

THE 411 FORUM



A publication for the hardworking men and women of AFSCME 411

THE PRESIDENT'S CORNER

This spring will be a busy time for our local. On April 7th, we will hold elections for a **negotiating team** for the upcoming contract that expires on December 31, 2004. We need a dedicated, hard-working group. If you are thinking about becoming a part of this team, please keep in mind that the last bargaining team was committed for two years and spent many evenings together planning strategy and going over proposals. It is not a task to be taken lightly. On the other hand, the rewards are enormous. As you already know from the last contract, the hard work can pay off well. You will become part of a family that behaves just like any family does – you'll laugh together, cry together and yell together. Please attend the **April 7th meeting at 5:30 at the Verkuilen Building to participate**. We will also be holding nominations for officers and executive board members at the May 5th meeting. The office of president, vice-president, secretary, treasurer and all executive board members will be open. Elections, if needed, will be held June 2nd and will be determined by an election board elected in May.

February 2004
Vol. 1, issue 13

Utilizing the Grievance Procedure To Protect Your Rights

It is always a good idea to review the grievance procedure from time to time to assure that all of the membership has a clear understanding of how to best protect their rights. The **most important** element to understand in the grievance procedure is the time element. A grievance **MUST BE filed within 15 days** after the occurrence. If it is not, the Union will be unable to pursue the grievance under our contract language. It is imperative to notify any union steward, the vice-president or president within that time period to begin the grievance process. Most grievances will begin at the **Step One**. At this step in the grievance process, the employee filing the grievance and the union steward will meet with the employee's immediate supervisor and will attempt to resolve the issue. At this step, the grievance is not in written form. If the grievance is not resolved at this step, it proceeds to step two in the grievance process. At **Step Two**, the employee and the union steward meet with the Department Head and a written grievance which specifies the nature of the grievance, the issue involved, the relief sought and the date(s) of the incident. The employee will sign the grievance. If the grievance is not resolved at this step, the grievance will then proceed to **Step Three** of the grievance procedure. At Step Three, the employee will meet

with a representative from the Human Resources Department, usually Eric Herrpich, and many times Jim Meyer and from Corporation Counsel. The president of AFSCME 411 and a staff representative from Council 25 will attend. Many times, the union steward who filed the grievance at Step One will attend, as well as witnesses. At any step in the grievance procedure, the Union can and will ask for documentation, statements or any other information to help the employee with his grievance. If the grievance is not resolved at Step Three, the grievance is sent to Council 25 by the president of AFSCME 411 and the Council 25 arbitration review panel will either accept or reject the grievance for **arbitration** based on its merit. If it is rejected, the employee has the ability to appeal. If accepted, the employee will be notified by mail of a date and time of the arbitration. A independent arbitrator will hear both sides and make a ruling. The decision is final. **All suspensions and terminations begin at Step Three and therefore come right to the president**. If you are suspended or terminated, notify your steward but also call the union office and let the president know!!!! The office number is 465-5292. The cell phone is (586) 321-2380. **It is your responsibility to call the office to make sure a grievance has been filed.**

Miller, Follin Retire After Many Years of Service

Connie Miller, a long-time member of AFSCME 411 recently retired from service as a Civil Division Specialist in the Sheriff Department. Connie was elected as an employee representative on the retirement board three years ago. Connie was also a member of the 2000-2005 negotiating team and was a strong advocate for the 70-point retirement plan now allows employees to enjoy many additional years of retirement bliss, including herself. The Executive Board of AFSCME 411 and all the membership would like to thank Connie for all of her years of service to our union and wishes her the best in her well-deserved years of retirement. Margaret Follin (Marty) has also retired from the Treasurer's office after serving on the Executive Board of AFSCME 411 for three years. Marty was a Executive Board member at the time of her retirement and will be greatly missed. The Executive Board and the membership of AFSCME 411 also wish Marty a great retirement. Good Luck!!!!

Steward Position Openings at MTB

Martha T Berry long-term care facility is in need of two union stewards. There are currently three union stewards who all work on the day shift. This leaves the afternoon and the midnight shifts with little or no coverage. Anyone interested in becoming a union steward can contact the union

office at 465-5292 or the Chief Steward at 586-321-2380. Training will be provided. Being a union steward can be a rewarding job when you help someone resolve a workplace issue positively. Remember, this is YOUR union. To be strong, we need good workers to help run it.



Internet Information In the Workplace

AFSCME 411 has an internet site with information that will help you with a number of questions the union stewards and officers receive on a daily basis about problems in the workplace. Included on the website is a link to AFSCME International's website. This website has applications for applying for scholarships, downloading graphics, linking to other unions and a number of other useful categories. Their website is www.afscme.org. Also Council 25 website is www.miafscme.org. If you would like to find out more about the Family and Medical Leave Act, AFSCME has a great website at www.afscme.org/wrkplace/fmla.htm.

Any information you need to know about this act is included on this website. Information about job accommodations is at the Job Accommodations Network webpage at janweb.icdi.wvu.edu/. If you are thinking about retiring, there is also a great website called "A Guide to Retirement" at www.afscme.htm.org/wrkplace/grt. If you would rather just click on a website instead of typing them in, all these websites and more are located on the AFSCME 411 website links page at www.afscme411.org. Our website is updated frequently and will give you the latest information you need about events in our local. Add it to your favorites bookmarks.

AFSCME Local 411 (586) 465-5292
7 N. Main, Suite 208 (586) 321-2380
Mt. Clemens, MI. 48043

President: Donna Cangemi
Vice President: Joyce Compo
Secretary: Elrae Bert
Treasurer: Robinette Hawthorn



Union Stewards

Verkuillen, Emergency Services
Joyce Compo 469-5571 or 321-2380

Sheriff
Jan Wilson 307-9563

Downtown Mt. Clemens Offices
Jill Lezotte 469-5693

Martha T Berry
Vicki Porchia, Nancy Hazel 469-5633

Martha T Berry Dietary
Carolyn Platt 469-6351

Facilities and Operations
Judith Reid (586) 242-4382 or 469-5244

Health Department
Roxanne Barsotti 469-5492

Community Mental Health Clerical
Jennifer Jozwiak 469-5773

Parks and Recreation, Pump Station
Kenneth Ahearn 772-3434