



Handbook

for New Executive-Board Members of

AFSCME Local 328

Onboarding Information, Resources and Guidelines

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Table of Contents

I. GETTING STARTED	3	IV. COMMUNICATION	15
Welcome message	3	Communication channels	15
Key links	4	Document storage	15
Your to-do list	5	V. MEETINGS	16
II. ABOUT AFSCME LOCAL 328	6	Between meetings	16
Who we are	6	Typical agenda	16
What we do	6	<i>Robert's Rules</i> Overview	17
Constitution, policies, important documents	7	Voting during meetings	18
Local 328 and the larger union landscape	8	Voting by email	19
III. ABOUT THE EXECUTIVE BOARD	9	LOAs and MOUS	20
Oath of office	9	Arbitrations	21
Executive-board roles: officers	10	VI. BUDGETS, PROJECTS AND FUNDING	22
Executive-board roles: other	11	Operating budget	22
Staff representatives	11	Committee budgets	23
About the executive committee	12	Project charters	25
Other Local 328 committees	13	Officer incentives	27
Local labor committees	13	Board-member incentives	27
OHSU committees with Local 328 participation	14	Lost time	28
		Board service and unsupportive managers	29
		VII. ENDING YOUR BOARD TERM	30
		VIII. GLOSSARY	31

I. Getting Started

A message from the Local 328 onboarding committee

Congratulations on being elected to the Local 328 executive board!

This handbook is intended to provide the information and resources you will need to succeed in your role, including how the E-board functions and conducts business.

If you have any questions — now or later in your term — please reach out to your E-board mentor, a Local 328 officer or any member of the onboarding committee.

Thank you in advance for your service to our union.

Together, we can make OHSU better, safer and more equitable for our members.

In solidarity,

The AFSCME Local 328 Onboarding Committee

Key links

Websites

Local 328 website local328.org

Local 328 blog local328.org/blog

Local 328 Facebook page facebook.com/AFSCME328

Local 328 Twitter page twitter.com/local328

Local 328 eZone 328.unionlabor.org/login/login.cfm

Oregon AFSCME SMART Center oregonafscme.org/afscme-oregon/smart-center

Oregon AFSCME Council 75 website oregonafscme.org

Current contract

2019-22 OHSU/Local 328 collective-bargaining agreement [2019-2022-CBA-LOAs.pdf](#)

Other key resources

Local 328 forms, policies, board-meeting minutes and more local328.org/resources

Your to-do list

As soon as possible

- Activate your Local 328 email address.

- Connect with your predecessor in office to coordinate the transition of responsibilities and files and ask questions about the position.

- Accept all board meeting invitations, sent by the Local 328 secretary.

Your first month

- Check in with the onboarding committee if you have questions at any time.

- Complete your bio statement for the Local 328 website.

- If you chair a committee, recruit committee members.

- Start planning your budget. (Review your predecessor's budget for an example.)

Your first year

- If you are not a committee chair, join a committee.

- Continue to check in with the onboarding committee when you have questions.

II. About AFSCME Local 328

Who we are

The American Federation of State, County and Municipal Employees represents union members around the country. AFSCME Local 328 represents employees at OHSU.

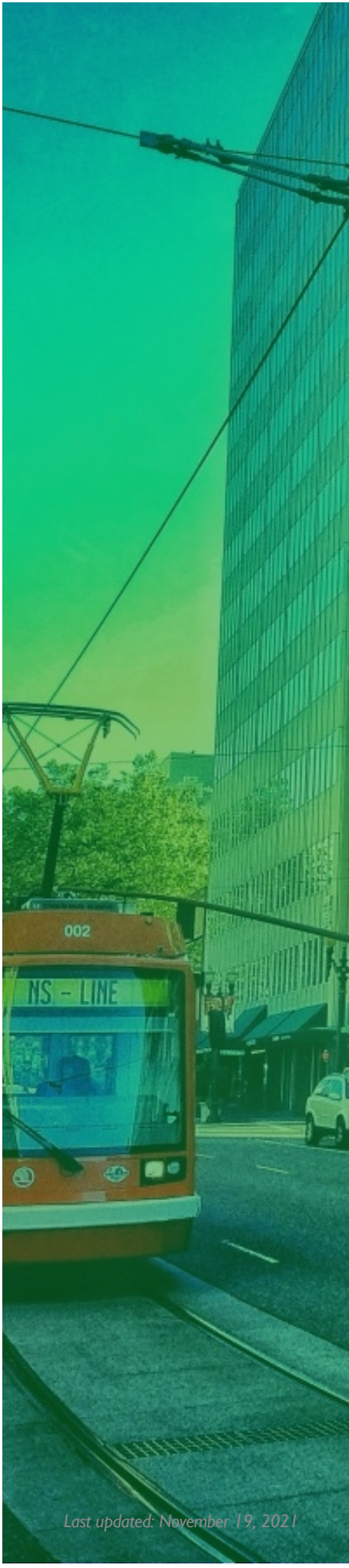
There are currently more than 7,250 employees in our bargaining unit. Together, we bargain for and enforce a good contract, great benefits and a safe working environment. We do our best to make OHSU better for you.

What we do

The Local 328 E-board strives to support the objectives of our union, spelled out in Article III of our constitution:

Section 1. AFSCME Local 328 shall carry out on a local basis the objectives of AFSCME which are as follows:

- A. To promote the organization of workers in general and public employees in particular.*
- B. To promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as the most desirable, democratic and effective method to achieve this. Both as union members and citizens, we shall also employ available legislative and political action.*
- C. To promote job security by opposing efforts to outsource the work of our members.*
- D. To promote civil service legislation and career service in government.*
- E. To provide research and educational services and activities designed to assist members and affiliates.*
- F. To foster cooperation among affiliates.*
- G. To cooperate with other labor organizations in particular and other segments of our society in general towards the end that the material riches of American society be more justly distributed and the moral promise of American life be realized.*
- H. To work with our brothers and sisters in other lands towards the improvement of the condition of life and work in all countries, towards the diminution of international tensions and reduction in the use of armed force to resolve disputes, and towards genuine solidarity of all workers.*



Section 2. Additionally, AFSCME Local 328 affirms the following objectives:

- A. *To work towards the day when all members of the university community can realize their fullest potential regardless of race, sex, religious or political belief, educational level, national origin, sexual orientation, age or disability.*
- B. *To ensure that the Oregon Health Sciences University (OHSU) meets its obligations to its employee community regardless of race, sex, religious or political belief, educational level, national origin, sexual orientation, age or disability.*
- C. *To do our part to ensure that the OHSU meets its obligations to the larger community by promoting the highest standards of humanity and excellence in patient care, teaching and research.*

Constitution

View the complete [Local 328 constitution](#) on our website.

Policies

See a [complete list of Local 328's current policies](#) on our website.

Other important documents

View additional important Local 328 documents and other files on the [Resources page](#) of our website.

AFSCME Local 328 and the larger union landscape

Federations

The American Federation of Labor and Congress of Industrial Organizations is a democratic, voluntary federation of 57 national and international labor unions, including AFSCME. The AFL-CIO represents 12.5 million working people across the United States. [Visit the AFL-CIO website to learn more.](#)

The Oregon AFL-CIO is the statewide federation of unions, representing more than 300,000 workers in Oregon. [Visit the Oregon AFL-CIO website to learn more.](#)

Other Federations

Change to Win (CtW)

National unions

Your national union: AFSCME International Union

AFSCME International, based in Washington, D.C., coordinates AFSCME's actions on major national issues such as privatization, fair taxes and health care. The IU also provides resources to councils and local unions for organizing, bargaining, political action and education, and administers members-only benefits.

[Visit the AFSCME IU website to learn more.](#)

Other national unions

Service Employees International Union (SEIU)

American Federation of Teachers (AFT)

See the AFL-CIO list [here](#) and the CtW list [here](#).

State/regional councils

Your council: Oregon AFSCME Council 75

Oregon AFSCME Council 75 represents more than 33,000 workers in every corner of Oregon. Most members are public employees who work for the state of Oregon or an Oregon city, county or special district.

[Visit the AFSCME Council 75 website to learn more.](#)

Other AFSCME councils

Washington AFSCME Council 28

California AFSCME Council 57

See a full list [here](#).

Locals

Your local: AFSCME Local 328

AFSCME Local 328 represents more than 7,250 employees at Oregon Health & Science University.

Local 328 negotiates a contract with OHSU that covers all areas of employment from compensation to insurance to discipline.

[Visit the AFSCME Local 328 to learn more.](#)

Other AFSCME locals

OHSU Graduate Researchers United (GRU)

OHSU House Officers Union (HOU)

City of Portland AFSCME Local 189

Multnomah County AFSCME Local 88

III. About the Executive Board

Executive-board oath of office

I, _____, promise and pledge that I will perform faithfully and with honor the duties of the office which I now assume in the American Federation of State, County and Municipal Employees.

I pledge to fight for a society where all workers can seek economic and social justice through participation in their union and our democracy. I will work for these goals by organizing unorganized workers, mobilizing workers to participate in the political process and fighting to gain and defend the best possible working standards through contracts and legislation.

I acknowledge that it is a privilege to serve in this office, and I promise that I will deliver to my successor in office all books, papers and other property of this union which are in my possession at the close of my official term.

Executive-board roles: officers

President	<ul style="list-style-type: none">• Chairs local union membership meetings.• Presides at meetings of the E-board.• Is a member of all committees (except the elections committee).• Reports to the membership on official acts, the standing of the local and actions taken by the E-board.
Vice President	<ul style="list-style-type: none">• Assists the president in the work of the president's office.• Carries out the president's duties when the president is absent or unable to serve.• Carries out the chief steward's duties when the chief steward is absent or unable to serve.
Secretary	<ul style="list-style-type: none">• Keeps minutes of E-board and executive-committee meetings.• Maintains all records for our union.• Performs other duties that the E-board may require.
Treasurer	<ul style="list-style-type: none">• Receives money for our union.• Deposits in a bank any money received by our union.• Signs checks drawn on our union's funds.• Makes reports to the E-board on the status of our union's finances.
Chief Steward	<ul style="list-style-type: none">• Leads our union's investigatory and grievance stewards.• Appoints and maintains a group of lead stewards.• Monitors eZone cases and calendars.• Plans and chairs steward meetings.

Executive-board roles: other

Building Manager	<ul style="list-style-type: none"> Serves as a point of contact for our union’s property-management company; attends to emergencies and service calls regarding our Barbur building.
Community Liaison	<ul style="list-style-type: none"> Maintains relationships with other community and labor groups, as well as with other unions at OHSU; plans community-service activities.
Diversity, Equity and Inclusion Chair	<ul style="list-style-type: none"> Organizes DEI trainings for the E-board; builds partnerships with OHSU’s employee resource groups.
Education and Training Chair	<ul style="list-style-type: none"> Communicates about training opportunities at OHSU and in the community; reviews applications for educational events.
Internal-Communications Chair	<ul style="list-style-type: none"> Publicizes union news and information to the membership; ensures that union communications are professional and consistently branded; maintains website.
Membership Chair	<ul style="list-style-type: none"> Updates eZone data; monitors membership trends; reviews NEO and recruitment documents.
Political-Action Chair	<ul style="list-style-type: none"> Lobbies for pro-worker candidates and initiatives; conducts voter-registration drives.
At-Large Member	<ul style="list-style-type: none"> Participates in E-board meetings and other activities; serves on committees and volunteers for events.
Trustee	<ul style="list-style-type: none"> Reports results of audits of our local’s finances to the E-board; conducts vote counts during E-board meetings.

Staff representatives

Council 75 Staff Representatives

- Support member leaders, along with representing and organizing all AFSCME Local 328 represented employees at OHSU.

About the executive committee

Overview

The Local 328 E-committee consists of our officers (president, vice president, secretary, treasurer, chief steward), who are voting members, and our staff representatives, who are non-voting members.

The E-committee meets once a month the week before the E-board meeting, and on an ad-hoc basis if necessary. Minutes from these meetings are shared with the E-board each month. The E-committee answers to the E-board.

Functions

- Serves in an advisory capacity to the E-board.
- Acts as a steering committee for the E-board, including helping prioritize issues.
- Conducts research.
- Helps evaluate progress toward goals and initiatives.
- Establishes and sunsets committees.
- Addresses serious, high-level issues through discussions and recommendations.
- Ensures that E-board members know their responsibilities.
- Fills the gaps in areas difficult for the full board to address.
- Provides organizational direction.
- Oversees the ongoing implementation of E-board policies.
- Keeps the E-board in the loop about key decisions.
- Streamlines activities, helping the E-board maintain efficiency.

Other Local 328 committees

Diversity, Equity and Inclusion Committee	<ul style="list-style-type: none"> This committee works on member-led initiatives intended to make OHSU and Local 328 more equitable.
Internal-Communications Committee	<ul style="list-style-type: none"> The ICC produces or oversees all communications for our union, including our website, social-media accounts, flyers, blog, posters, emails and other materials.
Policy Committee	<ul style="list-style-type: none"> This committee periodically reviews existing policies for necessary updates and revisions, as well as drafts new policies as needed.
Political-Action Committee	<ul style="list-style-type: none"> This committee organizes volunteers for canvassing and text-banking, lobbies for pro-worker candidates and ballot initiatives, conducts voter-registration drives and more.
Onboarding Committee	<ul style="list-style-type: none"> This committee orients new board members to the operations of the E-board and to their specific role, by sharing this handbook and by partnering them with a mentor.
Ad-hoc committees	<ul style="list-style-type: none"> Our union periodically forms temporary committees to work on specific projects with time-bound goals. To find out what ad-hoc committees are currently active, ask the president or secretary or one of our staff representatives.

Local labor committees

Council 75 Caucuses	<ul style="list-style-type: none"> These groups allow like-minded workers to gather and be in community with one another, providing a safe space for workers to socialize with other AFSCME members across the state. Groups include the Black Caucus, Women’s Caucus, Environmental Caucus and Disability Caucus.
Northwest Oregon Labor Council	<ul style="list-style-type: none"> NOLC is a democratically elected body that provides an avenue for local unions to come together as a unified group.
Southwest Washington Central Labor Council	<ul style="list-style-type: none"> SWCLC brings together unions from many industries to take action together on local and statewide issues.

OHSU committees with Local 328 participation

Community Employment Committee	<ul style="list-style-type: none"> The purpose of this committee is to enhance employment and career-development opportunities for underrepresented groups at OHSU, aiming to improve retention of entry-level diverse employees and increase the number of diverse new hires.
Diversity Advisory Council	<ul style="list-style-type: none"> The DAC advises OHSU's president and executive leadership on ways to improve diversity, multiculturalism and equal opportunities within the organization.
Employee Advisory Council	<ul style="list-style-type: none"> The EAC is a quarterly forum where the OHSU president, HR, employees, students and others come together to discuss topics, share their thoughts and give feedback.
Employee Benefits Council	<ul style="list-style-type: none"> The EBC determines OHSU's plan design and types of benefits offered, hears appeals from covered employees and determines wellness-program options.
Employee Resource Groups	<ul style="list-style-type: none"> ERGs are groups of employees who share a common background, offering opportunities to learn about others whose backgrounds are different from their own. ERGs include the Ability Resource Group, Latinos Unidos, OHSU Pride and the Women's Employee Resource Group.
Labor Management Committee	<ul style="list-style-type: none"> The LMC is composed of six managers and six Local 328 members who collaborate to make OHSU a great workplace. The LMC established the OHSU-AFSCME Career & Workplace Enhancement Center.
Market-Based Wage Committee	<ul style="list-style-type: none"> This committee meets annually to review every AFSCME-represented job classification and determine which ones may need market-based adjustments.
Policy Advisory Committee	<ul style="list-style-type: none"> The committee reviews OHSU-wide policies that need adoption, revision or repeal and recommends action to the OHSU president.
Retirement-Plan Advisory Committee	<ul style="list-style-type: none"> The RPAC reviews the performance of the University Pension Plan and OHSU's voluntary retirement plans and recommends plan changes and adjustments to HR.
Safety Committee	<ul style="list-style-type: none"> This committee makes safety-policy recommendations, provides oversight and assists in the resolution of safety problems referred to the committee.
Strategic Transportation & Parking Committee	<ul style="list-style-type: none"> This committee reviews parking-utilization rates at OHSU, hears parking-ticket appeals and advises re: OHSU's parking alternatives such as Scoop, Lyft Off and Guaranteed Ride Home.

IV. Communication

Communication channels

Email

Your Local 328 Gmail account will be your primary mode of communication about union business between meetings. Please check your union email at least every couple of days and use your union account, rather than your OHSU account, when communicating in your E-board role or about other union matters.

Meetings

Local 328 uses Zoom and Google Meet for virtual meetings. Board meetings and any large, public-facing meetings are held via Zoom. Google Meet is used for smaller committee meetings. (In-person meetings are on hold during the COVID-19 pandemic.)

Text blasts

Staff representatives, the chief steward and committee chairs may occasionally send text reminders about events, email votes, etc. Discussion about regular union business should not be conducted via text.

Document storage

Storing and sharing documents

Use Google Drive or a personal Box.com account to store and share union-related documents. Google Drive is included as part of your Local 328 Gmail account, and you can create a personal Box.com account for free.

Do not use OHSU platforms (OneDrive, the X-drive or H-drive, etc.) to store union-related documents. These employer-owned platforms are not private and may be accessed by OHSU management or IT staff, and documents could be discoverable as public records.

VI. Meetings

Between meetings

- Check your Local 328 email regularly** (recommended: daily for officers and committee chairs, at least every couple of days for others).
- Vote on any email motions within the designated voting period.
- Read all E-board reports prior to each month's meeting.**
- If you are a member of a committee: Attend all scheduled meetings.
- If you are an officer or committee chair or participate in or lead a special program: Submit a monthly report when prompted by the secretary.
- Track usage of lost time.

Typical E-board meeting agenda

- I. Call to order
- II. Guests
- III. Officer reports
- IV. Staff reports
- V. Project charters
- VI. Committee reports
- VII. Other reports
- VIII. Old business
- IX. New business/announcements
- X. Adjournment



Robert's Rules overview

Robert's Rules of Order is the most widely used manual of parliamentary procedure in the United States. The Local 328 E-board currently follows *Robert's Rules* in conducting its business.

The goal of *Robert's Rules* is to provide clarity to discussion, ensure fairness to all participants and allow groups to make decisions more easily.

Parliamentary procedure can take some time to get used to, so feel free to ask questions about the processes — especially while discussions are taking place.

Local 328 has adjusted how closely it follows *Robert's Rules*, and the E-board can choose to make additional modifications to meeting procedures in the future, so this is meant to provide a basic understanding rather than a detailed explanation.

The IU's helpful "[How to Take Part in Local Meetings](#)" guide is a more detailed primer on *Robert's Rules*.

Voting during meetings

Quorum

To conduct business, the E-board must have a minimum number of voting members present. For Local 328, a quorum is a simple majority (more than 50%).

Making a motion

At various times in a union meeting, participants may raise motions to be voted on. Typical motions include approving past minutes, approving taking a grievance to arbitration, approving LOAs and authorizing spending on special projects.

Generally, if you want the E-board to approve something during a meeting, you need to make a motion.

To make a motion you simply state: “I’d like to make a motion to...”

- *I’d like to make a motion to approve this LOA.*
- *I’d like to make a motion to spend up to X dollars from project-charter funds for X purpose.*
- *I’d like to make a motion for Local 328 to issue a statement in support of X cause.*

After you make your motion, someone else needs to second it in order to move it forward. To second a motion, you simply say, “I second the motion.” If no one seconds a motion then it fails.

Discussion

Once your motion has been seconded, it is open for discussion. People may ask questions about the motion, speak in favor of it or speak against it. Members queue up to speak and are recognized in order. Generally, you should not interrupt the queue unless to answer a question about the motion.

During discussion someone may ask to amend your motion by proposing a “friendly amendment,” which you may accept or reject.

Calling the question

Discussion on the motion can end naturally, or by having someone “call the question.” Calling the question means that someone feels there has been adequate discussion and would like to end discussion in order to vote. When this happens, there a vote on whether to call the question. If two-thirds of the participants vote to call the question then discussion ends and the body has to vote on the motion. If the E-board votes not to call the question then discussion continues.

Voting during meetings (cont.)

Voting

Before a vote takes place, the secretary will restate the motion to make sure everyone understands what they are voting on. The president will then call for a vote in this order: all aye (yes) votes, all nay (no) votes, all abstentions.

You should only abstain from a vote if you have a personal conflict of interest with the motion; i.e., you would gain something from the vote that other board members would not receive. An abstention doesn't count as a yes or no vote and isn't considered in calculating the majority; e.g., if a board has five members, with two voting aye, one voting nay and two abstaining, then the motion passes (2-1-2).

If there are no nay votes or abstentions, the motion passes unanimously. If there are any nay votes or abstentions then the one of the trustees must count the votes in each category in order to determine the majority. All E-board and E-committee votes need a simple majority in order to pass.

Voting by email

Occasionally the E-board will need to vote on a time-sensitive matter between meetings. In these cases, the president will email the information (e.g., an LOA, with supporting information) to the E-board and ask for a motion and a second. A board member will reply to all making the motion and another will reply to all with the second. Voting may then begin.

Board members should reply only to the president with their vote; questions, however, should be sent to all. Voting must remain open for three full business days, after which time the president will email the E-board with the vote result, including a tally recording how the E-board voted.

If a matter will require the expenditure of union funds, the total amount being voted on cannot exceed \$1,000 for contract-defense matters or \$500 for all other business (or as otherwise determined by policy).

LOAs and MOUs

Letters of agreement cover changes and additions to the contract that are agreed upon by Local 328 and OHSU between regular contract negotiations. LOAs expire at the end of each contract unless the parties agree to roll them over. LOAs are usually worked on by our staff representatives, covering things such as critical-need incentives and pay changes, and must be approved by the E-board before taking effect.

A **memorandum of understanding** describes an understanding between Local 328 and OHSU and usually arises from a grievance. MOUs can cover such things as drug testing and the formation of special task forces.

Copies of our active LOAs and MOUs at the time of ratification are included in the PDF and hard-copy versions of our contract. To view LOAs and MOUs that have been approved between contracts, search for “AFSCME Local 328” on O2 and click on the first result.





Arbitrations

A grievance is filed when a member believes that a contract article has been broken. After the member's steward has tried unsuccessfully to come to an agreement with HR and management, the staff representative involved may recommend the case for arbitration. Arbitration is the final step of the grievance process. Cases approved for arbitration are sent to Oregon's Employment Relations Board, where they are assigned to and heard by an independent arbitrator. After hearing from OHSU and Local 328, the arbitrator renders a decision in favor of one of the parties. Arbitrator awards may be found [here](#) on the ERB website.

Your role in arbitrations

As a board member, you play an important role in the decision to take a grievance to arbitration. Once the staff representative has decided a grievance would be suitable for arbitration, information about the case is presented to the E-board. As a board member, you will hear pertinent facts and recommendations about the case. You then vote on whether or not you think the grievance has merit and should be taken to arbitration. Taking a case to arbitration typically costs up to \$15,000.

Why arbitrations matter

Deciding whether to approve taking a case to arbitration is an extremely important function of the E-board. Outside of bargaining, grievances and arbitrations are how we protect our members the most. Winning an arbitration not only helps individual members or affected departments, it also sets precedent that OHSU must follow and for the types of cases we see as winnable in the future.

When the E-board denies an arbitration request

If the board members vote to not advance a case to arbitration, the member involved may appeal the decision to the executive director of Council 75.

VI. Budgets, Projects and Funding

Operating budget

Like many organizations, Local 328 has a budget. The funds that our union has available come from dues collected from members. Dues are first sent to AFSCME International, then a portion comes back to Council 75 and then finally back to Local 328.

As a board member, one of your duties is to approve our union's yearly operating budget and make sure that our members' dues dollars are well spent. Each year in November, the E-board reviews and approves the budget for the next calendar year.

The operating budget covers standard expenses that Local 328 generally incurs every year, such as bookkeeping services, costs associated with our Barbur building, a general pool of lost time, IT costs and officer stipends. The E-committee will review the previous year's spending and suggest the amounts that will be needed for the next year. Funds not allocated to general operating expenses or to committee budgets will be available as project-charter funds.

During the budget meeting, the E-board reviews and discusses the various line items of the budget, asking questions and making adjustments as necessary prior to approving the budget.

Below is a sample operating budget for our union.

Accounting/Bookkeeping	\$60,090	LCSA Donation	\$3,000
AFSCME IU Convention	\$34,578	Lost Time	\$6,048
AFSCME Strong Fund	\$20,000	Member-Appreciation Event	\$10,000
Barbur Office	\$17,589	Misc. Services/Supplies	\$11,300
Board-Meeting Costs	\$8,856	Officer Stipends/Development	\$33,800
Committees	\$47,234	Officers' Time	\$38,107
Contingency	\$10,000	Project Charters	\$25,847
Contract Translation Project	\$8,550		
IT Infrastructure Costs	\$3,931	TOTAL	\$338,930

Committee budgets

Most E-board committee chairs have budgets. If you chair a committee, you must prepare a budget for the E-board to approve each year. Your predecessor should have shared their previous budgets with you after your election, which you can use for examples. If you've never prepared a budget before, feel free to ask an experienced board member for assistance.

The budget meeting is held each November, and the E-committee usually asks that budgets be submitted several weeks in advance, so that they can be sent out for review prior to the meeting.

Planning your budget

If you have a previous budget, decide what items you wish to continue to fund during the next year. Think about whether you require lost time for any of your meetings and projects; ideally, your lost time should have specific uses. Your line items should be clearly described, including information on how you derived the amounts you're asking for. Your budget should cover the 12 months of the following calendar year.

When budgeting for lost time, you need to account for the *entire* cost of your time: your salary and your benefits (known as "other payroll expenses"). If you don't know your exact OPE percentage, you can use these estimates: 35% for employee-only benefits, 40% for employee + spouse and 50% for employee + spouse and children. For example, if you make \$25/hour and cover your spouse on your insurance, the budget for five hours of lost time would be \$140.

Tracking your budget

You should keep track of your budget to ensure you're not overspending. There is no official paperwork to track your budget — use what works best for you. If you have unforeseen expenses or new projects that you would like your committee to work on, it may be possible to adjust your budget in June, depending on what funds remain available in the union's overall budget. If you include lost time in your budget, ask the treasurer about the preferred way to track and report your time.

Reappropriating your budget

If you have funds in your budget that are no longer going to be used for their original purpose, you can reappropriate them for other uses related to the work of your committee. To do this, your committee needs to vote to approve the change. The E-board doesn't need to approve the change, but you should mention it in your next board report. You are not required to spend all the money in your budget; any unused funds go back to Local 328's operating budget.

On the next page is a sample annual budget for our union's community-liaison committee.

Committee budgets (cont.)

Community Events/Organization Donations

Good in the Hood	\$200.00
SHOC Walk	\$200.00
Making Strides Breast Cancer	\$200.00
Native American Youth and Family Center	\$200.00
CAUSA	\$200.00
PCUN (Pineros y Campesinos Unidos del Noroeste)	\$200.00
JWJ Dinner - Pledging Power Level	\$500.00
Subtotal:	\$1,700.00

Farmer's Market: (21 Days)

Tent	\$200.00
Tokens/Raffle (\$20/day)	\$420.00
Folding Table	\$70.00
Materials/Posters	\$50.00
Lost Time (\$35/hour for 105 hours)	\$3,675.00
Subtotal:	\$4,415.00

Contract Translation (est. 5,000 words)

Top 20 Articles into Spanish (\$0.22/word)	\$1,100.00
Top 20 Articles into Russian (\$0.23/word)	\$1,150.00
Top 20 Articles into Somali (\$0.30/word)	\$1,500.00
Top 20 Articles into Serbo-Croatian (\$0.28/word)	\$1,400.00
Top 20 Articles into Chinese (\$0.28/word)	\$1,400.00
Subtotal:	\$6,550.00

Welcome to the Union (est. 500 words)

Translated into Spanish (\$0.22/word)	\$110.00
Translated into Russian (\$0.23/word)	\$115.00
Translated into Somali (\$0.30/word)	\$150.00
Translated into Serbo-Croatian (\$0.28/word)	\$140.00
Translated into Chinese (\$0.28/word)	\$140.00
Subtotal:	\$655.00

Strike Fund **\$2,000.00**

Jobs with Justice Faith & Labor Breakfast

Ticket	\$20.00
Lost Time (\$35/hour for 3 hours)	\$105.00
Subtotal:	\$125.00

Outreach to Off Hill Locations (5 visits)

Lost Time (\$35/hour for 15 hours)	\$525.00
Food	\$500.00
Transportation	\$150.00
Subtotal:	\$1,175.00

Funds for ERG Partnerships **\$500.00**

TOTAL \$17,120.00

Project charters

Project-charter funds are the funds that remain available each year for additional spending outside that covered by the operating budget and committee budgets. Examples of expenditures that have been paid for by project-charter funds are department recognition events, strike-fund donations for other unions, community fundraisers, buttons and registration fees for special events.

Any individual member of the E-board who wishes to request financial support from our union for a project, activity, donation or event may fill out a project-charter form and submit it for consideration at an E-board meeting. The form should be submitted to the secretary for distribution according to the deadlines set for submitting board reports. If the funding request is time sensitive, and the dollar amount is within the limits set for email money motions, the president can be contacted to initiate an email vote between monthly meetings.

New committees (including ad-hoc committees) formed after the annual budgeting process may request funding from project-charter funds. In addition, a committee that needs to fund a one-off project not included in its budget may ask to utilize these funds.

One doesn't need to be a board member to access project-charter funds: any dues-paying member in good standing may submit a project charter to request union funding for a project, event or donation.

Local 328 has two types of project-charter forms: one for donations and one for other expenditures. The forms must include the name of the project, the requester's name, the reason for the request, the benefit to the membership, the date the funds are needed, the amount requested, the funding source (the treasurer and/or other officers can help with this) and who to make the check payable to. Any additional support needed — such as volunteers, flyers or swag — should be indicated by checking the boxes on the form or explaining in the additional-information section.

When submitting project-charter requests for trainings or special events, requesters should usually request funding for lost time, unless they plan for attendees to use vacation time to participate.

On the next page is a copy of the non-donation version of the project-charter form.



AFSCME LOCAL 328 EXECUTIVE BOARD PROJECT CHARTER

Project Title			
Requester			
Reason for Request			
Benefit to Membership			
Date Needed			
Amount Requested			
Funding Source			
Make Check Payable to	Name: Address:		
Additional Information			
Other Support Needed	<p>Check all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Volunteers/attendees <input type="checkbox"/> Social-media advertisement <input type="checkbox"/> Text-banking <input type="checkbox"/> Snacks <input type="checkbox"/> Swag: _____ <input type="checkbox"/> Other: _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Email sent to stewards/unit stewards <input type="checkbox"/> Email sent to members <input type="checkbox"/> Blog article <input type="checkbox"/> Flyers </td> </tr> </table>	<input type="checkbox"/> Volunteers/attendees <input type="checkbox"/> Social-media advertisement <input type="checkbox"/> Text-banking <input type="checkbox"/> Snacks <input type="checkbox"/> Swag: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Email sent to stewards/unit stewards <input type="checkbox"/> Email sent to members <input type="checkbox"/> Blog article <input type="checkbox"/> Flyers
<input type="checkbox"/> Volunteers/attendees <input type="checkbox"/> Social-media advertisement <input type="checkbox"/> Text-banking <input type="checkbox"/> Snacks <input type="checkbox"/> Swag: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Email sent to stewards/unit stewards <input type="checkbox"/> Email sent to members <input type="checkbox"/> Blog article <input type="checkbox"/> Flyers		

Approved by Executive Board on _____ (date)

Money Motion # _____

Oct-19

Officer stipends

Stipends are paid monthly to the E-committee officers (president, vice president, secretary, treasurer and chief steward).

Stipend amounts are incremental and based on the officer's experience in the role. Individuals new to an office receive a lower base stipend than experienced officers. Each fall, the E-committee determines a recommended amount for each stipend; the E-board then discusses and approves the stipend amount as recommended or with modifications.

To receive a stipend, an officer must regularly and reliably perform the required duties listed in the position description of the office, as well as demonstrate attendance and work output appropriate to the monetary amount of the stipend.

Board incentives

Board members (excluding officers and trustees) are eligible for a \$10 incentive for each month when both of the following requirements have been met:

- Attendance at the month's board meeting.
- Participation in every email motion occurring during the month.

Each board member's monthly incentives will be tallied annually, to be paid out to the member each December. You must be an active member of the E-board at the time the incentives are paid out in order to receive the payment.

Lost time

Lost time is paid time that dues-paying members can use during their work hours to handle projects for our union. This time is paid back to OHSU by Local 328. If you are going to use lost time, you need to let your manager know. Our contract allows us to use lost time for a variety of reasons, but the board must approve most requests for lost time. An exception to this is lost time for Council 75. Below are some examples of when lost time is needed and used:

- **Officers:** The president, vice president and chief steward have lost time built into their positions.
- **Board Meetings:** If the E-board meets during your regularly scheduled work shift, you will use lost time to cover your time at the meeting.
- **Committees:** Committee chairs may request lost time in their annual budget requests. Lost time might be used for things like meetings during work hours, dedicated time to work on committee projects and participating in tabling events. Some committee chairs and members also choose to do some of their committee work on breaks or their own time rather than using lost time.
- **Conventions/Events:** Lost time is usually needed for attendees at annual conventions, trainings and other events.
- **New Employee Orientation:** Our union has contractually mandated time to talk to new employees. If you would like to present at NEO, you can do that on lost time. Reach out to one of our staff representatives if you are interested.

How to enter lost time in Kronos

To clock in to lost time:

- Click on My Timestamp.
- Check the Transfer box and click Clock In.
- Under Organization, enter the alias (87105880 for Local 328, 87105750 for Council 75).
- Click Punch.

To clock out of lost time, click on My Timestamp, check the Transfer box and click Clock In and then click Punch.

You can also ask your timekeeper to enter your time for you – just provide the date, the alias and the hours you were on lost time.

Board service and unsupportive managers

Protected time

As a board member, you may be asked to take time out of your usual workday to participate in meetings, votes, etc. As a board member, your lost time is contractually protected by the Local 328 contract (see below), but some managers may erroneously tell you that you can't take this time.

If you receive pushback from a supervisor/manager, there are a few things you can do:

- Ask the Local 328 president to email your manager explaining your right to use lost time for your board role.
- Contact one of our staff representatives and let them know what's going on.
- Contact OHSU HR and let them know that your contractually protected rights are being violated.

If a manager cites “operational need” as their reasoning for denying you time away to attend board meetings, contact our staff and HR and ask that documentation be provided that cites the specific need in question.

Remember: you are allowed to advocate for yourself as well as our members!

Contract language that applies to board members

2.14 E-Committee and E-Board Members

The Employer will grant time off, as allowed by operational need, to Union Executive Committee members for attendance at monthly meetings of the Union's Executive Committee and at monthly membership meetings, and to Executive Board members for attendance at monthly Executive Board meetings. The Union will reimburse the Employer for paid time spent at these meetings.



VII. Ending Your Board Term

If you are leaving BEFORE the end of your two-year term:

- Let the president and secretary know about your departure, including when your last day will be.

- Update your budget (if applicable) and share it with the treasurer so it can be passed along to your eventual successor.

- Share your union files with the secretary so they can be passed along to your eventual successor.

- Leave your union email account as is, other than unsubscribing from mailing lists and changing the settings back to the default.

- Alert the executive board at a meeting or by email.

If you are leaving at the end of your two-year term:

- Meet with your successor to offboard your files, orient your successor to the role and, if applicable, explain your budget.

- Leave your union email account as is, other than unsubscribing from mailing lists.

- Assist your successor as needed as they learn their new role and questions arise.

VIII. Glossary

Commonly used abbreviations

- **BLT** Bargaining Leadership Team
- **CBA** Collective-Bargaining Agreement (our contract)
- **DFR** Duty of Fair Representation
- **EBC** OHSU Employee Benefits Council
- **ERB:** Oregon Employment Relations Board
- **FLSA** Fair Labor Standards Act
- **IU** International Union (AFSCME International)
- **JWJ** Portland Jobs With Justice
- **LCSA** Labor's Community Service Agency
- **LMC** Labor Management Committee
- **LOA** letter of agreement
- **MOU** Memorandum of Understanding
- **NLRB** National Labor Relations Board
- **NOLC** Northwest Oregon Labor Council
- **PHL** Preferential Hire List
- **SWCLC** Southwest Washington Central Labor Council
- **ULP** Unfair Labor Practice



Thank you!

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