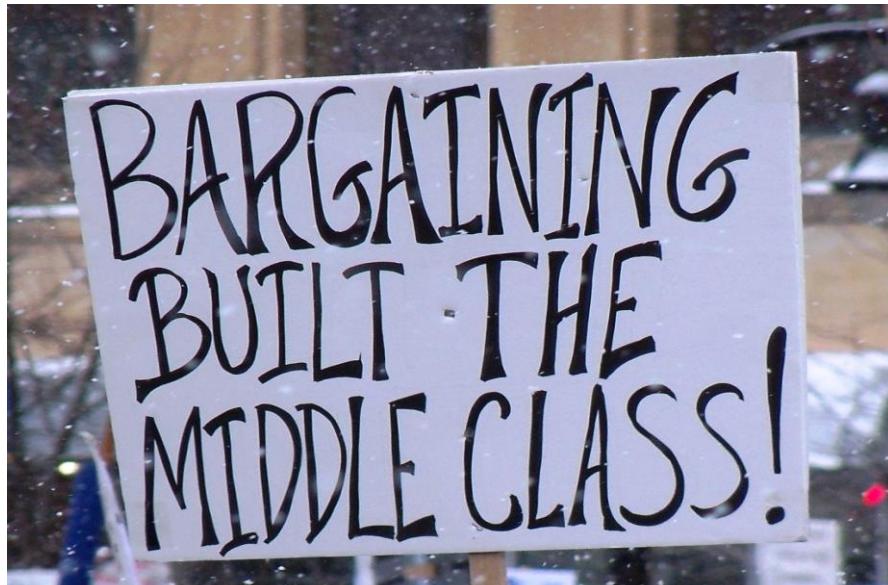


Welcome to OPEIU Local 12!



OPEIU Local 12
2277 Highway 36 W, Suite 150
Roseville, MN 55113
Phone (651) 639-1212
Fax(651) 639-1210
www.opeiu12.org

Welcome to Office and Professional Employees
International Union, Local 12!

If you are like many new Employees, this may be the first time you have been represented by a Union and you may have some questions about what this means to you. We hope this booklet will be helpful in answering your questions and helping to make you more familiar with your new Union!

WELCOME TO



LOCAL 12!

What is a Union?

A Union is simply an employee organization—protected by law—where a group of workers join together to improve and guarantee their wages, benefits and working conditions. A Union also gives employees a way to achieve respect and fairness on the job and a stronger voice to impact Employer decisions. Without a Union, Employers have 100% control.



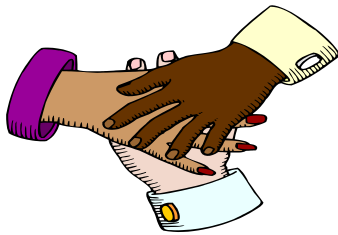
Union representation means that you have **federally protected rights** under the National Labor Relations Act (NLRA). Moreover, Section 7 of the NLRA states:

"Employees shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid and protection"

Why do I need a Union?

Primarily, to have a voice on the job. Unless workers are organized, management is free to exploit workers. By joining together, you will have far more power to make positive changes and gain protections in your workplace than you would alone.

When employees join together in a Union, they can pull together their various ideas and concerns in a unified voice with far more power than speaking alone.



By joining with OPEIU, you will enjoy the protection of a legally binding contract, negotiated and voted on by you and your co-workers. As a Union member, you gain the right to negotiate with your Employer as an equal and bargain over your wages, benefits, retirement, workplace policies, schedules, hours of work, health and safety, job security and many other important workplace issues.

There's no doubt Union workers fare better in the work place than their non-union counterparts.

THE UNION ADVANTAGE

	Union	Non-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 and decision making power.
Wages	Pay rates are negotiated to ensure fairness for everyone and protected in the Union contract. Seniority is recognized.	Management alone decides what fair pay is and can base any raises on business needs, favoritism or anything else.
Benefits	Protected by the contract. Changes can only be made with employee approval.	Can be taken away or changed at any time.
Promotions & Hiring Practices	Awarded fairly according to the process agreed to in the Union contract.	It's up to management.
Unfair Treatment & Job Protection	Employees 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, work standards, layoff procedures, hours of work are all agreed to between workers and the employer and are protected in the contract.	Management decides what's best for employees.
Protections & Guarantees	Only Union workers enjoy a legally-binding written agreement with their employer that defines, protects, and guarantees all terms of employment.	Non-Union workers have no guarantees and no protections.

HISTORY OF OPEIU

Office and Professional Employees International Union was chartered in 1945 and with over 103,000 strong, we are one of the larger Unions of the AFL-CIO. OPEIU has local Unions throughout the States, Puerto Rico, Canada, and the District of Columbia. You are not alone when you join with OPEIU.

As a member of OPEIU, you are also a member of the AFL-CIO (American Federation of Labor – Council of Industrial Organizations), an umbrella organization made up of 100's of different Unions that strive to bring economic justice to all workers in the United States.

OPEIU members work in many settings as varied as banking and credit unions, insurance, higher education, shipping, hospitals, nursing homes, medical clinics, social services, utilities, transportation, manufacturing, hotels, offices and more.

Local 12 is just one of the many OPEIU locals that work to ensure a better and more secure standard of living for employees. We have negotiated countless contracts covering all classifications of professional, office, high-tech services and industrial system jobs.

OPEIU LOCAL 12

OPEIU Local 12 serves over 2500 members comprising over 100 contracts. We are a democratic institution governed by our members. Our Union is governed by a written Constitution, a copy of OPEIU Local 12's Constitution is available at www.opeiu12.org. Most of our members are in the Twin Cities Metropolitan Area, but there are units throughout the state – Rochester, Hibbing, and Duluth for example. Local 12 also has a few members in North Dakota, Kansas, Illinois, Missouri and Wisconsin. OPEIU members have scored major gains in a range of areas. These include:

- Grievance procedures;
- Guaranteed wage rates;
- Regular salary increases;
- Job security;
- Pension, health and dental insurance;
- Equal pay for comparable work;
- Fair promotion procedures;
- Safe and appropriate working conditions;
- Improved overtime rates;
- Proper job classifications and workloads;
- Shorter work weeks; and
- Longer paid vacations; and
- Much more.



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OPEIU LOCAL 12

Local 12 Staff

Local 12 has a five person staff: A Business Manager, three Union Representatives, and one Administrative Support Staff.

Local 12 Executive Board

Local 12 has a fifteen member Executive Board made up of members and elected by the members. There are four Officers (President, Vice President, Secretary Treasurer, and Recording Secretary), three Trustees and eight Sector Representatives. The Sector Representatives are determined by grouping those units with a common theme. Some of these sectors include: Public Utilities, Health Facilities, School Districts/Educational Facilities, and AFL-CIO Trade Unions. If you are interested in serving on the Executive Board, to guide the direction of our Union, please contact our Business Manager or President.

Membership Meetings

Local 12 has five membership meetings a year: January, March, May, September and November. The dates for these meetings are posted on our website at the beginning of each year.

Why should you come?

Get to know what's going on in your Union! Find out what's going on at other work sites! It's your Union! Have your voice heard! Do you have an idea? Come share it? Meet your fellow Union members!



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Initiation Fees and Dues

Member dues are an investment in the future.

Dues pay for your membership into the Union. ***We are "the Union". All of us.*** We have power in numbers and strength in unity. We preserve and improve our working conditions by working and negotiating together — not by each one of us going his or her own way. As an individual member, you need to stay involved and informed.

OPEIU is a non-profit employee organization that operates almost solely from member dues.

Your Union dues are used in the following manner:

- Grievance handling, mediations, and arbitrations;
- Contract negotiations;
- Continuing education for members and staff;
- Membership meetings;
- Office staff salaries;
- Per capita tax to the OPEIU International Union;
- Legal defense for members; and
- Day-to-day operational expenses of the Union office.

LOCAL 12 FEES and DUES

- The initiation fee for Employees is \$60.00.
- Monthly dues for a permanent Full-Time Employee is equal to two hours pay per month, rounded to the nearest dollar plus \$6.50.
- Monthly dues for a Part-Time Employee is equal to two hours pay per month, but prorated based on percentage of the Full-Time schedule they work, rounded to the nearest dollar, plus \$6.50.
- Maximum monthly dues of \$50.00 and a Minimum monthly dues of \$25.50.
- Many Employers deduct dues automatically from your paycheck and remit those monies to the Union. However, if your Employer is obligated to deduct your dues, it is your responsibility to make sure the Employer is deducting dues properly and on time. Those Employers not obligated to deduct your dues, it will then be your responsibility to make monthly dues payments to the Union office. If you have any questions, please contact the Union's Bookkeeper at 651-639-1212.
- Union dues aren't deductible as charitable contributions for Federal income tax purposes.

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JB MOSS

OPEIU has established the J.B. Moss Voice of the Electorate (VOTE) Fund. The J.B. Moss VOTE Fund is a political action fund which ensures OPEIU has the financial resources necessary to support pro-worker candidates, as well as to make our case on issues of importance in Washington D.C. and in local government. This fund is a segregated fund that receives voluntary donations. NO money received from dues or fees goes to the VOTE fund.

Please consider contacting the Union Office and signing up for small but meaningful contributions of just \$1 or \$2 through automatic paycheck deductions.

If you are interested in signing up for a contribution, please contact the Union Office at 651-639-1212.



YOUR CONTRACT

Without a legally binding contract, the law allows an Employer to fire you without reason or to change your wages or hours without your consent. With your Union contract, there is a legally binding agreement that is enforceable.

You will enjoy all the benefits of the contract. Please read and keep it. As we negotiate new and better contracts, you will be provided with copies of the new agreement. This contract establishes your wages, hours, benefits and working conditions. It also does much more:

- Your contract protects **your seniority**, which will become increasingly important to you the longer you work for your Employer;
- **Prohibits discipline or discharge** by your Employer, **except for just cause**, once you have completed your probationary period;
- Provides for vacations, sick time, and other forms of time off, paid **for by your Employer**;
- **Establishes a grievance** procedure with binding arbitration to take up and resolve your complaints in a way that gets results; and
- Much more!



Perhaps the greatest benefit of being covered by a Union contract is the knowledge and security that its provisions **cannot be changed whenever the Employer decides**.

Collective bargaining

Simply put, collective bargaining is the two-way process between an Employer and a labor Union. This process determines everything from wages and health benefits to hours and working conditions. The end result of collective bargaining is a legally binding contract that clearly describes your rights and benefits.

Do your part

Read your contract and understand what it says. If you don't understand something, ask your Steward or Union Representative to explain it to you. If you believe management has violated any of your rights as defined by the contract, tell someone right away so the problem can get resolved quickly.

Also, support your negotiating team when they go to the bargaining table. After all, they're there to represent you. Respond to surveys and let your Stewards know what you want.

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YOUR RIGHTS

Weingarten Rights – In 1975, the United States Supreme Court upheld a National Labor Relations Board (NLRB) decision that employees have a right to Union representation at investigatory interviews. These rights have become known as the Weingarten Rights:

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my Union representative, officer or steward be present at the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not to answer any questions.”



You have a federally protect right to have Union representation anytime you face a meeting or discussion with a Supervisor that could lead to discipline. Your Employer usually has no obligation to inform you of your right to have a Union Representative present. **YOU MUST ASK FOR YOUR RIGHTS!!**

Your Employer must give you time to contact a Union representative to be present at such meeting.

Weingarten rules apply when a Supervisor is questioning an Employee to obtain information the Employer reasonably believes could be used as grounds for discipline. If the meeting is solely to inform about a discipline without an investigation, this rule does not apply.

Here’s what you can say if you believe that the following discussion could lead to you being discipline:

“If this meeting is an investigation that could in any way lead to discipline or termination, I request that my steward or Union Representative be present before continuing.”

Your Employer may:

1. Agree to your request and wait for the Steward, Union Representative or to reschedule;
2. Deny your request and end the meeting immediately;
3. Give you the choice of ending the meeting or continuing without representation (we do not advise that you do this!!); or
4. Deny the request and continue to ask questions. You should then repeatedly but respectfully ask for Union representation and protest the denial of your rights.

How can I support my Union?

There are a number of things members can do to make your Union even stronger than it is today. Participating in your local Union, sticking together, and educating potential members and the public about our Union are simple everyday ways we can support our Union. Here are a few others:

- **Attend local Union meetings regularly.** If you cannot attend meetings, talk to your steward or other members about what took place and try to make the next meeting.
- **Stay informed.** Keep up with current events and what's happening in your workplace. Visit www.opeiu12.org or visit us on Facebook to keep up with news that affects you and your Union. www.workdayminnesota.org is another resource that keeps you updated on news affecting working people.
- **Participate in Union elections.** Whether it's elections for officers, contract votes or OPEIU Local 12 Union business, your opinion counts and can make a difference.
- **Get to know your steward,** he or she is your primary contact with your Union and can answer many of your questions or refer you to the appropriate resources.



Union Education

The University of Minnesota's Labor Education Service (LES) offers classes of interest to Union members. LES is the only educational program in the state specifically focused on the needs of Minnesota workers and their organizations. For more than 50 years, they've provided training for hundreds of unions and thousands of workers.

They offer courses in "nuts & bolts" areas important to working people such as collective bargaining, labor law and labor history.

They also offer opportunities for working women to enhance their leadership skills, and opportunities to network around issues important to them.

Call Labor Education Service for a current brochure: 612-624-5020.



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UNION BENEFITS

When you become a member of Local 12, we hope that you will take advantage of your membership and take advantage of the Union Privilege programs. It offers benefits such as discounts on travel, legal services, prescriptions, educational and mortgage loans! OPEIU also offers additional benefits such as:

⇒ **Towing/Service Call Benefit:**

- ⇒ All Local 12 members are eligible to receive a towing/service call benefit through Nation Safe Drivers. It provides **up to two towing/service calls per year, per household, valued at up to \$100 each.** The benefit applies to all Local 12 members, as well as family members living in the same household. For further information, contact the Union office at 651-639-1212.



⇒ **Death and Accidental Death and Dismemberment Benefits:**

- ⇒ OPEIU provides our members a **\$2,000 death benefit** and **\$2,000 AD&D benefit**, at *no additional cost*. Members must be active, dues-paying and in good standing for 12 months or more. An additional **\$3,500** death benefit is provided to Local 12 members by American Income Life, a Union run insurance company, to members at no additional cost.

Scholarship Funds:

- ⇒ **The Howard Coughlin Memorial Scholarship** provides financial assistance to members in good standing or their children for undergraduate university or college education.
- ⇒ **The John Kelly Labor Studies Scholarship** provides financial assistance to members in good standing who wish to pursue undergraduate or graduate degrees in Labor Studies, Industrial Relations, Union Leadership and Administration, and Programs Sponsored by the National Labor College.
- ⇒ **The Romeo Corbeil/Gilles Beaugard Memorial Scholarship "Summer Camp":** Provides financial assistance to children (between ages 13 and 16 only) of OPEIU members in good standing or associate members.
- ⇒ **Union Privilege Program**
- ⇒ OPEIU provides additional benefits to its members. One of the programs is a no-fee, **low-interest Master Card** available only to Union members and associate members. Another is a **Union-member-only Mortgage and Real Estate** program that offers competitive rates, down payments as low as 5%, strike protection and financial assistance, a **first-time buyers program** and more. To find out more information, go to <http://www.Unionplus.org/>

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COMMON UNION TERMS

OPEIU acknowledges that we often use words and phrases that may be familiar to some but not all. We've pulled some of the most commonly used language and included brief definitions of each that we thought might be helpful:

Bargaining Unit – A group of employees who are members of a Labor Union (OPEIU) designated to represent the membership as a whole in wage and contract negotiations with their Employer.

Negotiations - A two-way process between an Employer and a Labor Union. This process determines everything from wages and health benefits to hours and working conditions. The end result of collective bargaining is a legally binding contract that clearly describes employees' rights and benefits.

Contract – 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 his or her Employer.

Grievance – One of OPEIU's main responsibilities is to make sure all provisions of a contract are followed. If you believe a right or provision in your contract has been violated, contact your field representative, who can advise you about how to proceed with a grievance. Typical grievances may include situations involving seniority, disciplinary action or violations of law, such as workplace safety regulations.

Union 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.

CONTACT US

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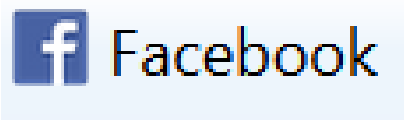


Visit the OPEIU website: www.opeiu12.org

- **E-mail Addresses for Staff**
- **List of Executive Board Members**
 - **Calendar Dates**
 - **Weingarten Rights**
 - **Newsletter**
 - **Links to Other Union Affiliates**
 - **Many other Important Informational News/Issues**



Check us out on Facebook! OPEIU Local 12



Check us out on Twitter: @OPEIULocal12



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Questions and Answers:

What is a steward?

A steward is the go-to volunteer Union representative on the job site. He or she has a number of responsibilities, from on-site contract enforcement and assisting in grievance procedures, to keeping members informed and motivated about the Union.

How do I become a steward?

Stewards are elected by the members. If you are interested in becoming a Union steward, please contact your Union Representative.

Do I have to join the Union?

NOTICE TO EMPLOYEES SUBJECT TO UNION SECURITY CLAUSES: This Notice is for all employees working in the United States under an OPEIU contract containing a union security clause which requires, as a condition of employment, that an employee pay dues or fees to the Union. The obligation stated in this Notice is the only obligation under such clause regardless of the wording of the clause. Individuals who are members pay dues, while individuals who are nonmembers pay equivalent fees. These dues or fees, which are authorized by law, are your fair share of sustaining your Union's broad range of programs in support of you and your co-workers, but nonmembers may file objections to funding expenditures that are not germane to the collective bargaining process and thereby be obligated to pay fees representing only expenditures germane to the collective bargaining process. Non-members may file objections to funding expenditures that are not germane to the collective bargaining process and thereby be obligated to pay fees representing only expenditures germane to the collective bargaining process.

Only if you are not a member of the Union or if you resign your membership, and in either case, file an objection to the funding of expenditures that are not germane to the collective bargaining process, may you pay fees representing only expenditures germane to the collective bargaining process. However, if you resign your membership, the many rights and opportunities available to Union members will not be open to you. For example, **you will not be able to:**

- Vote on the terms of your contract;
- Participate in the development of contract proposals;
- Participate in strike votes;
- Nominate, vote for, or serve as an officer of your Local Union or Steward in your workplace;
- Nominate, vote for, or serve as a Steward in your workplace.
- Nominate, vote for, or serve as a delegate to the International Convention;
- Enjoy discounts and other benefits available only to members, including eligibility for OPEIU scholarships for you and your family.

Individuals who are employed by public employers in the states of New Jersey and Minnesota are covered by the demand and return system applicable to them and are not covered by the procedure explained here. Expenditures germane to the collective bargaining process ("chargeable" expenditures) represent only that portion of the Union's expenditures devoted to collective bargaining, contract administration, grievances and arbitration, and other matters effecting wages, hours and other conditions of employment. Examples of "chargeable" expenditures include: the costs of negotiations with employers; contract administration expenses; communication with employers in regard to work-related issues; handling employees' work-related problems through the grievance and arbitration procedure; and Union administration.

Examples of expenditures not germane to the collective bargaining process ("non-chargeable") include: expenses made for community services; for political purposes; for certain affiliation fees; and for benefits available only to members and their families. The fee reduction will represent these non-chargeable expenditures. The International Union's J.B. Moss Voice Of The Electorate fund ("VOTE"), is an independent, segregated fund that receives voluntary donations, and contributes to political candidates who support the needs of working men and women. No money received from dues or fees goes to the VOTE fund. Accordingly, the VOTE fund is not considered in the

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calculation of the percentage of expenditures that is spent on non-chargeable expenses.

Individuals who choose to file an objection will receive a rebate of their fees equal to the percentage of the Local Union's expenditures that is spent on non-chargeable expenses. The Local Union's expenditures include those amounts it remits to the International Union as per capita payments. In determining the Local Union's percentage of non-chargeable expenses, the percentage of non-chargeable expenses of the International Union is applied only to the Local Union's per capita payments to the International Union. The percentage of non-chargeable expenses of the International Union, which will be effective starting with the month of January 2013, and continuing until a new percentage is issued, is 10.44%. The major portion of a Local Union's expenditures is for items other than per capita to the OPEIU. OPEIU Local 12's total non-chargeable expenditures for rebate is 3.47%.

Individuals who choose to file objections to funding expenditures that are not germane to the collective bargaining process should file them in writing with the Office and Professional Employees International Union, 80 Eighth Avenue, Suite 610, New York, NY 10011, Attention: Mary Mahoney, Secretary-Treasurer. The objection must include the objector's name, home address, social security number, employer, job title, department, work location, local union number, and business telephone number.

In order for an objection to be recognized at this time, it must be postmarked during the month of June, except that new hires who choose not to join the union may also submit their objection postmarked within thirty (30) days of being compelled to pay dues or fees to the Union or within thirty (30) days of the new hire's receipt of a new employee letter from a Local Union, and except that newly resigned members may also submit their objections postmarked within thirty (30) days from the receipt by the Union of the resigning member's letter of resignation. All objections will be effective on the first day of the month following the month in which the objection was received by the Union.

In addition to any other avenue of relief available under the law, an objector may challenge the International Union's and/or the Local Union's classification or calculation of expenditures before a neutral arbitrator appointed by the American Arbitration Association pursuant to its Rules for Impartial Determination of Union Fees. Any challenge a nonmember makes may be coordinated or consolidated with other challenges to the Local Union or International Union determinations before a single arbitrator selected by the American Arbitration Association. Such challenges may also be coordinated or consolidated with challenges to other OPEIU Local Union classifications or calculations.

Challengers must notify Mary Mahoney, Secretary-Treasurer, Office and Professional Employees International Union, 80 Eighth Avenue, Suite 610, New York, NY 10011, in writing, of any challenges he or she wishes to make through this arbitration process. Such notification must be received by the Secretary-Treasurer within thirty (30) days of the challenger's receipt of a letter from the Local Union informing the challengers of the amount of the rebate, the basis for the calculation, and the internal procedures for filing a challenge. That challenge should specify which classifications and/or calculations of the International Union and/or Local Union are being challenged.

The Unions shall bear the burden of justifying their classifications and calculations. If a hearing at which the parties or witnesses may be present is held by the arbitrator, it will be held at a location most convenient to the largest number of involved challengers. The cost of any arbitration proceedings will be paid for by the Union. However, a challenger will have to pay his or her own lost time and travel expenses, and the fees, costs, and expenses of any person they involve in the proceedings.

Once a written challenge is received from an objector, the Local Union will place an amount equal to the challenged portion of the fee into an interest-bearing escrow account. It shall remain in that account until the arbitrator issues a decision. Should the decision lower the percentage of chargeable expenditures, the appropriate portion of the escrowed fees, plus the interest earned by that portion while in the escrow account, will be refunded to the challenger. All objectors in each Local Union affected by the decision of the arbitrator will then pay the adjusted fee amount determined by the arbitrator. If the arbitrator approves the Union's classification and/or calculations, the escrowed money and interest will revert to the Local and International Unions.

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