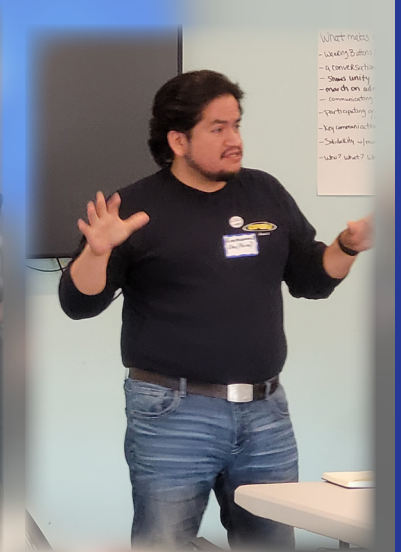
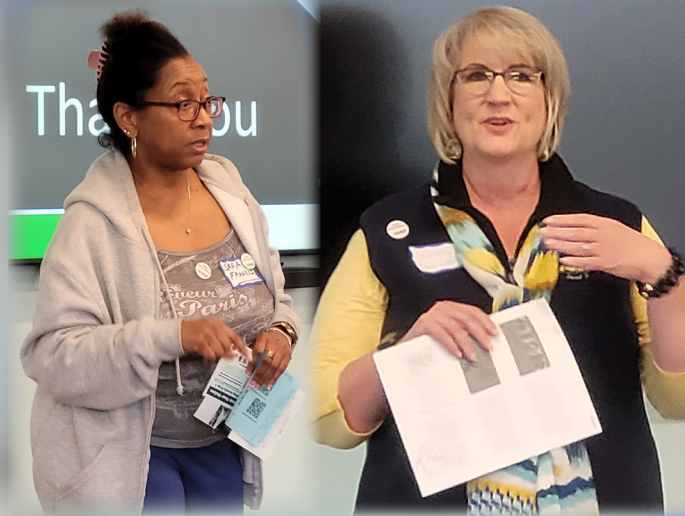




liuna#242/af-cio

SHOP STEWARDS & LEADERSHIP HANDBOOK



- What meets
- Working Buttons
- a Council Section
- Shop Safety
- more on the job
- communication
- participating in
- key communication
- Solidarity with
- what? when? etc

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revised September 2023

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This entire handbook and more can be accessed on our union website:
<https://www.opeiu8.org>.



SECTION 1

ALL ABOUT LOCAL 8

- **We are the Union**
- **Organizational Structure**
- **OPEIU Local 8 Committees**
- **PAC Donation Form**
- **Hardship Fund Deduction Authorization Form**
- **Hardship Fund Donation Form**
- **OPEIU Local 8 Officers**
- **OPEIU Local 8 Staff List**
- **Year-at-a-Glance**
- **Hardship Fund Guidelines**
- **Member Benefits**



WE ARE THE UNION

When we stand together, we're able to stick up for ourselves and win important fights. We know that facing the boss alone, we don't have much power. Our Union is not a service or an outside agency that works on our behalf, it is all of us. Our participation and engagement is the strength of our Union, and we are the Union.

When we build a strong Union, we have more influence in our workplace. We are better positioned to address workplace problems, win stronger contracts, and shape legislation that supports working people. Our Union staff and Shop Stewards support and advise us, but we do the work of this Union.

Union members shift power and fundamentally transform their workplaces. When we are active and effective, we attract more active participation.

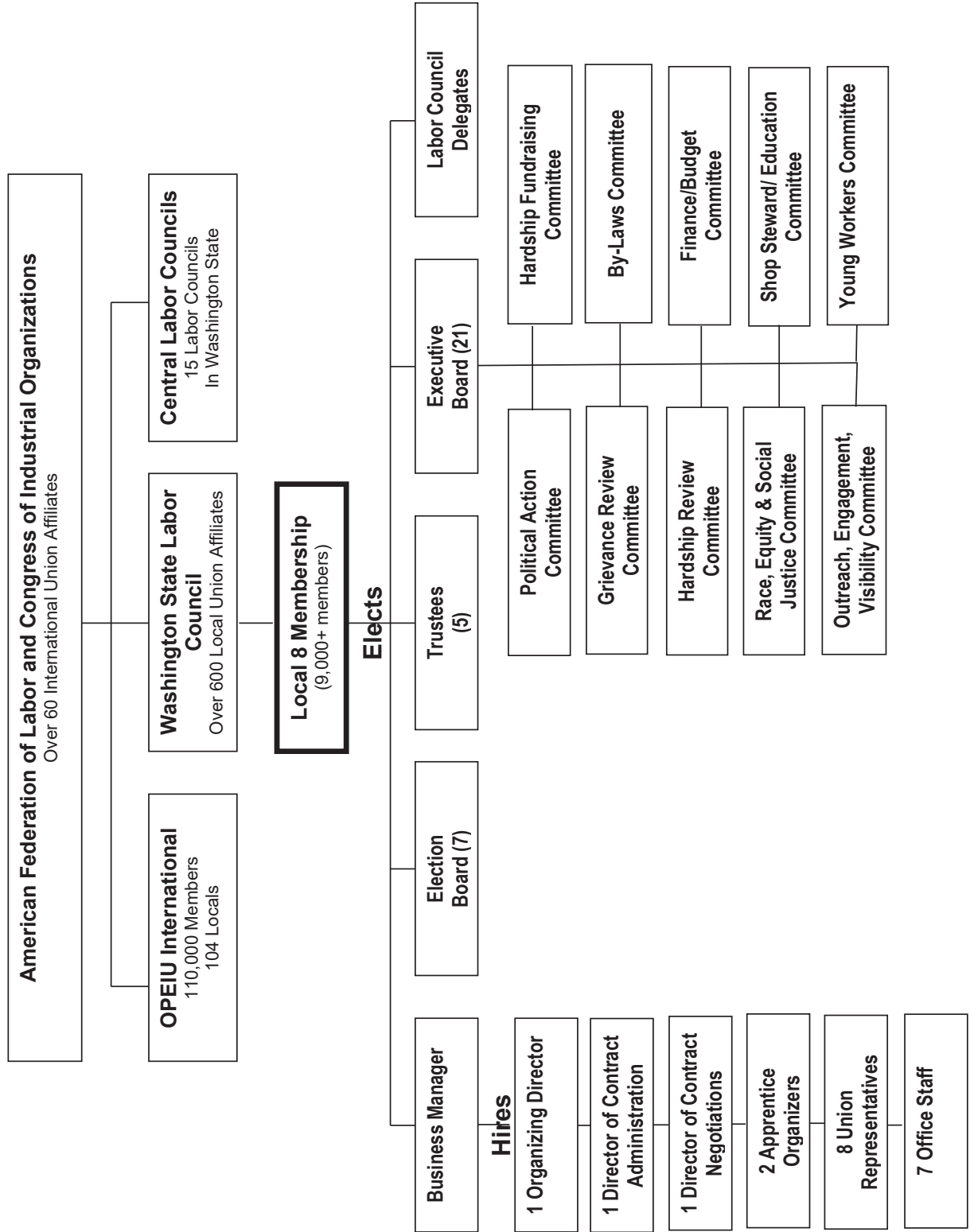
We run our Union:

- Members decide how our Union is run and dues are spent at our Membership Assemblies.
- Members serve on bargaining teams and provide direction on what to propose, and what the bargaining unit's priorities are.
- Members participate in our labor community by serving on central labor councils and the Washington State Labor Council.
- Members lead our committees that make recommendations to the Executive Board.
- The Executive Board is elected from the membership based on regional density. They run our Union between Membership Assemblies.



UNION STRUCTURE

Union Structure



OPEIU LOCAL 8 COMMITTEES

Political Action Committee (PAC) Organizes, coordinates and recommends to the Executive Board and/or membership any action on political candidates and political issues. Coordinates PAC fund-raisers and get-out-the-vote campaigns. Meets monthly on the 1st Tuesday at 6:00 p.m. by Zoom.

Contact: **Erin Adamson** (ext. 105) or **Jesse Holtzinger-Cruz** (ext. 140) or erin@opeiu8.org or jesse@opeiu8.org.

Shop Steward/Education Committee Recommends member involvement activities, decides member education and reviews other Shop Steward initiatives. Creates member communication materials, plans steward conference. Hosts monthly steward workshops. Meets as needed.

- **Steward Workshop** Supports Stewards with monthly trainings and mentorship. Meets the last Wednesday of the month from 6:00 p.m. – 7:00 p.m. by Zoom.

Contact: **Leslie Liddle** at 1-800-600-2433 (ext. 108) or **Angie Wedekind** (ext. 122) or leslie@opeiu8.org or angie@opeiu8.org.

Race, Equity and Social Justice Committee The Race, Equity and Social Justice (RESJ) Committee works to support and empower marginalized workers. We know our fates are interconnected and many workplace injustices are rooted in racism and discrimination. We are committed to fighting for social and economic justice for all through training, educational resources, public advocacy, community organizing, and creating space for hard conversations. Together in solidarity we can work to end racism and all forms of oppression. Meets monthly on the 2nd Thursday at 6:00 p.m. by Zoom.

Contact: **Valarie Peaphon** at 1-800-600-2433 (ext. 103) or **Tara Powell** (ext. 106) or valarie@opeiu8.org or tara@opeiu8.org.

Outreach, Engagement, Visibility Committee Builds Local 8's visibility and involvement in our communities. Enhance our outreach to constituency groups and cultivate Local 8's "branding" strategy.

Contact: **Corinne Cosentino** at 1-800-600-2433 (ext. 113) or **Mike Horne** (ext. 141) or corinne@opeiu8.org or mhorne@opeiu8.org.

Young Worker Group Newly created group to recruit and engage young members, under the age of 40, to become active in the Union.

Contact: **Phoebe Feldsher** at 1-800-600-2433 (ext. 119) or **Omar Cuevas Vega** (ext. 116) or phoebe@opeiu8.org or omar@opeiu8.org.

Hardship Fundraising Committee Coordinates fundraising events for the Local 8 Hardship Fund. Meets as needed.

Contact: **Patrick Pedersen** at 1-800-600-2433 (ext. 121) or **Nallely Flores** (ext. 109) or patrick@opeiu8.org or nallely@opeiu8.org.



Political Action Committee (PAC)



Political education is the most powerful tool in building power. Political action engages our members in the process of supporting candidates and policies that advance and protect workers' rights.
– Sara Franklin, Political Action Committee Chair

Race, Equity, and Social Justice Committee (RESJ)



OPEIU's Race, Equity, and Social Justice Committee is focused on bettering workers' lives not only at work but also in our communities. We know that identity, race, and workers' rights are intertwined and that for workers to live happy, safe, and dignified lives, we must experience social and civil rights too. Centering diversity, equity, and inclusion work speaks to our intentional choice not to settle for the status quo. We strive for more, always moving forward not backward, just as César Chávez poignantly stated, "Once social change begins, it cannot be reversed. You cannot un-educate the person who has learned to read. You cannot humiliate the person who feels pride. You cannot oppress the people who are not afraid anymore." – Emmanuel Flores, RESJ Co-Chair (pictured with son, Jack)

Steward Committee



The Shop Steward and Education Committee is a great place to meet and network with other OPEIU Shop Stewards, across various geographic locations and employers throughout the state. It's a place to learn and ask questions, as well as an open forum to share experiences and ideas to help strengthen everyone's Shop Steward knowledge and skills. Come join us and bring a friend! We can learn and grow TOGETHER to help benefit all of our union brothers and sisters. – Paul Bender, Shop Steward Committee Co-chair



Outreach, Engagement, Visibility Committee



Come join us for the Outreach, Engagement, Visibility Committee meetings! We meet on the 4th Wednesday of each month via Zoom beginning at 6:30 p.m and our meetings are open to all Local 8 members. We value your input and feedback as we continue to strengthen our communication with our members, within our workplaces, and within the communities where we live.

Currently, we are working on several projects:

- ✓ We are creating a Local 8 2024 calendar with photos, activities, meetings, and more.
- ✓ We will be acknowledging our members' years of service with Local 8 by honoring members with service pins and/or certificates.
- ✓ We will be selecting a community project centered around volunteering – serving meals and/or collecting items for people within our communities that are in need. We would love to have your input on this project.
- ✓ The Union in the Park events were a huge success in 2022 and Local 8 will continue hosting these events. The Outreach, Engagement, Visibility has volunteered to assist with these gatherings.

Young Workers Committee

The Young Workers Committee (YWC) is open to all Local 8 members under the age of 40. YWC seeks to empower, educate, and develop young leaders at Local 8. We seek to build community amongst each other and with the labor community at large. Together we can shape how young workers at Local 8 strengthen the labor movement at our workplaces, our Local, and beyond!



Contribute to OPEIU Local 8's

PAC

Political Action Committee



Come to our meetings!

The Local 8 PAC meets at 6 pm on the first Tuesday of the month via Zoom.

All members are welcome to participate.

Q. What is the Political Action Committee (PAC)?

A. The PAC is a group of OPEIU Local 8 members who make recommendations on contributions to be made to campaigns of labor-friendly political candidates.

Q. Can't the Union just take the money from our dues and give it to candidates?

A. No! *Union dues can't be used for political contributions.*

Q. Why do candidates need our money?

A. To pay for ads, mailers, yard signs and other campaign costs. OUR candidates — the ones who support working people — don't usually get huge donations from business interests. We can make sure our voices are heard by helping to elect the candidates who support us.

Q. What have labor-endorsed candidates done for us?

A. The representatives we have helped to elect have passed legislation in our state for strong laws for Worker's Comp; family leave and unemployment help; high minimum wage standards and more.

Q. What if I don't give?

A. We stand to lose what we've gained over the years. Corporation-backed candidates want to erode the current laws that benefit working families.

Q. Who does Local 8 Political Action Committee (PAC) give to?

A. Candidates who believe in collective bargaining rights, who stand up to protect working families, and who work for affordable housing, child care, health care, good schools and other vital social safety nets. A portion of our funds also goes to the OPEIU VOTE (Voice of the Electorate) to support national candidates.

Q. Who decides how the money is spent?

A. Members of Local 8 who contribute and the PAC make recommendations. We talk to the Central and Washington State Labor Councils to find out which candidates are in trouble and need financial help. The PAC then comes up with a list of donation recommendations and it is brought to the Local 8 membership for approval.

s:/PAC/2022/PAC flyer 9.14.22.indd
liuna#242/all-cio

VOLUNTARY POLITICAL CONTRIBUTION AUTHORIZATION

I authorize my employer _____

to withhold \$5 \$10 \$15 Other \$ _____ per month to make political contributions to the Office and Professional Employees International Union Local 8 Political Action Committee.

I understand that political contribution authorization is voluntarily made and the amounts listed above are only guidelines, and that the making of payments to the OPEIU Local 8 PAC is not a condition of membership in the Union or employment with the Employer and that I have a right to refuse to sign this portion of the payroll authorization form and not to contribute to the OPEIU Local 8 PAC or to contribute more or less than the amounts listed without reprisal.

I understand that my contribution will be used for political purposes, including the support of candidates for federal, state and local offices and issue campaigns. I understand that revoking this authorization may be done in writing at the beginning of any pay period, with a minimum notice to the employer of no less than two (2) weeks prior to the beginning of the pay period.

Signature _____ Date _____

Print Name _____

Email _____ Phone _____

Mail or fax to the Local 8 Office — 2900 Eastlake Ave E Ste 220, Seattle, WA 98102-3012; Fax: 206-441-0207



HARDSHIP FUND

for Local 8 Members in Need

Hardship Fund Deduction Authorization



I hereby authorize my Employer _____ to deduct \$_____ per month from my paycheck and forward this amount to the Secretary-Treasurer of OPEIU Local 8, AFL-CIO, by the last day of each month or in accordance with my Collective Bargaining Agreement. This authorization is signed voluntarily and with the understanding that OPEIU Local 8 will use this money to assist fellow members who are experiencing an immediate, severe and temporary financial situation due to an emergency. The remittance check will be made payable to OPEIU Local 8 Hardship Fund. **Contributions to OPEIU Local 8's Hardship Fund are now tax deductible!**

Signature _____ Date _____

Print Name _____

Home Address _____

City _____ State _____ Zip _____

Non-Work Phone _____ Personal Email _____

Check if this is a change of address.

Return this form to:
OPEIU Local 8
2900 Eastlake Ave E Ste 220
Seattle, WA 98102-3012

s:office forms/Hardship Fund Payroll Deduction Authorization.doc
psiel#1239/afl-cio
updated 2.19.21

OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL 8
1-800-600-2433 or 206-441-8880 ★ Fax: 206-441-0207 ★ www.opeiu8.org

Find us on  www.facebook.com/OPEIULocal8

Help OPEIU Local 8 Members in Need

Local 8's Hardship Fund was established in 2011 for members who are experiencing an immediate, severe and temporary financial situation due to an emergency. A 15 member elected committee decides distribution of funds. The maximum amount available to a member in a year is \$250.

The Hardship Fund is supported by generous donations from members like you. Will you consider donating to the Hardship Fund to help a member in need. *Donations to the Hardship Fund are now tax deductible!*

Levels of Support

<i>Mother Jones Champion:</i>	\$250 minimum contribution
<i>Cesar Chavez Patron:</i>	\$100 minimum contribution
<i>Clara Lemlich Angel:</i>	\$50 minimum contribution
<i>A. Philip Randolph Friend:</i>	\$25 minimum contribution
<i>Emma Goldman Ally:</i>	\$10 minimum contribution



***You can also get your worksite to pledge and be recognized.**

How to Donate

Fill out the form below and mail to OPEIU Local 8, 2900 Eastlake Ave E Ste 220, Seattle, WA 98102

Name _____	Workplace _____
Address _____	Zip _____
Email _____	
<input type="checkbox"/> Check if this is a change of address.	
I've enclosed a check for \$ _____ made out to OPEIU Local 8 Hardship Fund.	
<input type="checkbox"/> Check if we can acknowledge you and your level of support in the Local 8 newsletter and in other materials.	
<input type="checkbox"/> Check if we can acknowledge you but NOT your level of support.	

LOCAL 8 EXECUTIVE BOARD

<u>NAME</u>	<u>EMPLOYER</u>
Kellie McGuire, President	IBEW Local 77
Sara Franklin, Vice President	King County Dept. of Assessments
Suzanne Mode, Business Manager	OPEIU Local 8
Corinne Cosentino, Secretary-Treasurer	OPEIU Local 8
Katrina Ondeck, Recording-Secretary	Sea Mar Community Health Centers
Anthony Forte, Central Region	UFCW 3000
Sara Jimenez-Orozco, Central Region	Sea Mar Community Health Centers
Misha Smith, Central Region	Kaiser Permanente WA
Corina Yballa, Central Region	MLK Labor
David Olivera, Central Region	Solid Ground
Elizabeth Flavin, Central Region	Northwest Justice Project
Byram Simpson, Central Region	Plymouth Housing
Lucy Lopez, North Region	Providence Regional Medical Center - Everett
Elizabeth Maass, North Region	Providence Regional Medical Center - Everett
Bobbie Pringle, North Region	Kaiser Permanente WA
Nikki Winston, North Region	Welfare and Pension Administration Services
Robin Sullivan, East Region	Senior Life Resources
Theresa Sullivan, East Region	Washington Federation of State Employees
Yesenia Colvin, East Region	Tri-Cities Community Health
Jose Garcia, East Region	Washington Federation of State Employees
Paul Bender, South/West Region	Kaiser Permanente WA
Emmanuel Flores, South/West Region	Washington State Labor Council
Debbie Guillot, South/West Region	Washington Council of Fire Fighters
Benjamin Peterson, South/West Region	Washington Federation of State Employees
Brandon Ashford-Whitfield, South/West Region	Low Income Housing Institute
Alex Taylor-Yaconetti	Kaiser Permanente WA

TRUSTEES

David Evans	Kaiser Permanente
Lois Jamieson	IBEW Local 46
Joan Weiss	Retired
Fred Hutchins	IBEW Local 46
Shannon Mains	Seattle Housing Authority



CURRENT OPEIU LOCAL 8 STAFF

Local 8's numbers are:

Seattle Office: **(206) 441-8880 / 1 (800) 600-2433** Fax: **(206) 441-0207**
 E-mail: opeiu8@opeiu8.org * Website: www.opeiu8.org * Socials: @OPEIUlocal8

Business Manager	Suzanne Mode	Ext. 101	suzanne@opeiu8.org
Organizing Director/ Secretary-Treasurer	Corinne Cosentino	Ex. 113	corinne@opeiu8.org
Apprentice Organizer	Nallely Flores	Ext. 109	nallely@opeiu8.org
Apprentice Organizer	Omar Cuevas Vega	Ext. 116	omar@opeiu8.org
Director of Contract Negotiations	Valarie Peaphon	Ext. 103	valarie@opeiu8.org
Union Representative	Leslie Liddle	Ext. 108	leslie@opeiu8.org
Union Representative	Ida Kovacic	Ext. 117	ida@opeiu8.org
Director of Contract Administration	Erin Adamson	Ext. 105	erin@opeiu8.org
Union Representative	Angie Wedekind	Ext. 122	angie@opeiu8.org
Union Representative	Patrick Pedersen	Ext. 121	patrick@opeiu8.org
Union Representative	Tara Powell	Ext. 106	tara@opeiu8.org
Union Representative	Phoebe Feldsher	Ext. 119	phoebe@opeiu8.org
Union Representative	Mike Horne	Ext. 141	mhorne@opeiu8.org
Union Representative	Jesse Holtzinger-Cruz	Ext. 140	jesse@opeiu8.org
Office Manager	Geno Amador	Ext. 124	geno@opeiu8.org
Administrative Secretary	Libby Alejandro	Ext. 112	libby@opeiu8.org
Billing Specialist	Lynn Brown	Ext. 114	lynn@opeiu8.org
Bookkeeper	Joan De Leon	Ext. 123	joan@opeiu8.org
Graphics and Communications Specialist	Richard Cox	Ext. 111	richard@opeiu8.org
Administrative Assistant	Jessieca Navarro	Ext. 102	jessieca@opeiu8.org
Membership Accounts Specialist	Kristine Alejandro	Ext. 128	kristine@opeiu8.org



YEAR-AT-A-GLANCE

OPEIU Local 8 ★ 2024 Year-at-a-Glance

Participants must register in advance at richard@opeiu8.org or online (registration links will be available one month prior to each event.) Zoom invitations will be emailed the day before or on the day of the event. Full details on www.opeiu8.org. In-person meetings may be changed to Zoom depending on pandemic conditions.

Every Union Member is invited!

JAN	Membership Assembly	Sat., January 27	Everett	10:00 a.m. – 4:00pm
FEB	New Shop Steward Training	Thu., February 8	Zoom	6:00 – 7:30 p.m.
	Central Regional Meeting	Sat., February 24	Seattle	10:00 – 10:30 a.m. <i>New Member Orientation</i> 10:30 a.m. – 2:00 p.m. <i>Meeting</i>
MARCH	New Shop Steward Training	Sat., March 9	Zoom	9:30 – 11:00 a.m.
	North Regional Meeting	Sat., March 23	Everett	10:00 – 10:30 a.m. <i>New Member Orientation</i> 10:30 a.m. – 2:00 p.m. <i>Meeting</i>
APRIL	Shop Steward/ Leadership Conference	Sat., April 13	Seattle	10:00 a.m. – 4:00pm
MAY	Advanced Shop Steward Training	Tues., May 7	Zoom	6:00 p.m. – 7:30 p.m.
JUNE	East Regional Meeting	Sat., June 22	Tri-Cities	10:00 – 10:30 a.m. <i>New Member Orientation</i> 10:30 a.m. – 2:00 p.m. <i>Meeting</i>
JULY	New Shop Steward Training	Tues., July 16	Zoom	6:00 – 7:30 p.m.
SEPT	Shop Steward Training <i>en Español</i>	Tues., September 10	Zoom	6:00 – 7:30 p.m.
	Membership Assembly	Sat., September 28	Olympia	10:00 a.m. – 4:00pm
OCT	New Shop Steward Training	Thurs., October 10	Zoom	6:00 – 7:30 p.m.
	South/West Regional Meeting	Sat., October 26	Elma	10:00 – 10:30 a.m. <i>New Member Orientation</i> 10:30 a.m. – 2:00 p.m. <i>Meeting</i>
NOV	Advanced Shop Steward Training	Tues., November 5	Zoom	6:00 – 7:30 p.m.

A 50% rebate on your Initiation Fee will be given if you attend either a Regional Meeting, a Local 8 sponsored training, the annual Shop Steward/Leadership Training or a Membership Assembly within one (1) year of your date of hire. The Shop Steward Incentive Program will apply for attending one (1) Local 8 sponsored training during a calendar year, including the annual statewide Shop Steward/Leadership Training. (initiation fee rebate not available to members paying a \$20 or waived initiation fee)



OPEIU LOCAL 8 HARDSHIP FUND GUIDELINES

Mission Statement for the Fund:

The OPEIU Local 8 Hardship Fund provides assistance for Local 8 Members who are experiencing an immediate, severe and temporary financial situation due to an emergency.

The Hardship Review Committee of the Fund:

- Fifteen (15) Members and three (3) Alternates shall serve on the Hardship Review Committee. Committee Members must have daily access to a personal email address and be members-in-good standing for at least one (1) year.
- A quorum of six (6) Members is required to conduct business.
- If a Review Committee Member fails to respond to five (5) consecutive Hardship Fund applications without notice to the Local 8 administrator, said Committee Member will be replaced by an Alternate determined by Union seniority.
- The Review Committee will meet every August and December to review the administration of the Hardship Fund.
- All vacant Committee positions, including Alternates, will be elected to serve two (2) year terms at the September Assembly. If there is an unfilled Review Committee Member's position, an election will be held at the January Assembly to fill out the remainder of that term.

Eligibility guidelines for funds:

- Must be a Member in good standing, including Members whose termination is being grieved by the Union.
- Have suffered an emergency or catastrophic situation that has caused temporary, sudden and non-recurring financial shortfall (e.g., natural disaster, immediate family crisis, acute illness or injury).
- Are unable to meet immediate, essential expenses.

Amount(s) of available assistance to individuals:

- A maximum of \$250, with required documentation of need.
- A Member may receive one (1) hardship award within a rolling twelve (12) month period, up to a maximum of three (3) hardship awards in a lifetime.

The process to apply for assistance:

- A Member completes a Hardship Fund application – available to download from our website or be sent from the Local 8 office.



- An application must include copies of any and all supporting documentation of need (e.g., invoice, receipt, bill, rental agreement, mortgage payment book...).

Eligibility review/distribution of assistance:

- A completed application is reviewed by the Hardship Review Committee.
- The Review Committee will determine whether a hardship award will be paid directly to a particular vendor or creditor (utility, landlord...) to which the Member has a financial obligation.
- The application for assistance, with accompanying documentation, shall be responded to within three (3) business days of receipt and the release of funds as soon as possible.
- Referrals to other assistance will be provided as needed.
- Any exceptions to this Policy will be taken into consideration by this Review Committee on a case by case basis.

Funding sources for the Fund:

- Local 8 annual budget item
- Member donations – payroll deduction, bank deduction, self-mailers, on-line donations by check or credit card and donation of Shop Steward Incentive awards
- Union/Chapter/Assembly fundraisers
- Annual fundraising drive
- Member bequests

M/S/C Executive Board on September 8, 2010

M/S/C General Membership on September 25, 2010

M/S/C General Membership on September 24, 2011

M/S/C General Membership on January 28, 2012

M/S/C General Membership on September 21, 2012

M/S/C Executive Board on March 12, 2014

M/S/C General Membership on January 24, 2015

M/S/C General Membership on January 28, 2017



MEMBER BENEFITS

As Union Members, we can find most of the benefits, rights and protections in our Union Contract. However, our Union also secures some additional Member Benefits for all members. These Member Benefits are described below.

Hardship Fund

Local 8 maintains a **Hardship Fund** which provides assistance to members who are experiencing an immediate, severe and temporary financial situation due to an emergency.



Be sure to check the OPEIU Local 8 website at www.opeiu8.org and click the "Hardship Fund and Resources" option under the Resources link at the top for details on these programs and others.

OPEIU Towing/ Service Calls Benefit



Every OPEIU member in good standing (i.e. initiation fee paid in full) is entitled to two tows/service calls valued up to \$100 each per year for themselves and family living in the same household. This service program is through Nation Safe Drivers (NSD) and all calls should be made to this company only. OPEIU is not responsible for reimbursing members for calls made to other towing services, so please call the NSD number provided.

OPEIU's 24-hour Towing/Service Calls program includes:

- Free hook up and tow up to 15 miles
- Emergency roadside assistance
- Emergency lockout service
- Delivery of supplies

**CUT THIS
OUT AND PUT IN
YOUR WALLET** ↓

OPEIU Towing/Service Calls Benefit

For towing or service,

Call 1-800-617-2677

Producer Code: 74046 Plan Letter: B

If you have questions, call NSD Customer Service at 1-800-338-2680.



OPEIU App

Check out the OPEIU App! Offered in Apple and Android formats, it's available for free at your favorite app store. Download it today!

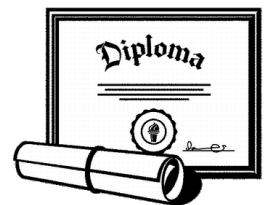
Identity Protection

OPEIU members now have a defense against identity theft at no cost to you. The OPEIU has contracted with IdentityIQ to provide technical support to help prevent identity theft and help restore your identity if you become a victim. *You must sign up to activate* this free benefit at www.OPEIUIdProtect.com, 800-637-5680 or visit www.opeiu.org for more information.

Education Benefits

OPEIU Student Debt Reduction Program

OPEIU members are eligible for the OPEIU Student Debt Reduction Program to help repay their student debt. The fund provides five awards of \$2,500 each year to a member who has completed an associate or undergraduate degree and who can demonstrate they have at least \$10,000 in student debt and their account is current. Annual application deadline is June 30.



OPEIU Discount College Benefit

OPEIU's Discount College Benefit offers up to 50 percent discounted tuition rates and still applies to your federal grant awards to reduce your out-of-pocket costs even further. It provides flexibility and numerous options for union members and their families to further their education. Whether you are interested in pursuing an associate, bachelor's or master's degree, or are seeking to enhance your professional skills with undergraduate or graduate certificates, the program has a comprehensive range of more than 50 online degree programs and certificate offerings.

Explore the various opportunities available and learn more about the discounts offered, and complete an inquiry form at www.ebsunioncollegebenefit.org/OPEIU to be matched to a school and program you are interested in. You will then be connected to support services that will answer any questions you may have and help guide you through the application and enrollment process.

Scholarships

OPEIU offers **scholarships for union members and their families**. Application deadlines are generally in the spring. Check www.opeiu8.org for information, generally available in January of each year.



UnionPlus Program

More than 40 UnionPlus benefits are available by going to www.UnionPlus.org/opeiu. You can register online to receive the benefits for this program. The UnionPlus Program can provide help with education; finances; your home; health; discounts on travel and entertainment; credit counseling; legal services and much more. Some programs provide special help if you are facing financial hardship due to job loss, disability, high hospital bills, or layoff. You can also request a complete UnionPlus brochure from the Local 8 office at 1-800-600-2433 or opeiu8@opeiu8.org.

OPEIU Insurance Benefits



\$2,000 Life Insurance Benefit / \$2,000 Accidental Death & Dismemberment Benefit

As an OPEIU member, you are automatically enrolled. You become eligible after twelve (12) consecutive months of membership. A member's good standing and eligibility for these benefits is forfeited if the member is more than two (2) months in arrears in dues during the fourteen-month (14-month) period prior to death, exclusive of the month of death. A member who is not on the active payroll due to leave, disability or other similar circumstances remains eligible only if the member keeps his/her dues payment current. Only active members are eligible for this benefit. Once retired, a member is no longer eligible. *Provided by OPEIU International, these benefit claims will be paid by Amalgamated Life Insurance Company.*

\$3,500 Accidental Death & Dismemberment

As an OPEIU member, you are automatically enrolled. No need to do anything. *Benefit claims will be paid by American Income Life Insurance.* You may get letters from Local 8 on behalf of AIL from time to time, reminding you of the benefit. There will be a card enclosed. **You do not have to send the card in or meet with an AIL representative to be covered by this benefit.**

Keep this information with your important papers so your family would know to call OPEIU Local 8 for any survivor benefits.

SECTION 2 CONSTITUTION AND BYLAWS



SECTION 3

BUILD AN ACTIVE WORKPLACE

- **Role of the Union Leader/Steward**
- **A Union Makes a Difference**
- **Organizing Your Coworkers**
- **Power of Our Dues**



ROLE OF THE UNION LEADER/STEWARD

As a Union leader, you are Local 8's representative in the workplace. Union Stewards are organizers, educators, sounding boards, and defenders of workers' rights on the job. For many members, you may be their first contact with Local 8.

Whether you've been a Steward for a long time or you're just starting out, there are many different ways we can approach stewardship.

Know the Contract

- Where to find it, what is in it, and how it works
- The Grievance procedure and timelines
- How to get it to your co-worker(s)
- If you have a question about the contract, contact your Union Rep

Know Employer Policies/Rules

- Inform your Union Representative of any policy changes
- Read your organization's updates, emails, and other communications
- Keep a current copy of the Employee Manual

Know and Talk to Co-workers

- Participate in New Employee Orientations with your Union Representative's help
- Introduce yourself and welcome new co-worker(s)
- Build trusting relationships with your co-worker(s)
- Know the different departments, job classifications and other details of your worksite
- Notify your Union Representative of restructuring or new positions that aren't in the Union

Know About Local 8

- Attend and invite your co-worker(s) to bargaining unit meetings, trainings, Regional Meetings, Membership Assemblies, and other Local 8 events
- Educate members about our New Member Rebate and Shop Steward Incentive Programs
- Share the Local 8 newsletter and announcements with co-worker(s) via word of mouth and your union bulletin board
- Read emails from Local 8 and share with co-worker(s)



A UNION MAKES A DIFFERENCE

When you join a Union you have rights non-Union employees do not have. Only Union members have the protections and benefits of a legally binding Union contract, negotiated, voted on and approved by you and your co-workers. You join together with co-workers to build an employee organization that gives you a real say over your job, puts you on more equal footing with your employer, and ensures a better economic future for you and your co-workers.

	UNION	NO UNION
A Voice on the Job	Only Union members enjoy the legal right and power to have a say on the job.	Management has exclusive control.
Wages	Pay rates negotiated to ensure fairness for everyone. Protected by a legal contract. Seniority is recognized.	Management alone decides what's fair pay and can base any raises on business needs, favoritism or anything else.
Benefits	Protected by the contract. Changes can only be made with member approval.	Can be taken away or changed at any time.
Promotions & Hiring Practices	Awarded fairly according to the process agreed to in the contract.	It's up to management.
Unfair Treatment & Job Protection	Members have a protected way to challenge any unfair or questionable treatment with support and representation from their Union. Just cause standards are applied with binding arbitration if the parties can't agree.	You're on your own. Any grievance process gives management the last word.
Working Conditions	Schedules, vacations, workload, subcontracting, standards, layoff process, hours of work are all agreed to between members and the employer and protected in the contract.	Management decides what's best for employees.



ORGANIZING YOUR CO-WORKERS: A GUIDE TO BUILDING POWER IN THE WORKPLACE

Unions have the strength and ability to tackle workplace issues that we as individuals are unable to address. New healthcare plans, organizational standards, equity and inclusion, safety standards and more are all within the grasp of what we can address. The key to building power at the workplace comes from having unity and generating actions to demonstrate solidarity.

Identify the issue:

- What is the Issue?
- Who does it impact – a large group or a few individuals?
- What are the possible solutions? Issues that are widely felt are often the most difficult to address and with unity we are able to move management toward agreement with us.

Connect with Co-Workers:

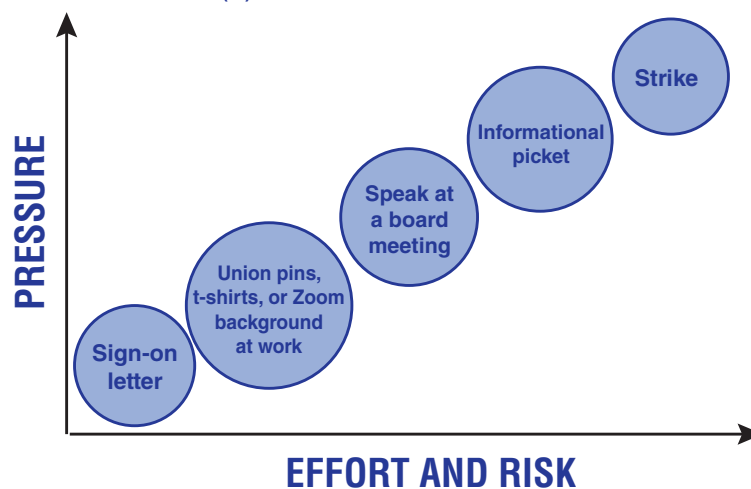
- Know the resolution: What is it you are asking for that will fix the issue?
- Will other co-workers commit to help work toward the solution?

Commit to action:

Build Power through Escalation: Systemic change often involves more than one pathway. Actions are what move us along the pathway to resolution.

ESCALATION

Start with tactics that have the lowest risk and effort then escalate to increase pressure on the decision-maker(s)

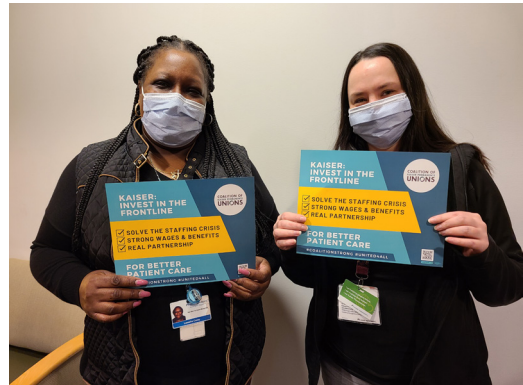


YouthCare — We Addressed a Bad Boss:

After our union election but before we won our first contract, our department was dealing with a very bad boss who was pitting staff against each other and bullying. We contacted our Union Rep with our concerns, met with them to share details, and ultimately each wrote up a description of what we had experienced. We had been threatened with retaliation by our boss, so many of us were concerned about speaking out ourselves, and when even staff had shared concerns with other managers, it had not helped. Our Union Rep ended up arranging for a meeting where we were all able to meet directly with our CEO and HR Director and share what we were dealing with. We came prepared with specifics, and by the end of the meeting it seemed like our complaints were being taken seriously. The next day we learned our bad boss had been put on leave for an investigation, and she never came back.

Kaiser Permanente – Selfie Action to Get to the Bargaining Table

It was time to start bargaining our National Agreement with Kaiser alongside other unions at Kaiser around the country, but they were not responding to our request to get dates on the calendar. We got organized and started taking selfies with our message and sharing them on social media. Thousands of workers around the country shared these selfies, and before we knew it, we had dates!



THE POWER OF OUR DUES

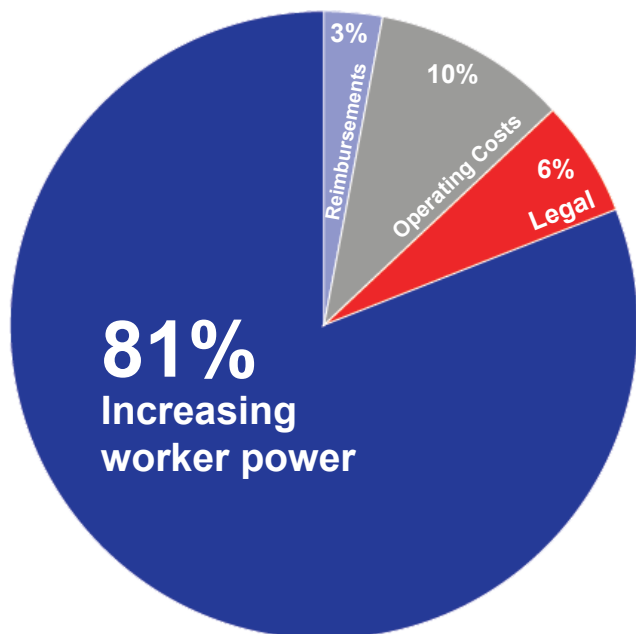
THE POWER OF OUR DUES



Our dues dollars give us the power to negotiate better wages and working conditions for all members of OPEIU 8. We are strongest when we all pool our resources and stand together.

0%

of Local 8 dues go to political candidates*



INCREASING WORKER POWER 81%

Negotiating strong contracts, representation, communications, organizing new workplaces, supporting our international union, member meetings and trainings.

FIGHTING LEGAL BATTLES 6%

Legal representation and arbitration

OPERATING COSTS 10%

Office space, equipment, supplies, printing, taxes. etc.

MEMBER REIMBURSEMENTS 3%

Initiation refunds, shop steward recognition, members' lost time.

*OPEIU 8 dues dollars aren't donated to political candidates. We ensure that our voice is represented through voluntary contributions to two separate funds: our Local's fund O.P.A.L. (Office Professionals Acting Legislatively), and OPEIU International's fund V.O.T.E. (Voice of the Electorate).



SECTION 4

REPRESENT OUR MEMBERS

- **Weingarten Rights and Steward Responsibilities**
- **Weingarten Meeting Steward Checklist**
- **OPEIU Local 8 Weingarten Rights Training Video**
- **Supervisors and Stewards as Equals**
- **Just Cause Standards**
- **The Union's Duty of Fair Representation**
- **Policies & Procedures of the Grievance Appeals Committee**



WEINGARTEN RIGHTS AND STEWARD RESPONSIBILITIES

Weingarten was a U.S. Supreme Court case that gave workers the right to have a Steward present “when a supervisor asks for information that could lead to discipline.”

It’s important to remind members about their Weingarten rights. **Members should always request a Steward or Union Representative if a meeting could lead to discipline.**

There may be times when a manager ignores an employee’s Weingarten rights. If that happens, counsel the member to stay in the room to hear the manager out, take detailed notes stating that they requested a Steward and the request was denied, and upon leaving the meeting they should contact their Union Representative *immediately*.

Steward responsibilities in a Weingarten meeting:

- Talk to your Union Rep before the meeting.
- Ask management what the meeting is about. Then you can prepare yourself and the member for the questions they’ll ask.

Meet with the member before the meeting, and advise them to:

- Be calm and ask for a break if needed.
- Be careful. Anything you say can be used against you.
- Keep answers short. Don’t volunteer anything. You can’t refuse to answer, but you don’t have to go out of your way to be helpful.
- Notify you or the Union Rep of the outcome of the investigation, to discuss next steps if needed, there is a timeline we must follow to file a grievance.

You are taking notes with as much detail as possible as to what is said in the meeting.

You can protest management browbeating the member, such behavior must be included in your notes.

You can also ask management to state the questions clearly and request a brief break to confer with the member.

You do not simply have to be passive observers during an investigatory interview, you can take an active role by assisting and counseling the member.

You’re there to make sure the member is treated fairly and to show that the union stands behind the members. Do that and you’ve done well.



WEINGARTEN MEETING STEWARD CHECKLIST

Member Information

MEMBER NAME: _____

PHONE: _____

EMAIL: _____

EMPLOYER: _____ CLASSIFICATION/POSITION: _____

SUPERVISOR: _____ EMAIL: _____

STEWARD'S NAME: _____ PHONE: _____

Weingarten was a U.S. Supreme Court case that gave workers the right to have a Steward present "when a supervisor asks for information that could lead to discipline."

Before the meeting:

- Talk to your Union Rep before the meeting.
- Ask Management what the meeting is about.
 - Read needed sections of the contract to prepare.
 - Visualize what questions will be asked and how to answer.
- Meet with the member before the meeting, and advise them to:
 - Be calm.
 - Be careful. Anything you say can be used against you.
 - Keep answers short. Don't volunteer anything. You can't refuse to answer, but you don't have to go out of your way to be helpful. I don't know is an acceptable answer.
 - Advise member of questions you expect to be asked.
 - If you need a break, ask for one.
- Bring a copy of the Union Contract with you.

At the meeting:

- Take notes with as much detail as possible.
 - Who is in attendance?
 - What is said and by who?
 - What is the date and time of the meeting?
- You can protest management browbeating the member, such behavior must



- be included in your notes.
- You can also ask management to state the questions clearly and request a brief break to confer with the member. It is ok to ask management to slow down or repeat themselves.
 - You do not simply have to be passive observers during an investigatory interview, you can take an active role by assisting and counseling the member; however, you cannot answer questions for them.
 - You're there to make sure the member is treated fairly and to show that the union stands with the member. Do that and you've done well.
 - Request copies of documents presented in the meeting.

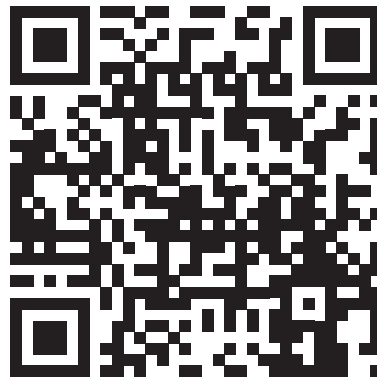
After the meeting:

Send your Union Representative a copy of the notes.



OPEIU LOCAL 8 WEINGARTEN RIGHTS TRAINING VIDEO

Scan the QR code below to watch OPEIU Local 8's award-winning Weingarten Rights Shop Steward Training Video.



SCAN TO WATCH

STEWARDS AND SUPERVISORS AS EQUALS

A Steward “is properly subject to discipline for his actions as an employee, but is immune from discipline when acting clearly within the scope of his recognized union duties and responsibilities.”

— Arbitrator Byron Abernethy

When Stewards are performing Union functions spelled out in the contract or acting in their official capacity, they are considered equals with management. The National Labor Relations Board (NLRB) rules that Stewards must be free to challenge management statements.

Stewards act in an official capacity when they:

- Investigate grievances
- Request information
- Present a grievance
- Act as a Weingarten representative
- Participate in a Labor/Management meeting
- Stewards act in an individual capacity when they discuss their own work assignments, performance or evaluation.

GREATER LEEWAY ALLOWED

A vigorous or heated argument between an employee and a supervisor might lead to a charge of insubordination against an employee. However, Stewards are allowed greater leeway than the average employee in discussions with management because they are acting in an official capacity as an agent or representative of the Union.

However, Stewards should avoid unprofessional language and attacks on the Employer.

QUESTIONS AND ANSWERS

Q: Can a Steward be penalized for refusing a management order or telling a coworker not to obey a supervisor?

A: Stewards should follow the universal rule of “obey now, grieve later” or they may be subject to discipline.

Q: How about an order to do something unsafe?

A: Answer these questions before refusing an order you believe is unsafe: (1) Do you have a reasonable belief that there is a real danger of death or serious injury? (2)



Did you ask management to eliminate the danger and it refused to do so? (3) Is the danger so urgent you cannot wait for a WISHA inspection, and (4) Is there no reasonable alternative?

Q: Are Stewards protected if they speak up during staff meetings?

A: As long as management has not clearly prohibited all employee comments, Stewards have a legal right to speak up (but not be disruptive), including criticizing Employer policies.



JUST CAUSE STANDARDS

Just Cause is a provision in a union contract which guarantees that employees can't be disciplined or terminated without meeting "Just Cause" standards. In Washington State, employees **without** a union contract can be fired "at will" and employers do not have to use Just Cause standards.

The following questions should be asked in order to establish whether a situation meets the standards of Just Cause. The questions reflect the seven standards frequently applied by arbitrators.

1. **Was the employee warned in advance that certain behavior could result in discipline?** The rule and penalty must have been communicated to the employee in advance. Employee must be told of the consequences of his or her actions. Certain offenses, i.e. major theft or violence on the job, may not require forewarning.
2. **Were the employer's rules reasonable?** Could an employee be expected to follow the rule or policy in question or would this be impossible? Are the rules available and understandable? Remember, unless you believe obeying a rule or order will seriously and immediately jeopardize your personal safety and/or someone else's, it's best to "obey now, grieve later".
3. **Was there an investigation before the discipline?** Did the employer, before administering the discipline, make an effort to discover whether the employee did in fact violate or disobey a rule or employer's order?
4. **Was the investigation conducted fairly?** Was the investigation done fairly and impartially, or was there evidence of an effort to "burn" or "trap" an individual employee for practices that are generally unchallenged? Did the employer talk to all witnesses? Was the grievant given a chance to explain the incident? Are there extenuating circumstances behind the employee's action? There might be physical or medical reasons underlying absenteeism or poor work performance. A fight might have been provoked.
5. **Did the investigation turn up substantial evidence of wrongdoing?**
6. **Are the rules enforced *uniformly and consistently*?** Is there evidence of discrimination or harassment? There may be others with similar or worse work records who have not been disciplined. This can often, but not always, be used to show unequal treatment. However, the employee's past disciplinary record may be used to justify a more serious penalty.
7. **Does the punishment fit the "crime" and the past record of the employee?** Discharging an employee for a single absence or for a minor violation of management



rules is generally considered inappropriate. Was there progressive discipline? An employee's record of good behavior may form the basis for a lesser penalty. The burden of proof shifts to the Union to demonstrate that a penalty is too severe.



THE UNION'S DUTY OF FAIR REPRESENTATION

Labor unions are required by law to represent all workers covered by the contract fairly and completely. It's legally known as the Duty of Fair Representation or DFR. As a steward, your decisions represent all OPEIU 8 the organization. You may have to represent members who are unpopular, who oppose the union, or are difficult to get along with. It is important to remember that we are all represented by the union and the Duty to Fair Representation requires Shop Stewards and Union Representatives to withhold personal bias.

Unions cannot discriminate in grievance handling for improper reasons such as race, gender, sexual orientation, religion, union activities, personal bias, membership status or personal views of the grievant. The Duty to Fair Representation does not mean that you are guaranteed to win a grievance and unions do not have to get every remedy a grievant wants to satisfy the Duty to Fair Representation.

How to Uphold Duty to Fair Representation

- 1. Never miss a grievance timeline by failing to file a grievance or advance the grievance. Remember, a grievance can be withdrawn but you only have a limited time to file or advance the grievance.**
- 2. Conduct a fair and thorough investigation.**
- 3. Base your case on facts, not assumptions.**
- 4. Keep the grievant(s) in the loop – inform your co-worker of each step in their grievance process and what's next.**
- 5. Maintain records.**

At Local 8, it is almost always Union Representatives who file grievances on behalf of members. Talk to your representative before filing a grievance. If you feel there is a conflict of interest, you may request that your Representative help reassign the case. Generally, a grievance should be filed in the case of a timeline running out, even if it is later decided to not have merit and is withdrawn.

Although the union has a legal duty to fairly represent members when they believe their rights have been violated, the union is allowed by law to make a reasoned judgment about the merits of a grievance, to balance the interests of the whole bargaining unit and to take sides between two members if necessary.

The merits of a grievance depend on a combination of factors including:

- The contractual or legal basis
- The facts of the case
- The impact on the bargaining unit and the contract
- The remedies available through the grievance procedure



Arbitration

If the union and employer cannot settle a grievance, the final step of the process is to take the case to arbitration. When this step is reached, a neutral third-party arbitrator is chosen from a list mandated by the contract. That arbitrator reviews the facts of the case and decides how to settle the grievance. The arbitrator's decision is final and binding under Local 8 contracts.

A union is not responsible for taking every case to arbitration, but it must be able to show a rational reason for not pursuing the case further. Some typical reasons include:

1. The nature of the violation and the degree of seriousness of the penalty or action.
2. How the case could affect the unit as a whole.
3. Cost may be considered in a decision but should not be the primary reason for dropping a case.

In a case where the Union decides not to take a grievance to arbitration, the grievant may request a review by the Grievance Appeals Committee if they disagree with the union's decision.



POLICIES AND PROCEDURES OF THE GRIEVANCE APPEALS COMMITTEE

The Grievance Appeals Committee hears appeals from members who disagree with the union's resolution or recommendation of their grievance. The committee decides whether to uphold the Union's recommendation or not. Their decision is final.

1. OPEIU Local 8 currently maintains collective bargaining agreements with over 100 employers governing the wages, hours and working conditions of over 7,000 employees. These agreements establish a grievance and arbitration procedure for resolving disputes concerning matters covered by the agreements, and the union has sole responsibility for determining which disputes shall be carried to arbitration.
2. The union's costs for pursuing grievances through initial investigative steps to arbitration are substantial, including union staff time, witness and travel costs, arbitrator fees, hearing room charges and, when applicable, legal counsel. The union's resources are necessarily limited.
3. Grievances may be of many types, ranging from simple to complex, and from relative insignificance to critical importance to individual employees and to the union as an institution. Moreover, the unsatisfactory resolution of a particular grievance can establish precedents detrimental to other cases.
4. In view of the foregoing factors, discretion must be exercised concerning which grievances shall be pursued to arbitration, which shall be settled or dropped, and which require the assistance of legal counsel.
5. The Union Representative shall investigate each grievance as reasonable under the circumstances and where it is determined that the union will no longer pursue a grievance, the member will be notified that the grievance will be dropped.
6. The member may appeal the decision of the Union Representative by notifying the Local's President by phone c/o the union office within three (3) business days, followed by written confirmation postmarked within five (5) days of notification of the decision, that he/she wishes to appeal the decision to the Grievance Appeals Committee.
7. The Grievance Appeals Committee which shall be comprised of three (3) experienced Local 8 Shop Stewards, including at least one Steward who is an Executive Board member (unless there are no stewards on the Executive Board) shall be appointed by the Local 8 President. Experienced shall be defined as a Steward with at least three (3) years of service and demonstrated ability to represent employees during grievance procedures. The Grievance Appeals Committee shall choose its chair and shall convene as necessary to hear employees' appeals over decisions of the Union Representative not to pursue the grievance to arbitration. The



President shall also appoint a union staff liaison other than the Union Representative involved with the case to provide advice and technical information to the Committee.

8. The member shall be notified of the time and place of the appeals meeting. The member and the Union Representative shall provide any written information they plan to submit at least seven (7) days in advance of the appeals meeting. The appeals meeting will be held as soon as possible in order to preserve arbitration timelines.
9. The member and the Union Representative shall be allowed reasonable time in which to present their respective cases, take notes, and ask any questions pertaining to the grievance.
10. The member and the Union Representative may be allowed to present witnesses on their behalf, however, the Chairperson shall have authority to determine whether witnesses shall be allowed to remain through the appeals hearing.
11. The Grievance Appeals Committee will render a decision whether or not to pursue the grievance to arbitration within five (5) days and will notify the member of the decision.
12. The Grievance Appeals Committee shall report its actions to the Executive Board at the next regular Board meeting following the 5-day time frame and its determination shall be final.



SECTION 5

KNOW OUR RIGHTS

- **Family Leave Laws**
- **Protected Sick Leave**
- **American Disabilities Act & Reasonable Accommodations**
- **WLAD & EEOC**



FAMILY LEAVE LAWS

Federal Laws

The Federal ***Family and Medical Leave Act*** (FMLA), passed in 1993, applies to private sector employers with 50 or more employees, as well as public agencies. It guarantees eligible employees up to 12 weeks of unpaid leave in a defined 12-month period with no threat of job loss. It also requires that employers covered by the law maintain health benefits for eligible workers just as if they were working.

To be eligible, employees must be employed by a covered employer, have worked at least 12 months, have at least 1,250 hours of service during the 12 months before leave begins, and be employed at a work site with 50 employees within 75 miles.

Eligible employees may take FMLA leave for the birth or placement of a child for adoption or foster care, to care for a spouse, son, daughter, or parent with a serious health condition, or for their own serious health condition.

Employees can also qualify for FMLA Military Family Leave because of a qualifying reason arising out of the covered active duty status of a military member who is the employee's spouse, son, daughter, or parent, or to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin of the covered servicemember.

When medically necessary, the leave may be taken intermittently.

More information can be found here: <https://www.dol.gov/agencies/whd/fmla>

State Laws

Washington Paid Sick Leave Law

Employees accrue paid sick leave for all hours worked. An employee must accrue at least one (1) hour of paid sick leave for every forty (40) hours worked as an employee. Employers may provide employees with a more generous paid sick leave accrual rate.

Leave may be used for an employee or their family member's mental or physical illness, injury, or health condition, need for a medical diagnosis, or preventative medical care. It can also be used if an employee's workplace or child's school or place of care has been closed for any health-related reason by order of a public official, or for employee's absence from work for reasons that qualify under the state's Domestic Violence Leave Act (DVLA).



If you use your paid sick leave for any reason allowed by this law, your employer is prohibited from disciplining you for this absence. And use of protected sick leave cannot be counted against employee for benefits such as bonuses, etc.

More information can be found here: <https://www.lni.wa.gov/workers-rights/leave/paid-sick-leave/>

Washington Domestic Violence Leave Act (DVLA)

Washington State provides victims of domestic violence, sexual assault, or stalking, the opportunity to take time off from work. This leave is available to all employees and qualifying family members. Victims and their family members can use domestic violence leave for legal or law enforcement assistance and court proceedings, medical and psychological help, help from social service programs, safety planning, or relocating.

Domestic violence leave is not limited by an employee's available paid time off. It can include reasonable amounts of unpaid leave. Employees can also request a reasonable safety accommodation from their employer. An employee's job is protected by law when using this leave.

More information can be found here: <https://www.lni.wa.gov/workers-rights/leave/domestic-violence-leave>

Washington Paid Family and Medical Leave Act (PFMLA)

PFMLA is organized as a statewide insurance program administered by the Employment Security Department (ESD) and funded through premiums employees and employers contribute through payroll withholding. In addition to paid leave, it guarantees eligible employees job protection and a continuation of benefits.

PFMLA allows most employees up to 12 weeks of paid leave for bonding after the birth or placement of a child, an employee's serious health condition, a serious health condition of a qualifying family member, or certain military events. Up to 16 weeks of leave may be available when family and medical leave are used in combination (e.g., birth mother pregnancy and parental leave), and an additional 2 weeks of leave is available as a result of pregnancy complications.

Washington's Paid Family and Medical Leave program does not replace the federal Family and Medical Leave Act (FMLA), and in many cases, PFML and FMLA will run concurrently but may also run consecutively.



Employees can receive PFML benefits if they meet eligibility criteria and experience a qualifying event. Eligible employees have worked at least 820 hours in Washington State during one of the following: the first 4 of the last 5 calendar quarters, or the last 4 calendar quarters immediately before the application for leave.

The weekly PFML benefit amount is calculated by ESD and will depend on how much the employee earns in a typical week. When you take paid leave, you can receive up to 90% of your weekly pay up to the maximum. In 2023, the maximum weekly benefit is \$1,427 per week. Payment is submitted either as a direct deposit to a bank account (if application is submitted online) or a pre-paid gift card that can be used anywhere.

Employers may allow – but can't require – employees to 'top off' PFML with supplemental benefits like PTO, vacation, or sick time (often addressed in your CBA). Employers must report employee's supplemental benefit usage to ESD. Employees can use PFML and short-term disability at the same time (check policy), except receipt of short-term disability (STD) will reduce the PFML benefit paid.

If the leave is foreseeable, employees should notify their employer at least 30 days before leave. Employees apply for leave on the ESD website after the qualifying event and receive a determination in the mail. There is then a waiting week, and then the employee files weekly claims to continue getting paid. Although Employees can use sick leave or PTO during the waiting week, they should also apply for and use Federal FMLA for the waiting week to ensure continuation of healthcare coverage.

Eligible employees are guaranteed job protection for the duration of their leave, provided they have worked for you for 12 months or longer and have worked 1,250 hours (about 24 hours a week) in the year before the first day they take Paid Leave.

Employers are not required to keep an employee's job for them if any of the following is true: they employ fewer than 50 people, the employee has worked for the company for less than a year, or the employee has worked less than 1,250 hours (about 24 hours a week) for the company in the year before they took leave.

More information can be found here: <https://paidleave.wa.gov/>

Washington Family Care Act

If an employee is entitled to personal sick leave or PTO (either under an employer's policy or under a CBA), then that employee must also be allowed to use that time to care for a child, spouse, parent, parent in-law, or grandparent.

More information can be found here: <https://www.lni.wa.gov/workers-rights/leave/family-care-act>



Local Laws (Seattle Sick/Safe)

Seattle's Paid Sick and Safe Time (PSST) Ordinance requires employers operating in Seattle to provide all employees with paid leave to care for themselves or a family member with a physical or mental health condition, medical appointment, or critical safety issue. The Seattle Office of Labor Standards (OLS) is responsible for administration of this ordinance and compliance assistance and enforcement services to workers and employees. Seattle's PSST ordinance and rules largely mirror statewide paid sick leave, but Seattle PSST has some requirements that are more protective for employees of medium and large employers, for example around minimum accrual and carry-over amounts.

More information can be found here: <https://www.seattle.gov/laborstandards/ordinances/paid-sick-and-safe-time>



Washington Leave Law	Paid or Unpaid Leave	Family Members Covered	Leave Allowed	Employer-Employee Criteria
<p>Paid Sick Leave RCW 49.46 WAC 296-128</p>	<p>Paid sick leave only applies when employees have accrued, unused leave for use</p>	<p>Child, a parent, a spouse, a registered domestic partner, a grandparent, a grandchild, or a sibling</p>	<p>Employees must be allowed to accrue at least one hour of paid sick leave for every 40 hours worked. Employees may use their accrued, unused paid sick leave to care for an employee's self; to care for an employee's "family member"; when the employee's place of business, or the employee's child's school or place of care has been closed by order of a public official for any health-related reason; absences that qualify for leave under the Domestic Violence Leave Act; and additional purposes allowed by the employer</p>	<p>Applies to Washington businesses that meet the definition of "employer" under the MWA, regardless of employer size; Applies to Washington workers unless they do not meet the definition of "employee" under the MWA</p>
<p>Family Care Act RCW 49.12.265 WAC 296-130</p>	<p>Paid Leave</p>	<p>Child, spouse, registered domestic partner, parent, parent-in-law, grandparent</p>	<p>Use of paid leave for care of a sick family member</p>	<p>No size requirement; Employee must have a paid leave benefit</p>
<p>Paid Family and Medical Leave RCW 50.A</p>	<p>Paid Leave</p>	<p>Child, grandparent, parent, sibling, spouse</p>	<p>12 weeks annually Exception: Can be extended 16 to 18 weeks in some instances related to childbirth</p>	<p>With very few exceptions, employers will have a responsibility to report employee wages, hours worked, collect and remit premiums Employers may have an approved voluntary plan Self employed and those employed by a federally recognized tribe may not be automatically eligible. Employee must have worked 820 hours in approximately the last 12 months for a Washington based employer</p>
<p>Leave for Victims of Domestic Violence, Sexual Assault, and Stalking RCW 49.76 WAC 296-135</p>	<p>Unpaid unless employee wishes to substitute paid leave</p>	<p>Child, spouse, parent, parent-in-law, grandparent, or person the employee is dating</p>	<p>Reasonable leave for domestic violence, sexual assault or stalking - for legal, or law enforcement assistance, medical treatment, counseling, victim advocate, safety, or relocation</p>	<p>All employers and employees; No eligibility requirements</p>

Leave for Spouses of Military Personnel RCW 49.77	Employee may choose to substitute paid leave	Spouses of all military personnel	15 days leave per deployment prior to deployment or when spouse on leave from deployment	All employers; Employees who work ≥ 20 hours a week on average
Leave for Certain Volunteer Emergency Services Personnel RCW 49.12.460	Unpaid	Employee	Leave related to an alarm of fire or an emergency call for volunteer firefighters and reserve officers; Leave related to emergency service operation for civil air patrol members	Employers who had ≥ 20 full time equivalent employees in the previous year
Leave for Legislative Services (Title 49 RCW)	Unpaid unless employee wishes to substitute paid leave	Employee	Time off to perform any official duty as a member of the legislature during regular and special legislative sessions.	Employee is considered anyone that is a member of the state legislature Employer is defined as the state, state institutions, and state agencies, any unit of local government including but not limited to, a county, city, town, municipal corporation, or political division.

AMERICANS WITH DISABILITIES ACT & REASONABLE ACCOMMODATIONS

Disability rights are civil rights, and the Americans with Disabilities Act (ADA) protects people with disabilities from discrimination in employment. The ADA prohibits discrimination of a protected class as defined by the law in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. As a Steward, part of your role is to educate your coworkers about their rights.

If you have a disability and need accommodation to meet the essential function of your job, your Union contract or Human Resources will have more information about how to apply for a reasonable accommodation.

One example of a reasonable accommodation is if you develop carpal tunnel you can request an ergonomic keyboard from your employer. Allowing a flexible work schedule or even a preferred parking space are other examples of types of reasonable accommodations.

Every person is different, and so every accommodation is unique. Your employer must engage in an interactive process with the employee to find a solution.

Your employer may not be able to grant your preferred arrangement and can offer a different solution. For example, if you request telework and they offer you a private office. This could include offering you an entirely different position. Just as we expect the employer to work with us to find a solution, we may also need to compromise in order to continue employment.

There are certain situations where the employer can deny your reasonable accommodation request if it creates an undue hardship to the employer or you are unable to perform the essential functions of your job. For example, if you request to telework for a position that can only be performed in-person.

Your employer should provide forms for you and your provider to complete and then set a meeting with you to discuss options. Your feedback is important in the process. You can also include your Union Representative in these conversations for additional support.



WASHINGTON LAW AGAINST DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITIES COMMISSION

In addition to federal protection under the Americans with Disabilities Act (ADA), Washington State has an anti-discrimination law, the Washington Law Against Discrimination (WLAD).

The WLAD protects discrimination based on race/color, creed, national origin, marital status or families with children, sexual orientation/gender identity/sex, age (in employment), veteran or military status, sensory mental, or physical disability, use of a trained dog guide or service animal by a person with a disability, HIV or Hepatitis C, breastfeeding (in a public accommodation), and state employee whistleblowers.

The Washington State Human Rights Commission (WSHRC) investigates complaints of discrimination and unfair practices.

The Equal Employment Opportunity Commission (EEOC) is another resource when faced with discrimination. Their website contains more detailed information about the ADA, and they can help file and pursue discrimination cases. It is their role to enforce federal laws that make it illegal to discriminate against a job applicant or employee.

Our Union Representatives can pursue discrimination cases through the grievance procedure, and these agencies are another resource that help members pursue these cases.

For members that live in Seattle/King County, the Seattle Office of Civil Rights is another resource that can help members pursue discrimination cases.



SECTION 6

POLICIES/FORMS

- **Shop Steward Election/Notification Policy**
- **Shop Steward Recognition Program**
- **Member Expense and Time Loss Reimbursement Policy**
- **OPEIU Local 8 AFL-CIO Code of Conduct**
- **OPEIU Local 8 Solidarity Resolution**



SHOP STEWARD ELECTION/NOTIFICATION POLICY

1. Volunteers, with approval of the Union Representative(s) for that bargaining unit, may fill Shop Steward positions. If there are more volunteers for a position, or if requested by a member, an election shall be held for newly vacated Steward positions or positions open in newly created bargaining units.
2. The election process for Shop Steward vacant positions shall vary from bargaining unit to bargaining unit. The Union Representative(s) for the bargaining unit in which the election is to take place shall determine how and when an election is to take place. This should be done in consultation with any existing Stewards.
3. The Union Representative(s) in consultation with any existing Shop Stewards shall decide on the number of Stewards for each bargaining unit. As a guide, the ratio of one Steward for every 50 members should be used to determine the number of Shop Stewards for a particular worksite and/or bargaining unit.
4. A Shop Steward shall remain in his/her position unless he/she leaves the bargaining unit, is removed for cause (as described in #5), voluntarily resigns as a Steward, is no longer able to fulfill the duties of a Steward, or where co-workers have requested in writing to have a new Steward election.
5. The Executive Board on the recommendation of the Business Manager may remove a Shop Steward for cause. The Steward shall have the right to request a hearing on the matter. The request shall be made within fourteen (14) days of the receipt of written notification of removal. A committee of Executive Board members appointed by the President shall conduct the hearing and the Steward will be allowed to address all points that have been raised in support of removal. The committee shall make a recommendation to the full Executive Board, which will have the final decision on the matter.
6. A Chief Shop Steward position may be created in those bargaining units of 75 members or more. Bargaining units with 500 or more members may have an additional Chief Steward; otherwise there shall be no more than one Chief Steward in any bargaining unit.
7. Elections shall be held for the position of Chief Shop Steward. Elections shall be held at least every two years for this position. The Election Process shall vary in each bargaining unit, and shall be decided by the Union Representative for that unit in consultation with current Shop Stewards.
8. Notification. The Union Representative shall notify in writing the new Shop Steward, the Employer and the OPEIU Local 8 office of the official date the member assumed the position of Shop Steward. The written notification shall be



submitted as close to the time the Steward assumes the position as possible. The written notification shall be used by the OPEIU Local 8 office staff to determine the date the Steward is eligible for any Steward Recognition Program qualifying events.

M/S/C by Executive Board March 8, 2006

M/S/C by General Membership April 26, 2006

M/S/C by Executive Board July 11, 2007

M/S/C by General Membership September 26, 2007

M/S/C by Executive Board January 12, 2011

M/S/C by Membership Assembly January 22, 2011



SHOP STEWARD RECOGNITION PROGRAM

This policy seeks to recognize the service and support provided by Local 8 Shop Stewards. The policy also seeks to encourage participation, skill building and experience to best serve Local 8 members. **See other side to find out how you can donate your reimbursement to the Local 8 Hardship Fund or to the Local 8 Political Action Committee Fund!**

1. Stewards must sign in on the Union sign-in sheet at each of the required meetings or training segments attended in order to receive reimbursement. Failure to sign in will result in that particular qualifying event not being counted towards the total.
2. Stewards must request their equivalent dues reimbursement in writing between December 1 and January 31 of each year for the preceding year.* There are no exceptions to this time frame. The Steward must be a member in good standing at the time the qualifying event occurs.
3. The maximum number of equivalent dues reimbursed shall be 8 (eight) months per Steward, per calendar year. This amount shall not exceed the amount of dues paid.
4. Stewards will receive the equivalent of their average monthly dues using the previous 12 (twelve) months received by Local 8 using the following formula for qualifying events:

Qualifying Events	Equivalent Months in Dues
Attend a Regional Meeting**(see below)	2 months
Attend an Assembly	3 months
Attend a Local 8 Sponsored Committee Meeting (i.e. Steward Committee, Election Committee, PAC)	1 month
Attend a Local 8 or Approved Labor Sponsored Training	2 months

5. All Stewards are expected to attend a minimum of 1 (one) qualifying event.
6. For Committee Meetings where phone conferencing is available, calling in shall be allowed in lieu of in person attendance.
7. Questions arising from whether a Committee Meeting or Labor Sponsored Training is approved as a Qualifying Event shall be determined by the Local 8 Executive Board.



8. Qualifying events can be combined in any manner from 1 (one) month to 8 (eight) months. For example, a Steward could attend 1 (one) Assembly, **2 (two) Regional Meetings and 1 (one) Committee Meeting for a total of 8 (eight) months equivalent dues reimbursed. Or, a Steward could attend 2 (two) Regional meetings for 4 (four) months equivalent dues reimbursed or a Steward could attend 1 (one) Training and get 2 (two) months equivalent dues.

*In accordance with IRS rules, the money paid to Shop Stewards for completing qualifying events must be considered taxable income. If the amount of all taxable income, including but not limited to, time loss for negotiations, is \$600.00 or more, Local 8 will issue you a 1099 form.

****Only Regional Meetings as approved by Members at the January Assembly, not those added later in the year.**

How to Make a Donation

At the September 24, 2011 Membership Assembly, members voted to encourage Shop Stewards to donate all or a portion of the Incentive Reimbursement to either the Local 8 Hardship Fund or to the Local 8 Political Action Committee Fund.

To make a donation send your check to the address below:

OPEIU Local 8
2900 Eastlake Ave. E. Ste 220
Seattle, WA 98102

Be sure to indicate either Hardship Fund or Political Action Fund in the note section of your check.

The Hardship Fund provides assistance for Local 8 Members who are experiencing an immediate, severe and temporary financial situation due to an emergency.

The Political Action Committee Fund goes towards electing public officials who will support legislation that protects working people and their families. No dues money goes towards the Local 8 PAC.

Recommended by the Shop Steward/Education Committee November 4, 2009
M/S/C Local 8 Executive Board November 11, 2009
M/S/C Local 8 Membership Assembly January 23, 2010
M/S/C Local 8 Membership Assembly September 24, 2011
M/S/C Local 8 Executive Board on December 14, 2011
M/S/C Local 8 Membership Assembly January 28, 2012 (to leave same as 9/24/11)
M/S/C Local 8 Membership Assembly September 27, 2014



MEMBER EXPENSE AND TIME LOSS REIMBURSEMENT POLICY

1. Union Representatives and Bargaining Committees will strive to bargain for full employee time to be paid by the employer during regular employee shifts or at least for the employer to share the cost.
2. If the Union Representative and Bargaining Team (BT) cannot negotiate for the employer to pay regular wages during bargaining, Local 8 will reimburse Local 8 Bargaining Team Members for actual wages lost due to activity of the Bargaining Team. The union does not pay BT Members for their non-work hours spent on bargaining activities. Members are urged to minimize work hours lost whenever possible.
3. To the extent possible, Union Representatives will have the employer bill OPEIU Local 8 for time loss rather than pay the employee directly. OPEIU Local 8 will pay only straight wage loss (not benefits, overtime etc.). When the employer won't bill Local 8, BT Members must submit the Local 8 Expense Reimbursement Form to the Union Representative for authorization as soon as possible after the bargaining session or other union activity described in number four (4) below. Usually, checks are written on the second and fourth Wednesday of each month and are mailed the next day.
4. Time loss may also be paid on an exceptional basis for grievance meetings, NLRB/PERC hearings, arbitration preparation or other meetings of a critical nature which must be conducted during working hours. Time loss may be used to allow members to assist on organizing campaigns (see also Project Organizer policy) and for certain critical advocacy activities.
5. Gas will not be paid, except under certain circumstances such as when a member must travel fifty (50) miles or more one way from home or place of work to one of the union activities described above or to a Local 8 sponsored Regional Meeting, Assembly or Leadership Training. In this case, if requested, mileage will be reimbursed at 40% of the IRS standard mileage rate. The request must be accompanied by the Expense Reimbursement Form which documents the actual miles traveled. The Union reserves the right to use Mapquest (or similar program) as a guide for any questionable mileage reporting.
6. Parking may be paid on an exceptional basis.
7. Members attending conferences, trainings, workshops or other union activities not addressed in this policy shall not be reimbursed for time loss or for gas.
8. Members who have been elected as official delegates or alternates to a union convention or who have been selected to attend an OPEIU Education Conference



or the Washington State Labor Council Legislative Conference shall not receive any time loss reimbursement but where applicable, shall receive per diem in accordance with Local 8's Policy on Per Diem and gas reimbursement per section five (5) above.

9. If a member's union activity, other than that described in section eight (8) above, requires an overnight stay (using the WSDOT "fifty mile rule" described in Regional 10 of the WSDOT Travel Rules and Procedures) the member may receive reimbursement for lodging and per diem at the discretion of the Business Manager or Organizing Director (for organizing related activities).

10. Membership Assemblies:

Members will be reimbursed for gas per section (5) above to attend a Membership Assembly.

Members will be provided with a morning snack, a lunch and light refreshments at a social event in the early evening at each Assembly.

Executive Board Members, Trustees and Regional Chairs (or Regional Chair-elect if filling in for a Chair) will be reimbursed for one night of lodging if the WSDOT "fifty mile rule" is met. Local 8 will provide reimbursement for forty-seven (47) rooms at each Assembly. This number may fluctuate depending on the number of Officers, Staff and Regional Chairs.

Reimbursed room "slots" not used by Officers, Staff and Regional Chairs will be available to Shop Stewards on a first come, first served basis. If there are reimbursed room "slots" still available after Shop Stewards choose, the rooms will be open to any member in good standing. In most situations, rooms will be required to be paid for by the member with reimbursement from Local 8 upon completion of the Expense Reimbursement Form at the established discounted rate.

If requested, per diem expenses will be paid to Executive Board Members and Trustees in accordance with the Executive Board Reimbursement Policy.

Exceptions to this policy may be made by a vote of the Executive Board. The Executive Board will decide on a case by case basis prior to any exceptions being paid to the participant.

September 4, 2001



OPEIU LOCAL 8 AFL-CIO CODE OF CONDUCT

Dignity and respect are fundamental values at OPEIU LOCAL 8. We value diversity and support people of all backgrounds and identities. Our aim is to uphold the ideals of equity and equality. It is our intent to encourage informed, impassioned discussion while creating a brave, welcoming and accessible environment. We ask you to be inclusive, be considerate, and be respectful.

- No one knows everything, together we know a lot
- Share space when speaking
- This is a learning environment
- We can't be articulate all the time
- Speak from your own experience
- Be aware of your power and privilege
- Recognize intent and take ownership of impact
- Find strength in our solidarity

We will not tolerate discrimination and harassment. We have adopted this Code of Conduct and expect everyone to abide by it. Please embrace these values in your conduct and language during this meeting. Harassment – in any form – has no place here.

OPEIU takes complaints seriously and may, at its discretion, take action that it deems appropriate after assessing the situation. Retaliation will not be tolerated and, if it occurs, will be dealt with accordingly.

We have designated the following staff members as the first point of contact for anyone who feels they have experienced discriminatory, harassing, or otherwise unacceptable behavior, and we urge you to contact them if you have any concerns: **Valarie Peaphon, Valarie@opeiu8.org; Tara Powell, Tara@opeiu8.org**

M/S/C by Membership Assembly on September 26, 2020



OPEIU LOCAL 8 SOLIDARITY RESOLUTION

WHEREAS, OPEIU 8 has a proud history of solidarity and pursuing justice for all workers; and

WHEREAS, we recognize that systemic racism is pervasive and intersects institutions and society not just in employment but also in wealth distribution, housing discrimination, government surveillance, incarceration rates, and so much more; and

WHEREAS, we cannot achieve economic and social justice if we do not achieve racial justice; and

WHEREAS, our fates are linked with those of all workers and we know racism and xenophobia ultimately serve to divide us; and

WHEREAS, there is not equal opportunity to achieve the “American Dream” due to racism and systemic inequality; and

WHEREAS, our country’s promises of “liberty and justice for all” are not yet a reality for all; and

WHEREAS, we recognize that race is not a biological fact nor a matter of blood, but a social construct created by colonial powers, and that these social divisions are manipulated by the wealthy and the bosses to divide workers and weaken our collective power; and

WHEREAS, the foundation of race in this country has always been the story of labor, specifically being that Indigenous and Black people were subjected to unspeakable violence for the sake of capitalist profit and industry; and

WHEREAS, we recognize that “privilege” is not a concept we will use to shame white people, rather it means the deliberate segregation of races designed to obscure the ways in which all working people share interests and enemies in common; and

WHEREAS, after the JANUS decision, it is clearer than ever that to beat union-busting which goes hand-in-hand with white supremacy, we must act in unity; and

WHEREAS, historically and globally, labor unions and unionists have been instrumental in fighting back injustices; and

WHEREAS, we acknowledge that we all live in a structurally racist society and are implicated in racism, but we also acknowledge that organized labor must be an instrumental part of the solution through our collective power, our intentional commitment and our action; now therefore be it,



RESOLVED, that the starting point of our work in the area of racial equity must be internal reflection and examination whereby our union will look for ways to engage our members in open and courageous conversations on racism, inequity and privilege to determine how our union can address racism and inequality; and

RESOLVED, OPEIU 8 reaffirms our pledge to fight to defend and uphold the rights of all workers including people of color, women, non-binary individuals, persons with disabilities, ethnic minorities, religious minorities, immigrants, refugees, asylees and members of the LGBTQ community; and

RESOLVED, that OPEIU 8 identifies Deferred Action for Childhood Arrivals (DACA) and full immigration reform to be a political priority; and

RESOLVED, that OPEIU 8 will incorporate an equity training component into future workshops and conferences (e.g. gender justice, ability, antiracism); and

RESOLVED, that OPEIU 8 will commit to a race equity framework for our political and organizing projects; and

RESOLVED, that OPEIU 8 will begin formal union meetings and trainings (i.e. Membership Assembly, Regional Meeting, Steward/Leadership Conference) by first recognizing the traditional Indigenous land we are standing upon; and

RESOLVED, that OPEIU 8 will make Bill Fletcher's "Race to Labor" narrative mandatory reading for our staff, Board members and Shop Stewards; and

RESOLVED, that the OPEIU 8 Diversity Committee will henceforth be renamed the Race, Equity and Social Justice (RESJ) Committee.

M/S/C Membership Assembly on September 28, 2019



SECTION 7

HELPFUL RESOURCES

- **OPEIU Local 8 Member Resources**



OPEIU LOCAL 8 MEMBER RESOURCES

LAST UPDATED MAY 2023

OPEIU Local 8 Hardship Fund

Main Office Number: (206) 441-8880 or (800) 600-2433

<https://www.opeiu8.org/member-resources/hardship-fund-and-resources/>

The OPEIU Local 8 Hardship Fund is open to members in good standing who have suffered an emergency that has caused temporary and sudden non-recurring financial shortfall.

UNEMPLOYMENT RESOURCES:

Washington State Employment Security Department

Unemployment Claims Telecenter
1-800-318-6022

<http://www.esd.wa.gov/>

The Employment Security Department is the place to find out if you're eligible for unemployment benefits and file your weekly claim. They also provide job search and retraining services.

Unemployment Law Project

1904 3rd Ave. Suite 604
Seattle, WA 98101

(206) 441-9178

Toll Free: 1-888-441-9178

<http://unemploymentlawproject.org/>

The Unemployment Law Project provides free legal assistance and information to people in Washington State who have been denied unemployment benefits or whose award of benefits is challenged.

FOOD BANK RESOURCES:

For information about food banks, meal programs and other services available, call the Washington Information Network 2-1-1 or visit <https://www.211.org/>

Washington State Food Banks

Washington State Food Banks provides a searchable list and interactive map of local food banks and their respective contact information at <https://agr.wa.gov/services/food-access/access-food-near-you>

For more general information, the Washington State Department of Agriculture can be reached at **(360) 902-1800**.



Puget Sound Labor Agency

(206) 448-9277

5300 4th Ave S

Seattle, WA 98108

<https://www.pugetsoundlaboragency.org/>

Puget Sound Labor Agency operates a food bank as well as a wheelchair ramp program.

Food Lifeline

(206) 545-6600

Toll Free: 1-877-404-7543

<https://foodlifeline.org/need-food/>

Food Lifeline provides a searchable map of food banks in Western Washington.

Second Harvest

(509) 534-6678

<https://2-harvest.org/>

Second Harvest is based in Eastern Washington and Northern Idaho with a network of 250 food banks, meal centers and other services to fight hunger.

COMMUNITY RESOURCES:

Washington Information Network 2-1-1

Dial **(211)** from anywhere in Washington State or visit <https://www.211.org/>

Washington State's 2-1-1 service is the most comprehensive source of information about local resources and services in the country. Experts are available to help 24/7.

Parent Help 123

Toll Free: 1-800-322-2588

<https://parenthelp123.org/>

ParentHelp123.org, program of WithinReach, helps connect Washington State families to essential health and food resources.

Washington Healthplanfinder

Toll Free: 1-855-923-4633

<https://www.wahealthplanfinder.org>

Washington Healthplanfinder is the place to find a health plan in Washington.

Northwest Justice Project

CLEAR Hotline: 888-201-1014

<https://nwjustice.org/get-legal-help>

NJP provides legal assistance to eligible low-income families and individuals needing help with civil (non-criminal) legal problems in Washington state.



RENTAL, UTILITY AND ENERGY BILL ASSISTANCE BY REGION:

Referrals for rental and utility bill assistance in all areas dial: (211) anywhere in Washington State

Northwest Fair Housing Alliance

800-200-FAIR (3247)

<https://nwfairhouse.org/>

Support for renters in Eastern Washington experiencing housing discrimination

Fair Housing Center of Washington

253-274-9523

<https://fhcwwashington.org/>

Fair Housing Center of Washington provides support to fight unlawful housing discrimination throughout Western and Central Washington.

Tenants Union

Statewide Tenants Rights Hotline: 206-722-6848

<https://tenantsunion.org/>

Washington State Department of Financial Institutions

1-877-894-HOME (4663)

<https://dfi.wa.gov/homeownership/foreclosure>

DFI protects consumers and advances financial health of Washington State by providing fair regulation of financial services and educating consumers to make informed financial decisions. They have foreclosure assistance, medication, prevention, and alternatives to foreclosure.

Hopelink (Greater Seattle)

(206) 440-7300

<https://www.hope-link.org/>

Hopelink has several offices throughout the area that offer residents a variety of short and long term assistance programs that include rental assistance, eviction prevention, food banks, and utility bill assistance.

Washington State Community Action Partnership:

<https://wapartnership.org/>

This website includes a list and contact information for Community Action Programs located throughout the state, which provide services relevant to their respective locations. Common services provided include housing assistance, employment assistance, energy assistance, in addition to much more.



Department of Commerce Low-Income Home Energy Assistance Program (LIHEAP)

(360) 725-2857

<https://www.commerce.wa.gov/growing-the-economy/energy/low-income-home-energy-assistance/>

LIHEAP is funded by the U.S. Department of Health and Human Services in order to assist low income households with their energy bills.

City of Seattle Utility Discount Programs

(206) 684-0268

<https://www.seattle.gov/human-services/services-and-programs/utility-discount-program>

These programs provide energy and utility assistance for residential Seattle Public Utilities and Seattle City Light customers.

CRISIS PHONE LINES:

National Suicide & Crisis Lifeline

Call or text (988)

<https://988lifeline.org/>

Crisis Connections 24-Hour Crisis Line

(866) 427-4747

<https://www.crisisconnections.org/24-hour-crisis-line/>

24-hour Crisis Line provides immediate help to individuals, families, and friends of people in emotional crisis. They provide interpretation in 155 languages. They can help you determine if you or your loved one needs professional consultation and we can link you to the appropriate services. We are a primary source for linking residents to emergency mental health services in King, Pierce, Clark, Skamania, Klickitat, Grant, Okanogan, Chelan and Douglas Counties.

Teen Link

Call or text (866) 833-6546 daily 6:00pm-10:00pm

Teen Link is a confidential and anonymous help line for teens. Trained teen volunteers are available to talk with you about any issue of concern. No issue is too big or too small!

WA Recovery Help Line

Call or text (866) 789-1511 M-F 9am-5pm

<https://www.warecoveryhelpline.org/>

The Washington Recovery Help Line is an anonymous and confidential help line that provides crisis intervention and referral services for Washington State residents. Professionally trained volunteers and staff are available to provide emotional support 24 hours a day, and offer local treatment resources for substance abuse, problem gambling and mental health as well as to other community services.



WA Warm Line

(877) 500-WARM (9276)

WA Warm Line is a peer support help line for people living with emotional and mental health challenges. Calls are answered by specially-trained volunteers who have lived experience with mental health challenges. They have a deep understanding of what you are going through and are here to provide emotional support, comfort, and information. All calls are confidential.



SECTION 8 UNION CONTRACT



SECTION 9

EDUCATIONAL RESOURCES

- **Common Labor Terms**
- **Media and Book Recommendations**
- **Our Union Community**



COMMON LABOR TERMS

Arbitration

A way of settling disputes by calling in an impartial third party whose decision is final and binding on both parties. Often the final step in a grievance process.

Bargaining Unit

A group of employees bargaining collectively with their employer to form one collective bargaining agreement that applies to all of them. The unit may include both union members and non-members.

Caucus

A period in a negotiation session, investigatory meeting or other meeting in which a smaller group, such as the union bargaining team, go into a separate room to discuss something privately. In bargaining, caucuses may range anywhere from a few minutes to several hours in length.

Collective Bargaining

Direct negotiations between union and employer to determine wages, hours and working conditions. Normally, a written contract covering everyone in the bargaining unit is the end result.

Contract or Collective Bargaining Agreement (CBA)

A contract comes as the result of the collective bargaining process. A contract details employment terms and sets out the rights and responsibilities of the employee and their Employer. Also known as a Collective Bargaining Agreement or CBA.

Contract Action Team (CAT)

A committee of members who communicate bargaining updates and organize coworkers in their group to take part in coordinated actions around negotiations.

COLA (Cost of Living Adjustment) / Across-the-Board

One of two types of commonly negotiated increases. The COLA (Cost of Living Adjustment) adjusts the entire wage scale (see definition below). Often but not always, the COLA amount is based on the Consumer's Price Index prepared by the U.S. Bureau of Labor Statistics. This index shows, from month-to-month and year-to-year, changes in price for a number of consumer goods and is a rough measure of cost-of-living changes.

Department of Labor and Industries (L&I)

Runs injured workers' compensation insurance, health and safety education and regulations.



Elected Officers

Under a local union's bylaws or constitution, the elected leadership of the local. At Local 8, this includes the Executive Board, Trustees, Business Manager, Secretary-Treasurer, Recording Secretary, President and Vice President.

Fair Labor Standards Act

Federal law which sets a minimum wage.. Local municipalities may also set higher minimums. For example, Seattle's minimum wage often exceeds minimum wage in other parts of Washington State.

Free Rider

Worker in bargaining unit enjoying benefits of collective bargaining but refuses to join the union.

Fringe Benefits

Non-wage benefits in the contract, such as paid holidays, vacations, insurance, pensions and other items, paid in part or in whole by the employer.

Grievance

A formal letter from the Union on a member's behalf regarding a contractual violation. Our Union's tool for enforcing our collective bargaining agreements.

Information Request

A formal request from the union for information to assist with bargaining or a grievance or potential grievance. This could include payroll data, hours of work, schedules, staffing, financial data, or discipline information. A union has the legal right to certain information and if the employer fails to provide it in a reasonable time, it commits an Unfair Labor Practice.

Joint Bargaining

Two or more unions working together to effect simultaneous contract settlement or identical contract language for both by utilizing one negotiation team for both bargaining units.

Just Cause

As contrasted with the default of at-will employment, just cause requires basic due process before a worker can be fired and prevents an employer from firing a worker for no reason or a bad reason. Just cause is a fundamental protection in a collective bargaining agreement and is typically established in the first contract. For more details, see section 4 of this handbook.

Lockout

Employer denying employment to workers during a labor dispute to force union to settle on employer's terms.



Mediation (Conciliation)

Efforts by a neutral third party to get union and management to agree when there is a dispute. The mediator (conciliator) acts as a friend to both sides and tries to find bases for agreement. The Federal Mediation and Conciliation Service (FMCS) is a federal agency that provides mediation services at no cost.

National Labor Relations Board (NLRB)

Created by the National Labor Relations Act of 1935, the NLRB administers and enforces the Act. It defines appropriate bargaining units, holds elections to determine if a majority of workers want union representation or not, interprets and applies Act's provisions and certifies unions to represent employees. The NLRB has five members appointed by the President of the United States and regional offices around the country.

Open Shop

An employment environment where, although the employer recognizes the union as the collective bargaining agent of the employees in an appropriate bargaining unit, none of the employees are obligated to become or remain a member of the union in order to keep his or her job.

Picketing

Union members carrying signs to inform the public and other employees of a dispute to put pressure on the Employer. This tactic can be used as part of a strike or in an informational capacity.

Power structure analysis

A means of evaluating how contract demands can be won by identifying possible points of leverage over the employer. Power structure analysis is grounded in an understanding of the power relationships held by workers in the bargaining unit as well as the employer's power relationships.

Public Employment Relations Commission (PERC)

Interprets and applies the Public Employees Collective Bargaining Act for public employees in Washington State.

Ratification vote

A process to formally approve or reject a new collective bargaining agreement through a vote by union members covered by the contract.

Seniority

The amount of time that a worker has worked for a given employer or in a given job classification or department. Seniority is a mechanism to create fairness and constrain employer discretion, and can apply to wage increases, layoffs, and opportunities for advancement, among other things.



Step Increase (Anniversary Increase)

One of two types of typically negotiated increases. If there is a wage scale, the employee advances one step on their anniversary date of hire. Each step is increased by a negotiated amount if there is no wage scale or the employee is beyond the final step, they may receive a percentage increase on their anniversary date of hire.

Strike

Withdrawal of workers' labor in concert with other bargaining unit members to force the employer to improve wages, hours and conditions of employment.

Strike Authorization

Vote by union members to allow Bargaining Team authority to call a strike if contract negotiations fail to bring about a settlement.

Strikebreaker (Scab)

Person who continues to work or who accepts employment while workers are on strike, thereby weakening or breaking the strike.

Tentative Agreement (TA)

An agreement reached between the union and the employer for language in a particular contract article or articles that is provisionally signed off on by both sides before there is agreement over the contract as a whole. Tentative agreements allow the parties to narrow the scope of their negotiations over time.

Third-partying

A form of anti-union rhetoric that refers to the union as something that exists separate and apart from the workers themselves. Third-partying undermines the idea that unions are collective and democratic organizations driven by their membership, casting them instead as outside service providers that represent workers in exchange for payment. Unions believe each workplace has two parties, workers and the employer, and the workers are the union. As such, there is no third-party.

Unfair Labor Practice (ULP)

A violation of the National Labor Relations Act by either the employer or employee union. Parties can enforce the law by filing a ULP "charge" with the NLRB.

Union Security

A clause in the contract providing for the union shop, modified union shop, maintenance of membership clause or agency shop. The check-off can also be regarded as a form of union security.



Union Shop

A Bargaining unit in which every worker covered by the contract must become a member of a union as a condition of their employment.

Union Steward (also called Shop Steward)

This position is voluntary and elected by local membership, while also maintaining their regular position as an employee. The Steward is a significant link and conduit of information between OPEIU and members, this person is charged with ensuring that both the employer and OPEIU members are adhering to the Collective Bargaining Agreement. He or she may also represent and defend fellow workers in a grievance process.

Wage Scale

A schedule of wages for each job class or grade in a bargaining unit.



MEDIA AND BOOK RECOMMENDATIONS

Books

History

- A History of America in Ten Strikes by Erik Loomis
- RavensWood: The Steelworkers Victory and The Revival of American Labor by Tom Juravich and Kate Bronfenbrenner
- Red State Revolt: The Teachers Strike Wave and Working Class Politics by Eric Blanc
- Class Struggle Unionism by Joe Burns
- Triangle: The Fire the Changed America by David Von Drehle
- The Rich Don't Always Win: The Forgotten Triumph Over Plutocracy that Created the American Middle Class, 1900-1970 by Sam Pizzigati
- Subterranean Fire: A History of Working-Class Radicalism in the United States by Sharon Smith
- Poor People's Movements: Why They Succeed, How they Fail by Frances Fox Piven and Richard Cloward

Labor Law, Labor Rights and Organizing

- Rules to Win By: Power and Participation in Union Negotiations by Jane F. McAlevey and Abby Lawlor
- Raising Expectations (and Raising Hell): My Decade Fighting for the Labor Movement by Jane McAlevey and Bob Ostertag
- Labor Law for the Rank and Filer: Building Solidarity while Staying Clear of the Law by Staughton Lynd and Daniel Gross
- The Legal Rights of Union Stewards, 6th Edition by Robert M Schwartz
- Secrets of A Successful Organizer by Alexandra Bradbury and Mark Brenner
- "They're Bankrupting Us!" and 20 other Myths about Unions by Bill Fletcher Jr.
- Only One Thing Can Save Us: Why America Needs a New King of Labor Movement by Thomas Geoghegan
- No Shortcuts: Organizing for Power in the New Guided Age by Jane F. McAlevey
- Rules for Radicals: A Pragmatic Primer for Realistic Radicals by Saul Alinsky
- In Solidarity: Essays on Working-Class Organization in the United States by Kim Moody
- A Collective Bargain: Unions, Organizing, and the Fight for Democracy by Jane McAlevey

Films

- **Salt of the Earth** (1954): The drama film is one of the first pictures to advance the feminist social and political point of view. Its plot centers on a long and difficult strike, based on the 1951 strike against the Empire Zinc Company in Grant County, New Mexico.
- **Harlan County, USA** (1976): Harlan County, USA is a 1976 American documentary film covering the "Brookside Strike", a 1973 effort of 180 coal miners and their wives



- against the Duke Power Company-owned Eastover Coal Company's Brookside Mine and Prep Plant in Harlan County, southeast Kentucky.
- **Norma Rae** (1979): The film follows Norma Rae Webster, a factory worker with little formal education in North Carolina who, after her and her co-workers' health are compromised due to poor working conditions, becomes involved in trade union activities at the textile factory where she works.
 - **The Wobblies** (1979): This compelling documentary of the Industrial Workers of the World tells the story of workers in factories, sawmills, wheat fields, forests, mines and on the docks demanding the right to organize as well as better wages, healthcare, overtime pay and safer working conditions. The film mirrors today's headlines, depicting a nation torn by corporate greed. Filmmakers Deborah Shaffer and Stewart Bird weave archival film footage, interviews with former workers, cartoons, original art, and classic Wobbly songs (many written by Joe Hill) to pay tribute to the legacy of these rebels who risked their lives for many of the rights we have today. Restored by the Museum of Modern Art and recently inducted into the National Film Registry of the Library of Congress, this new version is the best way to see this classic labor film.
 - **9 to 5: The Story of a Movement** (2019): Directed by Julia Reichert and Steven Bognar. In this documentary, female office workers in 70's Boston inspire change with a call for better pay, more opportunities and to end sexual harassment. Several former OPEIU Local 8 members leaders are interviewed.
 - **Matewan** (1987): The film dramatizes the events of the Battle of Matewan, a coal miners' strike in 1920 in Matewan, a small town in the hills of West Virginia.
 - **Live Nude Girls Unite!** (2000): Documentary look at the 1996-97 effort of the dancers and support staff at a San Francisco peep show, The Lusty Lady, to unionize. Angered by arbitrary and race-based wage policies, customers' surreptitious video cameras, and no paid sick days or holidays, the dancers get help from the Service Employees International local and enter protracted bargaining with the union-busting law firm that management hires.
 - **Made in Dagenham** (2010): Based on a true story, Made in Dagenham explores the movement that caused a significant law reform. Rita O'Grady (a fictional character) leads the 1968 Ford sewing machinists strike at the Ford Dagenham plant, where female workers walk out to protest sexual discrimination, demanding equal pay. The strike drew major attention around the world because it was considered contrary to women's traditional family roles. The successful strike led to the Equal Pay Act 1970.
 - **Made in Bangladesh** (2019): Recounting the experience of women garment workers in Bangladesh, the film describes their efforts to form a union that will protect their rights. Inspired by Made in Dagenham (2010), which tells the story of women upholsterers unionizing in a British auto plant, the film testifies to the determination of women to demand respect and dignity in the workplace.
 - **Americonned** (2023): Release date June 13th 2023, This documentary film examines the hidden struggles of American families, the calculated political maneuvers of the elite, and the long overdue uprising of American workers. With affection for the middle-class and the outrageous attempt to color them as lazy,



Americonned explores the question, 'How do we make sure workers are paid what they are worth, instead of believing they are only worth what they are paid?'

- **Pride** (2014): This British historical comedy-drama is based on a true story, depicting a group of lesbian and gay activists who raised money to help families affected by the British miner's strike in 1984, at the outset of what would become the Lesbian and Gays Support the Miners campaign.

Media Accounts and Websites

- **Labor Notes:** <https://labornotes.org/>
- **More Perfect Union:** <https://perfectunion.us/>
- **Labor411:** <https://labor411.org/category/411-blog/>
- **Cornell University Labor Action Tracker:** <https://striketracker.ilr.cornell.edu/>
- **Washington Labor Education & Research Center (LERC):** <https://docs.google.com/document/d/1K4OtwsEjYN79mAvjwGKi8BeXxvnyMoO10G-gWNVVSj4/edit>
- **APRI (A. Philip Randolph Institute) Seattle:** <https://www.apriseattle.org/>

YouTube Accounts

- **AFL-CIO:** <https://www.youtube.com/@AFLCIO>
- **More Perfect Union:** <https://www.youtube.com/@moreperfectunion/featured>

Social Accounts

- **Sharon Block:** The Executive Director of Harvard University's Labor and Work Life Program. She previously served as a board member and senior attorney of the National Labor Relations Board. (**Twitter – @sharblock**)
- **Elizabeth Shuler:** President of the AFL-CIO (**Twitter - @lizshuler**)
- **The Stand:** News about working people standing together in WA state. (**Twitter – @TheStandWA**)
- **Christian Smalls:** President of the 1st Independent worker-lead union at Amazon. (**Twitter – @Shut_downAmazon, YouTube – @IssaSmallsWorld**)
- **OPEIU International Facebook page:** <https://www.facebook.com/opeiu/>
- **OPEIU International Instagram:** <https://www.instagram.com/opeiu/>
- **OPEIU 8:** Instagram – @opeiulocal8
- **OPEIU:** Instagram – International @opeiu
- **OPEIU 12:** Instagram – @opeiulocal12
- **OPEIU 30:** Instagram – @opeiu30
- **OPEIU 153:** Instagram – @opeiulocal153
- **OPEIU 40:** Instagram – @opeiulocal40nurse
- **AFL-CIO:** Instagram – @aflcio
- **Washington State Labor Council:** Instagram – @waafclcio
- **MLK Labor:** Instagram – @mlklabor
- **Organize at MLK Labor:** Instagram – @organize.mlklabor
- **Starbucks Workers United:** Instagram – @sbworkersunited
- **More Perfect Union:** Instagram – @perfectunion
- **Labor Notes:** Instagram – @labornotes



- **Attorney Ryan Stygar:** Instagram – @attorneyryan
- **NLRB:** Instagram – @nlrbgov
- **Union of Southern Service Workers:** Instagram – @raiseupthesouth
- **National Day Laborer Organizing Network:** Instagram – @daylabornetwork
- **Employed AF:** Instagram – @iamemployedaf
- **Restaurant Worker Rights Group:** Instagram – @roc_united
- **Fight for 15:** Instagram – @fightfor15
- **SEIU International:** Instagram – @seiu_org
- **SEIU 925:** Instagram – @seiu925
- **United Farmworkers:** Instagram – @ufwupdates
- **Washington Labor Education & Research Center (LERC):** Instagram – @walaborcenter
- **Working Washington:** Instagram – @workingwashington

Have ideas of other books, films or accounts that should be added to this list? Let us know at opeiu8@opeiu8.org



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Scan the QR code below to access our Union Community links. The links provide connections to resources to help you in your job, your family and personal life, your community and as a active participant in the wider labor movement.



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