

Leaders in Action



Training Guide

UFCW3000



www.ufcw3000.org

206-436-0210 or toll free 1-800-732-1188

Member Resource Center: 866-210-3000



Office Locations

Seattle: 5030 First Ave S, Suite 200, Seattle, WA 98134-2438

Mt. Vernon: 1510 N 18th St, Mt Vernon, WA 98273-2604

Des Moines: 23040 Pacific Hwy S, Des Moines, WA 98198-7268

Silverdale: 3888 NW Randall Way, Suite 105, Silverdale, WA 98383-7847

Spokane: 2805 N Market St, Spokane, WA 99207-5553

Tri-Cities: 2505 Duportail St, Suite D, Richland, WA 99352-4079

Wenatchee: 330 King St, Suite 4, Wenatchee, WA 98801-2857

Yakima: 507 S 3rd St, Yakima, WA 98901-3219



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BUILDING A POWERFUL UNION THAT FIGHTS FOR ECONOMIC, POLITICAL AND SOCIAL JUSTICE IN OUR WORKPLACES AND IN OUR COMMUNITIES.

We are so happy you are interested in making a difference with your coworkers and union! Your Union (UFCW 3000) are over 50,000 members working in grocery, retail, health care, meat packing, cannabis, & other industries across Washington state, north-east Oregon, and northern Idaho. UFCW 3000 is a chartered member of UFCW International with over 1.4 million workers in North America. The strength we have as a Union is directly proportional to the number of rank-and-file leaders that are engaged and ready to act. At some point, someone just like you organized folks together in your worksite to win recognition as a Union and a first contract- always remember, we as workers are the Union!

UFCW 3000 is dedicated to leadership development and believes that working people united are the most powerful counterbalance to corporate power that exists. The future of all movements for justice, lies in our ability to connect our struggles as whole people- at work, home, our community, and world. Our vision is to train over 4,500 leaders that can help build strong democratic workplaces, just and healthy communities, and advocate for laws that build up the working class. Today you'll learn about our 3000 action teams that organize in each of these spaces.

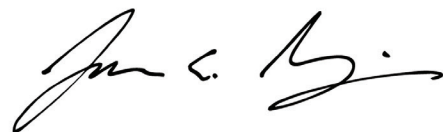
This handbook is an introduction to the basics and will give you a peak into what other classes and organizing work you may be involved with. As you jump into your leadership- have fun and courage to share your life experiences- the best learning comes from listening to one another!

We look forward to supporting your leadership journey and building our movement together.

In Solidarity,



Faye Guenther, President



Joe Mizrahi, Secretary Treasurer

Role of a Leader



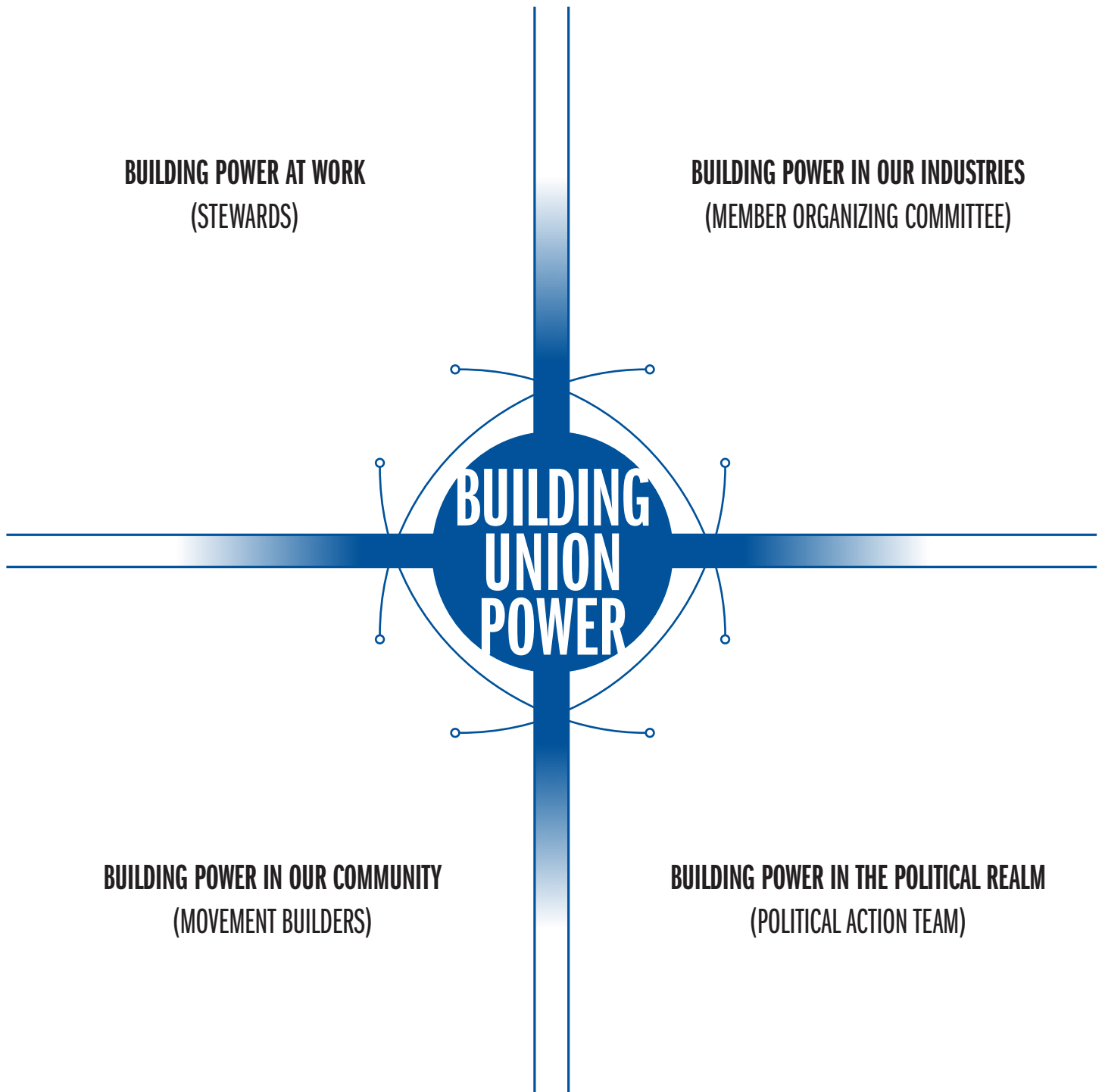
The best way to help build a stronger Union and movement is by becoming a union leader! More Leaders means a better contract- and more power to organize around issues that affect us at work, in the community, and in the halls of Olympia.

By becoming a leader, you've taken the first step to building a stronger union. Leaders play a crucial role. They make sure their coworkers rights are protected. They listen to their coworkers and unite people to see that “We are the Union!”- acting together is how we address issues around safety, fairness, and our rights. They advocate for the underdog and share with others the union values of democracy, equity, and justice.

A key leadership role includes welcoming new hires and explaining the benefits of being a union member and how to get involved in making a better workplace. Leaders may talk to non-union coworkers to look for opportunities of solidarity and to grow the Union. They can also provide representation in disciplinary meetings and help organize coworkers to stand up for themselves and each other.

We help make real the struggles of working people by telling our stories. Leaders help build a stronger movement by advocating for change with the Movement Builders program and the Political Action Team. UFCW 3000 partners with Community orgs that advocate for issues around Housing, Domestic Violence, Transportation, Racial Justice, Environmental Justice, Immigration, and more. Leaders just like you have helped win historic victories for working families by getting out the vote, meeting legislators, and mobilizing friends around issues. Do you have a cause you care deeply about? Leaders connect the dots between the workplace, our community, and issues that affect us all.

The 4 Pillars of Power



What do Leaders do?

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Know Your Contract

Union Steward Rights

What article and clause defines the rights of Union Stewards?

Just Cause

Where do you find your rights to “Just Cause” in cases of discipline or discharge?

Grievances

Where do you find the timelines for filing a grievance?

Wages

Wages and differentials are defined in which article(s)?

Seniority

What article defines how seniority shall be applied?

Union Recognition

Where does the contract give you the right to be a Union Shop, and what kind of issues can you bargain over?

Workers' Right to Representation During Investigation

One of the most important rights union leaders can teach their co-workers about is their Weingarten Rights – the right of union workers to have a steward present if they find themselves in a situation where they might be disciplined. Because we are Union, none of us needs to stand alone.

Weingarten rights were won in a 1975 Supreme Court decision covering private sector union members; non-union workers do not qualify. In 2010 the State of Washington extended these rights to public employees in our state as well.

Members' Weingarten Rights:

- Our co-workers must make a clear request for union representation either before or during the interview. The boss does not have to inform our co-workers of their rights.
- Management cannot retaliate against our co-workers for requesting representation
- Management must delay questioning until the union steward arrives
- It is an unfair labor practice for management to deny a co-worker's request for a steward and to continue with interrogation. In this case, your co-worker can refuse to answer management questions (but should not leave the meeting until it is over).



Weingarten Rights **Your right to union representation**

If you're called into a meeting that you think could lead to discipline, **STOP!** Ask for union representation.

You have a right not to be alone.

“I request a union representative during this meeting. If you accuse me or ask me questions I believe may lead to my discipline, I have a right not to answer those questions and will continue to ask for a union representative until you comply with my request.”

Call the union office at
1-800-732-1188.



UFCW3000

Weingarten Rights
Your right to union representation

Derechos Weingarten
Su derecho a representación de la unión

温格腾权利
你有请求工会代表陪同的权利

Các Quyền Weingarten
Quyền của bạn đối với việc đại diện công đoàn

Право Вейнгартена
Ваше право на представителя профсоюза

Weingarten Rights

If you are called into a meeting that you think could lead to discipline, STOP! Ask for Union Representation.

“I request a union representative during this meeting. If you accuse me or ask me questions I believe may lead to discipline, I have a right not to answer those questions and will continue to ask for a union representative until you comply with my request.”



Derechos Weingarten Su derecho a representación de la unión

En caso de que lo manden a una junta que usted piense podría llevar a un castigo ¡DETÉNGASE! Pida representación de la unión.

Usted tiene derecho de no estar solo.

“ Pido la presencia de un representante de la unión durante esta junta. En caso de que me acusen o me hagan preguntas que yo pienso podrían llevar a algún castigo, tengo el derecho de no contestar esas preguntas y seguiré pidiendo la presencia de un representante de la unión hasta que cumplan mi petición.”

Llame al: 1-800-732-1188

温格腾权利

你有请求工会代表陪同的权利

如果管理人员找你面谈，而面谈有可能导致对你的纪律处分，您可以暂时不去！您有权要求工会代表参加。

您有权不单独面对管理人员的质询。

“ 我要求工会代表陪同参加此次面谈。如果您指责我或者向我提出我认为有可能导致对我进行纪律处分的问题，我有权不回答那些问题并请求工会代表的参加，直到您答应我的请求为止”

请致电: 1-800-732-1188

Các Quyền Weingarten Quyền của bạn đối với việc đại diện công đoàn

Nếu quý vị được triệu tập đến một cuộc họp mà quý vị cho rằng có thể dẫn đến biện pháp kỷ luật, hãy DỪNG LẠI!! Hãy yêu cầu có đại diện công đoàn.

Quý vị có quyền không đi một mình.

“ Tôi yêu cầu có đại diện công đoàn trong buổi họp này. Nếu quý vị buộc tội tôi hoặc đặt ra những câu hỏi mà tôi cho rằng có thể dẫn đến biện pháp kỷ luật đối với tôi, tôi có quyền không trả lời các câu hỏi đó và sẽ tiếp tục yêu cầu có đại diện công đoàn cho đến khi quý vị đáp ứng yêu cầu của tôi.”

Hãy gọi: 1-800-732-1188

Право Вейнгартена Ваше право на представителя профсоюза

Если Вас позвали на собрание, которое, по-Вашему, может быть связано с дисциплиной, ОСТАНОВИТЕСЬ! Попросите о представителе профсоюза.

У Вас есть право не быть одиноким!

“Я прошу о представителе профсоюза во время этого собрания. Если Вы обвиняете меня или задаете какие-либо вопросы, связанные с дисциплиной, у меня есть право не отвечать на эти вопросы, пока Вы не обеспечите мне представителя профсоюза.”

Позвоните по номеру: 1-800-732-1188

What's Politics Got to Do With It?

Match the work issue with the law that applies

ISSUE ←  → **LAW**

Wages/Hours <input type="radio"/>	<input type="radio"/> OSHA Laws
Holidays and Vacation <input type="radio"/>	<input type="radio"/> Collective Bargaining Agreement
Healthcare <input type="radio"/>	<input type="radio"/> Supplemental Security Income (SSI)
Union rights (right to organize, defend workers) <input type="radio"/>	<input type="radio"/> Voting Rights Act/Civil Rights Act
Pension/retirement <input type="radio"/>	<input type="radio"/> Fair Labor Standards Act
Safety & Health <input type="radio"/>	<input type="radio"/> Affordable Care Act (ACA)
Discrimination <input type="radio"/>	<input type="radio"/> Worker's Compensation (L&I)
Unemployment Workers' Compensation <input type="radio"/>	<input type="radio"/> National Labor Relations Act
	<input type="radio"/> Initiative 1433- Statewide Paid Sick Leave and Raising Minimum Wage
	<input type="radio"/> Washington Paid Family Medical Leave

What laws have UFCW 3000 members help pass in Washington State?

Washington Paid Family Medical Leave

WHEN WE FIGHT WE WIN:

- 2008:** Working Families Tax Rebate
- 2011:** Seattle Sick Leave
- 2012:** Referendum 74 for Marriage Equality
- 2013:** SeaTac \$15 Minimum Wage
- 2014:** Seattle \$15 Minimum Wage

- 2015:** Tacoma \$12 Minimum Wage
- 2015:** Tacoma Sick Leave
- 2016:** Spokane Sick Leave
- 2016:** Seattle Secure Scheduling
- 2016:** Initiative 1433 Statewide Sick Leave and \$13.50 Minimum Wage
- 2017:** Washington State Paid Family and Medical Leave

- 2019:** Uninterrupted Meal/Rest Breaks and Closing the Mandatory Overtime Loophole for Healthcare Workers in Washington
- 2019:** Vacating Misdemeanor Cannabis Convictions in Washington

CONTRIBUTE TO THE ACTIVE BALLOT CLUB
UFCW21.ORG/ABC

Ten Tips for Union Leaders

Show Confidence.

It's natural to be concerned that you won't do the job right: There's a lot to learn and you may not yet be comfortable being in a position where you deal with management from a position of authority. Keep in mind that millions of other leaders have gone through the same thing, and no one expects you to be Super-leader. If you approach it honestly and consult with other leaders and union officers when you're not sure how to handle something, you'll do just fine.

Let Others Know.

You don't want to get on a bullhorn and brag about your new role as leader, but you don't want to keep mum about it either. You can't be an effective leader unless the co-workers you serve, and the management people you'll have to deal with on a day-to-day basis, know who and what you are and how to find you if they need you.

Listen.

A good rule of thumb is the 80/20 Rule: Good communication requires 80% listening and 20% talking. Make sure you pay attention and keep good eye contact when co-workers or managers are speaking. It is impossible to listen when you interrupt. Make sure you understand what is being said, ask clarifying questions if you are unclear of what is being said.

Greet New Hires.

It's a leader's job to greet every new worker who comes on the job, to welcome the worker and explain the leader's role. Just because you made the rounds when you became leader and made sure everyone knew about it doesn't mean that the person who starts work today knows you.

Be Honest.

Just because you're a leader doesn't mean you know everything. If a question comes up that you can't answer, don't try: Say you'll find the answer and get back to the person. There's no such thing as a leader smart pill. It will take you a while to get familiar with the union contract and with the labor laws that affect your workplace. All it takes on a leader's part is to give a few wrong answers before everyone avoids him or her altogether and seeks out a more knowledgeable union official.

Treat Co-Workers Equally.

It can be a big temptation to focus your energies on your friends and immediate co-workers. Big mistake. Just one reason it's a big mistake is that, by law, the union – and that includes the leader – must provide equal representation to every worker. It makes no difference whether you like the worker or hate him; whether she's the strongest union member around or the biggest union-hater; whether he's your ex-spouse or your current lover. You have to let all the workers you're responsible for know that you're there for them.

Don't Let Management Run over You.

Some supervisors or managers get a thrill out of trying to make a new leader feel uncomfortable, unknowledgeable, and unwelcome. You don't have to take it. By law – the leader is the equal of management when conducting union business. Remember, if you're not sure of how to handle a problem, call in a veteran leader or seek help from a union officer, but don't allow management to treat you poorly.

Keep your Union & Employee Roles Separate.

While as a leader you are equal with management when doing union business, when you're not conducting union business you have to follow the same rules and requirements that apply to everyone else. Just because you're the leader doesn't mean you can wander off and take a nap.

Ask for Help.

Depending on the workplace, new leaders can feel overwhelmed by their responsibilities. An important thing to remember is that the most effective leaders are those who get their co-workers involved in the union's work. Your job isn't to make everyone's life better, your job is to work with your co-workers toward that goal. You might even think of yourself as an organizer more than a leader, because you should organize the people around you to help move the union forward.

Don't Be Hard on Yourself.

As a new leader you're likely to mess up on occasion. Everyone does. Just do the best you can, and seek out help from the union when you think you're in over your head. If you make a mistake, deal with it as soon as you can before it gets worse and then look ahead. Remember that you're doing an important job for your co-workers, one that a lot of people probably don't have the guts, energy and dedication to take on. Don't get mad at yourself, be proud of yourself for caring enough to accept the responsibility.

FAQ for Leaders

Who does UFCW represent?

The UFCW International represents over 1.3 million hard-working people in the U.S. and Canada. We are part of the AFL-CIO that unites millions of union members across the Labor Movement. UFCW 3000 represents over 50,000 members working in grocery, retail, health care, meat packing, cannabis, & other industries across Washington state, north-east Oregon, and northern Idaho. **This diverse membership gives strength in bargaining and a strong voice on the job.** Thousands of workers have organized and joined our union in the last 10 years, benefiting our bargaining power in the industries we represent.

What is the leadership structure of our Union?

UFCW 3000 is a democratically run Union with an Executive Board of 40 members elected by and from the union membership itself. The executive board also includes the President and Secretary-Treasurer, who are paid, full-time employees of the Union. Our President is Faye Guenther and Secretary-Treasurer is Joe Mizrahi. UFCW 3000's staff includes Union representatives, organizers, negotiators, community and political organizers, and office staff.

Why do we pay Union dues?

Our Union is literally run by worker power- it is funded by union dues that are democratically voted on by the membership. The best way to understand how union dues are spent is to attend a General Membership Meeting quarterly- members review the finances and see how every penny of our collective money is spent and invested. Encourage coworkers to attend and ask questions!

In a nutshell- dues pay for representation and organizing- all the staff and resources needed to run the daily work of the Union, enforce our contracts, and take on the campaign fights to win advancements in our industries. This includes member led bargaining teams, professional Reps and Negotiators, a strong Member Resource Center to handle grievances and arbitration, legal counsel, and more. Dues also pay for Education and Leadership Development programs, including the Health Care Advisory Board and 3000 Action Teams. Dues power all printed and online Communications to members. And fund the future of our movement- our Organizing Dept- focused deeply on Community, new worker organizing, pro-active long-term growth, and building legislative power.

Continued ►

FAQ for Leaders

What member-only benefits do we receive?

- **SCHOLARSHIPS FOR YOU AND YOUR FAMILY!**

Every year in January, UFCW 3000 scholarship applications are available on our website. A committee of executive board members selects the winners and awards over \$44,000 towards higher education. UFCW21 members, spouse, and dependents are eligible to apply, www.ufcw3000.org. Scholarships are also available through UFCW International, ufwcharityfoundation.org/scholarship/

- **MEMBERSHIP ASSISTANCE PROGRAM.**

During hard times, UFCW 3000 members may apply for financial assistance. UFCW 3000 members may donate their dues credit during General Membership Meetings to help coworkers in need. Talk to your rep if you or a coworker are struggling with issues such as your electricity being turned off, eviction, fire or flood, or other emergencies.

- **APPRENTICESHIP PROGRAMS.**

UFCW 3000 members have access to the Meat Apprenticeship Program and many other apprenticeships being developed in health care and other industries. UFCW 3000 runs a Labor Apprenticeship Program, which gives workplace leaders a deep dive into organizing skills to build the movement for a better future.

- **\$1000 LIFE INSURANCE POLICY.**

- **UNION PLUS DISCOUNTS.**

Union Members receive discounts on all types of things from cell phone service and movie tickets to auto insurance and home mortgage programs! www.unionplus.org

- **UFCW INTERNATIONAL DISCOUNTS.**

Exclusive discount program only for UFCW members- register online! myufcw.org/discounts/

- **YOUR UNION CONTRACT INCLUDES MORE BENEFITS SPECIFIC TO YOUR WORKPLACE.**

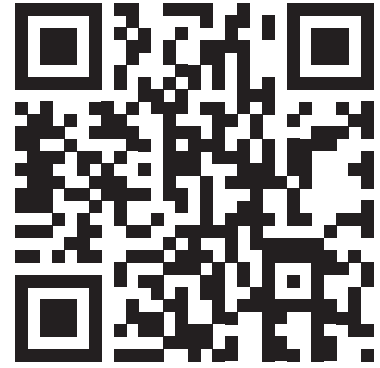
Every wage increase, differential, and benefit has been negotiated and fought for by members in your unit. More members united means more power to negotiate better wages and working conditions.

- **ONLY MEMBERS CAN:**

Vote on their union contract and participate on bargaining teams, workplace committees. and vote on Union leadership.

What leadership activities are you most interested in?

Take this survey online! >> bit.ly/3sHnigM



Pick your top 3!

- Meet and greet new hires, lead new employee orientation
- Recruit/identify new leaders
- Participate in workplace committees
- Attend Weingarten meetings
- Grievance investigations and contract enforcement
- Educate coworkers on rights and benefits
- Participate in workplace action, Contract Action Team
- Update union bulletin board
- Help organize new workers into our Union
- Help build our political power and pass pro-worker policies
- Help represent UFCW 3000 in supporting community organizations working for social and economic justice
- Help organize and get members involved on social media

Your Name: _____

Work Location: _____

Phone: _____

Email: _____



Resources for Leaders

UFCW3000 Web site: www.ufcw3000.org

UFCW3000 Member Resource Center: **866-210-3000**

Washington State Labor Council: www.wslc.org

The Stand- news about working people standing together in Washington State! www.thestand.org/

U.S. Equal Employment Opportunity Commission: www.eeoc.gov/

Washington State Human Rights Commission: www.hum.wa.gov/

Unemployment Law Project: unemploymentlawprojec.org

Project Help: www.projecthelpwa.com

Office of the Ombuds: ombuds.selfinsured.wa.gov/

Job Accommodation Network (JAN): askjan.org/index.cfm

Northwest Immigrant Rights Project: www.nwirp.org

Washington Paid Family Medical Leave: paidleave.wa.gov/

Washington State Workers' Rights Manual On-line: www.RightsAtWorkWA.org

Find Out If I Am Registered to Vote: voter.votewa.gov/WhereToVote.aspx

My Union Rep is:

Their phone number is:

WWW.UFCW3000.ORG

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1-800-732-1188 | MEMBER RESOURCE CENTER 1-866-210-3000