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If any items are missing, please call Faith Anderson at 8-8297

Local 590 AFSCME, AFL-CIO Checklist for New Member Orientation

- Green Card
- Census
- BLUE Cross Prescription Registration
- Welcome Letter to New Members
- Organization Chart
- Local 590 Directory
- Legal Plan Leaflet
- Verification of Receipt of Contract
- Verification of Benefits Appointment
- Local 590 History
- Local 590 Constitution
- P.E.O.P.L.E. Checkoff Card
- Voter Registration Form

New Member Name: _____

Date: _____

Steward Name: _____

This form is to be filled out by Stewards for each new member. When completed, it is to be presented to the Local Union Secretary along with:
a) signed green card, b) Census page, c) Blue CROSS Prescription Registration Form.

AFSCME – LOCAL 590

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES — AFL-CIO

1606 WALNUT STREET • PHILADELPHIA, PA 19103
(215) 893-3710 FAX (215) 732-4816



AFSCME Local 590 Member Census Form

Please fill all applicable fields on this form and return it to your steward.

Last Name _____

First Name _____ MI _____

Home Address

Street _____

Apt# _____

City _____

State _____ Zip _____

Home Phone # _____ Work Phone # _____

Personal email address _____

Work email address _____

Date of Hire _____ Job Title _____

Department _____ Supervisor _____

Prescription Plan Information

Marital Status _____

of Dependents Under age 19 _____

of Dependents 19-25 (if Full-Time Student) _____

Member's Date of Birth _____

Signature _____

Date _____

STEWARDS: - Make two copies of this page, keep one copy for your records, give one copy to the PRESCRIPTION PLAN ADMINISTRATOR and give the original to the LOCAL UNION SECRETARY.

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Dear Newest Member of Local 590,

It is a pleasure to welcome you to the University of Pennsylvania Libraries and to membership in Local 590 of the American Federation of State, County and Municipal Employees (AFSCME). AFSCME is a national union representing millions of employees in the public and non-profit sectors in the United States.

Local 590 was chartered by AFSCME to represent library workers at Penn after we won a consent election in February 1969. As a part of your orientation package you will find an account of some of the Local's early history written by our organizer and longtime president, Howard Deck. This history will give you some sense of our accomplishments in the years when we achieved through collective bargaining the salaries, benefits, and guarantees of fairness that are reflected and maintained in our current Union contract.

In your orientation packet you will also find an organizational chart that shows where Local 590 fits in AFSCME and District Council 47; a copy of our local constitution to explain your rights and privileges as a member of Local 590; and a Local 590 directory to assist you in contacting your steward or alternate, the local officers and the local executive board members.

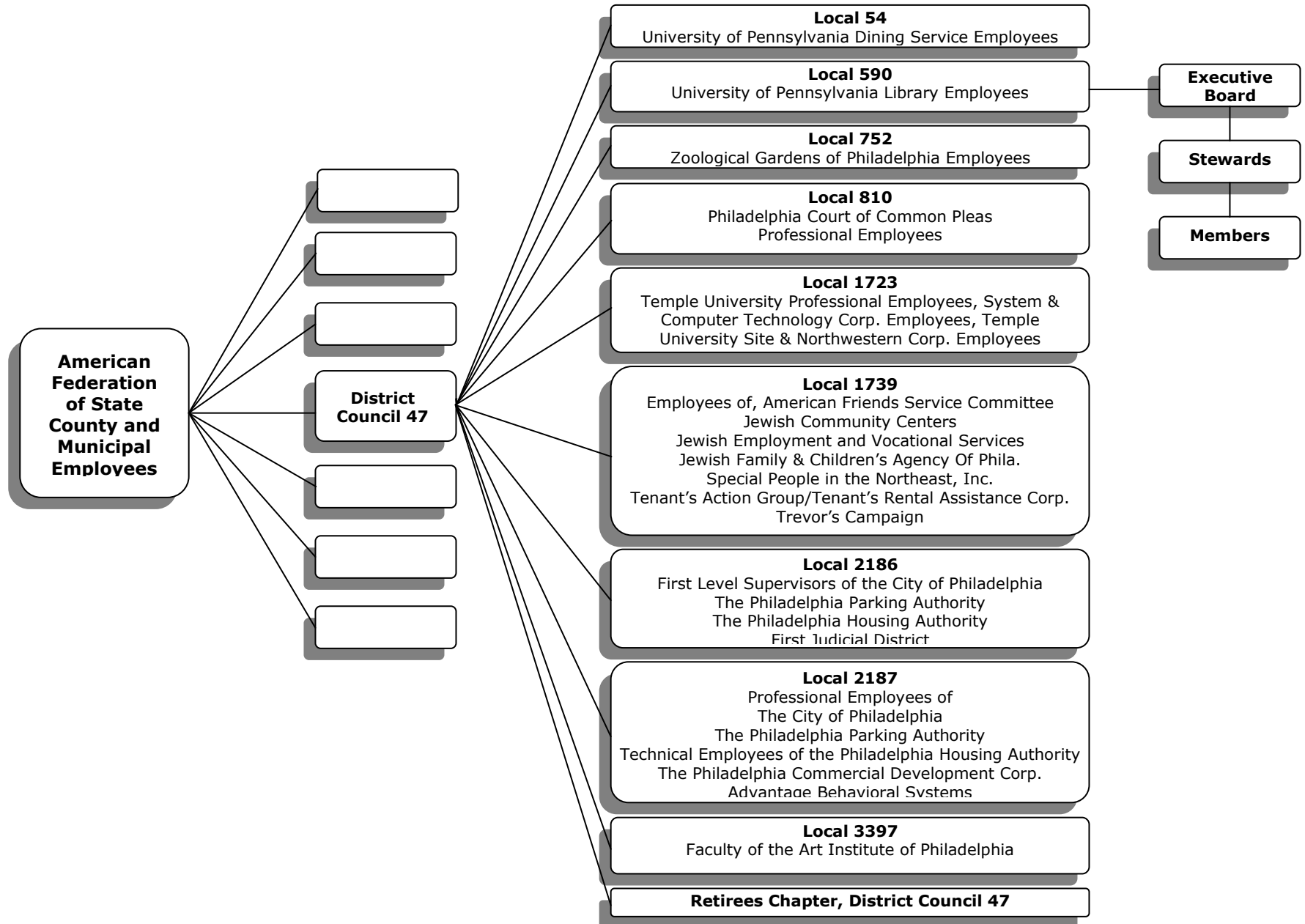
The packet also includes information about our Prescription Drug Plan and our Legal Services Plan. These benefits are provided directly by the Union, with University funding by negotiated agreement. All these documents and more can be found on our website, <http://www.dc47afscme.org/local_590/index.html>.

Again let me extend to you a warm welcome as a new member of the Local. I hope that you will become an active participant and that you will feel free to contact me at any time.

In solidarity,

Yvonne Harris, President

Organization Chart



AFSCME LOCAL 590 DIRECTORY
2011-2012

OFFICERS:

President:	Yvonne Harris	VP/Bldg	8-1629	harrisv@pobox.upenn.edu
Vice President:	Faith Anderson	VP/Acq	8-4836	kfa@pobox.upenn.edu
Secretary/Treasurer:	Seito Keenya	ER&S-Ser.	8-7548	keenyas@pobox.upenn.edu
Secretary:	Linda Laws	Math-Physics	8-6288	llaws@pobox.upenn.edu

EXECUTIVE BOARD MEMBERS:

Elizabeth Moersh	ER&S-Cat.	8-7548	moershe@pobox.upenn.edu
Darin Prey-Harbaugh	ER&S-Ser.	8-7551	preyhar@pobox.upenn.edu

STEWARDS:

Biddle Law Library:	Steward: John Hogan	(BID/Tech)	8-6132	jhogan@law.upenn.edu
	Alternate: Tom Laws	(BID/Stacks)	8-9012	tlaws@law.upenn.edu

Biomedical Area:	Steward: Tim Wells	(BIO/Stacks)	8-4007	twells@mail.med.upenn.edu
	Alternate: Mary Richardson	(BIO/Tech)	8-4446	maryrich@mail.med.upenn.edu

Lippincott Library:	Steward: Adele Chatelain	(LIPP/Res)	8-4954	chatelaa@wharton.upenn.edu
	Alternate:	Vacant		

Departmental Area I:	Steward: Constance Mood	(FA/Image)	8-7086	mood@pobox.upenn.edu
	Alternate: Robert Lawley	(FA/LIB)	8-8325	lawleyre@pobox.upenn.edu

Departmental Area II:	Steward: James Curtiss Ayers	(ARCH)	8-7025	jcayers@pobox.upenn.edu
	Alternate: Elaine Hendricks	(CHEM)	8-8135	hene@seas.upenn.edu

Van Pelt Area I:	Steward: Amanda Kole	(VP/ILL)	8-2816	koleaj@pobox.upenn.edu
	Alternate: Robert Harris	(VP/Access Serv)	8-7070	robertha@pobox.upenn.edu
	Alternate: Rachael Schechter	(VP/Cur Per)	8-8211	rschecht@pobox.upenn.edu

Van Pelt Area II:	Steward: Elizabeth Moersh	(ER&S-Cat.)	8-7548	moershe@pobox.upenn.edu
	Alternate: Darin Prey-Harbaugh	(ER&S-Cat)	8-7551	preyhar@pobox.upenn.edu
	Alternate: Frank Stamato	(Repro. Services)	8-7095	stamato@pobox.upenn.edu

Trustees: Shawn Jasper (3 year term), John Pollack (2 year term), Ellen Slack (1 year remaining)

AFSCME Local 590 Legal Services Plan
Willig, Williams & Davidson
(215) 656-3600

AFSCME Local 590 Prescription Plan
Please contact Plan Trustee
Lloyd Frank (215) 898-6715
lfrank@pobox.upenn.edu

AFSCME LOCAL 590

LEGAL SERVICES PLAN



"YOUR PLAN AT A GLANCE"

Eligibility - Local 590 members, spouses and unmarried children under the age of 18 years and retired union members are eligible. In addition, immediate relative of a member who is totally disabled and dependent on the member is eligible. Widows, widowers or an unmarried child of a deceased participant are eligible for legal services

for matters concerning the settling of the estate of the deceased participant and are eligible for up to one year for other types of matters.

WHAT IS COVERED UNDER THE PLAN....*

Legal services are provided "*without any fee or charge except for court cases, witness, filing, recording costs and normal disbursements*" for these services:

LEGAL ADVICE AND CONSULTATION AVAILABLE TO YOU..... You can speak to an attorney about almost any legal question and receive services.

WILLS AND ESTATE PLANNING. . . .including preparation of Wills, Living Wills and Powers of Attorney.

REAL ESTATE TRANSACTIONS.....Consultation and preparation of Agreements of Sale, Deeds, Mortgages, Refinancing of Mortgages and other documents or instruments necessary to purchase or sell a member's primary residence. Attendance and representation at settlement of the purchase or sale of a member's home are also included.

LANDLORD-TENANT MATTERS. . . .The following specific services are available for your primary residence: review and preparation of lease, consultation and representation about landlord-tenant matters including two hearings per year before a magistrate of the Philadelphia Housing Court.

ADMINISTRATIVE AGENCY TRANSACTION.....Consultation regarding matters involving local, state and federal agencies (including two hearings before such agencies including the Bureau of Motor Vehicles and the Social Security Administration).

DOMESTIC RELATIONS MATTERS. . . .consultation and representation in Divorce, Support, Custody, Visitation including attendance at the initial and three subsequent related court appearances.

ADOPTION. . . . Consultation and preparation of documents necessary to petition for or contest an adoption, including attendance and representation at all hearings, preparation of the application for a new birth certificate and a certified copy of the adoption decree.

NAME CHANGES. . . . Representation including preparation and filing of petitions for change of name and attendance at the hearing.

BANKRUPTCY. . . . Initiation and prosecution of member's personal bankruptcy.

IMMIGRATION AND NATURALIZATION. . . . Consultation and advice regarding the Immigration and Naturalization Service (I.N.S.) and initial preparation of correspondence to the I.N.S. regarding status of your visa or residency.

SMALL CLAIMS COURT. . . . Preparation of a petition for recovery of money in Small Claims Court and attendance and representation at two court appearances per year.

TAKE ADVANTAGE OF A VALUABLE SERVICE THAT IS PROVIDED THROUGH YOUR LOCAL 590 MEMBERSHIP. . . . call:



WILLIG, WILLIAMS & DAVIDSON
1845 Walnut Street
Philadelphia, PA 19103
(215) 656-3600

An informal telephone interview about your concerns will connect you with a professional attorney who can help you resolve the issue at hand. Call the law firm directly. Identify yourself as a member of District Council 47, Local 590 and state the general nature of your problem. No forms or paperwork are necessary.

ATTORNEYS

Beverly J. Lucas
Nancy J. McCauley
Gary R. Spritz
Gregory J. Boles
Sharon B. Eckstein
Warren D. Levy
Linda M. Martin

TRUSTEES

Howard S. Deck, Chairman
Yvonne Harris
John J. Heuer
Christopher Mason

*This is a short summary of the terms of the Legal Services Plan. If there is a question on any issue, the terms of the Plan document control.

February, 1995

OUR 590 HISTORY A 25th Anniversary Retrospective

In February 1994 Local 590 will observe its 25th birthday. In anticipation of the completion of our first quarter century of official existence I will periodically be writing brief articles recalling some of the Local's history.

Howard Deck

Part 1 : We Organize

Members of the University of Pennsylvania Library Staff first began to consider unionization in the middle 1960s. At that time a Staff Association Committee which was concerned about library salaries met with the University's Associate Director of Personnel to discuss those concerns. When they asked the Associate Director what they might do to improve library salaries, his answer was to try Christian prayer." Some of the members of that committee, as well as other staff members who were informed of that response, decided that it was unacceptable and that they needed to begin to look beyond the Staff Association for a way to bring their salaries and working conditions into the Twentieth Century.

Annual salaries in the mid 1960s were some-times as low as \$2.700 and the University provided

no paid medical benefits. When the absence of paid medical benefits was pointed out to University administrators along with the fact that some other University employees did receive them, the administration response was "but they have a union." Some staff members took the hint and met with the Philadelphia Council AFL-CIO, who in turn directed them to the Philadelphia Federation of Teachers (PFT).

The PFT, which at that time was interested in organizing teaching assistants at the University, agreed to charter Local 1740 as a way of establishing a foothold on the campus. This Local was never recognized by the University, but did manage to exist and function as a pressure group that had some success in resolving problems of individual employees. The fact that the PFT Local was never officially recognized by the University, however, meant that no collective bargaining agreement was ever negotiated and that most of the terms and conditions of employment that were problematic could never be addressed in an appropriate forum. Meanwhile, news reached the library staff that the American Federation of State, County and Municipal Employees (AFSCME) had come onto campus and won the right to represent the employees of the University Dining Service (today's Local 54).

Eventually, frustrated with the PFT's seeming lack of commitment to organizing for recognition, some staff members approached AFSCME District Council 33, which expressed interest in supporting an organizing drive in the Library system. The two staff representatives from the District Council with whom we worked were the late Jim Hogwood, for whom the District Council 33 building at 3001 Walnut Street is named, and Jerry McEntee, who is now the International President of AFSCME. They approached the PFT which agreed to step aside in favor of AFSCME.

In the late Spring of 1968 a serious organizing effort was launched. At that time I was working in the Towne Scientific Library, where, like many other employees in the departmental libraries, I had previously been unaware of unionization efforts.

The expansion of the organizing drive to the entire library system made it possible for us to establish a network that very quickly was able to convince enough support staff to sign union designee cards for us to be able to consider petitioning for recognition.

Then we were faced with a real dilemma because until that time we had been attempting to

organize both professional and support staff members. It became clear that we were not even close to achieving a majority of the combined groups. But that we had a clear majority among the support staff. This was especially troublesome to us because some of the most active people involved in the organizing effort, for example the late Astrid Russell, were members of the professional staff. After agonizing over this dilemma for a few weeks, the activists among the professional staff told us that they did not wish to stand in the way of the support staffs achieving union recognition and advised us to proceed to seek it as a bargaining unit of support staff only.

In the late Fall of 1968 District Council 33 notified the University that it represented a majority of the support staff and had designee cards to support that claim. The University, which had previously always recognized unions voluntarily through card checks, this time insisted on a representative election. It was, of course, the first time that any group of A3 employees at the University had sought

union recognition. The then Director of Personnel for the University assured worried administrators that our efforts would not be successful because we were only a "small group of troublemakers."

In 1968 the University was not covered by the National Labor Relations Act (NLRA). This meant that we were unable to approach the National Labor Relations Board (NLRB) to conduct a recognition election. Instead it was agreed that the parties would be bound by the results of an election by secret ballot conducted by mail by the American Arbitration Association. The election was scheduled for late February of 1969.

In the interim there were a series of disputes about which classifications were to be included in the bargaining unit. The University, for example, wanted to keep typists out of the bargaining unit!

Eventually these disputes were resolved and we moved into the final weeks of our campaign to win the recognition election. At all times we kept members informed about the issues and went to great lengths to point out the inaccuracies in communications that we were receiving from the administration. We even managed to get out a timely response to a letter from

the Director of Libraries that employees received only two (2) days before the mail balloting began.

Eventually the votes were counted on February 24, 1969 with the result that AFSCME won the recognition election by a clear 2 to 1 margin. I will never forget my supervisor at the end of that day standing in front of my desk shaking with rage, tears streaming down her face demanding to know if I knew what I had done. I informed her that we knew exactly what we were doing and that the days of playing off individual employees against each other were over.

The next day Jerry McEntee called me from Washington to tell me that we had officially been chartered by AFSCME as Local 590.

When they asked the University's Associate Director of Personnel what they might do to improve library salaries, his answer was to "try Christian prayer."

NEXT TIME

-We Prepare to Negotiate

Part 2

We Prepare to Negotiate

Howard Deck

Even before the votes were counted in our recognition election. January 1969, the organizing committee had begun preparing to negotiate a collective bargaining agreement. Some of us were busy reviewing other collective bargaining agreements and doing research about issues that we wanted to address in our first contract.

Jerry McEntee, who is currently our International President, continued to be the District Council 33 Staff Representative assigned to us. Immediately after the election results were certified he instructed the organizing committee to elect temporary officers. They were:

- Howard Deck, President
- Marilyn Horen, Vice-President
- Jim Hart, Treasurer
- Harvey Sudler, Secretary
- Peter Harris,
- Wendy Hawkins, and
- Hattie Murray,
- Executive Board Members

We began to meet on a frequent and regular basis to finish preparing our proposals for a collective bargaining agreement with the University.

Our first task was to identify those issues that we believed needed to be addressed in the contract. Initially, they were:

- A classification system
- A uniform pay plan
- Job descriptions
- Union security
- A grievance procedure
- A uniform discipline and discharge procedure
- Hours of work and overtime

- Health benefits
- vacations
- Holidays
- Sick leave
- Leaves of absence
- A uniform system for performance evaluation
- Seniority and promotion
- Lunch hours and rest periods
- A temperature clause
- Work rules

One of our most interesting issues had to do with the Vietnam conflict, which was at its height in 1969 and which was the subject of constant campus unrest at that time. Many of our newest members were recent graduates who passionately opposed American involvement in that conflict and believed that the Union should address it.

The proposal that evolved from our discussions remains, word for word, in our collective bargaining agreement as the third paragraph of Article XV, Section 7. It provides that any employee who is imprisoned for refusal to accept induction into the armed forces of the United States shall be granted a leave of absence for the duration of that imprisonment.

I remember Jerry McEntee's delight with this proposal, which he believed we would be able to use throughout the negotiations to make the University uncomfortable. Ironically, it was the first of our proposals to which they agreed. The following year at its biennial convention, AFSCME became the first national union to call for unilateral withdrawal from Southeast Asia.

While we were preparing for negotiations. We found that many of our proposals were relatively simple to define. Others, such as the seniority and promotion proposal, were the subject of many hours of discussion and went through numerous revisions. In fact, that particular proposal also took up more time in our actual negotiations than any other. I will write more about it in the next article.

Meanwhile we held several membership meetings to report our progress in these preparations. Only employees who had signed union designee cards were considered members at that time and they were the only people in the bargaining unit who were eligible to attend those meetings.

One of the controversial issues during the organizing campaign was union security: that is, whether or not members of the bargaining unit would have to become members of the union as a condition of employment. The University falsely claimed that if the Union won the election, mandatory union membership would be the automatic result. The Union organizing committee consistently took the position that the University's assertion was untruthful at best, since the entire issue of union security would be negotiable.

***Wounded and damaged though
we were...***

In our meetings preparing for negotiations. It became clear very quickly that the organizing committee was unanimous in supporting a "union shop" clause that would require everyone represented by the Union and receiving full contractual benefits to be a member of the Union.

Finally, after about two months of preparation, we completed our proposals and called a membership meeting in order to have them ratified. With very little discussion, almost no modification and a great deal of enthusiasm, the membership ratified the proposals and we asked Jerry McEntee to notify the University that we were ready to commence negotiations.

Within a few days the enthusiasm and optimism that characterized the general membership meeting were dampened by our first experience dealing with an internal enemy. A small group of employees, with the knowledge and encouragement of the administration, began circulating a petition protesting the Union security proposal that the membership had ratified. Some of this small group had actually voted for the proposal, and before we even sat down at the bargaining table they created a public display of division within the Local.

The negotiating committee remained adamant that it would not accept a contract that included a provision for "free-loaders." We discussed the possibility of ignoring the petition effort, but concluded that enough damage had already been done that we needed to call a general membership meeting in order to allow the membership the opportunity to reconsider the union security proposal. We were confident that if we did so our original position would prevail.

The largely one-sided debate at the meeting made it immediately apparent that the membership overwhelmingly favored the original committee proposal. The highlight of the discussion came when a member still with us rose to complain bitterly about the fact that she had been tricked into signing the petition and stated that "if those people don't want to support this union, their ass can starve." The motion to reconsider was resoundingly defeated.

That wasn't the end of it, of course. Wounded and damaged though we were, we remained on track with our agenda to complete the negotiations of our first contract by the summer. The damage done by the "fifth columnists" followed us to the bargaining table. The union security issue was a thorny one and the administration "ever hesitated to remind us, as snidely as possible, of our internal

***The internal enemy is a
dangerous one,
the one that can damage us the
most.***

battle over it. Eventually we succeeded, of course, but the negotiations would have been a lot swifter and a lot easier had we not been through the unfortunate experience. On the other hand, from that experience we learned an important lesson. The internal enemy is a dangerous one, the one that can damage us the most.

Next time: **The First Negotiations.**

Part 3

The First Negotiations

Howard Deck

Our victory in the recognition election in February 1969 was only a milepost on the long road to our goal: a contract reflecting the priorities that library workers had set for themselves. On May 1st of 1969 we finally met the University across the bargaining table for the first time.

At that meeting we exchanged contract proposals. The Union's proposals had been developed with a lot of hard work during the weeks between the election and that first session. The University's proposals were punitive and regressive. They took away our status as A-3 employees, with the result that our work week was increased from thirty-five to forty hours. We would have lost the reduction in hours for the summer and the special Christmas vacation week that we had previously enjoyed. Their proposals also failed to address our economic concerns and would have perpetuated the inequities that were a major issue during our organizing campaign.

When we returned to the table for our second meeting, we informed the University that we would not negotiate from their proposals and returned them to the University negotiators. At the same time, we insisted on negotiating from the Union's proposals. The University negotiators unhappily agreed to do so.

It became clear very early that our major differences with the University were in non-economic areas. Many hours were spent arguing about the Union's proposal to allow employees to take leaves of absence. The University wanted to retain absolute discretion about granting leave requests and, incredibly, they adamantly refused even to discuss maternity leaves. Time off for classes was another idea to which the University was surprisingly resistant.

Working conditions during the summer months were often intolerable in many of the University Libraries. A great deal of time was devoted to this issue during negotiations. The

result was the first version of the temperature clause that appears now in Article XXIII, Section 10 of our Collective Bargaining Agreement.

Prior to our first contract, the University had no organized system for evaluating employees' work. During the negotiations they put forth a proposal for annual reviews of performance. As well as probationary reviews for new employees and employees who might be promoted. That proposal was a matter of considerable concern to Union negotiators because it would have given supervisors new discretionary powers to control both the salaries and the eligibility for transfers and promotions of the employees who worked for them. A number of supervisors had already demonstrated that they could not be trusted to use such authority objectively.

The Union took the position that reviews should evaluate employees in three areas of their work (quantity, quality, and the ability to work with others) and that employees should be rated as either "satisfactory" or "unsatisfactory." With any supervisory remarks included in an evaluation limited to the justification of an unsatisfactory rating. After countless discussions of this issue, the Union's position eventually prevailed.

After only a few negotiating sessions, it became clear that the University negotiators were unprepared for the militancy of the Union negotiators and, most especially, for our ability to support our arguments with examples of specific problems in the library system as well as contractual provisions that addressed those problems in other collective bargaining agreements.

Eventually, there was a hiatus in the negotiations so that the University negotiators could regroup and reassess their position.

When we returned to the table, the

University had expanded its team and seemed prepared to respond to Union demands that it had previously attempted to ignore. There was quick agreement about personal leave, maternity leave, and time off for educational purposes. The thorniest and most difficult issue remaining before us in those first negotiations was the Union's proposal concerning seniority and promotions. Prior to our first contract the University did not post vacancies in the library system and rarely promoted from within. Most jobs were filled from the outside, which meant there was little or no stability in the support staff. The annual support staff turnover

***The University's proposals were
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Rate at that time was 65%. Our goal was to create a stable staff by providing our members with an incentive to stay in the system.

At first the University's argument against our proposal was largely based on their fear that they would be forced to promote unqualified employees. The Union made numerous modifications to its proposal in order to address those concerns that we believed had some legitimacy. We acknowledged that certain jobs requiring special language or subject skills should be placed outside the lines of seniority. We also proposed that employees who were promoted based on their seniority should be evaluated objectively at the end of a probationary period. Our principle was that employees who believed that they were able to perform in a position to which they might be promoted should have the opportunity to demonstrate that they were able to do so. In addition, we proposed that employees'

***Jerry McEntee told me that our
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"first contract" that he had ever
seen***

actual seniority based on their length of service should be weighted to credit them with additional time based on their experience in public service vs. technical processing jobs, depending on which category the job for which they were bidding fell.

Even with all these creative proposals from the Union, the administration remained resistant to our whole concept of posting vacancies and filling them from within in an objective manner. Eventually it became clear that their real concern was the loss of control that would result from the implementation of the Union's proposal. This concern reflected the attitudes of many supervisors who had operated for years without being accountable. The University was not only resisting our method for promoting employees, but also holding firm against any mobility for employees to transfer laterally into vacancies in job categories in which they were already working.

In our minds we could relate their stubbornness only to the attitudes of supervisors who, during our organizing campaign, had told employees that if they did not like working in the University of Pennsylvania Libraries perhaps they should leave. Some supervisors had actually threatened to prevent employees from transferring into other posi-

tions and to make their lives miserable while working under their supervision. The deadlock over this issue was broken only after Jerry McEntee informed University negotiators that if they did not change their position, the Union would take a strike vote.

Eventually, after many more hours of discussion, reason prevailed and we reached agreement over the original version of Article VII of our collective bargaining agreement. With the seniority and promotion issue resolved we were able to move on to the final phase of negotiations, which dealt with economics and another very thorny issue-union security.

I have already written about our internal struggle over the union security issue. When we reached the negotiating table, the Union's team was united in our insistence that anyone working in a Union-represented position would have to maintain membership in the Union as a condition of employment. We were determined that there should be no free-loaders, since the terms and conditions of our collective bargaining agreement would apply to everyone. The University resisted this demand and expressed its fear that employees who had already indicated they would resign rather than join the Union would all be forced out of their jobs as soon as we had completed negotiations.

At the very end of our negotiations, the Union proposed that for the first ten months of the contract employees who did not wish to join the Union could pay an agency fee equivalent to Union dues,

The First Negotiating Team:

Howard Deck
Kenneth Graitzer, alternate
Peter Harris
Wendy Hawkins
Marilyn Horen
Hattie Murray
Harvey Sudler

but that at the end of those ten months, everyone would be required to become a Union member. The University reluctantly agreed, and by the end of those ten months everyone had joined the Union.

The economic negotiations, while hardly easy, were at least less complicated and more straightforward than the non-economic ones. We achieved our goal of a uniform pay scale that would give every-

one a raise. As a result, some members received immediate increases of as much as \$2,700 annually. In addition to the across-the-board raises other increases were negotiated to occur during the life of the contract through the Union's creation of the unit-of-service steps as well as the career advancement promotions (e.g., Library Clerk to Senior Library Clerk, LSA I and BA I to LSA II and BA II, etc.).

We were successful in negotiating three annual personal leave days (there were none before) and increased vacation time, which meant that employees began to receive twenty days vacation after three years rather than the previous twenty years. We also achieved tuition reimbursement for members taking courses in Library Science at the (then) Drexel Institute of Technology. Perhaps most important of all was our success in getting the University to provide paid employee medical insurance for the first time. (Family coverage followed a year later in the second contract.)

Early in July 1969 we finally came to a tentative agreement with the University. Joan Gotwals from the University's negotiating team and I agreed to divide the task of writing the contract language that would reflect our agreements. Union members rapturously and unanimously approved the first contract at a ratification meeting in July and our first collective bargaining agreement was put into effect, retroactive to May 1, 1969.

I cannot emphasize enough the significance of the presence of Jerry McEntee now our International President, as a member of our first negotiating team. He, along with Jim Hogwood from District Council 33, provided us with invaluable advice and guidance and treated us with more patience and respect than we probably deserved. Jerry told me that our new agreement was the best "first contract" that he had ever seen, and that is confirmed by the fact that the International Union's Research Department has sent it out as a sample model contract ever since 1969.

So we had achieved our goal, but our euphoria was short-lived. The first contract was for only one year, so we knew we would be back in negotiations in nine months: and we immediately began to experience serious problems with the implementation of the new collective bargaining agreement.

Next: Implementing and enforcing the first contract

Part 4

Our New Trial

There was no time to sit back and contemplate our success after we signed our first contract with the University in July 1969. For the next several months, our original Executive Board operated in a crisis mode. Not surprisingly, the first major crisis involved the same issue that troubled those original negotiations for so long-promotions

Less than a week after we signed the first agreement, I met with the Assistant to the Director of Libraries to discuss how we would implement the posting and selection procedure of Article VII of our contract. One of the first vacancies to be posted was for a Bibliographic Assistant in the Annenberg School Library. That position had been vacant for a long time, and filling it quickly was considered urgent because a new Librarian was about to tie over in that Library.

When the posting period was over and all the seniority calculations had been completed, the most senior applicant turned out to be James Gray (currently our Local Union Treasurer), who was then a Library Clerk in the Biddle Law Library.

Jim went to an interview with the new Annenberg Librarian and told us afterwards that he intended to accept the job. He so informed the library administration and we thought that the only matter remaining to be decided was his starting date. After some time, it came to my attention that Jim did not have a starting date and that his Library Clerk position had not been posted as a vacancy. When I inquired about the delay, I got an evasive answer.

I continued to press my inquiry and was finally told that the new Annenberg Librarian had decided that she really didn't want a Bibliographic Assistant, that the position really required a Bibliographic Specialist and that, therefore, it was to be reclassified. This, of course, would have meant that the new Annenberg Librarian could choose to hire any member of the bargaining unit-or, more likely, to hire someone from outside the library system. This blatant attempt to subvert the process that we had negotiated created outrage throughout the Local. A grievance was immediately filed.

The Executive Board, which clearly recognized the seriousness of this challenge, decided that bold action in addition to the grievance was necessary.

After some discussion we decided to ask Jim (who was not yet a member of the Board) if he would be willing to report. to work at Annenberg even though the Librarian there refused to acknowledge that he should be doing so.

... to call a General Membership meeting of Local 590 and to take a strike vote because of the University's attempt to subvert our collective bargaining agreement.

Jim immediately embraced this suggestion and the following Monday reported to work at Annenberg. That courageous act alone created a significant uproar and forced the library administration and the Dean of the Annenberg School to admit that they were supporting the Librarian in her effort to avoid the terms and conditions of Article VII.

In order to demonstrate our support of Jim, dozens of Local 590 members regularly called and visited him there. to the ever increasing anger of the Librarian. (She later referred to the Union as a fascist organization.)

When we finally had the grievance heard at the third level, we asked Charlie Dade and Ronald Smith, the President and Secretary-Treasurer of District Council 33, to join us for that hearing. They readily agreed. In those days, the hearing officer at the third step in our grievance procedure was the University's Business Manager. John Keyes. I attended the hearing along with Jim and several members of the Executive Board. The University was represented by members of the Library administration the Annenberg Librarian, and the Dean of the Annenberg School.

It was clear to me that the representatives of the Library administration were distinctly uncomfortable with the circumstances in which the Annenberg people had placed them. They did, however, continue to claim that they had the right to reclassify the job, even though it had been posted as a vacancy. The hexing was a heated one. There were several caucuses of the University representatives with the Business Manager. Eventually, they returned to propose a compromise: Jim would stay and work in the Annenberg Library while the question of whether or not the job needed to be reclassified was submitted to an arbitrator who would make a final and binding decision.

It didn't take us long to recognize that if we accepted that proposal, we would be giving up the very language for which we had fought so long and hard in our negotiations. Without prompting, Charlie Dade rose from his chair and turned in my direction. He instructed me to call a General Membership meeting of Local 590 and to take a strike vote because of the University's attempt to subvert our collective bargaining agreement. It was a dramatic and important moment in our history.

The Business Manager of the University immediately asked for another caucus. When he and the other University representatives returned to the room, they informed us that they would no longer be attempting to reclassify Jim's new job and that he would be paid at his new rate retroactive to the day he first reported to Annenberg. When we renegotiated the contract, less than a year later, language was added that prevents any position that has been posted as a vacancy from being proposed for reclassification.

We survived this early challenge because we were both militant and forthright. The Executive Board and the membership had cause for great satisfaction in this victory, but like many of our victories it would not have been possible were it not for the individual courage and determination of one member. Jim Gray had been our star recruiter in the Biddle Law Library during the organizing days. During the prolonged and difficult period of our negotiations he had helped to keep membership interest and support for the process both organized and vocal. When he became the focus of this early crisis, he handled himself with singular courage and dignity. Who knows what might have happened had the Local failed this first test?

That we turned this cynical challenge into a victory is as much to Jim's credit as to the Local's.

**OUR 590 HISTORY: A
25th Anniversary
Retrospective**

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CONSTITUTION FOR UNIVERSITY OF PENNSYLVANIA EMPLOYEES LOCAL 590

ARTICLE I NAME

The name of this organization shall be University of Pennsylvania Employees, Local Number 590 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II AFFILIATIONS

This local union shall be affiliated with Administrative, Professional & Technical Association, City of Philadelphia. District Council Number 47 of the American Federation of State, County and Municipal Employees: the Pennsylvania AFL-CIO: and the Philadelphia Council of the AFL-CIO.

ARTICLE III OBJECTIVES

The objectives of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

ARTICLE IV MEMBERSHIP AND DUES

Section 1. All employees of the University of Pennsylvania, Philadelphia, except those classifications within the jurisdiction of Local 54, are eligible for membership in this local union, subject to the requirements of the International Union.

Section 2. Membership in this local shall be considered effective from the time that an eligible person has signed an authorization for payroll deduction of dues. Eligible persons who do not fall under a collective bargaining agreement providing for the systematic payroll deduction of dues shall be considered members from the time they have begun to pay their dues directly to the local.

Section 3. The monthly membership dues of the local shall be \$29.20 per member. Effective July 1, 1985 and thereafter the monthly dues per member shall be increased by a percentage amount equal to each economic increase negotiated by this local. Such increases in the monthly dues per member shall be effective in the month in which the rates of pay are increased for the local as a result of negotiated agreements

Section 4. Membership dues shall be payable monthly to the local secretary-treasurer and in any event shall be paid not later than the 15th day of the month after which they become due. Any member who fails to pay dues by the

15th day of the month after which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended until they resume the payment of dues. Provided, however, that any person who is paying dues through a regular system of payroll deduction shall for so long as he continues to pay through such deduction methods, be considered in good standing. Whenever a system of payroll deduction of dues is available, members shall be obligated to authorize such payroll deductions.

ARTICLE V MEETINGS

This local shall meet no less than four (4) times in a calendar year. The first meeting is to take place no later than March 31st, the second meeting is to take place no later than June 30th, the third meeting is to take place no later than September 30th and the fourth meeting is to take place no later than December 31st of the year. Meetings will be called according to the schedule above or shall be called as necessary by the local president, a quorum of the local executive board, or by a petition signed by five (5) members in good standing in the local and presented to the local president. The time and place of meetings shall be fixed by the local executive board. Special meetings may be called by the International President or his authorized representative. If less than three of those signing a petition calling a meeting are in attendance at the meeting, the meeting may, at the discretion of the membership, be adjourned. Ten per cent (10%) of the members in good standing shall be required for a quorum.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and three executive board members, and these seven shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. The president and secretary-treasurer shall be elected for three-year terms, beginning in 1973. All other officers shall be elected for one-year terms.

Section 2. The annual election of officers and representatives of this local shall be held in the month of March beginning in 1975. An election shall be held October 1973 to fill all positions of officers and representatives whose terms expire at that time Those elected to three (3) year terms at that time shall serve until the election of March 1976. Those elected to one (1) year terms at that time shall serve until the election of March 1975. A special election shall be held in October 1974 for fill the position of the Trustee whose term expires at that time. The Trustee elected shall serve until the election Of March 1977. A special election shall be held in October 1975 to fill the position of the Trustee whose term expires at that time. The Trustee elected shall serve until the election of March 1978.

Section 3. Elections for officers shall be conducted separately in the following order – President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Executive Board members, Trustee

Section 4. The three Executive Board members shall be elected on one ballot providing space for entering the names of three candidates. No candidate's name shall appear more than once on an individual ballot. Any ballot which contains the name of a candidate in more than one space shall be declared void by the election committee

Section 5. Following the election of officers the local shall elect Executive Board members for District Council #47

Section 6. Following the election of District Council #47 Executive Board members the local shall elect the remaining District Council #47 delegates to which it is entitled on one ballot following the procedures in Section 3.

Section 7. Following the election of District Council #47 delegates the local shall elect delegates to the Philadelphia Central Labor Council following the procedures in Section 3.

Section 8. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting.

Section 9. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, how-ever, that no retired member shall be a candidate for office.

Section 10. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 11. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution

Section 12. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 13. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 14. This local shall elect representatives to District Council #47 and the Philadelphia Central Labor Council on the basis of the number of representatives to which the local is entitled by the constitutions of those bodies. All representatives shall be elected for terms of one year at the Local's election meeting.

Section 15. The local president, by virtue of his office, shall automatically be elected as a member of the executive Board of District Council #47 and as a delegate to District Council #47. Any other member elected to the Executive Board of District Council #47 shall automatically be elected as a delegate to District Council #47 by virtue of his election to the Executive Board.

Section 16. Any member who is elected as a representative to District Council #47 or the Philadelphia Central Labor Council who is on a leave of absence from his job and who, as a result of the leave, shall miss more than one regularly scheduled meeting of the body to which he has been elected as a representative shall resign from his position as a representative.

Section 17. Vacancies in the representative positions shall be filled for the remainder of the unexpired term by vote of the local executive board.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall preside at all meetings of the local union and of the executive board. He/she shall be a member of all committees. He/she shall countersign all checks drawn against the funds of the local. He/she shall appoint all standing committees of the local and all special committees of the local, subject to the approval of the executive board. He/she shall report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts. He/she shall be, by virtue of the office, a delegate to the conventions of all bodies with which this local is affiliated. He/he shall receive a monthly salary of \$ 200.00 from the local. Payment of the salary shall be effective November 1, 1995.

Section 2. The vice-president shall assist the president in the work of his/her office. In the absence of the president or in his/her inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. He/she may, with the approval of the executive board, be authorized to act as co-signer of the checks drawn on the local funds in place of either the president or the secretary-treasurer. He/she shall receive a monthly salary of \$175.00 from the local. Payment of the salary shall be effective November 1, 1995

Section 3. The recording secretary shall keep a record of the proceedings of all membership meetings and all executive board meetings. He/she shall carry on the official correspondence of the local, except as the executive board may direct otherwise. He/she shall perform such other duties as the executive board may direct. He/she shall receive a monthly salary of \$100.00 from the local Payment of the salary shall be effective November 1, 1995.

Section 4. The secretary-treasurer shall receive and receipt for all monies of the local union. He/she shall deposit all monies so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and secretary-treasurer. He/she shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. He/she shall prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer. He/she shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operation statement of the financial transactions of the local for the previous month. He/she shall act as custodian of all properties of the local union. He/she shall, at the expense of the local and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union. He/she shall see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution. He/she shall receive a monthly salary of \$150.00 from the local. Payment of the salary shall be effective November 1, 1995.

Section 5. The trustees shall make or cause to be made at least semi-annually an audit of the local's finances, and shall report to the membership on the results of such audit.

Section 6. The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims, and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in anyway whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. Robert's Rules of Order, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this constitution and the special rules of this local union or of the American Federation of State, County and Municipal Employees.

ARTICLE IX LOCAL UNION STEWARDS AND ALTERNATE STEWARDS

Section 1. A union steward and Alternative Union Steward shall be elected in each area of representation defined in the collective bargaining agreements to which this local is a party.

Section 2. Union Stewards shall process grievances on behalf of the local members in their area and perform such duties as may be assigned by the local executive board. Alternate Union Stewards shall perform the same duties in the absence of the Unions Steward, at the request of the Union Steward, or whenever it shall be necessary to process grievances of the Union Steward. In the event that both the Union Steward and Alternate Union Steward are unable to process a grievance, the local president, vice-president, secretary-treasurer, or recording secretary shall act as steward.

Section 3. Stewards and Alternate Stewards shall be elected for terms of one year by the local members in the areas of representation. The terms shall begin May 1. Any member who has been a member in good standing for six months prior to May 1 shall be eligible to be elected as Steward or Alternate Steward, with the exception that, the local president vice-president, secretary-treasurer, and secretary shall not be eligible to be elected as Stewards or Alternate Stewards.

Section 4. Stewards and Alternate Stewards shall be elected during the month of April. The four ineligible officers listed above shall be responsible for conduction the April election. Prior to the elections the four officers shall send a letter to all local members requesting that any member who wishes to be listed on a ballot letter as a candidate for Steward or Alternate shall so inform the four officers in writing within a time to be specified by the four officers.

Section 5. A ballot letter shall be provided for each member of the local. This letter shall contain the names of all announced candidates and shall state that the choice for Steward and Alternate Steward shall include any member who meets the eligibility requirements and who is currently employed in the area of representation in which the members are voting, and shall not be limited to the announced candidates. The ballot letter shall also indicate a date not less than five days from which the ballot letter is mailed by which the ballot portion of the letter must be returned to the four officers to be counted as a valid vote. The ballot portion of the letter shall provide space for indicating the voting member's choices for Steward and Alternate in his area and an additional space in which the member shall indicate his area of representation as defined in the pertinent collective bargaining agreement. Immediately following the deadline for returning ballots the four officers shall meet to count the votes.

Section 6. In the event that a vacancy occurs in one of the Steward or Alternate Steward positions the local president with the approval of the Executive Board shall appoint an eligible member to fill the vacancy until the next election..

Section 7. In the event of a dispute between a member and a Steward or officer processing a grievance on his behalf and relating to the processing of that grievance, the dispute shall be brought to the local executive board which shall, if necessary, decide the dispute by majority vote of the executive board members present.

Section 8. In the event that the processing of a grievance shall involve the expenditure of funds of the local for legal fees, arbitration costs, or like matters, the decision to make such expenditures shall be made by majority vote of the executive board members present at the time such a vote is taken. The executive board shall be required to meet with

the aggrieved member and acting Steward or officer before taking such a vote. If a member does not wish to accept a negative decision of the local executive board in such a case, he may appeal such a decision to a meeting of the membership to be called in accordance with the procedures set forth in the local union constitution for calling meeting. If a vote of the membership is taken at that time it shall be by secret ballot and shall be decided by a majority of the votes cast.

ARTICLE X AMENDMENTS

This Constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this Constitution must be read at a regular or special meeting of the local union and read and voted on at subsequent meetings of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

APPROVED BY:

/s / Gerald W. McEntee
Gerald W. McEntee
International President