

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?

	Constitution	Bylaws	Other
IU/National Union			
State/Regional			
Local			

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?

<i>Indicate # of people in each category and where they come from</i>	Members on LOA/Lost Time	Organizers/ Reps	Leads/ Directors	Negotiators/ Bargainers	Other (research, comms, boycott, community, legal, etc.)
IU/National					
State/Regional					
Local					

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?

<i>Indicate # of people in each category and where they come from</i>	Members on LOA/Lost time	Organizers/ Reps	Leads/ Directors	Negotiators/ Bargainers	Other
IU/National					
State/Regional					
Local					

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?

Who is the negotiator?

<i>Select title/role</i>	<i>Level of union affiliation/selection / distance from contract being negotiated</i>			
	<i>IU/National</i>	<i>Regional/State</i>	<i>Local</i>	<i>Unit/Shop</i>
Elected Officer	President VP S-T Other	President VP S-T Other	President VP S-T Other	
Staff Member	Director Attorney Negotiator Organizer/Rep Other	Director Attorney Negotiator Organizer/Rep Other	Director Attorney Negotiator Organizer/Rep Other	Organizer/Rep Other
Rank-and-File Member	E-Board Steward Barg. Comm. Other	E-Board Steward Barg. Comm. Other	E-Board Steward Barg. Comm. Other	E-Board Steward Barg. Comm. Other
Outside Consultant	Attorney Other	Attorney Other	Attorney Other	

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?

Participation in meeting to develop bargaining proposals								
	Bargaining Comm.	Members in Unit	Workers in Unit	Other Union Members	Principal Officer/ E-Board	Union Staff	Lawyer	Community
Sets agenda								
Leads, facilitates, and/or presents								
Actively participates + weighs in on bargaining demands								
Participates, does not weigh in on bargaining demands								
Observes but does not participate								

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

Observes but does not participate								
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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)?

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

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

- Childcare
- Other: _____

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?

	Wages	Health care	Pension	Work rules	Griev. Proc.	Union rights	Mgmt. rights	Term	Other
Coordinated									
Localized									

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?