Collective Bargaining Survey

Name: 
Title: 
Union: 

I. Framework for collective bargaining

Do any of the written rules of your union apply to the collective bargaining process?

<table>
<thead>
<tr>
<th></th>
<th>Constitution</th>
<th>Bylaws</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>IU/National Union</td>
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<td>State/Regional</td>
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<tr>
<td>Local</td>
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What do they say about how locals should collectively bargain?

*Can you share a copy of relevant documents (constitutions/bylaws/policies/best practices)?*

In what circumstances do these rules apply?

Are bargaining practices consistent:

- [ ] Based on who the bargainer is?
- [ ] From contract to contract with the same employer?
- [ ] Across shops/units within a local?
- [ ] Across locals?
- [ ] Across union as a whole?
- [ ] For first contracts and successor contracts?
- [ ] Other: ____________________________

How does the union train bargainers and organizers/reps on collective bargaining and organizing for contract campaigns? Are there internal or external trainings/conferences/conventions you participate in?

Has your union made or attempted to make changes to how you do collective bargaining in the last five years? What changes have you made or attempted to make and how have you implemented them?
Can you share any written guidelines/best practices related to the implementation of this change?

II. Who leads contract campaigns?

A. First Contract Campaigns:

Who is on the campaign team for a first contract campaign?

<table>
<thead>
<tr>
<th>Indicate # of people in each category and where they come from</th>
<th>Members on LOA/Lost Time</th>
<th>Organizers/Reps</th>
<th>Leads/Directors</th>
<th>Negotiators/Bargainers</th>
<th>Other (research, comms, boycott, community, legal, etc.)</th>
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</tbody>
</table>

Is there a rank-and-file bargaining committee? ☐ Yes ☐ No

How many people are on the bargaining committee?

What is ratio of the bargaining committee members to number of workers in the bargaining unit?

Is the committee specific to the bargaining unit whose contract is being negotiated? ☐ Specific ☐ General

How are bargaining committee members selected?

☐ Elected by: ____________________ ☐ Appointed by: _______________________________

Are there mechanisms for representation by work location/job classification/department/shift/unit? Race/gender/ethnicity/national origin/language? Other?

B. Successor Contracts:

Who is on the campaign team for a successor contract?

<table>
<thead>
<tr>
<th>Indicate # of people in each category and where they come from</th>
<th>Members on LOA/Lost Time</th>
<th>Organizers/Reps</th>
<th>Leads/Directors</th>
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<th>Other</th>
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Is the committee specific to the bargaining unit whose contract is being negotiated? □ Specific □ General

How are bargaining committee members selected?

□ Elected by: ____________________ □ Appointed by: ____________________

Are there mechanisms for representation by work location/job classification/department/shift/unit? Race/gender/ethnicity/national origin/language? Other?

Who is the negotiator?

<table>
<thead>
<tr>
<th>Select title/role</th>
<th>Level of union affiliation/selection / distance from contract being negotiated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Officer</td>
<td>IU/National</td>
</tr>
<tr>
<td>President</td>
<td>President</td>
</tr>
<tr>
<td>VP</td>
<td>VP</td>
</tr>
<tr>
<td>S-T</td>
<td>S-T</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Director</td>
</tr>
<tr>
<td>Attorney</td>
<td>Attorney</td>
</tr>
<tr>
<td>Negotiator</td>
<td>Negotiator</td>
</tr>
<tr>
<td>Organizer/Rep</td>
<td>Organizer/Rep</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Rank-and-File Member</td>
<td>E-Board</td>
</tr>
<tr>
<td>Steward</td>
<td>Steward</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Outside Consultant</td>
<td>Attorney</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

How is the negotiator selected?

□ Elected by: ____________________ □ Specific to contract □ General

□ Appointed/hired by: ____________________ □ Specific to contract □ General

III. How do you prepare for bargaining?

Is there a unit-wide bargaining survey? □ Yes □ No

What, if any, are participation benchmarks relative to the size of the bargaining unit?

How is it circulated?

When is it circulated relative to the first negotiations session or contract expiration and for how long?

Who compiles the results?

Are the results shared back with workers? When and how?
Can you share some recent examples of contract surveys and methodology (face-to-face or online?) Can you share results (# and % of workers who participated)?

Is there a meeting with workers to discuss bargaining demands? ☐ Open ☐ Members Only ☐ Closed

Who participates in the meeting and what are their roles?

<table>
<thead>
<tr>
<th>Participation in meeting to develop bargaining proposals</th>
</tr>
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<tbody>
<tr>
<td>Bargaining Comm.</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Sets agenda</td>
</tr>
<tr>
<td>Leads, facilitates, and/or presents</td>
</tr>
<tr>
<td>Actively participates + weighs in on bargaining demands</td>
</tr>
<tr>
<td>Participates, does not weigh in on bargaining demands</td>
</tr>
<tr>
<td>Observes but does not participate</td>
</tr>
</tbody>
</table>

How are proposals developed/drafted? Who drafts?

Who reviews proposals?

☐ Workers in the bargaining unit
☐ Members in the bargaining unit
☐ Bargaining Committee
☐ Campaign team
☐ Local union staff not on campaign team
☐ Negotiator
☐ Lawyer
☐ Executive Board
☐ Principal Officer
☐ State/regional union officers/staff
☐ IU/national union officers/staff
Is there coordination or consultation:
- Across bargaining units/shops/employers within the local?
- With other locals of the same union?
- With other unions?
- With community members or groups?

On what basis?

Who signs off on proposals?
- Workers in the bargaining unit
- Members in the bargaining unit
- Bargaining Committee
- Campaign team
- Local union staff not on campaign team
- Negotiator
- Lawyer
- Executive Board
- Principal Officer
- State/regional union officers/staff
- IU/national union officers/staff
- Community

Is there a follow-up meeting with workers in the bargaining unit to discuss/review/approve draft proposals?
- Open
- Members only
- Closed

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<thead>
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<td>Actively participates + weighs in proposals</td>
</tr>
<tr>
<td>Participates, does not weigh in on proposals</td>
</tr>
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</table>
IV. What happens at in the room during bargaining?

A. Ground rules

Do you agree to ground rules?

☐ Yes, always
☐ Depends on: ________________________________
☐ Never

How often do you agree to the following types of ground rules (always/sometimes/never)?

<table>
<thead>
<tr>
<th>Party restricted</th>
<th>Restriction on who speaks at the table</th>
<th>Restriction on who is at the table</th>
<th>Restriction on who is in the room</th>
<th>Restriction on distribution of proposals</th>
<th>Gag order/restriction on reports out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers in the bargaining unit</td>
<td></td>
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<tr>
<td>Other union members/affiliates</td>
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<tr>
<td>Community/other external party</td>
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</tbody>
</table>

B. Who participates and how?

Is bargaining open or closed? ☐ Open (anyone) ☐ Open (bargaining unit only) ☐ Open (members only)
☐ Closed

How many people sit at the union side of the table for bargaining?

_____ Bargaining unit workers
_____ Bargaining Committee members
_____ Campaign team members
_____ Local union staff not on campaign team
_____ Lawyer
_____ Executive Board
_____ Principal Officer
_____ State/regional union officers/staff
_____ IU/national union officers/staff
_____ Community
How are these people selected?

Are there limitations on who speaks at the table? □ Yes □ No

If so, what limitation?

Who can attend bargaining?

- Workers in the bargaining unit
- Union members in the bargaining unit
- Bargaining Committee members
- Campaign team members
- Local union staff not on campaign team
- Lawyer
- Executive Board
- Principal Officer
- State/regional union officers/staff
- IU/national union officers/staff
- Community

How many workers total are in the room? ______ Is there an upper limit? □ Yes: ______ □ No

Are these numbers consistent throughout bargaining or does it vary session-by-session? What determines how many members are in the room for a given session?

How do workers find out about bargaining sessions?

Where does bargaining take place? □ Shop □ Union hall/offices □ Other: ______________________

When does bargaining take place? □ 9-5 M-F □ After 5 M-F □ Sat/Sun

Can workers attend on their breaks? □ Yes □ No

Can workers access PTO to attend bargaining? □ Yes – specific for union activities □ Yes - general □ No

Are materials presented by either side at the table distributed to everyone in the room? □ Yes □ No

Does the union distribute other materials to attendees, such as a proposal tracker? □ Yes □ No

If so, what materials?

*Can you provide an example?*

Are materials distributed allowed to leave the room? □ Yes □ No

Are accommodations available?

- Interpretation/translation
C. Decision-making

Who can call for a caucus?

- Negotiator
- Bargaining Committee
- Anyone at the table
- Anyone in the room

What happens during caucuses?

Who leads discussion? ________________________

Who actively participates in discussions?

- People at the table
- Bargaining committee
- Everyone in the room

Are there off-the-records?  □ Yes  □ No

How are they authorized and by whom?

Who participates in them?

What is the process for reaching tentative agreements?

- Decided at the table
- Decided in a caucus
- Decided in an open meeting outside of bargaining
- Decided in a closed meeting outside of bargaining

D. Coordination

Are there coordinated:

- National/statewide/regional/citywide tables with a given employer?
  - Multiple bargaining units?
  - Multiple locals?
- Multi-employer tables?
- Multi-union tables?

<table>
<thead>
<tr>
<th></th>
<th>Wages</th>
<th>Health care</th>
<th>Pension</th>
<th>Work rules</th>
<th>Griev. Proc.</th>
<th>Union rights</th>
<th>Mgmt. rights</th>
<th>Term</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated</td>
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<tr>
<td>Localized</td>
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</tbody>
</table>

How are decisions reached/coordinated within these tables?
V. What happens between bargaining sessions?

Is information shared out from bargaining?

- Summary of what happened during the bargaining session
  - List of tentative agreements reached?
  - Specific contract language proposed, agreed to, or rejected?
  - Excerpts from exchanges at the table?
- Full text of employer proposals
- Full text of union proposals

How is information shared?

Can you provide examples of bargaining bulletins or other communications?

Are worker meetings held between bargaining sessions?

- Open – workers + community
- Open – workers only
- Bargaining committee only
- Other: __________________________

VI. How is an agreement reached?

Who reviews agreement before agreeing to a tentative settlement?

- Bargaining unit
- Bargaining Committee
- Campaign team
- Local union staff not on campaign team
- Lawyer
- Executive Board
- Principal Officer
- State/regional union officers/staff
- IU/national union officers/staff
- Community

Is there a formalized process for ratification? ☐ Yes ☐ No

If codified somewhere, can you share?

Is there a ratification vote? ☐ Yes ☐ No

When/where does it happen?

How is the vote noticed?
Is the full contract available to workers prior to the vote? □ Full contract □ Partial summary □ Other

Who is allowed to vote?

□ Everyone in the bargaining unit
□ Union members in the bargaining unit
□ Union members in good standing in bargaining unit
□ Other: ________________________________

What is the threshold for ratification? □ 50%+1 of votes cast □ 2/3 of votes cast □ Other: _________________

Is the result of the vote binding? □ Yes □ No

VII. Follow Up

Is there a recent contract negotiation that has happened in your union that is representative of your bargaining practice?

Are there other people at your union that I should talk to?