

# **NEW MEMBERS**

## **Welcome to UFCW Local 648**

Congratulations on your new job! As a Union member, you have more benefits and rights under a union contract than if you worked in a non-union store. Union workers enjoy much stronger legal protections on the job as well as better wages and benefits. The information here is an overview of some of those benefits and the structure of our Union.

### **UFCW LOCAL 648**

Elected Officers:

Dan Larson, President  
Milton Hum, Secretary-Treasurer  
Cynthia Salazar, Recorder

Union Representatives:

Tim Mc Laughlin  
Christian Pradia  
Jennifer Garcia  
Marco Flores  
Maggie Krug

Insurance Representative:

Cynthia Salazar

Cynthia Salazar is your liaison to the UFCW Benefits Fund Office

## **UFCW Local 648 Executive Board**

Local 648 is run by an elected Executive Board. The Executive Board is comprised of officers who meet on a monthly basis to approve finances, discuss local business and determine activities. These officers are full-time union representatives and rank and file members who work in the various stores. The entire Executive Board meeting is recorded and the minutes are read and approved or disapproved by the general membership at regular meetings. The President, Secretary-Treasurer, Recorder with Rank and File Members and staff, make up the Executive Board of UFCW Local 648.

### **Office Hours for UFCW Local 648**

**M-F 8:00am - 4:00pm  
(closed 12noon-1pm)**

Your office staff:

Hailan Li, Office Manager

Rhosie Tolentino, Membership Director

Cynthia Salazar, Insurance Representative

The office staff is here to assist you in any way possible. They give you the Union application forms and provide assistance if needed in four different languages. They can set up an initiation fee and dues payment plan to help you manage your cost. They explain and help you understand your medical benefits, any additional charges for dependents, when your benefits start and when coverage graduates as your time with your employer continues. Please ask, if the office staff cannot help you, they probably have the phone number to someone who can.

# **THE BENEFITS OF BEING UNION**

When you belong to a Union, you have a voice in your workplace. The Union provides a balance of power between workers and management through a contract that outlines the rules and procedures, wages and promotions, health care and retirement benefits. You have a means to insure a safe work environment, free from harassment or favoritism. All workers should know what the rules are, what the consequences are for breaking the rules and the appeal (grievance) process if there is a disagreement. A Union contract makes the rules and procedures clear for employees and more importantly for employers. Promotions, raises, penalties and dismissals must be dealt with in a prescribed fashion, not at the whim of a company or manager. A Union contract may also provide for paid vacations, paid holidays, paid jury duty, paid funeral leave and sick leave benefits.

## **SHOP STEWARDS**

A shop steward is a worker in the store who has special training in understanding your Union contract. Shop stewards act as the eyes and ears for your Union and communicate all issues to a Union Representative as needed. They are the official greeters for all new hires and can be a liaison between members and store management. If you are interested in participating in the shop steward program, please ask for an application from your Union Rep or call the Union Hall.

## **IMPORTANT DOCUMENTS**

You are entitled to a copy of Local 648's Union Bylaws (UFCW Local Unions must comply with the International Union Constitution as well as its own Bylaws), your Union store contract and business cards for all Union Representatives.

## **BENEFIT ELIGIBILITY**

Eligibility rules vary from classification and contract. Please see Cynthia Salazar for specific details of all plans covered in the collective bargaining agreement.

In the grocery contract, courtesy Clerks require 64 hours per calendar month, GMC and Food Clerks require 92 hours per calendar month to keep medical benefits active.

In the drug contract, all classifications require 96 hours per calendar month to keep medical benefits active.

Note- Please make sure you are being scheduled to work at least 24 hours a week. Working less than your required hours could temporarily cancel your medical benefits.

## **Grievance Procedure**

A grievance is a problem or dispute that an employee cannot resolve directly with his supervisor. (Technically, a grievance is a violation of the labor contract, also known as the collective bargaining agreement.) The most common grievances filed by workers concern wages, working hours and working conditions. Other common grievances filed by Unions deal with a specific action, such as layoffs, reduction in hours, denial of benefits, unfair actions by managers or discipline issues.

Having a procedure in place for resolving employee grievances is one of the greatest benefits of Union representation.

## **KNOW YOUR RIGHTS**

DO NOT sign off on any policy or procedure if you don't understand what it means. If English is not your first language, ask for the paper in a language you feel comfortable reading and understanding. If the employer refuses your request, DO NOT sign any paper until you have talked to a Union Representative!

## **WEINGARTEN RIGHTS**

You have the right to have a Union Representative or Shop Steward present in some circumstances "when a supervisor asks for information that could be used as a basis for discipline."

**Workers should always request a Union Representative if a meeting can lead to discipline. ALWAYS. EVERY TIME. WE MEAN IT! When in doubt, CALL THE UNION!**

There may be times when a manager ignores an employee's Weingarten Rights. If that happens, stay in the room, hear the manager out, take notes stating that you requested your Union Rep and the request was denied. When you leave the meeting, call your Union Representative immediately.

If you have to file a grievance, be timely. You must file a grievance with the Union within 10 business days of when the violation occurred. All of this being said, most problems on the job are solved without resorting to formal grievances.

## **DUES STRUCTURE**

Your dues are spent solely to benefit the membership. Obviously, it takes money to carry out all the functions a union must perform on behalf of its members. Your dues dollar helps pay for:

- The salaries of the servicing representatives and organizers
- Experts who voice your concerns to city, county, state and national legislators on issues of concern to working families
- Compensate attorneys and pay the union's share of arbitration cases
- General operating costs of keeping the union office open and staffed
- Organizing non-union work places
- Per capita dues which sustain our share of the UFCW International Union costs and those of other local, state and regional labor organizations with which Local 648 is affiliated.

Dues range in amount depending on classification.

At this time you may elect to be billed monthly for your dues or set up an automatic withdrawal from your debit or credit card.

Please stay current on your dues. If you get two months behind, you will be suspended and be subject to a reinstatement fee in addition to the back dues. You don't want that and the Union doesn't want that! Remember, being a Union member in good standing is a condition of your employment.

## **DEFENSE FUND**

The UFCW Local 648 Defense Fund is your guarantee that, in the event of a strike or lockout, your Union will have the resources to fight even the biggest employer on your behalf. Also, the money would be used to supplement your income should a strike occur.

A healthy Defense Fund keeps us in a stronger position at bargaining time.

## **GENERAL MEMBERSHIP MEETINGS**

The General Membership meeting is held on the 1<sup>st</sup> Thursday of the every month at 7pm in the Union Hall. The purpose of these meetings is to keep members informed of current events affecting the membership. Your participation is encouraged. You have the opportunity to ask your Union President and Reps any questions you may have and also give any suggestions that will help keep our Union strong. You have an equal voice and can vote in deciding what Local 648 does and how it does it. You can do this by attending the Union meetings.

The General Membership meeting is preceded by an Executive Board meeting at 5pm. The Executive Board is responsible for all business of Local 648 not otherwise delegated to a specific officer(s) or reserved for membership. Currently the Executive Board Meeting is closed to the general membership.

## **ACTIVISM**

Local 648 defends your rights at the work place, at the bargaining table, at regulatory agencies, at city councils and state legislatures. Throughout the history of our nation, changes have been made by those who organized, networked, joined forces and expressed their opinion openly. UFCW Local 648 works to be a voice for its members.

## **REGISTER TO VOTE**

You make the difference. Voting is one way that all U.S. citizens over 18 can speak up.

Register to vote through your Union. Keep up on what is going on politically. Cast your vote for those who support your stand on important issues. By supporting those who support the working people, you gain a voice within the local, state and federal government.

## **IF YOU LEAVE THE INDUSTRY**

If you are no longer employed under a contract with this Union, you may want to take out a withdrawal card. Returning a withdrawal card permits you certain advantages if you return to work in the industry with this or other locals affiliated with the UFCW International Union. You have 30 days of being rehired to turn in the withdrawal card to the local Union to avoid fees. Withdrawal cards are for members in "good standing". To be eligible for a withdrawal card, your initiation must be complete and your dues must be current. There is no fee to file a withdrawal card.