to provide for a safe and health workplace for all employees represented by Local 1000 by encouraging the formalization of department and worksite health and safety committees and by increasing the

awareness of health and safety issues through educational programs. (BD 60/85/3, CSDC 33/04/4)

(a) Committees

There are two types of committees which shall have the responsibility for representing Local 1000 in health and safety matters other than grievances. (CSDC 63/94/3, CSDC 33/04/4)

5CSD2.02 Departmental Health and Safety Committees

Shall represent all bargaining units represented by Local 1000 within a given department, commission or board and shall be responsible for implementing the health and safety program on a statewide basis. (BD 60/85/3, CSDC 33/04/4)

(a) Appointments

Any active member in good standing in Local 1000 working within a given department, commission or board may make written application to be appointed to the health and safety committee of that department, commission or board. Such appointment shall be recommended by the appropriate BUNC Chair. Upon the recommendation of the Local 1000 Health and Safety Committee chair, with the concurrence of the President or his/her designee, the appointment shall be considered approved, provided: (BD 60/85/3, CSDC 33/04/4)

- (1) A vacancy exists within the committee for the department, commission or board in question; and (BD 60/85/3)
- (2) The employee has demonstrated an ability and/or willingness to become involved in matters relating to the health and safety of employees within his/her department, commission or board. (BD 60/85/3)

5CSD2.03 Worksite Health and Safety Committees

Shall represent all bargaining units represented by Local 1000 within a given worksite and shall be responsible for implementing the health and safety program at the local worksite. (BD 60/85/3)

(a) Appointments

Any active member in good standing in Local 1000 may make written application to be appointed to the Health and Safety Committee for the member's worksite. Such appointment shall be made by the appropriate Local Senior Steward provided: (CSDC 12/89, CSDC 33/04/4)

- (1) A vacancy exists within the committee for the worksite; and (BD 60/85/3)
- (2) The employee has demonstrated an ability and/or willingness to become involved in matters relating to the health and safety of employees within his/her worksite. (BD 60/85/3)

DIVISION 6 STEWARDS

6CSD0.00 STEWARDS

6CSD0.01 Purpose

Local 1000 fosters the continued growth and development of an effective representation program with the emphasis on qualified stewards, to advocate for the members and fee-payers of SEIU Local 1000 in relevant arenas. (BD14/85/1, CSDC 33/04/4, CSDC 03/06/1, CSDC 16/10/2)

6CSD0.02 Definitions

- (a) Only active members in good standing in Local 1000 are eligible for certification as a steward, (BD 83/86/2, CSDC 03/06/1, CSDC 16/10/2)
- (b) Steward: This level of steward has been trained and certified by Local 1000 to provide effective representation to employees within a designated area. (CSDC 12/87, CSDC 33/04/4, CSDC 03/06/1, CSDC 16/10/2)
- (c) 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 District Labor Council (DLC) and reports to the Chief Steward. (CSDC 16/10/2)
- (d) Chief Steward: In addition to the training and certification as a steward, this level of steward advises, counsels and directs the activities of Senior Stewards and other stewards within a designated area of jurisdiction, the District Labor Council. (BD 152/85/5, CSDC 16/10/2)

6CSD0.03 Duties and Responsibilities of All Stewards (BD 14/85/1)

- (a) Act as an agent of the union representing and advocating for all Local 1000 represented employees. (CSDC 16/10/2)
- (b) Recruiting employees to union membership, engaging them in union activities, encouraging and developing their skills and leadership.
- (c) Creating and maintaining positive relationships among members, stewards and union staff through effective listening, communication and action.
- (d) Gathering data, maintaining records and reporting to the union as required for contract negotiations, grievances, legislation or other union purposes.

6CSD0.04 Steward Special Expertise (CSDC 16/10/2)

(a) Steward (Organizing)

This designation of stewards will develop expertise and focus on engaging and mobilizing represented employees by developing expertise in:

- (1) Recruiting employees to union membership.
- (2) Listening to represented employees, gathering information regarding their interests, concerns and priorities and reporting such to the union.
- (3) Communicating the union's programs, plans, priorities, accomplishments and challenges to represented employees and the public.
- (4) Organizing and mobilizing represented employees in the workplace, community and political arena.

- (5) Understanding and communicating the Union's political, legislative and electoral priorities.
- (6) Promoting membership in Local 1000's Committee on Political Education (COPE).
- (b) Steward (Representation)

This designation of stewards will develop expertise and focus on advocating for individuals and groups in the workplace by developing expertise in:

 - (1) Uniting, advising, counseling and assisting represented employees in taking direct action in the workplace to resolve issues
 - (2) Preparing and processing:
 - (a) Grievances and complaints.
 - (b) Employee disciplinary cases including "Skelly" hearing and other matters under the authority of the State Personnel Board (SPB)
 - (c) Investigatory interviews of an employee who is the subject of a non-criminal investigation.
 - (d) Absent Without Leave (AWOL) separations and appeals to set aside resignations
 - (e) Issues under the authority of the Public Employment Relations Board (PERB).
 - (f) Matters before the Victims Compensation and Government Claims Board.
- (c) Steward (Organizing/Representation)

This designation of stewards will develop expertise in all aspects of advocacy for represented employees in a. and b. above.

6CSD0.05 **Recording and Reporting**

Recording and reporting shall be a priority for all certified stewards. The reports from stewards on both formal and informal grievances and complaints shall be maintained by headquarters in such a way as to provide stewards with resource information, precedence, past practice and results and to provide our bargaining teams with information about experience factors on issues and provisions contained within the contracts, the DPA and SPB Laws and Rules and departmental policies. (BD 142/85/5)

Stewards shall provide headquarters with timely written information when requested about informal and formal grievances/complaints, meet and confers, steward activities, appeals, ~~and~~ expenses incurred and their contact information, level of experience and willingness to represent co-workers in the worksite. (BD 142/85/5)

6CSD1.00 **TRAINING**

The training plan is designed to provide a uniform, comprehensive and on-going program of training for the stewards. (BD 141/85/5)

6CSD1.01 **Steward Certification Training**

(a) **Eligibility**

Only active members in good standing in units represented by Local 1000 may be enrolled in steward certification training. (CSDC 17/87/2, CSDC 33/04/4, CSDC 03/06/1)

(b) Course Content

Training shall be designed to provide an introduction to union history, mission and structure, the role of stewards, organizing in the workplace, the importance of diversity in the workplace and to insure that stewards are capable of identifying appropriate processes to apply in resolving worksite problems related to scope, matters including the interpretation, application, and enforcement of the contract, and other written rules and policies. This capability will include the analysis, preparation and presentation of grievances and complaints. This is a prerequisite for other Advanced Steward training. (BD 142/85/5, CSDC 25/07/6, CSDC 16/10/2)

6CSD1.02 Continuous Training

Continuous training for stewards shall be provided which will insure improvement in knowledge and skills, which contribute to higher levels of proficiency in uniting, mobilizing and advocating for represented workers. Elements of such training shall be mandatory in accordance with Local 1000 policy. (BD 142/85/85, CSDC 33/04/4, CSDC 16/10/2)

(a) Eligibility

Any active member in good standing certified as a steward in Local 1000 may be enrolled in on-going training. (BD 142/85/5)

(b) Course Content

The content of on-going training shall include, but not be limited to, the subject areas of individual and group workplace representation, organizing, bargaining, politics, governance and other relevant subjects. (BD 142/85/5, CSDC 03/06/1, CSDC 16/10/2)

6CSD1.03 New MOU Training

Effective upon final ratification of each new Memorandum of Understanding (MOU) also called the contract Local 1000 shall conduct training that covers the changes in each successor MOU. The course content shall cover all changes/amendments contained in the successor MOU and their application to Local 1000 represented employees. (CSDC 27/07/6, CSDC 16/10/2)

6CSD2.00 STEWARD CERTIFICATION AND CONTINUED CERTIFICATION

6CSD2.01 Active members in good standing who wish to be certified as a Local 1000 steward must be so certified as required herein. (CSDC 25/07/6)

(a) Certification criteria

- (1) Must attend and complete required Basic Steward Training.
- (2) Must pass written examination.
- (3) Must, within 30 days of completion of Basic Steward Training, submit a petition with 10% (up to a maximum of 25 signatures) of co-workers at their worksite who support their becoming a certified Local 1000 steward.
- (4) Must be affirmed by the trainer and the Chief Steward designated to attend the basic steward training.

6CSD2.02 Continued Steward Certification (CSDC 25/07/6, CSDC 12/09/2)

A steward is eligible for continued certification provided he/she has:

- (1) Completed any new MOU training within 90 days after its final ratification. (CSDC 16/10/2)
- (2) Completed at least one advanced training course per year (tracked by Local 1000). (CSDC 16/10/2)
- (3) Attended at least two (2) DLC events per year (shall be confirmed by the DLC).
- (4) Met recording and reporting requirements.
- (5) Fulfilled the duties of stewards enumerated in the Policy File.

6CSD3.00 CORRECTIVE ACTION AND SUSPENSION

All actions listed above shall be made in accordance with this section. (BD 142/85/5), (CSDC 25/07/6)

6CSD3.01 (a) Corrective Action

(1) Institution of Action

- a. If the DLC Vice President/Chief Steward, DLC President or if no Chief Steward, Senior Steward, determines the performance of a steward is not satisfactory, he/she will institute corrective action. (CSDC 12/87, CSDC 33/04/4, CSDC 03/06/1, CSDC 16/10/2)

(2) Actions to be taken:

Such corrective action should be progressive in nature in order to allow the steward every opportunity to fulfill his/her responsibilities and to perform his/her duties. (BD142/85/5)

Such actions will include: (BD 142/85/5)

- a. Verbal counseling to advise the steward of any deficiencies and to offer assistance, counseling and/or training as needed: (BD 142/85/5)
- b. Written instructions should be given to the steward if previous counseling has not corrected the problem(s) within twenty-one (21) days of verbal counseling; (BD 142/85/5, CSDC 16/10/2)
- c. If a steward fails to carry out the steward responsibilities the Chief Steward and/or DLC President may remove the steward for cause. (CSDC 12/09/2, CSDC 16/10/2)

(b) Removal

Any steward removed by the DLC Chief Steward or DLC President shall be notified in writing with a copy simultaneously provided to the Vice President for Organizing and Representation. Such notification will include the reason for decertification, evidence of attempts at corrective action and the right to appeal to the Statewide Chief Stewards Committee by written communication to the Vice President for Organizing and Representation within ten (10) days. Any committee member involved in the removal of a steward shall not take part in the deliberations or decision of the Statewide Chief Steward Committee, but may provide information to the committee. Decisions of the Statewide Chief Stewards Committee regarding

decertification may be appealed to the Local 1000 Council. (CSDC 16/10/2)

(c) Suspension

- (1) A Steward, Senior Steward, Chief Steward, DLC President or other elected leader may be placed on suspended status by the Local 1000 President immediately if a complaint alleges that the steward in question is: (CSDC 18/87/2, CSDC 33/04/4, CSDC 03/06/1, 12/09/2)
 - a. Taking part in another organization, which is in competition with Local 1000; (CSDC 18/87/2)
 - b. Undermining the objectives or existence of the SEIU Local 1000. (CSDC 18/87/2)
- (2) The Local 1000 President shall convene a hearing panel, in accordance with 9CSD0.06. (CSDC 03/06/1, CSDC 03/06/1)

6CSD3.02 Forfeiture of Stewardship (CSDC 25/07/6)

- (a) A steward shall forfeit his/her position when: (CSDC 4/93/1)
 - (1) The steward is no longer a member of the bargaining unit for which the Local 1000 is the exclusive representative, or (CSDC 4/93/1, CSDC 03/06/1)
 - (2) The steward resigns from state service or is involuntarily terminated from state service and has concluded his/her administrative appeal rights, or (CSDC 4/93/1, CSDC 03/06/1)
 - (3) The steward does not meet the continued certification requirements outlines in 6CSD2.02. (CSDC 25/07/6)
 - (4) The steward is removed for cause, or (CSDC 4/93/1, CSDC 86/99/6, CSDC 03/06/1)
 - (5) He/she voluntarily resigns as a steward. (CSDC 4/93/1)

6CSD3.03 Steward Directory

- (a) A directory of SEIU Local 1000 stewards shall be developed and maintained and shall include the following: (CSDC 21/93/1)
 - (1) Name and work location;
 - (2) Work phone number;
 - (3) Primary area of responsibility and DLC and worksite(s) local designation; (CSDC 21/93/1)
 - (4) Other pertinent information such as expertise/focus, completed training courses, etc. (CSDC 16/10/2)

DIVISION 7: BARGAINING

7CSD0.00 STATEWIDE BARGAINING ADVISORY COMMITTEES

7CSD0.01 Purpose of the SBAC

- (1) Identify and set the priorities for contract negotiations;
- (2) Provide organizing support for contract bargaining campaigns for their respective bargaining unit members;
- (3) Elect their respective Bargaining Unit Negotiating Committee (BUNC) members and officers as the executive board for the SBAC.

7CSD0.02 Orientation of the SBAC

At the first SBAC following DLC elections, an orientation will be conducted for all DBURs. The orientation shall include but not be limited to:

- (1) The responsibilities and obligations of the DBUR;
- (2) The fundamental importance of organizing campaigns in support of the negotiation process;
- (3) The negotiating process and evaluation of contract language and bargaining proposals.

7CSD0.03 Composition

Each bargaining unit has a Statewide Bargaining Advisory Committee (SBAC), with each such committee comprised of one (1) bargaining unit representative from each DLC in which the affected bargaining unit has members of Local 1000 unless the SBAC has an approved alternate SBAC structure pursuant to Local 1000 policy. (CSDC 12/87, CSDC 50/95/3, CSDC 36/04/4)

- (a) Terms of office and election schedules for members of a SBAC are described in Local 1000 policy.
- (b) Vacancies on the SBAC shall be filled in accordance with the appropriate Local 1000 (see 4CSD0.06(e)) policy DLC Vacancies. (CSDC 12/89, CSDC 36/04/4)

7CSD0.04 Alternative SBAC Structure

When there is a lack of even representation on an SBAC due to size or where there are constraints because of unequal distribution of bargaining unit members, the SBAC may propose to the Local 1000 Council an alternate SBAC structure for approval. Any such proposal shall meet the following standards: (CSDC 50/95/3)

- (a) The total number of DBUR positions for the SBAC shall not exceed the number of DLCs in Local 1000. (CSDC 50/95/3, CSD 36/04/4)
- (b) Only one DBUR from each Bargaining Unit may sit as a member of the DLC Executive Board. (CSDC 87/99/6, CSDC 36/04/4)
- (c) The proposal shall specify how the alternative SBAC structure will improve representation and communication with bargaining unit members and it shall specify how the alternative structure will provide balance and fairness of participation along departmental structure. (CSDC 50/95/3)
- (d) Any proposal approved by the Local 1000 Council shall be revised if DLC realignment is implemented. (CSDC 50/95/3, CSDC 36/04/4)

7CSD0.05 Temporary Vacancy or Absence

In the event of a temporary absence of a member of a SBAC, the DLC President may designate from the effected bargaining unit, an alternate. The DLC President shall advise the BUNC Chair and the Local 1000 President of the substitutions in writing prior to the meeting. The alternate shall have the right to attend executive sessions at the meeting and engage in debate as a member of the council, but shall not have the right to make motions or vote. (CSDC 27/94/1, CSDC 36/04/4)

7CSD0.06 Attendance at SBAC meetings

The chair of the BUNC shall notify in writing, the DLC President and the Vice President for Bargaining when a SBAC member has two or more unexcused absences. The Vice President for Bargaining, provided the BUNC chair concurs, shall declare the position vacant and provide for filling the vacancy for the remainder of the term as follows: (CSDC 14/96/1, CSDC 29/01/1, CSDC 36/04/4)

- (a) The Vice President for Bargaining shall immediately mail a notice to all eligible members of the DLC informing them of the vacancy and inviting them to apply for the position within thirty (30) days after mailing. The DBUR member whose position had been declared vacant shall be ineligible for appointment. (CSDC 29/01/1, CSDC 36/04/4)
- (b) Immediately upon close of the application period, the Vice President for Bargaining shall provide the DLC President with the list of the applicants. (CSDC 29/01/1, CSDC 36/04/4)
- (c) The President shall convene a properly noticed special meeting of the Executive Board within fifteen (15) days during which a replacement will be appointed from among those eligible DLC members who applied for the vacancy. If the DLC is already scheduled to have a general membership meeting within this period, the Executive Board may choose to fill the vacancy by election during that meeting instead of filling the position by appointment. All applicants shall be noticed by mail of the meeting at which the vacancy is to be filled. (CSDC 29/01/1)

7CSD0.07 BUNC/SBAC Rules

Each SBAC shall develop rules of operation for the BUNC, provided such rules are not in conflict with the Local 1000 Bylaws or Policy File. Such rules shall be reviewed at least annually by the Local 1000 Council. (BD 14/85/1, CSDC 36/04/4)

7CSD1.00 BARGAINING UNIT NEGOTIATING COUNCILS

7CSD1.01 Responsibility of the BUNCs

BUNCs are responsible for negotiating contracts for wages, hours, benefits and other terms and conditions of employment for their respective units. BUNCs represent their bargaining unit's common interests at the master table and negotiate their unit specific issues at the unit table. BUNCs shall: (CSDC 12/89, CSDC 17/00/2, CSDC 36/04/4)

- (a) Conduct contract negotiations and participate in contract campaigns; (CSDC 36/04/4)
- (b) Meet and confer as required and inform the Vice President for Bargaining of the outcome of any such negotiations (CSDC 28/99/1, CSDC 36/04/4)

- (c) Be considered an agent of the union for the filing of ULPs; (CSDC 36/04/4)
- (d) Conduct surveys for determining bargaining issues;
- (e) Supply information to the SBACs for contract ratification/strike vote meetings;
- (f) Submit organizing and recruitment ideas and plans to the Local 1000 Council for approval before implementation. (CSDC 36/04/4)
- (g) Chairs of the BUNC shall call meetings of the SBAC as deemed necessary by the BUNC or SBAC after approval by the Local 1000 President. (CSDC 63/99/3, CSDC 36/04/4)

7CSD1.02 Structure of the BUNCS

Each bargaining unit represented by Local 1000 shall have a BUNC. (CSDC 12/89, CSDC 63/94/3, CSDC 63/99/3, CSDC 36/04/4)

- (a) A BUNC shall be comprised of at least five (5) members and up to three (3) alternates for the first 10,000 workers in the unit. A BUNC shall be elected according to the election procedures in the Local 1000 Policy File. (CSDC 12/87, CSDC 63/99/3, CSDC 36/04/4)
- (b) To be eligible to be a BUNC member, the member must be a member of the SBAC. (CSDC 12/89, CSDC 63/99/3)
- (c) Members of the BUNC remain members of the SBAC during their tenure of office on the BUNC. (CSDC 82/93/2)
- (d) The officers of the BUNC are Chair, Vice Chair and Alternate Vice Chair. (CSDC 82/93/3, CSDC 63/99/3, CSDC 36/04/4)

(e) Vacancies

Vacancies in a BUNC (including vacancies in the position of BUNC Chair, Vice Chair, or Alternate Vice Chair) which occur through circumstances other than 'recall' (12CSD6.00) shall be filled by a new election as provided by 12CSD5.00. Until a new election can be completed, the BUNC or SBAC may temporarily fill the vacancy as follows: (CSDC 43/01/2)

- 1) If the position of BUNC Chair becomes vacant the position shall be filled by the Vice Chair until a new election can be completed. (CSDC 82/93/3, CSDC 43/01/2)
- 2) If position of Vice Chair becomes vacant, the position shall be filled by the Alternate Vice Chair until a new election can be completed. (CSDC 13/96/1, CSDC 43/01/2)
- 3) If any other position on a BUNC becomes vacant, the Chair shall immediately appoint a replacement according to the rules of the SBAC. Such appointments shall be effective immediately. This replacement shall serve only until a new election can be completed. (CSDC 82/93/3, CSDC 43/01/2, CSDC 36/04/4)
- 4) New elections for vacant BUNC or alternate positions shall take place at the next properly noticed SBAC meeting. (CSDC 3/03/2, CSDC 36/04/4)

The President and the Vice President for Bargaining shall be notified, in writing, of all changes in the members of the BUNC. (CSDC 82/93/3, CSDC 37/04/4)

7CSD1.03 BUNC Chair Responsibilities

- (a) Chairs, with concurrence of the majority of the BUNC, shall have the authority to sign tentative agreements for their respective BUNCS. (BD 3/82/45)
- (b) Chairs of each BUNC shall represent their respective unit on the Local 1000 Council. (CSDC 12/89, CSDC 36/04/4)
- (c) Chairs of each BUNC shall appoint all members to the meet and confer negotiations (provided that the meet and confer only impacts their unit) between contract negotiations with the State of California subject of disaffirmation of the BUNC. Where meet and confers impact more than one unit, the Chairs of the impacted units recommend to the Local 1000 President, members they wish to have participate in the negotiations. (CSDC 13/01/1, CSDC 37/04/4)

**DIVISION 8:
CONCERTED ACTIONS & RATIFICATION PROCEDURES**

8CSD0.00 CONCERTED ACTIONS WITHIN LOCAL 1000

Concerted action(s) by members may be required in order to obtain improvements in salaries, benefits and working conditions. Concerted actions generally consist of tactics such as work slowdowns, work stoppages, sickouts, strikes, or similar tactics. Actions which do not directly interfere with the work and/or statutory functions of the State, such as informational picketing or demonstrations, leafleting ‘unity breaks’, and similar activities are not considered to be concerted actions for purposes of this policy. (BD 14/84/1, CSDC 38/01/2)

8CSD0.01 Local 1000 Initiated Actions

Local 1000 may initiate concerted action(s) against the State of California whenever it deems necessary to support Local 1000 programs. Prior to implementation of any concerted action, the Local 1000 Council shall meet in executive session and determine the appropriate actions. (BD 14/84/1, CSDC 38/01/2, CSDC 37/04/4, CSDC 08/06/1)

8CSD0.02 Sanction Petitioning by Groups of Members

Any clearly identifiable group of members can petition for sanction of a job action. Examples include: (BD 104/81/4, CSDC 08/06/1)

- (a) Members of Local 1000; (BD 104/81/4, CSDC 37/04/4)
- (b) Members of a bargaining unit: (BD 104/81/4)
- (c) Members of a subgroup of a bargaining unit; (BD 104/81/4)
- (d) Members of specific work locations. (BD 104/81/4)

8CSD0.03 Ratification of Sanction

The action sanctioned by the Local 1000 Council shall be subject to ratification by the affected group of members. Ratification requires a majority vote of those members voting. (BD 104/81/4, CSDC 38/01/2, CSDC 60/01/3, CSDC 37/04/4, CSDC 08/06/1)

8CSD0.04 Sanction Directives

In sanctioning actions the Local 1000 Council members shall observe all directives arising from such sanction and guarantees representation to all members with respect to their full legal rights in any disciplinary and legal actions arising from the observance of such directives established. Local 1000 further guarantees representation to all members involved with respect to their full legal rights in any disciplinary action arising from the execution of these sanctions. (BD 104/81/4, CSDC 37/04/4)

8CSD0.05 Termination of Sanction

A sanction may be terminated by either the Local 1000 Council or the Local 1000 President in consultation with the officers and BUNC chairs any time. (CSDC 37/04/4, CSDC 08/06/1)

8CSD1.00 RATIFICATION OF THE CONTRACT

The ratification of the contract shall be in accordance with procedures: (BD 52/86/2, CSDC 37/04/4)

(a) Balloting

(1) The ratification of the contract shall be by simple majority (50% plus 1) of the total votes cast. (BD129/85/5 CSDC 3/8/45, CSDC 37/04/4)

(2) Voting shall be:

a. At a ratification meeting or by mailed ballot. (BD 129/85/5, CSDC 3/82/45, CSDC 37/04/4)

(b) Ballot Materials

(1) Synopsis of Unit Contracts

The Vice President for Bargaining and BUNC Chairs are responsible for preparation of a synopsis of the master and unit contract. The synopsis of the new contract shall be submitted to the membership for a ratification or rejection. The synopsis shall include information on where complete contracts are available for inspection. (CSDC 37/04/4)

(2) Ballots

a. The ballot shall be coded for each unit and shall contain a pre-addressed and postage paid envelope to Local 1000 headquarters. (BD 129/85/5, CSDC 3/82/45, CSDC 37/04/4)

b. Members shall be required to sign and print their name on the envelope. (BD 10/86/1, CSDC 3/82/45, CSDC 37/04/4)

(c) Meetings

1. Ratification presentation meetings shall be scheduled and employees in the bargaining unit shall be notified of the time and place of such meetings. (BD 52/86/2, CSDC 37/04/4)
2. The Vice President for Bargaining, with the assistance of each BUNC Chair shall establish procedures to be followed for ratification presentation meetings. (BD 52/86/2, CSDC 37/04/4)
3. A schedule will be sent to inform the membership when and where any ratification meeting will be held. (BD 52/86/2, CSDC 37/04/4)

DIVISION 9: DISCIPLINE

9CSD0.00 DISCIPLINE

9CSD0.01 Necessity for Discipline

Subject to the Bylaws and Policy of the Association, there is a need for discipline within Local 1000 to preserve its integrity. (CSDC 14/93/1, 33/04/4)

9CSD0.02 Criteria and Procedures for Disciplinary Action

Disciplinary action may be taken for the following reasons: (CSDC 14/93/1)

- (a) Filing disciplinary charges or using the disciplinary procedures against another member or members for the purpose of harassment of the member or members so charged; (CSDC 10/02/1)
- (b) Gross neglect of duty by a member holding an elected or appointed office or any other position in the union; (CSDC 14/93/1, CSDC 04/06/1)
- (c) Intentional breach of confidence in matters appropriately designated confidential when said breach could bring harm to the member(s) of the Association or to Local 1000; (CSDC 14/93/1, CSDC 33/04/4, CSDC 04/06/1)
- (d) Improper distribution or other misuse of material designed for use by or within the Association or Local 1000; (CSDC 14/93/1, CSDC 33/04/4, CSDC 28/07/6)
- (e) Violation of the Association's, Local 1000's, DLC's or BUNC's Bylaws, Policy File or Rules; (CSDC 14/93/1, CSDC 33/04/4)
- (f) Taking an active part in promoting another organization which is undermining the objectives or the existence of the Association, is seeking its decertification, or which directly competes with the Association in the areas covered by the Ralph C. Dills Act; (CSDC 14/93/1)
- (g) Unexcused absences from Board of Directors meetings by the President or Vice President/Secretary-Treasurer, Local 1000 Council meetings by the President, Vice President/Secretary-Treasurer, Vice President for Organizing/Representation, Vice President for Bargaining, DLC Presidents or BUNC Chairs; committee meetings by committee members, or failure to participate in activities as assigned; (CSDC 14/93/1, CSDC 33/04/4)
- (h) Taking a public position, in the name of the Association or Local 1000, which is contrary to the adopted policy of Local 1000 or purporting to act on behalf of the Association, Local 1000, a committee, or a DLC when not so authorized. An individual retains the right of free expression regarding Association and Local 1000 matters provided s/he clearly indicated s/he is doing so as an individual and disclaims any intent to represent the position of the Association or Local 1000; (CSDC 14/93/1, CSDC 33/04/4)
- (i) Misuse of Local 1000, DLC or BUNC funds, equipment or supplies; (CSDC 14/93/1, CSDC 33/04/4)
- (j) Intentional disrupting the orderly conduct of an official meeting; (CSDC 14/93/1)

- (k) Behavior which is determined by the hearing panel or officer to be of such a nature that it causes discredit to the Association or Local 1000, the DLC's, the BUNC's, or any of its members; (CSDC 14/93/1, CSDC 33/04/4)
- (l) Seeking or holding elective or appointive office in the Association, Local 1000, DLC or BUNC while currently holding elective or appointive office in another organization representing state employees which is in competition with the Association, Local 1000, DLC or BUNC. (CSDC 14/93/1, 33/04/4)
- (m) Failing to carry out the duties of any position in Local 1000, which they willingly accepted, in regards to representation of the members at the worksite. (CSDC 04/06/1)

9CSD0.03 Authority for Discipline

- (a) Local 1000 has exclusive responsibility over discipline of its members for matters relating to issues within the scope of representation. (CSDC 14/93/1, 33/04/4)
 - (1) Local 1000 may take the following actions in response to a disciplinary charge: (CSDC 14/93/1, CSDC 33/04/4)
 - a. Rejection of charges; (CSDC 14/93/1)
 - b. Reprimand; (CSDC 14/93/1)
 - c. Suspension from elected office within Local 1000; (CSDC 93/1, CSDC 33/04/4)
 - d. Removal from elected office within Local 1000. (CSDC 93/1, CSDC 33/04/4)
 - e. Or, other action Local 1000 sees fit. (CSDC 14/93/1, CSDC 33/04/4)
 - (2) Only the Association Board of Directors may take action regarding Association membership, or Association or statewide office. If Local 1000 determines such action may be appropriate, it may refer the matter to the Association Board. (CSDC 14/93/1, CSDC 33/04/4)
- (b) Disciplinary charges may be filed with either Local 1000 or the Board of Directors. When appropriate, the Board may refer charges to Local 1000 and Local 1000 may take action as specified in section (a) above. (CSDC 14/93/1, CSDC 33/04/4)

9CSD0.04 Suspension of Member of the Association

When, in the opinion of the President, the actions of the member are such as to impose an immediate threat to the welfare of the Association or Local 1000, the President shall request the Association President to summarily suspend the member until the procedures established in Association Policy are concluded. If written charges are not filed within 10 days, the suspension shall be terminated. (CSDC 14/93/1, CSDC 33/04/4)

9CSD0.05 Suspension of President

If in the opinion of the Vice President/Secretary-Treasurer, Vice President for Organizing/Representation, and Vice President for Bargaining, the action of the President is such as to pose an immediate threat to the welfare of the Association, the Officers shall request the Association President to summarily suspend the President until the procedures established in Association Policy are concluded. If written

charges are not filed within 10 days, the suspension is terminated. (CSDC 14/93/1, CSDC 33/04/4, CSDC 04/06/1)

9CSD0.06

Procedure for Institution of Discipline

The procedures shall be as follows: (CSDC 14/93/1)

- (a) Institution of the action shall occur when a member files specific charges in writing on a Form HR1, that may be obtained from any area office or with the President, unless said charges are filed against the President, in which case charges shall be filed with the Vice President/Secretary-Treasurer. The member filing the charges must agree to be present when the action is heard, to substantiate the charges, and present the facts supporting them. Charges must be filed within one year of alleged violation or discovery thereof. (CSDC 64/97/3, 62/93/3, CSDC 33/04/4)
- (b) Upon receipt of the completed Form HR1, the President, or the Vice President/Secretary-Treasurer if the action is against the President, shall review the charges and if he/she finds the charges are frivolous he/she will immediately notify the charging party and no further action shall be taken. If the charges are determined to be valid, the President, or the Vice President/Secretary-Treasurer shall order a hearing to be held within 30 days before a hearing panel or hearing officer. The hearing officer or panel shall conduct an investigation, if the facts are not in dispute or the recommendation is to reject the charges, no hearing is necessary. The hearing officer shall not be a party to the dispute. No member of the hearing body may be from the same DLC as any of the charging or charged parties. (CSDC 14/93/1, CSDC 33/04/4)
- (c) The hearing panel or hearing officer after its investigation or hearing shall determine the validity of the charges. The hearing, if held, shall be open unless a request for a closed meeting is made by the member so charged. The findings of the hearing panel or hearing officer shall be confidential pending final action by the Local 1000 Council. (CSDC 14/93/1, CSDC 33/04/4)
- (d) The hearing panel or hearing officer shall have the authority to grant extensions and continuances for good cause, upon request or on their own motion. (CSDC 14/93/1)
- (e) The individuals involved in the hearing shall be personally notified in writing at least fifteen days prior to the meeting. Such notice shall include the date, time and place of the hearing and a list of charges to be heard and the names of the hearing panel members. New charges may not be introduced after the hearing notice is mailed. (CSDC 14/93/1)
- (f) The charging party and the charged party shall each have the right to one preemptive challenge. Any hearing panel member so challenged shall be replaced immediately by the President. (CSDC 14/93/1, CSDC 33/04/4) Challenges must be received in Headquarters Office in writing, addressed to the President, no later than 5 days before the hearing. A challenge shall toll all timelines in the policy. (CSDC 14/93/1, CSDC 33/04/4)

- (g) The parties to the hearing shall have the right to be represented at their own cost, to introduce evidence supporting or refuting the charges and to cross examine witnesses. Strict rules of evidence are not applicable. (CSDC 14/93/1)
- (h) A failure to personally appear or respond in writing without good cause, in response to the notice of hearing by the member so charged may be deemed sufficient cause for finding that the charges are correct. (CSDC 14/93/1)
- (i) A failure to personally appear, without good cause, at the hearing by the charging party shall be deemed sufficient cause to dismiss the charges.
- (j) The hearing panel or hearing officer shall report to the President, or to the Vice President/Secretary-Treasurer if the charges are against the President, no later than 10 days after completion of the hearing. The findings of the hearing panel or hearing officer shall be confidential. Such report shall include recommendation for action. Such report shall conform to the format contained in CSEA Hearing Officers Manual. (CSDC 45/93/2, CSDC 33/04/4)
 - (1) Rejection of the charges; (CSDC 14/93/1)
 - (2) Reprimand; (CSDC 14/93/1)
 - (3) Suspension from office; (CSDC 14/93/1)
 - (4) Removal from Office or any other position they hold in the union; (CSDC 14/93/1, CSDC 04/06/1)
 - (5) Recommend to the Local 1000 Council that the member be suspended from privileges of membership except those required by law; (CSDC 14/93/1, CSDC 04/06/1)
- (k) The Local 1000 Council shall act on the report in executive session no later than its next regularly-scheduled meeting. Disciplinary action requires a three-fourths vote of the council. The council must make immediate disposition of the case as follows: (CSDC 14/93/1, CSDC 33/04/4)
 - (1) The council shall first determine whether the charges are sustained. (CSDC 14/93/1)
 - (2) If sustained, the council shall then determine the appropriate penalty.
 - (3) All actions shall be by a three-fourths vote of the council. (CSDC 14/93/1)
- (l) In deliberating its action, the Council shall restrict its discussion to the report of the hearing officer or panel chair, procedural matters, and the appropriate disciplinary action to be imposed, if any. The President, or Vice President/Secretary-Treasurer if the charges are against the President, shall rule out of order all discussion which attempts to introduce or argue the facts at issue, whether or not presented at the original hearing. (CSDC 14/93/1, CSDC 33/04/4)
- (m) Unless otherwise specified in Local 1000, in any case where a procedural error is alleged to have occurred, it shall be determined whether any charged party has been unfairly prejudiced by the error. If it is determined that prejudicial error has occurred, the charges against that party shall be dismissed. Otherwise, the disciplinary action shall proceed. Procedural violations not raised by a party within a reasonable time shall be deemed waived. (CSDC 14/93/1, CSDC 33/04/4)

- (n) Decisions of the Local 1000 Council may be appealed to the Local 1000 delegates and their decision is final. (CSDC 14/93/1, CSDC 33/04/4)

9CSD0.07 Reimbursement of Costs to Member

In the event the charges against the members are not sustained, Local 1000 shall provide reimbursement for reasonable costs to the member. (CSDC 14/93/1, CSDC 33/04/4)

9CSD1.00 INTERNAL GRIEVANCES

Local 1000 members who claim to be aggrieved by an action of the Local 1000 or of any council, officer, committee, DLC, or any agency thereof, are encouraged to present their grievance, insofar as practical, first at the DLC or BUNC level and to exhaust this avenue of relief before appealing. Failure to grieve first at the DLC or BUNC level, if practical, shall be taken into consideration in determining action on the appeal. (CSDC 14/93/1, CSDC 33/04/4)

9CSD1.01 Procedure for Institution of Internal Grievances with the Local 1000 Council

When a internal grievance is filed with the Local 1000 Council pursuant to the Policy File, the President shall institute the following procedures: (CSDC 14/93/1, CSDC 33/04/4)

- (a) The grievant shall submit to the division, in writing, a list of the acts or omissions, which constitute the cause for the internal grievance. The grievant must agree to be present when the grievance is heard, to substantiate the internal grievance and to present evidence to support it; (CSDC 14/93/1)
- (b) The President, or the Vice President/Secretary-Treasurer if the grievance is against the director, upon receipt of such written grievance and agreement to be present, shall order a hearing to be held within 30 days, except as provided in Policy File, before a hearing panel or hearing officer. A participant to the grievance shall not be a member of the hearing body nor from the DLC or BUNC of either party to the grievance; (CSDC 14/93/1, CSDC 33/04/4)
- (c) The hearing panel or hearing officer shall determine the validity of the grievance. The hearing officer or panel shall conduct an investigation, if the facts are not in dispute or the recommendation is to reject the charges, no hearing is necessary. The hearing shall be open unless a request for a closed hearing is made by the member whose actions are alleged to be the cause of the grievance. The finding of the hearing panel or hearing officer shall be confidential; (CSDC 14/93/1)
- (d) The hearing panel or hearing officer shall have the authority to grant extensions and continuances for good cause upon request or on their own motion; (CSDC 14/93/1)
- (e) The members directly involved in hearing shall be personally notified in writing at least 10 days prior to the hearing. Such notice shall include the date, time and place of the hearing and a list of the acts or omissions which are the subject of such grievance. New acts or omissions may not be introduced after the notice is mailed; (CSDC 14/93/1)
- (f) The parties to the hearing shall have the right to be represented at their own cost, to introduce evidence supporting or refuting the charges and to cross

examine witnesses. Strict rules of evidence are not applicable; (CSDC 14/93/1)

- (g) A failure to personally appear in response to the notice of hearing by the member whose actions are alleged to be the cause of the grievance may be deemed sufficient cause for the grievance to be granted. A failure to personally appear by the charging party may be deemed sufficient reason to dismiss the charge; (CSDC 14/93/1)
- (h) The hearing panel or hearing officer shall report to the President , or the Vice President/Secretary-Treasurer if the charges are against the President, no later than 10 days after completion of the hearing. Such report shall include recommendations for resolution of the grievance; (CSDC 14/93/1, CSDC 33/04/4)
- (i) The Local 1000 Council shall act on the report no later than its next regularly scheduled meeting; (CSDC 14/93/1, CSDC 33/04/4)
- (j) Decisions of the Local 1000 Council are final. (CSDC 14/93/1, CSDC 33/04/4)
- (k) Upon request of any party to a grievance the Local 1000 Council shall determine whether to provide reimbursement or reasonable costs to any involved members. (CSDC 14/93/1, CSDC 33/04/4)
- (l) If the findings of the hearing panel indicate that the grievance was frivolous, without merit and intended to harass the member charged, the panel may recommend that disciplinary action be taken against the charging party or parties. The discipline may include removal from stewardship, removal from elected office, or suspension of membership, depending upon the gravity of the charge made. (CSDC 14/93/1)

9CSD2.00 HEARING OFFICERS PANEL

The President is encouraged to utilize the Local 1000 Hearing Officers Panel. The following policy and procedures shall be used. (CSDC 55/92/4, CSDC 33/04/4, CSDC 33/05/6, CSDC 04/06/1)

(a) Hearing Officers Panel

This panel shall consist of at least fourteen active members, at least two from each area office, to terms which begin upon appointment and end simultaneously with those of DLC and statewide officers following each regular scheduled election. In making appointments, the President shall endeavor to have representation from the DLC's and the BUNC's. The panel shall be responsible for conducting investigations, hearings and making recommendations to the Local 1000 Council on matters referred to it pursuant to this policy. (CSDC 55/92/4, CSDC 33/04/4, CSDC 34/05/6)

- (1) This panel functions under the guidance of a chair who is to have such administrative authority as is necessary, including the authority to assign internal grievances, disciplinary actions to members of the panel; (CSDC 55/92/4)
- (2) Panel members are trained upon appointment and approval prior to their first hearing by Local 1000 Legal staff pursuant to a program

which includes, but is not limited to, the following: (CSDC 55/92/4, CSDC 34/05/6)

- a. Procedures for conducting hearings; (CSDC 55/92/4)
 - b. Rules of evidence; (CSDC 55/92/4)
 - c. Evaluation of evidence; (CSDC 55/92/4)
 - d. Decision making; (CSDC 55/92/4)
 - e. Report preparation; and
 - f. Presentation of findings and recommended decision to Local 1000 Council. (CSDC 55/92/4, CSDC 33/04/4)
- (3) Panel members shall be given a copy of the Local 1000 Hearing Officers Manual. (CSDC 55/92/4, CSDC 34/05/06)

**DIVISION 10:
LOCAL 1000 FINANCES**

10CSD0.00 LOCAL 1000 BUDGET

10CSD0.01 Biennial Budget

- (a) The Local 1000 Council delegates shall approve a biennial budget at the Local 1000 meeting at General Council. The Local 1000 Council shall approve expenditures in accordance with this budget. (CSDC 6/94/1, CSDC 34/04/4)
- (1) The Local 1000 Council shall establish an annual budget and shall approve expenditures in accordance with this budget. (BD 14/85/1, CSDC 34/04/4)

10CSD0.02 Membership Dues and Fees Structure

- (a) The dues and fees established by Local 1000 are not refundable. (CSDC 12/89, CSDC 75/94/3, CSDC 34/04/4, CSDC 26/07/6)
- (b) At least annually, Local 1000 shall publish to all members the current Local 1000 dues and fee structure. (CSDC 12/89, CSDC 75/94/3, CSDC 34/04/4)

10CSD0.03 Dues Augmentation and Reduction

(a) Dues Plans

Prior to making a change to the amount of dues collected by the local union, Local 1000 shall prepare a dues plan, which must: (BD 104/81/4, CSDC 34/04/4, 16/05/2)

- (1) Be in writing; (BD 104/81/4)
- (2) Describe the membership group and the present dues structure of Local 1000; (BD 104/81/4, CSDC 34/04/4, 16/05/2)
- (3) Indicate whether the requested dues augmentation or reduction is temporary or permanent; (BD 104/81/4)
- (4) Define;
 The reason for the dues change and the programs and/or services to be funded by the dues augmentation or the programs and/or services which will be reduced or will no longer be provided in the case of a reduction; (BD 104/81/4, BD 115/81/4, 16/05/2)

(b) Review of Plans

Plans for Local 1000 dues augmentation or reduction shall be submitted to the Local 1000 officers for review and recommendation to the Local 1000 Council and to the General Council Delegates; (BD 155/81/4, CSDC 34/04/4, 16/05/2, CSDC 26/07/6)

(c) Approval of Dues Plans

- (1) The dues plan must be discussed in one or more well-publicized open meetings of the Local 1000 Council and/or General Council delegates and must be approved by a majority vote of each body prior to submission to the membership; (BD 104/81/4, CSDC 34/04/4, 16/05/2)
- (2) To become effective, dues plans for Local 1000 must be approved by a majority of the members voting within Local 1000's jurisdiction.

Balloting may be in person or by mail ballot; (BD 26/85/1, CSDC 34/04/4, 16/05/2, CSDC 25/07/6)

10CSD0.04 Emergency Temporary Assessment

(a) An emergency temporary assessment may be instituted through the following process: (16/05/2)

- (1) The president determines that an emergency which threatens vital interests of the membership exists and notifies the Local 1000 Council.
- (2) The Local 1000 Council passes a motion stating the emergency and vital interests at stake, the purpose for which the assessment will be used and the proposed assessment amount and duration.
- (3) The emergency temporary assessment is approved by a majority vote of the Local 1000 General Council delegates.

10CSD0.05 Seasonal Worker, Permanent Intermittent and SDI Dues Reimbursement

(a) Seasonal or permanent intermittent employees working less than forty (40) hours during a monthly pay period may petition SEIU Local 1000 for full reimbursement of that month's deduction by submitting a request within 10 days of the pay warrant's issuance date. Copies of the pay stub must accompany the written request for reimbursement. (CSDC 18/07/5)

(b) Employees on SDI will be eligible for a reimbursement of a month's dues or fees deduction based on the actual state pay received in a month. The reimbursement will be the difference between the dues/fees actually paid calculated at the applicable percentage of their normal gross monthly pay and the dues/fees calculated at the applicable percentage of gross pay they actually received during the month in which they spent all or portion of the time on SDI. Such employees may petition SEIU Local 1000 for such reimbursement by submitting a request within 10 days of the pay warrant's issuance date. Copies of the pay stub must accompany the written request for reimbursement. (CSDC 21/08/9)

10CSD1.00 LOCAL REPRESENTATION

10CSD1.01 General

Local 1000 provides funds to DLCs for representation of state workers. Effective January 1, 2000 each DLC shall receive \$220.00 per month plus \$.85 per member. (CSDC 76/93/3, CSDC 88/99/6, CSDC 34/04/4, CSDC 33/05/6)

10CSD1.02 Use of Local Representational Funds

Local representation funds may be used by DLCs to implement the authorized local representation programs and policies of Local 1000. Since local representation funds are both membership dues and fair share fees, some uses may be limited by statute as well as by Local 1000 policy. The following non-inclusive list of DLC funds provided as guidelines to DLC officers. (CSDC 77/93/3, 34/04/4, CSDC 33/05/6)

(a) Approved Uses. The following are approved uses of DLC local representation funds: (CSDC 77/93/3)

- (1) DLC and Local meeting costs where any meeting refreshments and other activities are only incidental to the meeting; (CSDC 77/93/3)
 - (2) Representation by members of individual members in job-related matters; (CSDC 77/93/3)
 - (3) Steward and other representative meetings for the purpose of discussing and preparing for representation of individuals in job related matters; (CSDC 77/93/3)
 - (4) Office rent; (CSDC 77/93/3)
 - (5) Utilities and maintenance for a DLC office; (CSDC 77/93/3)
 - (6) Reimbursement of expenses incurred as a result of authorized Local 1000 activity; (CSDC 77/93/3, CSDC 33/05/6)
 - (7) Printing, mailing costs, newsletters, web posting costs and other communications with members and fee payers advocating Local 1000's programs and providing information on authorized local representational matters; (CSDC 77/93/3, CSDC 33/05/6)
 - (8) Equipment purchases for use by the DLC in local representation activities; (CSDC 77/93/3)
 - (9) Miscellaneous administrative matters (e.g., bank charges, audit service, copier usage, etc.); (CSDC 77/93/3)
 - (10) Union leave for authorized local representation activities, subject to prior approval of the President; (CSDC 77/93/3, CSDC 34/04/4)
 - (11) Upon prior approval of the Local 1000 President meetings of CSEA Regions, CSEA Committees and the Board of Directors. (CSDC 77/93/3, CSDC 33/05/6)
 - (12) Upon approval of the President, and contingent on available funds, each DLC is authorized two days of union leave per month (up to a maximum of 20 hours for those who work 10-hour days), funded by Local 1000, to be used carrying out Local 1000 programs. (CSDC 49/95/3, CSDC 34/04/4, CSDC 33/05/6)
- (b) Approved uses within limits. The following items are expenditures for which the use of fair share fees may not be permissible, but are still permissible as DLC expenditures. Because Local 1000 does not now charge fee payers for such activities, DLC's must make expenditures for these activities only on an extremely limited basis (not to exceed an aggregate of ten percent of DLC revenues): (CSDC 77/93/3, CSDC 33/05/6)
- (1) Social events; (CSDC 77/93/3)
 - (2) Support of charitable activities; (CSDC 77/93/3)
 - (3) Support of Local 1000's position on legislation affecting wages, hours and working conditions of state employees; (CSDC 77/93/3, CSDC 33/05/6)
 - (4) Membership promotional activities. (CSDC 77/93/3, CSDC 33/05/6)
- (c) Prohibited Uses. The following are prohibited uses of DLC local representation funds: (CSDC 77/93/3)
- (1) Contributions or services provided to support or oppose any candidate for public office; (CSDC 77/93/3)

- (2) Contributions or services to any fund to support or oppose any candidate or initiative for public office: (CSDC 77/93/3, CSDC 33/05/6)
- (3) Direct reimbursement to any member for loss of pay or vacation or other leave credits for Association activities; (CSDC 77/93/3)
- (4) Contributions or other financial support of any kind to candidates for Association, Local 1000, or local DLC office; (CSDC 77/93/3, CSDC 34/04/4)
- (5) Expenditure of any kind (publications, mailing costs, expense reimbursements, contributions to other organization, support of litigation, payment to satisfy bills of private legal counsel, etc.) to advocate a position other than the position of the Association and Local 1000; (CSDC 77/93/3, CSDC 34/04/4)
- (6) Expenditures for items for which the Association or Local 1000 has denied payment, unless such denial was solely because the expense should have been submitted to the DLC for payment. (CSDC 77/93/3, CSDC 34/04/4)

10CSD1.03 Maximum DLC Accumulation

A DLC that has an accumulation of an amount which equals six (6) months of the DLC's allocation of dues or \$6,000 whichever is greater, shall receive no further allocation of dues until this amount is reduced below the limit. (CSDC 76/93/3, CSDC 88/99/6)

10CSD1.04 DLC Finance Reports
DLC Annual Budgets

A copy of the annual budget for each DLC will be provided to the Vice President /Secretary-Treasurer each year by February 1 of that year. If an adopted DLC annual budget is not submitted, the monthly allocation of dues will be forfeited until the adopted budget is submitted. A thirty (30) day extension may be granted by contacting the Local 1000 Vice-President, Secretary-Treasurer prior to the due date. (CSDC 5/03/2, CSDC 33/04/4, CSDC 33/05/6)

DLC Quarterly Reports

DLC Quarterly Reports are to be submitted to Headquarters accounting, to be due on the last day of the month following the end of the quarter (April 30, July 31, October 31 and January 31). Check registers are to accompany these reports along with the bank statements covering the period of the report. DLCs participating in the Central accounting service are exempt from this reporting requirement. (CSDC 76/93/3, CSDC 16/96/1, CSDC 12/98/2, CSDC 33/05/6)

Headquarters Quarterly Report for DLCs

Headquarters accounting will prepare a Quarterly Report to the Vice President/Secretary-Treasurer for each DLC using Headquarters accounting. If there are any forfeitures for any DLC, the Vice President/Secretary-Treasurer will be notified prior to such action. Each officer of the DLC of the DLC will receive a letter with the reasons for any forfeiture signed by the Vice President /Secretary-Treasurer. (CSDC 33/05/6)

10CSD1.05 Forfeiture of DLC Dues and Fees Allocations

In the event a DLC fails to submit a quarterly report or meet the funding limit described above, its monthly allocation of dues will be forfeited until the DLC is within the limit. The forfeited money is allocated to the DLC Grants Fund. A thirty (30) day extension may be granted by calling the Vice-President/Secretary-Treasurer before the due date. (CSDC 76/93/3, CSDC 33/05/6)

10CSD1.06 DLC Accounts in Financial Institutions Signatures/Procedures

- (a) All DLC accounts in financial institutions shall at all times be required to have a minimum of two authorized signatures which shall be the President and the Secretary-Treasurer, or Treasurer. In cases of emergency, when none of the above officers are available, the Chief Steward/Vice-President shall be the alternate signature on accounts.. (CSDC 43/92/2, CSDC 33/05/6)
- (b) All canceled checks of the DLC, as well as financial statements shall be reviewed by the Executive Board of the DLC at least quarterly. All canceled checks and financial statements shall be placed into the official records of the DLC. (CSDC 43/92/2, CSDC 88/99/6)
- (c) Such Power of Attorney shall be in the hands of the Vice President/Secretary-Treasurer no later than 30 days following adoption of this policy. Payment of all DLC's shares of dues and collections shall be suspended for any DLC that does not comply with this provision. Such suspension shall continue until said DLC comes into complete compliance with this section of the Policy File. (CSDC 43/92/2, CSDC 34/04/4, CSDC 33/05/6)

10CSD1.07 District Labor Council Requests for Grants

DLCs seeking a grant from the local DLC Grants fund must: (CSDC 76/93/3)

- (a) Submit a request on a format specified by the Grants Committee.
- (b) Submit a total DLC budget for local representation and indicate the current revenue and the additional amount needed to fund the budget; (BD 148/83/3)
- (c) Provide a copy of the latest financial statement of the DLC, including DLC reserve balances, if any; (BD 148/83/3)
- (d) Certify that the proposed DLC Budget was approved by the DLC membership in accordance with the DLC Bylaws; (BD 148/83/3)
- (e) Specify DLC activity in the following areas:
 - (1) Support of stewards;
 - (2) Scheduled newsletters;
 - (3) Membership recruitment programs;
 - (4) Crisis response team;
 - (5) Communications network;
 - (6) Regularly scheduled meetings;
 - (7) Any other area of benefit. (BD 148/83/3)

10CSD2.00 DLC FINANCIAL AUDITS

10CSD2.01 Audit policy

The funds provided to DLCs are the dues of members and the fees of fair share fee payers that have been entrusted to the DLCs for their operations, and may only be used for authorized purposes. The Local 1000 shall audit the financial operations of its DLCs on a regular, continuing basis for compliance with Local 1000 policy.

DLCs will be required to submit their books to Local 1000 no later than February 28 of each year. If such records are not submitted allocation of dues will be forfeited until the DLC submits its books. DLCs participating in the Central Accounting Service are exempt from this requirement. (CSDC 76/93/3, CSDC 78/93/3, CSDC 57/94/3, CSDC 17/96/1, CSDC 33/04/4, CSDC 33/05/6)

10CSD2.02 Additional Audits

At least once every three years a financial audit will be conducted of each DLC by the Headquarters staff or by an independent certified public accounting firm approved by the Vice President/Secretary-Treasurer. (CSDC 57/94/3, CSDC 34/04/4, CSDC 33/05/6)

- (a) Notwithstanding the schedule for audits described above, the Vice President and Secretary/Treasurer may schedule a DLC for audit at any time; (CSDC 22/92/1, CSDC 57/94/3, CSDC 34/04/4)
 - (1) He/she determines there is reasonable cause to investigate a specific written allegation of misuse of DLC funds, equipment or supplies, or a specific written allegation of inadequate implementation of procedures to safeguard the use of DLC funds, equipment or supplies. (CSDC 22/92/1, CSDC 57/94/3)
 - (2) He/she has a reasonable suspicion that the financial reports of a DLC do not reflect the actual financial activity of the DLC. (CSDC 22/92/1, CSDC 57/94/3)
 - (3) At the request of a member of the DLC. (CSDC 57/94/3)
 - (4) Routinely by geographic area or on a random basis. (CSDC 57/94/3)
- (b) A DLC may be audited based on matters identified in past audit reports. (CSDC 57/94/3)

10CSD2.03 Scope of Audit

A DLC audit shall be for the purpose of examining the financial operations of a DLC. Audits shall consist of, but not necessarily be limited to, the testing of the following criteria: (CSDC 22/92/1, CSDC 33/05/6)

- (a) Financial transactions are in compliance with Local 1000 policies. (CSDC 22/92/1, CSDC 34/04/4, CSDC 33/05/6)
- (b) Supporting documentation exists for financial transactions. (CSDC 22/92/1)
- (c) Expenditures are made in accordance with a duly adopted DLC budget. (CSDC 22/92/1)
- (d) Checks issued are cleared by the bank for the same amounts as recorded in DLC records. (CSDC 22/92/1)
- (e) Income and expenditures are charged to the appropriate accounts. (CSDC 22/92/1)
- (f) The DLC quarterly financial reports accurately reflect the expenditures and income of the DLC. (CSDC 22/92/1)
- (g) Income is reflected as deposits on bank statements, and agrees with Local 1000 records of disbursements to the DLC. (CSDC 22/92/1, CSDC 34/04/4)
- (h) Bank accounts are reconciled promptly. (CSDC 22/92/1)
- (i) Equipment purchases are inventoried and records of physical possession are current. (CSDC 22/92/1)

- (j) Checks require two signatures. (CSDC 57/94/3)
- (k) The person authorizing the expenditures is a different person from the one who disburses funds. (CSDC 57/94/3)
- (l) Checks are not pre-signed. (CSDC 57/94/3)
- (m) Checks are not payable to "cash". (CSDC 57/94/3)
- (n) Each cash advance is supported by a written request stating the reason(s) for the advance and identified as an "advance" for which the proper supporting documents are thereafter to be submitted and accounted for within 30 days. (CSDC 57/94/3)
- (o) Adequate internal controls exist to provide reasonable assurance against irregularities and improprieties. (CSDC 57/94/3)

10CSD2.04 DLC Financial Records

- (a) All financial records of the DLCs shall be retained for a period of five years from the close of the fiscal year. (CSDC 57/94/3)
- (b) DLC records shall consist of: (CSDC 57/94/3)
 - (1) Bank statements/canceled checks -- all accounts; (CSDC 57/94/3)
 - (2) All supporting documents (i.e., invoices, expenditure request forms, receipts) for checks issued and deposits made -- all accounts; (CSDC 57/94/3)
 - (3) All minutes of DLC meetings and executive committee meetings; (CSDC 57/94/3)
 - (4) DLC budgets; (CSDC 57/94/3)
 - (5) All copies of financial quarterly reports; (CSDC 57/94/3)
 - (6) All check stubs and check registers; (CSDC 57/94/3)
 - (7) All bank reconciliations; (CSDC 57/94/3)
 - (8) Form 990 or 990T -- Federal tax exemptions forms, if filed; (CSDC 57/94/3)
 - (9) A list of all equipment and other assets owned at the end of the audit period; (CSDC 57/94/3)
 - (10) List of all outstanding unpaid bills at the end of the audit period; (CSDC 57/94/3)
 - (11) Cash receipts and disbursements register (CSEA form or similar records. (CSDC 57/94/3)
- (c) Security and custody of the financial records and all assets of a DLC shall be the responsibility of the DLC Treasurer and shall be placed in a secure environment and shall be made available for inspection by DLC officers within a respective DLC and by Local 1000 officers within a reasonable period of time. Such period of time shall not be more than 10 days from the date of the written notice of intent to inspect. (CSDC 57/94/3, CSDC 34/04/4, CSDC 33/05/6)
- (d) Monthly financial statements shall be made available at all times for inspection by the members of the DLC. (CSDC 57/94/3)
- (e) The audit/review reports, along with the auditor's working papers, and financial records shall be retained by Central Accounting. (CSDC 57/94/3)

10CSD2.05 Notification of Audit

DLCs shall be notified of a routinely schedule audit at least 30 days in advance. DLCs shall be notified of non-routine audits at least 10 days in advance. If allegations are made as referenced in this policy above a written explanation of allegations will be provided at the time of notification. (CSDC 22/92/1)

10CSD2.06 DLC Cooperation

Once notified of a pending audit, DLCs shall cooperate fully in meeting with the auditor and producing the DLCs' financial records. Failure of a DLC to fully cooperate with an audit shall result in the initiation of disciplinary action by the Vice President/Secretary-Treasurer and the suspension of payments of the DLC's share of dues and fees collections. (CSDC 22/92/1, CSDC 34/04/4)

10CSD2.07 Audit Reports

Audit reports shall be submitted by the auditor to the Vice President/Secretary-Treasurer 15 days of the completion of the audit. At the same time the auditor shall send a copy of the audit report to the DLC President. The audit report shall include, but not be limited to: (CSDC 22/92/1, CSDC 57/94/3, CSDC 34/04/4, CSDC 33/05/6)

- (a) The auditor's opinion whether the financial statements are consistent with Local 1000 policies, and explanatory notation of variation or discrepancies from Local 1000 polices. (CSDC 57/94/3, CSDC 34/04/4, CSDC 33/05/6)
- (b) The description of any material deficiencies in the DLC's financial operations. (CSDC 22/92/1)
- (c) The auditor's opinion regarding whether the reports of the DLC's finances are accurate. (CSDC 22/92/1)
- (d) The auditor's recommendations regarding needed improvements in the DLC's financial operations. (CSDC 22/92/1)
- (e) The auditor's opinion concerning actions taken by the DLC regarding exceptions noted in previous audit/review findings. (CSDC 57/94/3)
- (f) The auditor's opinion regarding the adequacy of financial internal controls. (CSDC 57/94/3)

10CSD2.08 Disposition of Audit Findings

- (a) Upon receipt of an audit report the Vice President/Secretary-Treasurer may direct the report be filed and that no action be taken, or may take one or more of the following actions: (CSDC 22/92/1, CSDC 34/04/4)
 - (1) Direct that the DLC correct any material deficiencies within a time period specified by the Vice President/Secretary-Treasurer. (CSDC 22/92/1, CSDC 34/04/4)
 - (2) Suspend payments of the DLC's share of dues and fees collections. (CSDC 22/92/1)
 - (3) Collect any DLC funds that are unaccounted for or have been misappropriated. (CSDC 22/92/1)
 - (4) Initiate disciplinary action by filing charges on behalf of Local 1000 against the responsible DLC parties. (CSDC 22/92/1, CSDC 34/04/4)
- (b) In addition to any other actions taken by the Vice President/Secretary-Treasurer if the auditor gives a qualified or negative opinion regarding the DLC's financial operations and records, and if immediate corrective action is not taken, the Vice President/Secretary-Treasurer may direct that the DLC's

financial operation be placed in trusteeship for a period up to one year. They may also direct that the DLC's financial operation be under supervision for a second year. (CSDC 57/94/3, CSDC 34/04/4, CSDC 33/05/6)

10CSD3.00 DISTRICT LABOR COUNCIL TRUSTEESHIP

10CSD3.01 Purpose

The purpose of this article is to set forth the terms for a trusteeship of a DLC, which may be imposed, for the following purposes: (CSDC 61/94/3)

- (a) Correcting corruption, (CSDC 61/94/3)
- (b) Correcting financial malfeasance, (CSDC 61/94/3)
- (c) Restoring democratic procedures, or (CSDC 61/94/3)
- (d) Ensuring accountability to the Union's policies and programs
(CSDC 10/06/1)

Whenever the Vice President/Secretary-Treasurer or the Vice President for Organizing/Representation has reason to determine the risk to Local 1000 is such that action is required. The trusteeship must be created in compliance with the procedures set forth in this article. (CSDC 61/94/3, CSDC 34/04/4)

10CSD3.02 Imposition of Trusteeship

Upon the request of the Vice President /Secretary-Treasurer or the Vice President for Organizing/Representation and prior to the imposition of a trusteeship, the President shall issue a notice, which shall be mailed to all members of the DLC within five (5) working days, setting a time and place for a hearing for the purpose of determining whether a trusteeship should be imposed upon the DLC. The President shall appoint a hearing panel of three Local 1000 members. The hearing shall be held in accordance with the relevant parts of Local 1000 Policy Section 9CSD0.06. The hearing officer shall report his/her recommendations to the Local 1000 officers. The Local 1000 officers must then act in accordance with the recommendation of the hearing panel. (CSDC 61/94/3, CSDC 88/99/6, CSDC 34/04/4, CSDC 10/06/1)

10CSD3.03 Appointment of Trustee

The President shall appoint a trustee subject to confirmation of the Local 1000 officers. The trustee must act in the best interests of the DLC in trusteeship. (CSDC 61/94/3, CSDC 34/04/4)

10CSD3.04 Authority of the Trustee

The trustee shall be authorized and empowered to take full charge of the affairs of the DLC and its funds, to remove any or all officers and appoint temporary officers, to hold an election in compliance with Local 1000 policy, if necessary, and to take such other action as he/she believes is necessary for the preservation of the DLC. The trustee shall also have the discretion to require the DLC to turn over to the trustee all books and property of the DLC. In addition, the trustee shall have the discretion to request the Vice President/Secretary-Treasurer to close all accounts in financial institutions, transfer funds to Headquarters for separate accounting and authorize disbursements to pay all outstanding claims, properly proven, if funds are sufficient. The Vice President/Secretary-Treasurer must comply with this request in a timely fashion. (CSDC 61/94/3, CSDC 34/04/4)

10CSD3.05 Trusteeship Report to Local 1000 Council

- (a) The trusteeship must be affirmed by a majority vote at the first Local 1000 Council meeting following the hearing. The report of the hearing panel and the motion of the Local 1000 officers shall be provided to the Local 1000 Council in Executive Session. (CSDC 61/94/3, CSDC 88/99/6, CSDC 34/04/4, CSDC 10/06/1)
- (b) If the trusteeship is disaffirmed by the Local 1000 Council, self-governance of the DLC shall be restored. The trustee shall return all funds, books, papers and other property to the DLC. (CSDC 61/94/3, CSDC 34/04/4)
- (c) The trustee shall report to the Local 1000 Council at each subsequent Local 1000 Council meeting the status of the trusteeship and make a recommendation to continue or to terminate the trusteeship. The trusteeship can only be terminated by motion of the Local 1000 Council. (CSDC 61/94/3, CSDC 34/04/4)

10CSD3.06 Trusteeship Termination

When trusteeship is terminated by the Local 1000 Council self-governance of the DLC shall be restored. The trustee shall return all funds, books, papers and other property to the DLC. If, however, the DLC is dissolved by revocation of the charter, then any balance remaining to the credit of the DLC shall be deposited in the Local 1000 bank account and shall become the property of Local 1000. (CSDC 61/94/3, CSDC 34/04/4)

10CSD4.00 DLC FINANCE - CENTRAL ACCOUNTING SERVICE

A Central Accounting Service shall be made available to DLCs on a voluntary basis unless otherwise specified in this policy file. DLCs using the Central Accounting Service will be administered as follows: (CSDC 76/93/3)

- (a) DLC and DLC Local funds shall be held and disbursed by Association Headquarters at the direction of the Vice President/Secretary-Treasurer. (CSDC 76/93/3, CSDC 88/99/6, CSDC 34/04/4)
- (b) Claims for reimbursement and other requests for disbursement shall be subject to the same standards and limits as applied by Headquarters to other division expenditures. (CSDC 76/93/3)
- (c) Headquarters shall maintain sufficient records and accounts to record all DLC revenues (including the monthly allocation of a portion of dues to each DLC) and expenditures, and shall provide each DLC a monthly statement of its transaction and DLC fund balance. (CSDC 76/93/3)
- (d) DLCs shall send to Headquarters their entire fund balances including any reserves, less \$500 to be retained for emergency expenditures. This \$500 may be used only for emergencies, when a disbursement from the DLC's Headquarters account cannot be obtained quickly enough. DLCs may replenish this \$500 emergency fund from their Headquarters DLC accounts by submitting the appropriate documentation to Headquarters. (CSDC 76/93/3, CSDC 33/05/6)
- (e) The DLC shall be required to furnish to Headquarters quarterly a copy of their monthly bank statement. (CSDC 64/94/3)

- (f) The Central Accounting Service shall be funded by Local 1000. (CSDC 76/93/3, CSDC 64/94/3, CSDC 34/04/4)
- (g) Local 1000 shall credit the DLC's account quarterly with earned interest, if any, interest at the prevailing rate. (CSDC 76/93/3, CSDC 64/94/3, CSDC 33/05/6)
- (h) All checks processed for the DLCs through this Central Accounting Service shall bear the original signature of the Vice President/Secretary-Treasurer or his/her designees and the original signature of one of the other statewide Local 1000 officers. (CSDC 88/99/6, CSDC 34/04/4)

10CSD4.01 DLC Finances - Local Recordkeeping

A DLC that elects to maintain its own financial records shall do so in a manner that adequately records all DLC revenues and expenditures, in accordance with manuals and procedures prescribed by Local 1000. (CSDC 76/93/3, CSDC 33/05/6)

10CSD5.00 BARGAINING UNIT COUNCIL FUNDS (CSDC 33/05/6)

10CSD5.01 Source of Funds (CSDC 33/05/6)

BUNCs are funded through the adoption of the Local 1000, or subsequent action of Local 1000 to amend the Local 1000 budget. (CSDC 71/93/3, CSDC 71/94/3, CSDC 34/04/4,)

10CSD5.02 Uses (CSDC 33/05/6)

- (a) The following are acceptable uses of BUNC funds, within the amounts budgeted and subject to the prior approvals noted in this section and other applicable policy file sections: (CSDC 71/93/3)
 - (1) Reimbursement of meals, lodging, travel and incidental costs for unit representational appearances, meetings of BUNCs, SBACs, and BUNC Chairs. (CSDC 71/93/3, CSDC 71/94/3)
 - (2) Printing and mailing costs for materials related to BUNC responsibilities, subject to prior approval by the BUNC Chair and the President. (CSDC 71/93/3, CSDC 34/04/4)
 - (3) Union Leave or Lost Time for BUNC activities, subject to prior approval by the BUNC Chair and the President. (CSDC 71/93/3, CSDC 34/04/4)
 - (4) Other activities on a case-by-case basis, subject to prior approval by the BUNC Chair and the President. (CSDC 71/93/3, CSDC 71/94/3, CSC 34/04/4)
 - (5) Funding of BUNC alternates, in accordance with ground rules agreed upon by DPA and Local 1000, for bargaining sessions and prep meetings as determined by the BUNC Chair and the President. (CSDC 52/95/3, CSDC 33/05/6)
- (b) The following are unacceptable uses of BUNC funds:
 - (1) Contributions or services provided to support or oppose any candidate for public office, or to support or oppose passage of any ballot measure that are reportable to a government agency. (CSDC 71/93/3)

- (2) Contributions or other financial support of any kind to candidates for Association, Local 1000, or local CSEA office. (CSDC 71/93/3, CSDC 34/04/4)
- (3) Expenditure of any kind (publications, mailing costs, expense reimbursements, contributions to other organizations, support of litigation, payment to satisfy bill of private legal counsel, etc.) to advocate a position other than the position Local 1000. (CSDC 71/93/3, 34/04/4, CSDC 33/05/6)

10CSD6.00 ETHICAL AND RESPONSIBLE FINANCIAL PRACTICES (CSDC 06/09/2)

10CSD6.01 Ethical Financial Practices Code (CSDC 06/09/2)

- (a) This Code of Ethical Financial Practices shall be applicable to Local 1000, its councils and committees, and all its elected and appointed officers. All officers, at every level, whether elected or appointed, have a trust and high fiduciary duty to honestly and faithfully serve the best interests of the membership. This can best be accomplished by adherence to these policies as well as applicable corporate law.
- (b) No officer of Local 1000 shall, to the best of his/her knowledge, have an ownership or other substantial financial interest which conflicts with his/her fiduciary duty. In particular, it shall not be permissible for any officer to:
 - (1) have a substantial ownership or financial interest in any entity that engages in collective bargaining with Local 1000 unless that ownership or financial interest complies with applicable law and has been fully disclosed to Local 1000 and it has determined that it does not compromise the officer's ability to act in the best interest of the Local 1000 and its members; or
 - (2) have a substantial ownership or financial interest in any entity which does business or seeks to do business with Local 1000 unless that ownership or financial interest complies with applicable law and has been fully disclosed to Local 1000 and it has determined that it does not compromise the officer's ability to act in the best interest of the Local 1000 and its members; or
 - (3) be the sole or effective decision-maker concerning Local 1000's relations with an entity in which his/her parent, spouse, spousal equivalent or dependent child of that relationship, grandparent, grandchild, brother, sister, first or second cousin, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, step-parent, step-sibling, foster parent, foster child, or business partner has a substantial ownership or financial interest; or
 - (4) engage in any self-dealing transactions with Local 1000, such as buying property from, or selling property to Local 1000, without the informed approval of Local 1000 obtained after full disclosure, including an independent appraisal of the fair market value of the property to be bought or sold.

- (5) For purposes of these rules, a “substantial ownership or financial interest” is one which either contributes significantly to the individual’s financial well-being or which enables the individual to significantly affect or influence the course of the business entity’s decision making. A “substantial ownership or financial interest” does not include stock in a purchase plan, profit-sharing plan or ESOP.
- (c) No officer of Local 1000 shall accept any non-de minimis personal payment or gift from any employer that engages in collective bargaining with Local 1000 or from any business or professional entity that does business or seeks to do business with Local 1000, other than regular pay and benefits for work performed, except as may be otherwise permitted under the terms of applicable law.
- (d) No officer of Local 1000 shall convert or divert any funds or other property belonging to Local 1000 to such individual’s personal use or advantage.
- (e) As long as there is compliance with the terms of Subsection (b) above, this Code is not intended to preclude officers of Local 1000 from owning publicly traded shares of any employer that Local 1000 seeks to organize or that does business with or that engages in collective bargaining with Local 1000 through a mutual fund, national securities exchange or other similar investment vehicle, provided that all transactions affecting such interests are consistent with rates and terms established by the open market. Further this Code does not apply to investments held in a blind trust.
- (f) Any allegation that this Code has been violated should be brought to the attention of the Local 1000 President or Vice President, Secretary-Treasurer, who shall refer the matter to the Local 1000 Legal Department for appropriate further action or investigation.
- (g) Local 1000 delegates to its Chief of Staff the responsibility for implementing a similar code of conduct for its managerial employees.

10CSD6.02 Responsible Non-profit Corporate Financial Practices (CSDC 06/09/2)

- (a) In addition to the requirements set forth above, state corporate law places additional restrictions on disclosure and voting by members of the Local 1000 Council on matters in which a Council member has an interest. For these purposes, an “interest” is generally considered to be a material financial interest.
 - (1) Local 1000 Council members may be restricted from voting on items in which they have a non-de minimus financial interest.
 - (2) Local 1000 is restricted from making loans to or guaranteeing the obligations of any Council member. This does not restrict the issuance of advances on expenses to be reasonably incurred in the performance of the office.
 - (3) When Council members are faced with any transaction involving these restrictions, it should be brought to the attention of the Local 1000 President or Vice President, Secretary-Treasurer, who shall refer the matter to the Local 1000 Legal Department for

appropriate counsel on the requirements of disclosure to the Council and voting only by non-interested council members, as well as other legal requirements.

DIVISION 11:
DIVISION EXPENSES, MANAGEMENT STAFF AND CONTRACTORS

11CSD0.00 PERSONS ELIGIBLE FOR REIMBURSEMENT

11CSD0.01 Reimbursement on Local 1000 Business

The following persons may be reimbursed for expenses in connection with official business of Local 1000: (CSDC 74/93/3, CSDC 65/94/3, CSDC 33/04/4)

- (a) Members of the General Council; (CSDC 74/93/3, CSDC 65/94/3)
- (b) Stewards; (CSDC 74/93/3, CSDC 65/94/3)
- (c) Local 1000 President, Vice President/Secretary-Treasurer, Vice President for Organizing/Representation, and Vice President for Bargaining. (CSDC 74/93/3, CSDC 65/94/3, 33/04/4)
- (d) Members of statewide Local 1000 committees, councils, ad hoc committees, and advisory groups; (CSDC 74/93/3, CSDC 65/94/3, CSDC 33/04/4)
- (e) Other members of Local 1000 assigned by the President to perform duties for Local 1000. (CSDC 74/93/3, CSDC 65/94/3, CSDC 33/04/4)
- (f) Witnesses; (CSDC 74/93/3, CSDC 65/94/3)
- (g) Consultants; (CSDC 74/93/3, CSDC 65/94/3)
- (h) One alternate delegate from each DLC in Local 1000 that has only one General Council delegate; (CSDC 74/93/3, CSDC 65/94/3, CSDC 33/04/4)
- (i) Personal care services personnel; (CSDC 74/93/3, CSDC 65/94/3)

11CSD1.00 PROCESSING OF EXPENSE CLAIMS

11CSD1.01 Necessary Expenses

The most economical use of division funds, consistent with the convenience of the claimant and the schedule for the meeting, is the standard to be used in determining whether expenses claimed are "necessary." In review, the Local 1000 Secretary/Treasurer shall include mode of travel, needed lodging and meals in relation to necessary time of departure and return. (BD 17/77/1, CSDC 33/04/4)

11CSD1.02 Expense Reimbursement Rate

- (a) The daily meal allowance is \$40.00. Individual meal limitations are as follows: breakfast \$10.00, lunch \$11.00 and dinner \$19.00. (CSDC 10/94/1, CSDC 6/96/1, CSDC 89/99/6)
- (b) Breakfast shall not be claimed if departure is after or return is prior to 8:00 a.m. Lunch shall not be claimed if departure is after or return is prior to 12:00 noon. Dinner shall not be claimed if departure is after or return is prior to 7:00 p.m. (CSDC 74/93/3)
- (c) When meals are purchased for other persons authorized to claim meal expense, such persons must be listed on the expense claim. (CSDC 74/93/3)

11CSD1.03 Lodging

- (a) Lodging - the regular allowance is up to \$50.00 plus tax per night or the negotiated rate. Lodging other than General Council lodging shall not be allowed if residence is within 40 miles/40 minutes from meeting location.

Only actual expense within the above limits is reimbursed and receipts are required. (CSDC 74/93/3)

- (b) Incidental expense for up to \$10.00 per day is allowed if lodging is involved. No receipts are required. (CSDC 10/94/1, CSDC 6/96/1, CSDC 89/99/6)

11CSD1.04 Travel Allowance

Travel allowances are computed as follows:

- (a) Common carrier - actual coach fare expense is reimbursed, and receipts are required. (CSDC 74/93/3)
- (b) Airporter - actual expenses are reimbursed, and receipts are required. (CSDC 74/93/3)
- (c) Personal car – Effective January 1, 2007, authorized use of personal car is reimbursed at the IRS approved rate, except that the reimbursement shall not exceed the common carrier rate unless the common carrier would be reasonably inconvenient. The number of miles traveled must be indicated; if more than one person eligible for mileage rates rides in the car, reimbursement will be allowed for only claimant. (CSDC 95/93/4) (CSDC 41/06/9)
- (e) Parking - actual authorized expense is reimbursed but amounts in excess of \$5.00 per day require receipts. (CSDC 74/93/3, CSDC 89/99/6)
- (f) Bridge tolls - actual expense is reimbursed, and no receipts are required. (CSDC 74/93/3)
- (g) Taxicab - taxi fares will not be reimbursed except when no other transportation is practical or available, or unless the taxi fare for several riders is less than the common carrier fare. Delegates to the General Council may not claim reimbursement for taxi fares. (CSDC 74/93/3)
- (h) Telephone or telegraph - actual expenses are reimbursable when date, place and party called are shown on the expense claim, but amounts in excess of \$1.00 require receipts. Delegates to General Council may not claim reimbursement for telephone calls or telegrams. (CSDC 74/93/3)

11CSD1.05 Travel Advance

- (a) A travel advance, in an amount not to exceed estimated expenses for one month, may be requested of the Vice President/Secretary-Treasurer. However, any request for supplementary advances must be fully documented. (CSDC 74/93/3, CSDC 33/04/4)
- (b) Headquarters office shall estimate expenses for members of General Council and issue an advance check to each DLC for distribution to the delegates prior to their departure, the amount of the advance later to be deducted from the delegate's General Council expense claim. (CSDC 74/93/3)

11CSD1.06 Interpreters for the Deaf

When deaf members are expected to be present at any official division function, the Local 1000 President may authorize reimbursement for all allowable expenses for interpreters for the deaf provided that request for such services is made at least 10 days in advance by the presiding officer of the sponsoring organization. (BD 61/88/3, CSDC 34/04/4)

11CSD1.07 Exceptions

The Vice President/Secretary-Treasurer may make exceptions to the rules in unusual circumstances. The Vice President/Secretary-Treasurer may require concurrence of the Association President prior to approval. (CSDC 74/93/3, CSDC 89/99/6, CSDC 33/04/4)

11CSD1.08 Appeals

A claimant may appeal the deduction of any expense item from the expense claim, first to the Local 1000 officers through the Vice President/Secretary-Treasurer; if satisfaction is not received at that level the claimant may appeal to the Local 1000 Council (CSDC 74/93/3, CSDC 89/99/6, CSDC 33/04/4)

11CSD2.00 UNION LEAVE

Union Leave shall be defined as a member's reimbursed absence at the rate negotiated with the state from his/her state workplace (with reimbursement through the state) for the purpose described below: (CSDC 19/91/1, CSDC 89/99/6)

- (a) Representation, organizing, governance, committee duties, bargaining, required attendance at meetings, etc. Members on union leave shall work at the direction of and report to the President or his/her designee. (CSDC 89/99/6, CSDC 33/04/4)
- (b) Union leave may also be used for a members reimbursed absence for the purpose of filling a temporary staff vacancy (normally less than 6 months) and performing the normal range of duties for that position. Members in such positions report to the appropriate CSEA manager. (CSDC 89/99/6)

11CSD2.01 Administration/Authorization

Union Leave shall be administered and authorized by the President or his/her designee. Only the President or Vice President/Secretary-Treasurer may sign authorizations for union leave. (CSDC 19/91/1, CSDC 89/99/6, CSDC 33/04/4)

11CSD2.02 Procedures

Individual forms for Union Leave shall be available in area offices, as well as Association Headquarters. Requests for leaves shall be in writing to the President or designee stating: the type of leave, its purpose and duration, and shall have an approved cover sheet signed by authorized parties. One criterion for the granting of Union Leave shall be the availability of funding. (CSDC 19/91/1, CSDC 33/04/4)

11CSD2.03 Salary Reimbursement

A BUNC or DLC elected/appointed representatives may be paid their net salary when engaged in authorized council activities, subject to the availability of funding and with prior approval of the Local 1000 Secretary/Treasurer. Salary reimbursement shall only be authorized under the following circumstances: (BD 180/82/5, CSDC 19/91/1, CSDC 33/04/4)

- (a) Authorized state paid release time is not otherwise available; and (BD 180/81/5, CSDC 19/91/1, CSDC 89/99/6)
- (b) The member is regularly scheduled to work that day and a work schedule adjustment cannot be made by the state or the Local 1000 Secretary/Treasurer determines that other good cause exists. (BD 180/82/5, CSDC 19/91/1, 45/99/3, CSDC 89/99/6, CSDC 33/04/4)

11CSD3.00 LOST TIME

Lost time shall be defined a member's reimbursed absence from his/her state workplace with reimbursement including state paid portions of any insurance or other benefits, directly paid to the member. (CSDC 67/91/3, CSDC 89/99/6)

- (a) "Lost Time" may be used when union leave is not available for the purpose of governance, committee duties, bargaining, required attendance at meetings, representation, organizing, etc. Members in such positions shall work at the direction of and report to the President or his/her designee or; (CSDC 89/99/6, CSDC 33/04/4)
- (b) "Lost Time" is for the purpose of filling a staff vacancy and performing the duties within the normal range of that position when union leave is not available. Members in such positions shall report to the appropriate CSEA manager. (CSDC 89/99/6)

11CSD3.01 Salary Reimbursement

- (a) Expenditure of funds must have prior approval of the President. (CSDC 67/91/3, CSDC 33/04/4)
- (b) Salary reimbursement for lost time while participating in negotiations shall be limited to the actual amount of time spent in negotiations with the state plus reasonable travel time. At no time will reimbursement exceed the normal work hours of a participant. (CSDC 67/91/3)

11CSD3.02 Procedures

Individual forms for lost time shall be available in Association Headquarters. Requests for lost time shall be in writing to the President or designee stating the type of leave, its purpose and duration, and availability of funding. (CSDC 67/91/3, CSDC 89/99/6, CSDC 33/04/4)

11CSD3.03 Administration/Authorization

All lost-time shall be administered and authorized by the President or his/her designee. Only the Local 1000 President or Vice President/Secretary-Treasurer may sign authorizations for "lost time". (CSDC 67/91/3, CSDC 89/99/6, CSDC 33/04/4)

11CSD3.04 Limitation of Rights

- (a) A member serving in a lost-time capacity or union leave capacity shall adhere to the following provisions and shall not be subject to any other limitations of membership rights. (CSDC 67/91/3, CSDC 89/99/6)
 - (1) During work time, including hours beyond an 8 hour day and/or 40 hour work week, refrain from engaging in the internal politics of the Association. (CSDC 89/99/6)
 - (2) If the lost-timer holds an elected position within Local 1000 he/she has the right to attend and participate in any official Local 1000 meeting in which he/she would otherwise normally attend and participate. (CSDC 89/99/6, CSDC 33/04/4)
- (b) Members serving on union leave or lost time status not filling a staff vacancy may engage in Association politics only to an incidental degree during normal

work hours. No additional membership restrictions shall apply. (CSDC 89/99/6)

11CSD3.05 Lost Timers Dues

Monthly dues for Local 1000 members on lost time status shall be \$10.00 per month. (BD 195/80/5) (CSDC 67/91/3, CSDC 89/99/6, CSDC 33/04/4)

11CSD4.00 Contracts and Services Agreements

11CSD4.01 Chief of Staff

The President of SEIU Local 1000, in consultation with the officers, is authorized to negotiate and enter into contracts and service agreements relative to management staff, consultants and other contractors consistent with the following:

- (a) The Chief of Staff shall be employed under the terms of a contract.
- (b) The Chief of Staff shall be subordinate and directly accountable to the President for carrying out the policies and programs of SEIU Local 1000. He/She may be dismissed by the President. He/She shall be relieved of his/her duties immediately upon dismissal of the President.
- (c) In case of a vacancy the President, with the advise of the SEIU Local 1000 Officers, shall appoint a Chief of Staff.

11CSD4.02 Other Management Positions

The Chief of Staff of SEIU Local 1000 may employ other managers for other positions approved in the budget by the SEIU Local 1000 Council. (CSDC 04/06/1)

- (a) Such Managers shall be employed under the terms of a contract. (CSDC 04/06/1)
- (b) Such managers shall be subordinate and directly accountable to the Chief of Staff for carrying out the policies and programs of SEIU Local 1000. He/She may be dismissed by the Chief of Staff or the President. He/She shall be relieved of his/her duties immediately upon dismissal of the Chief of Staff or President. (CSDC 04/06/1)
- (c) Management Salaries:
The Officers shall periodically review manager salaries and benefits for recommendations to the Local 1000 Council. (CSDC 04/06/1)

11CSD4.03 Special Consultants

The President, in consultation with the other officers, is authorized to employ special consultants as may be required in the administration of SEIU Local 1000, subject to the financial ability of SEIU Local 1000. (CSDC 04/06/1)

11CSD4.04 Contracting for Services

The SEIU Local 1000 President in consultation with the other officers is authorized to enter into contracts for providing information and services to SEIU Local 1000. (CSDC 04/06/1)

DIVISION 12:

ELECTION PROCEDURES

12CSD0.00 GENERAL PROVISIONS

12CSD0.01 All elections, referenda, recalls, ratifications, or other matters to be decided by either a vote of the Local 1000 members, plebiscite of the DLC's, or vote by the Local 1000 delegates to General Council, shall be conducted in accordance with procedures established by the Local 1000 Council and shall be administered by the Local 1000 election committee. (CSDC 42/00/4, CSDC 37/01/2, CSDC 33/04/4, CSDC 62/04/6, CSDC 17/10/2)

12CSD0.02 Eligibility Requirements

- (a) Members may run for and hold only one office within Local 1000, except that of delegate. (UCSW Bylaws IIID and IVB, CSDC 16/10/2)
- (b) Any active member in good standing in the respective jurisdiction may run for General Council delegate. (CSDC 16/10/2)
- (c) All candidates for District Labor Council officers, officers of DLC locals, and District Bargaining Unit Representatives must be certified stewards prior to the first day of the nomination period. (CSDC 12/89, CSDC 33/04/4, CSDC 62/04/6, CSDC 16/10/2)
- (d) All candidates for Local 1000 statewide officer must:
 - (1) Be a member in good standing for the two years immediately prior to the first day of the nomination period; (CSDC 16/10/2)
 - (2) Be an active steward for the two years immediately prior to the first day of the nomination period; (CSDC 16/10/2)
- (e) Any certified steward may be appointed to a vacant office following the appropriate procedure. (CSDC 16/10/2)

12CSD0.03 Term of Office

- (a) The term of office for Local 1000 officers, all DLC officers, officers of locals, and DBURs is three (3) years beginning June 30 of the election year or until their successors take office. (CSDC 62/04/6) However, for the election of the above offices held in 2011, the term of office will be four years from June 30 of the election year and ending June 30, 2015. (CSDC 16/10/2)
- (b) The term of office for delegates to CSEA's General Council is defined in the CSEA Bylaws. (CSDC 62/04/6)

12CSD0.04 Oath of Office

The following oath of office will be used for all positions in Local 1000:

I, _____, pledge my word and honor, that I will faithfully discharge the duties of the office to which I have been elected, in accordance with the rules of Local 1000, and to the best of my ability, carry out the plans and programs of the union, help build unity, strength and participation among members in the union, in the workplace, in our communities and in the political arena and purchase union label goods and use union services whenever they can be

obtained. (CSDC 62/04/6)

12CSD0.05 Computation of Timeliness

When the final date for any action falls on a Saturday, Sunday or holiday such action may be taken on the next regular workday.

12CSD1.00 ELECTION CONDUCT

The following code of conduct shall govern elections for all Local 1000 offices. (CSDC 77/94/3, CSDC 33/04/4, CSD12/05/2)

- (a) Candidates and members offer constructive alternatives to established Local 1000 policies, procedures and/or programs which they wish to change. (CSDC 77/94/3, CSDC 90/99/6, CSDC 33/04/4)
- (b) Candidates and members shall be truthful about candidates or their policies and engage in factual presentations relevant to the election. (CSDC 77/94/3, CSDC 23/00/2)
- (c) Candidates and members shall not encourage Local 1000 voters to base their judgments on considerations of race, color, sex, religion, occupation, national origin, sexual orientation, ancestry, disability or age. (CSDC 77/94/3, CSDC 23/00/2, CSDC 33/04/4)
- (d) Candidates and members do encourage consideration of experience, performance, ideals and program of the respective candidates for Local 1000 offices. (CSDC 77/94/3, CSDC 23/00/2, CSDC 33/04/4)
- (e) Candidates and members should conduct themselves in a manner which brings respect to Local 1000 and which attempts to avoid post elections division which would hamper Local 1000's effectiveness. (CSDC 77/94/3, CSDC 90/99/6, CSDC 23/00/2, CSDC 33/04/4)
- (f) Candidates and members should discuss relevant Local 1000 issues. (CSDC 77/94/3, CSDC 23/00/2, CSDC 33/04/4)
- (g) Candidates and members may not use Local 1000 funds to support or oppose any candidate for any office in the Local. (CSDC 90/99/6, CSDC 23/00/2, CSDC 33/04/4)

12CSD1.01 Violations

A candidate for that office may file a protest with the President or with the Vice President/Secretary Treasurer, if the protest is against the President, concerning violations of this code of conduct. Such protest shall be immediately referred by the President or the Vice President/Secretary Treasurer to the Local 1000 Election Protest Committee. The committee shall immediately review the protest, and upon a finding by the committee upholding the protest, the committee may take the following actions: (CSDC 77/94/3, CSDC 90/99/6, CSDC 33/04/4, CSDC 12/05/2)

- (1) If the protest concerns the conduct of a candidate, the candidacy of the members may be terminated. (CSDC 77/94/3, CSDC 90/99/6)
- (2) The committee may take other corrective action. (CSDE 90/99/6)
- (3) The decision of the Election Protest Committee shall be final.

- 12CSD1.02 Election of Local 1000 Officers, District Labor Council Officers, District Bargaining Unit Representatives, DLC local Officers and General Council Delegates
Local 1000 officers, DLC officers, DBURs, DLC local officers and General Council delegates are elected every three years by the members within their jurisdiction. These elections are conducted on a uniform statewide basis by the Local 1000 Election Committee. Nominations will be open for these offices no later than the first business day in January of an election year. All elections shall be by secret mail ballot. (CSDC 45/95/3, CSDC 90/99/6, CSDC 94/99/6, CSDC 33/04/4, CSDC 62/04/6, CSDC 16/10/2)
- 12CSD1.03 Local 1000 Nomination Form
The Local 1000 Nomination Form must be personally signed by the candidate and received by the Local 1000 Election Committee no later than 5:00 p.m. on the second Monday in February of the election year. (CSDC 62/04/6, CSDC 16/10/2)
- 12CSD1.04 Candidate Statement
(a) Each candidate may submit a statement of no more than 100 words.
(b) Statements must be received by the Local 1000 Election Committee by 5:00 p.m. the second Monday in February of the election year. The statement shall accompany the ballots and shall be typed and printed exactly as submitted by the candidate. Words beyond the 100-word limit shall be deleted. (CSDC 63/97/3, CSDC 45/95/3, CSDC 9/96/1, CSDC 90/99/6, CSDC 33/04/4, CSDC 62/04/6, CSDC 16/10/2)
- 12CSD1.05 Election Procedures
(a) Notification of the open nomination period for Local 1000 statewide officers, District Labor Council officers, officers of DLC locals and District Bargaining Representatives shall be mailed by Local 1000 to all certified stewards, in good standing and on record December 31 immediately prior to the nomination period in each DLC no later than the first business day in January of an election year. Notification and nomination forms for General Council and SEIU International delegates will be mailed to all members in good standing. (CSDC 90/99/6, CSDC 23/00/2, CSDC 62/04/6, CSDC 16/10/2)
(b) Local 1000 nomination forms indicating self-nomination shall be accepted by the Local 1000 Election Committee until 5 p.m. on the second Monday in February. (CSDC 90/99/6, CSDC 23/00/2, CSDC 33/04/4, CSDC 62/04/6)
(c) To be valid, the Local 1000 officers, DLC, local officers, DBUR and General Council Delegate election ballots must be received by 5:00 p.m. May 20. If May 20 falls on a Saturday or Sunday the deadline will be the first working day following. (CSDC 45/95/3, CSDC 7/96/1, CSDC 90/99/6, CSDC 62/04/6, CSDC 16/10/2)
(d) Unopposed candidates shall be declared elected after nominations have been closed and the ballot shall so state. (CSDC 5/98/1, CSDC 90/99/6, CSDC 16/10/2)

- (e) All candidates will be notified of the results by May 30. (CSDC 90/99/6, CSDC 16/10/2)
- (f) Newly elected Local 1000 Officers, DLC and local officers, as well as , DBURs shall be installed (i.e. take office) no later than June 30 unless there is an unresolved election protest. (CSDC 90/99/6, CSDC 62/04/6, CSDC 16/10/2)
- (g) General Council Delegates take office at General Council. (CSDC 90/99/6, CSDC 16/10/2)
- (h) A plurality of votes cast shall determine the winner for each office. In case of a tie, the winner shall be determined by lot. (CSDC 45/95/3, CSDC 5/98/1, CSDC 62/04/6, CSDC 9/05/1, CSDC 16/10/2)

12CSD1.06 Elections Committee

- (a) The first Monday of December prior to an election year an election committee of up to five (5) members, shall be appointed by the Local 1000 President to conduct and coordinate Local 1000 elections. Members of the election committee shall not be eligible to run for any office, except Delegate to General Council. (CSDC 45/95/3, CSDC 5/98/1, CSDC 90/99/6, CSDC 42/00/4, CSDC 23/00/2, CSDC 33/04/4, CSDC 62/04/6)
- (b) The election committee, with the assistance of such staff as necessary, is responsible for:
 - (1) Preparation of the nomination form and notification to all DLC members by mail of the open nomination period, the election rules and timelines. Such notifications shall be mailed to the stewards and members of the DLCs and posted on the Local 1000 website no later than the first business day in January. The cost of the election shall be borne by Local 1000. (CSDC 45/95/3, CSDC 5/98/1, CSDC 23/00/2, CSDC 33/04/4, CSDC 62/04/6)
 - (2) Verification of eligibility of candidates and voters; (CSDC 45/95/3)
 - (3) Providing a membership list consisting of name, work phone and home phone (except CDC, CYA and the forensic units of DMH) of the electorate of the office for which he/she is a candidate to all who make a written request and are a candidate for a Local 1000 office, except for candidates for Local 1000 statewide officer positions. (CSDC 59/02/4, CSDC 33/04/4, CSDC 62/04/6, CSDC 16/10/2)
 - (4) Ensuring secret ballot elections in accordance with this policy and the CSEA and Local 1000 Bylaws. (CSDC 45/95/3, CSDC 62/04/6, CSDC 16/10/2)
 - (5) Listing delegates to the SEIU International Convention and General Council in descending order of number of votes received. The persons receiving the most votes shall be designated as delegates. This shall be repeated with each successive candidate placed on the list up to the number of delegates authorized. Each successive remaining candidate shall be placed on the list as alternate delegates. When each DLC receives notification of the number of eligible

General Council delegates, the elected delegates shall be announced. (CSDC 45/95/3, CSDC 16/10/2)

(6) Publication of the results. (CSDC 45/95/3, CSDC 16/10/2)

(7) The safekeeping of all ballots and delivery to appropriate Local 1000 staff for retention following the election protest period. (CSDC 45/95/3, CSDC 5/98/1, CSDC 62/99/3, CSDC 16/10/2)

(c) The election committee shall serve until the conclusion of the election. (CSDC 45/95/3)

12CSD1.07 Protest of Local 1000 Officers, DLC Officer, Local Officer, DBUR and/or General Council Delegate Elections

(a) An election protest committee of three (3) non-candidates (except for General Council Delegate) shall investigate all timely protests. (CSDC 90/99/6)

(b) Election protests must be in writing and received by the Local 1000 President by 5 p.m. on June 10. If June 10 falls on a Saturday or Sunday the deadline will be 5 p.m. on the first working day following. The incumbent in the protested office shall remain in office until the protest is decided. If there is no incumbent, the office shall remain vacant. (CSDC 45/95/3, CSDC 5/98/1, CSDC 90/99/6, CSDC 33/04/4, CSDC 62/04/6)

(c) Election protests shall contain all information pertinent to the charge including specific violation of policy, facts to substantiate any allegations, such as dates, times, places, names of those involved in the alleged violations and any relevant documentary evidence including written statements from witnesses. (CSDC 90/99/6)

(d) Decisions of the election protest committee shall be final and binding on the parties. Decisions shall be mailed to the parties of the protest by June 25. (CSDC 45/95/3, CSDC 90/99/6, CSDC 62/04/6)

12CSD2.00 BARGAINING UNIT NEGOTIATING COUNCILS (BUNCS)

(a) The SBAC shall elect five SBAC members to serve as the BUNC and may elect up to three (3) alternates for the first 10,000 workers in the unit. Thereafter, one (1) additional BUNC member and alternate shall be added for every 10,000 workers or fraction thereof in the unit. (CSDC 45/95/3, CSDC 90/99/6, CSDC 93/99/6)

(b) The SBAC shall elect from the five BUNC members, the Chair, Vice Chair and Alternate Vice Chair. (CSDC 45/95/3)

(c) The President shall appoint an election committee of up to four (4) non-candidate members each from different bargaining units for the purposes of conducting BUNC elections and elections for the Chair, Vice Chair and Alternate Vice Chair from the elected BUNC members. (CSDC 45/95/3, CSDC 33/04/4)

(d) The election committee shall be responsible for:

(1) Notification of eligible voters of the meeting for the nomination and election of BUNC members and officers; (CSDC 45/95/3)

(2) Verification of eligibility of candidates and voters; (CSDC 45/95/3)

- (3) Preparation of ballots; and (CSDC 45/95/3)
- (4) Counting of ballots. (CSDC 45/95/3)
- (e) A majority of votes cast shall determine the winner for each office. If there is only one (1) candidate nominated for office, he/she will be declared elected. A tie vote shall be determined by lot. (CSDC 45/95/3)
- (f) The election committee shall serve until the conclusion of the election. (CSDC 45/95/3)

12CSD2.01 Election Protests (BUNC)

- (a) A candidate for office may file a protest with the Vice President for Bargaining or designee within one hour after the election. (CSDC 45/95/3, CSDC 90/99/6, CSDC 33/04/4)
- (b) The Vice President for Bargaining or designees shall immediately appoint a hearing officer to hear the protest and to determine the validity of the protest. The decision of the hearing officer is final and binding on all parties. (CSDC 45/95/3, CSDC 90/99/6, CSDC 33/04/4)

12CSD3.00 RECALL OF ELECTED OFFICERS

Any person holding elective office within Local 1000 may be recalled from that office by using the following procedures: (CSDC 45/95/3, CSDC 39/01/2, CSDC 62/04/6)

- (a) Proponent(s) of the recall must submit a written notice of intent to recall with the President, unless the person being recalled is the President, in which case the notice shall be submitted to the Vice President/Secretary-Treasurer. (CSDC 45/95/3, CSDC 33/04/4)
- (b) The notice shall include the name and title or position of the person sought to be recalled and a statement of the reasons for recall not to exceed 100 words. The President shall notify the officer who is the subject of the petition. (CSDC 45/95/3, CSDC 39/01/2, CSDC 33/04/4)
- (c) The President or Vice President/Secretary-Treasurer, as appropriate, shall acknowledge the proponent(s) notice in writing within ten (10) days and the date of such letter of acknowledgment shall begin a thirty (30) day signature gathering period. (CSDC 45/95/3, CSDC 33/04/4)
- (d) Signatures must be gathered on a petition stating the reasons for recall and submitted to the President or Vice President/ Secretary-Treasurer. (CSDC 45/95/3, CSDC 33/04/4)
- (e) All recall petitions must be submitted to the President or Vice President/Secretary-Treasurer by no later than the close of business on the 30th day from the date of the letter of acknowledgment. (CSDC 45/95/3, CSDC 39/01/2, CSDC 33/04/4)
- (f) In order to proceed with a recall election the proponent(s) of the recall must submit the signatures of not less than 20% of the eligible voters for that office. (CSDC 45/95/3, CSDC 39/01/2)
- (g) Both the person being recalled and the proponent(s) of recall have the right to be present at the counting and validating of the signatures or they may send a

- representative at their own expense. (CSDC 45/95/3)
- (h) Within forty-eight (48) hours of the validation of signatures the President or Vice President/Secretary-Treasurer will send a written notice to the person being recalled and the proponent(s) of recall informing them of the results of the count. (CSDC 23/06/5, 45/95/3, CSDC 39/01/2, CSDC 33/04/4)
 - (i) An election caused by a recall petition shall take place within no more than 60 days of the announcement that sufficient signatures were submitted. Such election will follow the same procedures as Local 1000 policy provides for conducting an election to that office. An individual recalled from office is not eligible to run for, or hold , that office during the term from which the individual was recalled. (CSDC 23/06/5, 39/01/2, CSDC 33/04/4)
 - (j) If the recall is successful, any vacancies created shall be filled by the following process: The Local 1000 President will mail to all the affected members an election schedule that will include the nomination period, the election period and the protest period. This process shall be completed within 120 days after the vacancy crated by the recall. (CSDC 45/95/3, CSDC 27/01/1, CSDC 33/04/4, CSDC 62/04/6)
 - (k) The deadlines denoted above are maximum deadlines. Any of the individual steps required for recall may be completed sooner than indicated if feasible to do so. No part of the recall process shall take place during any part of a regularly scheduled election process. (CSDC 44/06/9, 39/01/2)

12CSD4.00 SEIU REPRESENTATIVES

12CSD4.01 Election of Delegates to SEIU International Conventions (CSDC 16/10/2)

- (a) The Local 1000 President shall appoint an election committee of up to three (3) non-candidate members for the purpose of conducting secret ballot elections for delegates to the SEIU International Conventions. The term of office shall be as defined in the SEIU Constitution and Bylaws. (CSDC 12/89 UCSWC 1/17/04) (CSDC 14/04/1, CSDC 62/04/6)
- (b) The election committee shall be responsible for: (CSDC 12/89)
 - (1) Notification to all Local 1000 members in good standing by mail of the open nomination period, the election rules, timelines, and the counting of the ballots. Such notification shall be mailed to the members' home address. The cost of the election shall be borne by the Local 1000. (CSDC 14/04/1, CSDC 62/04/6)
 - (2) Verification of eligibility of candidates and voters. (CSDC 12/89)
 - (3) Preparation and mailing of ballots. All ballots shall be a three envelope voting method; one envelope which will include the ballot and two envelopes. That ballot shall be placed in the ballot envelope and the ballot envelope shall be placed in a stamped postage-paid envelope which will have a space for the member's signature and shall be returned to the Local 1000 Election Committee. (CSDC 14/04/1, CSDC 62/04/6)
 - (4) Counting of ballots and certifying the results. The ballot count shall

be open to all members. The election committee shall verify the eligibility of each voter and then separate the ballot sleeve from the return envelope. The committee shall then remove the ballot from the ballot sleeve and after all ballots are removed, count the ballots. (CSDC 14/04/1, CSDC 62/04/6)

- (5) Ensuring secret ballot elections.
- (6) Listing delegates in descending order of number of votes received. The person receiving the most votes shall be designated as a delegate. This shall be repeated with each successive candidate placed on the list up to the number of delegates authorized. When Local 1000 receives notification of the number of eligible delegates, the elected delegates shall be announced. Each successive remaining candidate shall be placed on the list as alternate delegates. (CSDC 14/04/1, CSDC 62/04/6)
- (7) Publication of the results, and; (CSDC 14/04/1)
- (8) Safekeeping of all ballots: All ballots shall be retained by the chair of the Election Committee until after the Convention. (CSDC 14/04/1, CSDC 62/04/6)
- (c) The election committee shall serve until the conclusion of the election. (CSDC 12/89)
- (d) Any active member in good standing is eligible to be a candidate. (CSDC 12/89) (CSDC 14/04/1, CSDC 62/04/6)
- (e) The electorate body shall consist of all Local 1000 active members in good standing. (CSDC 12/89) (CSDC 14/04/1, CSDC 33/04/4)

DIVISION 13: REPRESENTATION

13CSD0.00 REPRESENTATION

Representation is the means by which Local 1000 makes its resources available in order to provide a fair and full review of any infringement of state employees' rights. (CSDC 10/89/4, 33/04/4, 11/06/02)

13CSD0.01 Representation Rights and Limitations

- (a) Local 1000 will provide, representation within the limitations set forth in this Policy File, to state employees based upon their status as follows: (BD 191/82/5, CSDC 10/89/4, 11/06/2)
 - (1) Members and fair share fee payers, within a unit for which Local 1000 is the exclusive agent, have the full right to good faith representation in any employment-related matter by Local 1000 designated representative, without charge. (BD 191/82/5, CSDC 66/94/3, 09/06/1, 11/06/2)
 - (2) Members of affiliate organizations have such rights to representation as set forth in their affiliation agreement with Local 1000 as permitted by law. (BD 56/80/2, CSDC 33/04/4, 11/06/2)
- (b) Local 1000 has the right to make fair and impartial decisions as to the merits of a particular request for representation including, but not limited to decisions: (BD 191/82/5, CSDC 33/04/4)
 - (1) Whether to undertake representation; (BD 191/82/5)
 - (2) Whether to discontinue representation at any time; (BD 191/82/5)
 - (3) Whether to recommend that a matter be settled prior to exhaustion of the applicable administrative procedures; (BD 191/82/5)
 - (4) Whether to refuse to continue representation in the event that its recommendation of settlement is not satisfactory to the employee; (BD 191/82/5)
 - (5) 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; (BD 191/82/5)
 - (6) Whether to discontinue its representation in judicial proceedings at any point prior to their exhaustion. (BD 191/82/5)
- (c) Representation will not be provided to members in matters resulting from events, which occurred prior to the date of their employment in state service for which Local 1000 is the executive representative unless required by law. (BD 191/82/5, CSDC 09/06/1)
- (d) Representation in court is not automatically afforded. If representation is denied, such denial may be appealed to the Local 1000 President. (9/06/1)
- (e) Representation is not provided in workers compensation matters. (9/06/1)

13CSD0.02 Types of Representation

Representation consists of either services or indemnity, or both.

- (a) Services consist of advice, counsel and assistance rendered by competent and qualified persons, and may include investigation, negotiation and settlement

as well as appearances before administrative, judicial or legislative tribunals. (BD 191/82/5)

- (b) Indemnity consists of money payment in reimbursement of either a portion or all of actual and necessary representation costs. Local 1000 will not indemnify anyone for costs or expenses incurred without prior authorization by Local 1000. (BD 56/80/2, CSDC 33/04/4)

13CSD0.03 Representation Before Licensing or Examining Boards

Local 1000 does not normally provide representation before licensing or examining boards but may provide such representation if the following conditions are satisfied: (BD 56/80/2, CSDC 33/04/4)

- (a) The individual seeking such representation faces revocation or suspension of his/her license and such license is a condition of employment; (BD 56/80/2)
- (b) The license or certificate is sought to be revoked or suspended because of conduct with occurred in connection with the individual's employment; and (BD 56/80/2)
- (c) The representation is specifically approved by Local 1000. (BD 56/80/2, CSDC 33/04/4)

13CSD0.04 Requests for Formal Representation

- (a) Staff may recommend that Local 1000 deny representation based on the grounds set forth in this policy (other than filing an appeal to preserve the member's rights). Those matters for which representation is granted shall be directed to appropriate staff for specific action in accordance with the decision of the representation review body. (CSDC 66/94/3, CSDC 91/99/6, CSDC 33/04/4, CSDC 09/06/1)
- (b) Local 1000 shall maintain a record of all requests for representation. Such records shall be adequate and sufficiently complete so as to advise the appropriate appeals body of the name of the person making the request, the nature of the request, the date upon which the request was received and the disposition of the request. Such records shall at all times be open for inspection by the appropriate appeals body. (BD 191/82/5, CSDC 09/06/1)

13CSD0.05 Denial of Representation

It is Local 1000's general policy to deny representation on the following grounds: (BD 56/80/2, CSDC 33/04/4)

- (a) Unapproved Actions
Local 1000 normally shall not provide representation with respect to disciplinary action arising from unapproved job actions. (BD 191/82/5, CSDC 33/04/4)
- (b) Best Interests of the Union
Local 1000 shall not provide representation that would conflict with the best interests of Local 1000 or require Local 1000 or its staff to take a position in any manner inconsistent with the bylaws or policies of the Local 1000. (BD 191/82/5, CSDC 91/99/6, CSDC 09/06/1)
- (d) Lack of Merit
Local 1000 may deny representation in matters that appear to lack factual or legal merit. (BD 101/82/3, CSDC 33/04/4)

(e) Other Representation

Local 1000 may deny representation when it determines that an individual has another representative in the same matter. (BD 191/82/5, CSDC 33/04/4)

13CSD1.00 APPEALS

13CSD1.01 Representation Appeal

- (a) Any member may appeal a staff decision to deny a request for representation in adverse actions and all other appropriate matters. (BD 14/85/1, CSDC 42/94/3, 11/06/2)
- (b) An appeal must be filed within 10 days of proof of service of the denial. (BD 14/85/1, 11/06/2)
- (c) The appeal must be in writing. The appeal shall be addressed to the Local 1000 President, Attention: Legal Services, 1808 14th Street, Sacramento, CA 95814. (BD 10/86/1, CSDC 42/94/3, CSDC 33/04/4, CSDC 09/06/1, CSDC 12/09/2)
- (d) The appeal will be heard by the Statewide Chief Stewards Committee, which shall meet to consider such appeals and make a final decision. (CSDC 91/99/6, CSDC 12/09/2)

13CSD1.02 Decision to Arbitrate and Arbitration Appeals

- (a) Decisions to advance grievances to the Local 1000 legal department to be considered for arbitration shall be made by the Area Coordinator, DLC staff person and two appropriate stewards. (CSDC 91/99/6, 33/04/04, 11/06/2, 12/09/2)
- (b) The Statewide Arbitration Coordinator shall make recommendations to the Vice President for Organizing/Representation and the Vice President for Bargaining on whether to arbitrate, combine cases, etc., or deny arbitration. (CSDC 91/99/6, 33/04/04, 11/06/2)
- (c) The Vice President for Organizing/Representation and the Vice President for Bargaining after consultation with the BUNC Chairs shall make the decision to arbitrate, combine cases, etc., or deny arbitration. (CSDC 91/99/6, 33/04/04, 11/06/2)
- (d) The decision to deny arbitration must be mailed to the members(s) within ten (10) days of the decision. (CSDC 57/92/4, 91/99/6)
- (e) An appeal of a decision to deny arbitration must be filed in writing to the Local 1000 President within ten (10) days of proof of service of the denial. The appeal shall be addressed to the Local 1000 President, Attention: Legal Services, 1808 14th Street, Sacramento, CA 95814. (CSD 57/92/4, 91/99/6, 33/04/4, 09/06/1, 11/06/2, 12/09/2)
- (f) Appeals of denial of arbitration shall be heard by the Statewide Chief Stewards Committee which shall meet to consider such appeals and make a final decision. (CSDC 16/93/1, 91/99/6, 33/04/4, 09/06/1, 11/06/2)
- (g) The committee shall maintain accurate records of matters brought before it and submit periodic reports to the Local 1000 Council. (BD 14/85, CSDC 33/04/4)

13CDC1.03 Request for Indemnification

- (a) Any member may request indemnification after a staff decision to deny representation in adverse actions or other appropriate matters. (CSDC 12/09/2)
- (b) A request for indemnification must be made within 10 days of proof of service of the denial of representation. (CSDC 12/09/2)
- (c) The request must be in writing addressed to the Local 1000 President, ATTENTION: SEIU Local 1000 Legal Services, 1808 14th Street, Sacramento, CA 95811. (CSDC 12/09/2)
- (d) The request shall be considered by the Local 1000 Council at its next regularly scheduled meeting. (CSDC 12/09/2)

13CSD2.00 ATTORNEY-CLIENT RELATIONSHIP

SEIU Local 1000 does not practice law nor solicit matters requiring legal services. It does employ staff attorneys whose services are made available in accordance with representation policy. Local 1000 may authorize representation, but having given such authorization will not thereafter interfere in the attorney-client relationship so established unless authorized by the client. (BD 56/80/2, CSDC 33/04/4, CSDC 09/06/1)

13CSD3.00 REPORTING PROCEDURES FOR REPRESENTATION ACTIVITIES

Local 1000 needs an active reporting system for all representation activities conducted by stewards and staff. Reporting requirements for Chief Stewards shall be consistent with those of staff to maintain uniformity. The Local 1000 President shall receive, on a monthly basis from the Local 1000 Chief of Staff a report of all grievances, ULPs, adverse actions and any other representation by DLC provided by staff for Local 1000. All stewards shall receive a copy of the report. (CSDC 27/99/1, CSDC 33/04/4, 11/06/2)

DIVISION 14:
LOCAL 1000 COMMUNICATIONS

14CSD0.00 AGENDAS

Copies of agendas for all statewide Local 1000 meetings shall be sent by first class mail or its equivalent to all members of the Local 1000 Council, committee chairs and Chief Stewards at least seven calendar days prior to the date of each meeting. Backup material to agenda items will be available to any member of the division prior to a statewide meeting providing a request is made in writing, at least 15, but not more than 30 days prior to such meeting. (OA 29/74, BD 110/82/3, CSDC 33/04/4)

14CSD1.00 MINUTES

The text of motions considered at all committee and Local 1000 Council meetings shall be mailed to members of the Local 1000 Council within ten working days following the meeting. Minutes of committee and Local 1000 meetings, except for the Local 1000 Agenda Committee, shall be published and distributed within a reasonable time. (CSDC 12/89, CSDC 33/04/4)

14CSD2.00 POLICY FILE UPDATES

(a) Annual

An annual updated Local 1000 policy file, reflecting all changes adopted by Local 1000 Council, shall be distributed subsequent to the first meeting of each new calendar year. (CSDC 63/93/3, CSDC 33/04/4)

(b) Updates

Within thirty (30) days following each Local 1000 Council meeting, inserts reflecting changes adopted at that meeting will be distributed. (CSDC 63/93/3, CSDC 33/04/4)

(c) Additional copies

Any member of Local 1000 may request a copy of the Local 1000 Policy File from any area office. (CSDC 72/91/3, CSDC 33/04/4)

14CSD3.00 MISCELLANEOUS COMMUNICATIONS

14CSD3.01 Position Papers, Statements and Recommendations

Position papers, statements and recommendations that reflect the position of Local 1000 shall not be made public until they have been reviewed and approved by the appropriate Local 1000 officers. (CSDC 12/89, CSDC 33/04/4)

14CSD3.02 Informing the President

A courtesy copy of all documents and fliers sent to the membership shall be sent to the President at the same time. (CSD 12/89, CSDC 33/04/4)

14CSD3.03 Union Colors and Logo

The official colors of the union are purple and gold. The official logo of the union shall be the following:



This logo shall be used in all union publications including, but not limited to letterheads, banners and the website(s). When using union funds, a district labor council whenever possible shall purchase apparel, equipment, and accessories bearing the SEIU colors and logo. (CSDC 07/04/1, CSDC 13/06/1)

Any exceptions to this basic logo must be approved by the Local 1000 President or his/her designee.

14CSD3.04 District Labor Council Web Pages on the Local 1000 Website

Each DLC shall have a single web page on the Local 1000 website that will allow DLC's the ability to keep their members up to date on union events and contract information for DLC officers. Pages will be updated monthly according to the production schedule provided by the SEIU Local 1000 Communications Department. Web page content shall be limited to :(CSDC 04/08/1)

- (a) Up to two photos;
- (b) DLC Executive Board members' names, title and contact information;
- (c) Upcoming DLC events;
- (d) Summary of the DLC strategic plan;
- (e) Links to issues relevant to DLC members.

DIVISION 15:
FAIR SHARE FEE PROVISIONS

15CSD0.00 IMPLEMENTATION

15CSD0.01 Coverage and Amount

Local 1000 shall determine which bargaining units will be covered by a Fair Share Fee Agreement and the amounts of the fair share fee (the "fee"). The fee shall be a percentage of annual dues. Fees, like dues, shall be paid in advance. (CSDC 79/93/3, CSDC 33/04/4)

15CSD0.02 Excluded from Fee

The fee shall not include the pro rata share of the costs of any benefits available only to Local 1000 members. (BD 71/86/2, CSDC 33/04/4)

15CSD0.03 Political Action Contributions

The fee shall include an amount equal to that set by Local 1000 as the amount of each member's monthly dues to be contributed for political action purposes; provided, however, that any fee payer who wishes not to make the political action contribution will receive a reduction in the fee for that amount upon receipt by the Association's Accounting Department of that fee payer's written request for a reduction of the fee in the amount of the political action contribution. Such fee reduction will continue in effect unless and until written notice to the contrary is received from the fee payer. (BD 71/86/2, CSDC 33/04/4)

15CSD1.00 RIGHTS OF OBJECTING FEE PAYERS

15CSD1.01 Chargeable Expenditures

Any fee payer shall have the right to demand and receive in accordance with the procedures set forth in this section a reduction of the fee in any amount equal to the pro rata portion of Local 1000's expenditures for which Local 1000 may not under the applicable law collect and expend fees over a fee payer's objection. (BD 71/86/2, CSDC 33/04/4)

15CSD1.02 Audit of Local 1000

During January, February, and March of each year the Local 1000 Budget Committee will close out its financial books and records for the previous calendar year and have these books and records audited by an independent accountant. The auditor will provide Local 1000 with a report verifying the amounts spent in each of Local 1000's major categories of expenditures. (CSDC 79/93/3, CSDC 33/04/4)

15CSD1.03 Financial Report

Within 90 days after the end of its fiscal year, the Local 1000 Budget Committee shall prepare a written financial report of its financial transactions pursuant to California Government Code Section and make the report available to the Public Employment Relations Board and to the members of bargaining units subject to the fee. (CSDC 71/91/3, CSDC 33/04/4)

15CSD1.04 Determination of Reduced Fees

During March, Local 1000 shall determine the amount by which it intends to reduce the fee for objecting fee payers below the rate of member dues for the upcoming "fee payer year," which is defined as the period from July 1 of the current calendar year through June 30 of the next year. Local 1000 shall also determine whether fee payers are entitled to any rebate or additional reduction of the fee for the current fee payer year. The reduced amount of the fee for objecting fee payers for the upcoming fee payer year is to take effect on July 1. Any additional reduction or rebate for the current fee payer year is to be provided to eligible objecting fee payers promptly after a determination that such reduction or rebate is warranted. (BD 71/86/2, CSDC 33/04/4)

15CSD1.05 Notice to Fee Payers

By May 15, Local 1000 shall publish to all fee payers a notice which sets forth the determinations made pursuant to this policy, including the reduction in the amount of the fee to be paid by objecting fee payers during the upcoming fee payer year and any rebate or additional reduction for the current fee payer year. The notice shall also include the following information: a description of Local 1000's major categories of expenditures in the prior calendar year as set forth in the auditor's report; the fee that will be charged to fee payers if they do not notify the division of an objection under this section; Local 1000's categories of expenditures that objecting fee payers will not be required to support; Local 1000's calculation of the amount of the reduction or rebate available to objecting fee payers; the availability of a copy of the independent audit upon which calculations were based; and the rights of objecting fee payers under this Local 1000 policy, including the procedures for making objections. (CSDC 79/93/3, CSDC 33/04/4)

15CSD1.06 Subsequent Notice to Fee Payers

Individuals who become subject to the fair share fee after the above-referenced notice is published on or before May 15, including newly hired employees in bargaining units represented by Local 1000, shall receive a copy of the notice promptly after Local 1000 has received notification from the state Controller's office of the name, home address and job classification of any such individuals. (CSDC 79/93/3, CSDC 33/04/4)

15CSD1.07 Notification of Objection

To obtain for a given fee payer year the reduction or rebate determined by the division pursuant to this policy or by an impartial decision maker pursuant to this policy, a fee payer must advise the Association's Controller in writing that he/she does not wish to support any of its activities that are not germane to collective bargaining. The letter shall indicate the objecting fee payer's name, current address, social security number, name of employer and bargaining unit. Except for new employees hired after May 15, objection letters to the Association's Controller must be postmarked no later than July 1. Fee payers hired after May 15 must send to the Association's Controller letters of objection postmarked within 45 days of the dissemination of the subsequent notice specified in this policy above in order to be eligible to have their fees partially reduced or rebated to the chargeable amount determined for all other objecting fee payers for the applicable fee payer year.

Timely notification of an objection pursuant to this section shall entitle the fee payer to a reduction or rebate only for the fee payer year to which the objection applies. (CSDC 79/93/3)

15CSD2.00 CHALLENGES TO THE DIVISION'S DETERMINATIONS

15CSD2.01 Right to Challenge

In addition to their right to object and thereby obtain a reduction or rebate of the fee pursuant to this policy, fee payers shall have the right to challenge Local 1000's determination of the reduction or rebate in a reasonably prompt hearing before an impartial decision maker. To be eligible to participate in such hearing pertaining to the upcoming fee payer year, written notice to the Association's Controller of a fee payer's desire to participate must be postmarked no later than July 1. (CSDC 79/93/3, CSDC 33/04/4)

15CSD2.02 Nature of Hearing

Objectors shall have the right to have their challenges to the amount of the reduction or rebate heard in a reasonably prompt impartial hearing before an arbitrator pursuant to the procedures set forth in this policy below, or by the California Public Employment Relations Board (PERB) pursuant to procedures developed by that body. Objectors who so challenge the amount of the fee in such a hearing are hereinafter referred to as "challengers". Notwithstanding the provisions of this policy, challengers who wish to proceed before the PERB shall not be required to notify the Association of such intentions in advance of filing with the PERB. (CSDC 79/93/3)

15CSD2.03 Result of Challenge

If any fee payer timely challenges under this section the amount of reduction determined by Local 1000 for the upcoming fee payer year pursuant to this policy, or the amount of any additional reduction or rebate provided by the division for the current fee payer year, Local 1000 will consider the basis provided for any such challenges and will make any further reduction it believes warranted by July 15, with prompt notice to the individuals who have challenged the fee. If any such challenge proceeds to a hearing pursuant to this policy, all eligible objecting fee payers shall have their fees reduced or refunded in the amount determined at the hearing for the applicable fee payer year. If no fee payer timely challenges the amount of reduction or rebate determined by Local 1000, all eligible objecting fee payers shall have their fees reduced or refunded only in that amount. (CSDC 79/93/3, CSDC 33/04/4)

15CSD2.04 Escrow Provisions

During the period while any challenge is pending to the amount of reduction for a given fee payer year pursuant to this policy, Local 1000 will place each month in an interest-bearing escrow account an amount equal to one hundred percent (100%) of those fees paid by objectors during the pendency of a review of those fees in a reasonably prompt AAA proceeding. The amount shall be distributed to fee payers and/or Local 1000 or a portion thereof retained in escrow in accordance with the decision at the hearing. In those years where there is no AAA arbitration and the only challenge to the amount of the fee is filed with the Public Employment Relations Board (PERB) or in a civil action, Local 1000 will place in escrow during

the pendency of such proceedings an amount equal to the most recent arbitrator's decision on the appropriate escrow percentage pursuant to this policy plus ten percent (10%) of the fee as an added cushion (not to exceed 100%). In such instances, the amounts held in escrow shall be distributed in accordance with the terms upon which the PERB or civil action is resolved. (CSDC 79/93/3, CSDC 33/04/4)

15CSD3.00 ARBITRATION PROCEDURE

15CSD3.01 Application of AAA Rules

The American Arbitration Association Rules for Impartial Determination of Union Fees (the "AAA Rules") shall govern all aspects of the arbitration referenced in this policy above, except to the extent that said rules are inconsistent with the provisions of this policy or may be deemed to be inconsistent with the requirements of the applicable law; in those respects, the provisions of this policy and/or of the applicable law shall govern. (BD 71/86/2)

15CSD3.02 Request for Arbitrator

As soon as possible after the close of the objection period, Local 1000 will provide a list to the AAA of those fee payers who have timely indicated a desire to challenge the amount of their fee or rebate pursuant to this policy, together with relevant identifying information. (BD 71/86/2, CSDC 33/04/4)

15CSD3.03 Consolidation and Location of Hearing

All requests for a hearing shall be consolidated into a single hearing. Subject to the provisions of this policy, the hearing shall be held in Sacramento unless all participants agree to conduct the hearing in another location. (BD 65/88/3)

15CSD3.04 Selection of the Arbitrator

Pursuant to the AAA rules, the AAA will select an arbitrator from a panel of arbitrators it will maintain for agency fee or fair share fee arbitrations. The arbitrator shall have extensive experience in labor arbitration. In addition, the arbitrator selected shall be available to preside over the hearing and to comply with the requirements of this procedure, including time requirements. (BD 71/86/2)

15CSD3.05 Notification and Representation of Challengers

Upon selection of the arbitrator, the AAA shall notify the division and the challengers of the identity of the arbitrator, who shall be subject to a challenge for cause by any party participating in the arbitration pursuant to AAA procedures. The AAA shall also notify each challenger that he/she had a right to be represented in the arbitration by counsel or other representative selected by the challenger at his or her own cost, and shall send each challenger a copy of the AAA Rules and of this policy (Division 11). The AAA shall notify all participants of the time and place of the arbitration hearing, as determined by the arbitrator. (BD 71/86/2)

15CSD3.06 Arbitration Procedures

The arbitration hearing shall begin no later than August 31. The AAA Rules shall apply to the conduct of the arbitration with the following modifications: (CSDC 79/93/3)

- (a) The participants or their designated representatives (collectively referred to as the "participants") may contact the arbitrator by telephone conference call to discuss scheduling or procedural matters, provided that all participants are

involved in the call, and they may also communicate directly with the arbitrator in writing, provided that copies of the written communication are sent to all participants. (BD 71/86/2)

- (b) Absent objection, the division shall pay the expenses and costs of the arbitrator pursuant to the AAA Rules. (BD 71/86/2)
- (c) The participants, at their option, may waive any oral hearings, including the presentation of live testimony by witnesses, and may submit the matter on affidavits and briefs. (BD 71/86/2)
- (d) Testimony at any hearing held pursuant to this section shall be transcribed or videotaped at CSEA's expense and made available to the challengers participating in the hearing upon request, along with copies of exhibits. Challengers who so desire may submit written comment or evidence to the arbitrator (or do so orally by telephone conference call) prior to the close of the hearing, but in any event not later than twenty (20) days after receipt of the transcription or video. (BD 65/88/3)

Alternatively, upon a showing of good cause, defined as a reasonable showing that one or more challengers would be otherwise denied a fair opportunity to present relevant evidence and argument, the arbitrator may require that an additional hearing be held for the presentation of evidence or argument in person by challengers in the Los Angeles metropolitan area, San Diego and/or one other location in Northern California. These hearings would be in addition to the principal hearing site, which would be in Sacramento at the Association's headquarters, unless otherwise agree to by all participants in the arbitration. (BD 65/88/3)

15CSD3.07 Decision by the Arbitrator

The arbitrator shall decide within 30 days after the close of the hearing, whether the division properly determined the amount of reduction or rebate or objecting fee payers applicable to the fee payer year(s) in question and, if not, what those amounts should be. The arbitrator shall also decide whether any portion of the fees escrowed for the fee payer year recently begun should continue to be escrowed pending any hearing pursuant to this policy on challenges to the amount of reduction or rebate for that fee payer year at or near the end of that year. In making these determinations, the arbitrator shall apply the pertinent federal and state law, and shall have no authority to order any rebate or reduction unless required by law. The arbitrator shall set forth in the decision the legal and arithmetic basis for his or her decision. (CSDC 79/93/3)

15CSD4.00 **DUTY OF FAIR REPRESENTATION**

Each fee payer is entitled to the same representation accorded to dues paying members of Local 1000. Such representation includes that currently found in this policy and any provisions that the division may add to this policy. (CSDC 79/93/3, CSDC 33/04/4)

15CSD5.00 **CONSCIENTIOUS OBJECTORS**

Any employee who is a member of a religious body described in Government Code Section 35.15.7 (c) or whose religious practices or beliefs include objections to

joining or financially supporting an employee organization may have a sum equal to the fair share fee paid to a charitable fund. Any fee payer who is a conscientious objector and has elected that his/her Fair Share Fee be paid to a charity shall be required to pay Local 1000 for the reasonable cost of providing individual representation in any grievance, arbitration, or administrative hearing under Government Code Section 3515.7 (f). (BD 71/86/2, CSDC 33/04/4)

15CSD6.00 INTERPRETATION OF DIVISION 13

These procedures are to be interpreted and applied in accordance with the decisions of the United States Supreme Court and other controlling decisions of a court of law. (BD 71/86/2)