

**WASHINGTON FEDERATION OF STATE EMPLOYEES
AFSCME, COUNCIL 28, AFL-CIO (WFSE)**

**BARGAINING STRUCTURE FOR ALL WFSE CONTRACT TERMS
BEGINNING BETWEEN 2018-2020**

The Washington Federation of State Employees Executive Board has established the following structure for bargaining and ratification of contracts covering members of a WFSE bargaining unit. The Executive Board has the specific power to call a strike, following a strike authorization vote, and to order a return to work from a strike. This document establishes the structure for negotiation of the following contracts:

- 2018-2020 American Behavioral Health Systems
- 2018-2021 American Friends Service Committee
- 2019-2021 Central Washington University
- 2019-2021 Community College Coalition
- 2019-2021 Eastern Washington University
- 2019-2021 The Evergreen State College Classified
- 2019-2021 The Evergreen State College SSSSU
- 2019-2021 General Government
- 2019-2021 Health Care Coalition
- 2019-2021 Language Access Providers
- 2018-2021 Renton Technical College
- 2019-2021 Tacoma Community College Student Support Services
- 2019-2021 University of Washington/HMC
- 2019-2021 University of Washington/Police Management
- 2019-2021 Washington State University
- 2019-2021 Western Washington University

BARGAINING TEAMS

Only WFSE members in good standing in the appropriate bargaining units will be eligible to nominate and/or vote in the election of any bargaining team member. Members must be currently employed in a WFSE bargaining unit and members in good standing in the appropriate bargaining unit to serve on a bargaining team. A member may not nominate, vote for, or be elected to serve as a bargaining team member for a contract under which they are not covered.

Responsibilities of the bargaining team: The bargaining teams will develop the initial bargaining proposal to be presented to the employer, and then negotiate with the Employer. The bargaining teams approve final contract language and recommend membership ratification or rejection of the final employer offer. The bargaining teams at the table have the power to alter, modify, change, or concede on all issues to obtain the best possible language, and reach a tentative agreement, or declare that the team has reached an impasse. The bargaining teams have the power to refer specific issues to supplemental committees as applicable.

Responsibilities of individual bargaining team members: Bargaining team members are to be accountable, committed to the process, open-minded and realistic, available, to identify experts or specialists in specific agency issues, contracting, classifications, and other subject matters. The bargaining team members will be responsible for direct communication with members and reporting out in worksites

regarding the progress of negotiations. Bargaining team members must be willing to share their contact information with the members they are representing at the table. Bargaining team members will be responsible for communicating with assigned groups of employees. Bargaining team members will work with WFSE staff in scheduling meetings and will be accountable for content, update, and mobilization, as determined by the bargaining team. Bargaining team members are required to spend additional time educating the membership when they are not at the bargaining table. Bargaining team members must abide by all rules of conduct established by their respective teams. Being a bargaining team member means spending a lot of time over many months (sometimes late into the evening) negotiating, researching, communicating, and mobilizing. Bargaining team members will also be required to travel as necessary. When travel is required, WFSE will assist with making travel arrangements and will pay for travel expenses in accordance with the WFSE's member expense policy. Bargaining team members may also be authorized time loss in accordance with WFSE policy to aid them in fulfilling these responsibilities.

Responsibilities of bargaining communication team members: Bargaining communication team members are to be accountable, committed to the process, available, and highly engaged with the WFSE staff and membership in their work county/college. The bargaining communication team members will be responsible for direct engagement with members and reporting out in worksites and at local meetings regarding the progress of negotiations and campaign activities. Bargaining communication team members must be willing to share their contact information with the bargaining team. Bargaining communication team members will be responsible for attending all local meetings in their assigned area and for communicating with assigned groups of members and the bargaining team. Bargaining communication team members will be in close contact and work with WFSE staff in scheduling meetings and will be accountable for mobilization efforts and updates as determined by the bargaining team. Bargaining communication team members are required to spend additional time engaging and educating the membership. Bargaining communication team members must abide by all rules of conduct established by their respective bargaining teams. Being a bargaining communication team member means spending a lot of time over many months (sometimes late into the evening) communicating with and mobilizing the membership. Bargaining communication team members will also be required to attend joint meetings with their respective bargaining teams to stay informed and provide input gathered from the membership. When travel is required, WFSE will assist with making travel arrangements and will pay for travel expenses in accordance with the WFSE's member expense policy. Bargaining communication team members may also be authorized time loss in accordance with WFSE policy to aid them in fulfilling these responsibilities.

Careful and serious consideration should be given to these responsibilities before any member considers serving on the bargaining team.

Voting by the bargaining teams during negotiations will be one (1) vote for each bargaining team member present.

The four (4) WFSE officers will be automatic members of their respective bargaining team, with an equal voice and vote. The WFSE officers may attend bargaining sessions of any other bargaining team, as the President deems necessary.

The WFSE President may remove any bargaining team member or bargaining communication team member who, after careful investigation, is determined to have violated the rules of conduct, the responsibilities of their role as described in this document, or the AFSCME International Constitution (see Article X, Section 2), or who has acted inappropriately in their role. Any bargaining team member or bargaining communication team member removed from position may appeal the decision of the WFSE

President to the WFSE Executive Committee plus one bargaining team member chosen by the appellant's bargaining team.

ELECTION OF BARGAINING TEAM MEMBERS AND BARGAINING COMMUNICATION TEAM MEMBERS:

Except where specified otherwise, election of bargaining team members will be completed no later than October 2, 2017. The Collective Bargaining Committee (CBC) will review the election process for bargaining teams.

American Behavioral Health Systems (ABHS):

WFSE members in good standing in the ABHS bargaining unit will elect up to seven (7) bargaining team members to their bargaining team.

Three (3) of the positions will be filled by ABHS members in good standing employed at the Mission or Cozza ABHS facility/ies. Members in good standing employed at the Mission and Cozza ABHS facility/ies will be eligible to nominate and/or vote for the three (3) positions representing these facilities.

Two (2) of the positions will be filled by ABHS members in good standing employed at the Chehalis ABHS facility. Members in good standing employed at the Chehalis ABHS facility will be eligible to nominate and/or vote for the (2) positions representing the Chehalis area.

One (1) of the positions will be filled by ABHS members in good standing employed in the ABHS Prison and Work Release program. Members in good standing employed in the ABHS Prison and Work Release program will be eligible to nominate and/or vote for the one (1) position representing the Prison and Work Release Program.

One (1) of the positions will be filled by ABHS members in good standing employed in the Outpatient Services program at the Criminal Justice Centers. Members in good standing employed in the Outpatient Services program at the Criminal Justice Centers will be eligible to nominate and/or vote for the one (1) position representing the Outpatient Services program at the Criminal Justice Centers.

The WFSE President may appoint bargaining team members to fill vacant seats. Team members will be nominated and elected by the WFSE members in their respective election group as outlined above. Ties will be decided by run-off. Election of bargaining team members from the ABHS bargaining unit will occur at the appropriate time in their negotiating cycle.

American Friends Service Committee (AFSC):

WFSE members in good standing in the AFSC bargaining unit will elect up to three (3) bargaining team members to their bargaining team.

Positions will be filled by AFSC members in good standing employed in a WFSE bargaining unit position with AFSC. Members in good standing employed in a WFSE bargaining unit position with AFSC will be eligible to nominate and/or vote for the three (3) positions representing AFSC.

Ties will be decided by run-off. The WFSE President may appoint bargaining team members to fill vacant seats. Election of bargaining team members from the AFSC bargaining unit will occur at the appropriate time in their negotiating cycle.

Higher Education:

Coalition: Except for the Seattle College District, WFSE members in good standing in all WFSE bargaining units in each Institution of Higher Education bargaining in a coalition will elect bargaining team members to the coalition bargaining team(s) based on the number of bargaining unit employees in each institution as follows:

<u>Number of Bargaining Unit Employees in the Institution</u>	<u>Number of Team Members</u>
1 – 200	1
201 – 400	2
400 or more	3

Seattle College District: North Seattle, South Seattle, Seattle Central and the Seattle Vocational Institute will have one (1) position each. These positions will be filled by members in good standing employed at the respective college. Members in good standing employed at each college will be eligible to nominate and/or vote for the one (1) position representing the college at which they work.

Each Higher Education Institution, and College within the Seattle College District, should have at least one representative at the table. The coalition bargaining team will, in addition, have one at large representative who is a part-time/hourly employee.

Bargaining Communication Team Members: Each Higher Education Institution, and each College within the Seattle College District, will have one (1) position. These positions will be filled by members in good standing employed at the respective college. Members in good standing employed at each college will be eligible to nominate and/or vote for the one (1) position representing the college at which they work.

Central Washington University, Eastern Washington University, The Evergreen State College Classified, Washington State University, and Western Washington University: WFSE members in good standing in WFSE bargaining units in each of the above Institutions of higher Education will elect up to nine (9) bargaining team members to their respective bargaining team. One of those nine (9) positions will be reserved for a part-time/hourly employee. An additional one of those nine (9) positions will also be reserved for a law enforcement/public safety employee. The remaining seven (7) positions will be at large.

University of Washington: The number and geographic representation of bargaining team members will be elected by WFSE members in good standing in bargaining units at the University of Washington in accordance with Article IX, Sections 2 and 3 of the Local 1488 constitution.

Renton Technical College and The Evergreen State College SSSSU: WFSE members in good standing in WFSE bargaining units in each of the above Institutions of Higher Education will elect up to five (5) bargaining team members to their respective bargaining team. Election of these bargaining teams will occur at the appropriate time in their respective negotiating cycles.

Tacoma Community College SSSSU: WFSE members in good standing in the TCC Student Support Services bargaining unit may elect up to three (3) bargaining team members. Election of bargaining team members from the TCC Student Support Services bargaining unit will occur at the appropriate time in their negotiating cycle.

The Council President may appoint bargaining team members to any Higher Education bargaining team from any bargaining unit within that Higher Education Institution not represented on the elected team or to fill vacant seats.

General Government:

The bargaining team will consist of Council officers who work in General Government and members elected from within a bargaining unit under the jurisdiction of each General Government policy committee. Except for Human Services and Institutions, the number of members elected from within a bargaining unit under the jurisdiction of each General Government policy committee will be based on the following ratio:

<u>Number of bargaining unit employees represented by Policy Committee:</u>	<u>Number of Team Members:</u>
1 - 1,999	1
2,000 - 3,999	2
4,000 – 5,999	3
6,000 -6,999	4
7,000 or more	5

Human Services Policy Committee will have five (5) positions. One position will be designated for a member employed in a bargaining unit in each of the following groups: Children’s Administration, Community Services Division, Division of Child Support, and Home and Community Services. One position will be at large.

Institutions Policy Committee will have five (5) positions. One position will be designated for a member employed in a bargaining unit in each of the following groups: State Hospitals, Juvenile Justice and Rehabilitation (includes Special Commitment Center), and Department of Veterans Affairs. Two positions will be designated for a member employed in a bargaining unit in the following group: Developmental Disabilities Administration (includes CMO, RHC’s, DD Field, and SOLA).

Team members will be nominated and elected by the WFSE members who are employed in a bargaining unit within the jurisdiction of their Policy Committee. Ties will be decided by run off. The WFSE President may appoint additional members to the team as needed.

Bargaining Communication Team Members: These positions will be filled by members in good standing employed in a General Government bargaining unit within their respective County. Members in good standing employed in each County will be eligible to nominate and/or vote for the position/s representing the County in which they work. The number of bargaining communication team members elected from within a county will based on the following ratio:

<u>Number of bargaining unit employees represented in a county:</u>	<u>Number of Bargaining Communication Team Members:</u>
25-1500	1
1501-4000	2
4001-6500	3
6501 or more	4

Should a member of the bargaining team need to be replaced, the position will be filled by the next runner-up from the original election. If there is no runner-up, the WFSE President will appoint the replacement.

Language Access Providers (LAP):

WFSE members in good standing in the LAP bargaining unit will elect up to twelve (12) bargaining team members to their bargaining team based on the following allocation and election groups:

Election Group Number	Bargaining Team Positions	Election Group Candidate Eligibility
1	1	All interpreters in Clark and Skamania counties.
2	1	All interpreters in Clallam, Cowlitz, Jefferson, Grays Harbor, Kitsap, Lewis, Mason, Pacific, Thurston, and Wahkiakum counties.
3	1	All interpreters in Pierce county.
4	2	All interpreters in King county.
5	1	All interpreters in Snohomish county.
6	1	All interpreters in Island, San Juan, Skagit, and Whatcom counties.
7	1	All interpreters in Chelan, Douglas, Grant, Kittitas, Klickitat, Okanogan, and Yakima counties.
8	1	All interpreters in Asotin, Ferry, Garfield, Lincoln, Pend Orielle, Spokane, Stevens, and Whitman counties.
9	1	All Interpreters in Adams, Benton, Columbia, Franklin, and Walla Walla counties
10	2	All Interpreters in the bargaining unit whose primary working language is not Spanish or Russian.

Candidates may run for only one Election Group.

Election Groups 1-9:

Candidates for bargaining team positions in Election Groups 1-9 will be nominated and elected by WFSE members in the LAP bargaining unit who reside in the counties specified for each Election Group. The Interpreter’s primary residential address shall be used to determine which Election Group an Interpreter belongs to. Only in cases where the Interpreter does not have a primary address shall post office mailing boxes be used for the basis of determining Election Group membership. If an eligible Interpreter lives outside of the State of Washington, they shall be considered part of the Election Group with the county geographically nearest to their primary residence address.

Election Group 10:

Candidates for bargaining team positions in Election Group 10 will be nominated and elected by all WFSE members in the LAP bargaining unit. To be eligible to be nominated and run for a position in election group 10, the candidate’s primary working language cannot be Spanish or Russian.

Ties will be decided by run off. Should a member of the bargaining team need to be replaced, the position will be filled by the next runner-up in that election group from the original election. If there is no runner-up, the WFSE President will appoint the replacement.

HEALTH CARE COALITION

The WFSE President or designee will serve on the Health Care Coalition bargaining team. In addition, each of the Higher Education bargaining teams representing more than one hundred (100) bargaining unit members will select one (1) member, and the General Government team will select three (3) members. Bargaining teams representing less than one hundred (100) bargaining unit members will share one (1) additional position. If there is no member willing to serve from one (1) or more of the Higher Education bargaining teams, the WFSE President may appoint a member from the associated Higher Education bargaining team institution(s).

PROPOSALS

Contract proposals may be submitted by: locals; Union Management Communication Committee (UMCC) teams, the WFSE Executive Board, WFSE Executive Board Committees, the WFSE Policy Committees, and the WFSE Executive Director. Proposals must be adopted by a majority vote of the membership body submitting them. Proposals may be submitted by WFSE staff and are subject to approval by the WFSE Executive Director. All proposals are subject to the deadlines outlined in this document. WFSE bargaining teams and staff will use surveys of the bargaining unit employees as needed during bargaining.

Contract proposals must be submitted to the WFSE Headquarters office by 5:00 p.m. December 31, 2017. Contract proposal collection pertaining to the American Friends Service Committee, American Behavioral Health Systems, Renton Technical College, TESC SSSSU, and TCC Student Support Services contracts will occur concurrently at the appropriate time in their respective negotiating cycles. Proposals must be submitted on the WFSE contract proposal form, which will be accessible on the WFSE website, and should include: (1) the contract article to be changed or an indication that it is a new concept; (2) any documentation or examples that are available to support the proposal; (3) the problem the proposal is meant to fix; (4) the name and signature of the Chair or President of the membership body submitting the proposal, and (5) the number/name of a resource person that can clarify the proposal or provide additional information as needed. Each contract proposal form will be assigned a tracking number so that it can be followed through the negotiating process. Contract proposal forms should be filled out as completely as possible and will not be provided to the Employer.

WFSE staff will assess contract proposals for legality and consolidate duplicate proposals. The resulting proposals will then be passed on to the appropriate bargaining team(s) for debate, possible revision, and a vote to support or reject. Proposals referred for contract enforcement, legislative action, or as a UMCC issue will be routed to the appropriate staff for action not later than February 28, 2018.

COMMUNICATION WITH MEMBERS

Informing and involving bargaining unit members during the bargaining process is critical to winning support for a strong contract and ratification of a final agreement.

A communication strategy will be developed involving frequent dissemination of information from each bargaining team to a wide net of leaders including stewards, activists, local officers and board members, WFSE executive board members and WFSE committee members. The e-mail network, website and hotline will be available to provide immediate communication. When necessary, designated staff may distribute a press release to the mainstream media.

All WFSE Offices will be hubs for distribution of information materials and tools for job actions.

At the conclusion of negotiations, contract negotiations staff will communicate the disposition of all proposals to the member submitting the proposal upon their request.

At the conclusion of bargaining, a debriefing will occur with all bargaining team members to discuss the process. A copy of this document will remain available through the close of the debriefing for members to propose amendments to be submitted to the CBC for consideration.

SUPPLEMENTAL BARGAINING

Where management agrees to supplemental bargaining, the applicable bargaining teams will establish rules. Supplemental team members will be appointed by the WFSE President and will include team members from the main tables as appropriate. All appointed supplemental bargaining team members will have the same expectations as those elected to the bargaining team and should have knowledge and expertise of the matters over which they are appointed to bargain.

Adopted by WFSE/AFSCME Council 28 Collective Bargaining Committee – 4/20/2017

Adopted by WFSE/AFSCME Council 28 Executive Board – 4/28/2017