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## Frequently Asked Questions for TCCS Librarians and Library Staff About Unionization

### *Voting and Collective Bargaining*

#### **Q. How is the election decided?**

**A.** If a majority of eligible TCCS Library staff vote in favor of union representation, then all TCCS Library staff who were eligible to vote, even those who voted “no” or did not vote at all, would be represented by the union. We urge all eligible voters to fill out and return their ballot to the National Labor Relations Board (“NLRB”). Each vote counts. If you are eligible, please vote.

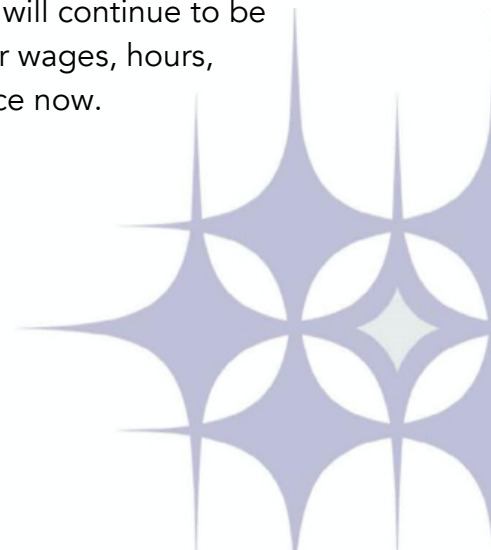
#### **Q. What happens if the union prevails in the election?**

After the NLRB conducts an election, if a majority of eligible library staff vote for SEIU representation, then at some point in the future, TCCS management and the union will begin negotiations for a collective bargaining agreement. TCCS will negotiate with the Union in good faith, concerning issues such as pay, benefits, and working conditions.

It is not possible for anyone to say what the outcome of the negotiations will be. But, as in any negotiations, it is a give and take process. New labor contracts often take months, and sometimes years, to negotiate.

#### **Q. What happens if the union does not prevail in the election?**

**A.** If the union does not prevail in the election, Library employees will continue to be employed by TCCS under the same policies and procedures for wages, hours, benefits, and other conditions of employment as are in existence now.



**Q. If TCCS Library employees are unionized, what can I expect during the negotiation period?**

**A.** TCCS and the Union will negotiate in good faith toward a collective bargaining agreement, a document that details the terms and conditions of employment for the TCCS Library staff. During this negotiation period and until a contract is ratified, TCCS Library staff will continue to operate under existing TCCS labor policies and procedures.

**Q. How long will the collective bargaining process take?**

**A.** The period of time for negotiation is unknown, but the first contract often takes months or years to negotiate.

**Q: What are some of the subjects that are bargained during negotiations?**

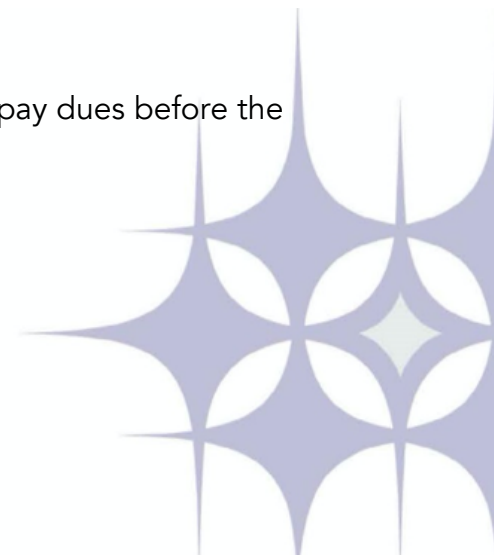
**A.** Negotiation topics include wages, benefits, and other so-called mandatory subjects of bargaining, such as how seniority is used, required dues deduction, and the grievance process.

**Q. Does the law require that negotiations begin with the current wages, hours and working conditions and that only improvements are made to such items?**

**A.** No. Each side is free to make proposals during bargaining that may alter the status quo. As a result of collective bargaining, you may end up with more than you have now in some areas, less than you have now, or the same as what you have now. This all depends on the negotiations.

**Q. During the collective bargaining process for an initial contract, do I have to pay dues?**

**A.** Typically no, the Union will determine whether members must pay dues before the collective bargaining agreement is finalized.



## Election Process

**Q.** How do I know for sure that a Union election is being held and whether I will be eligible to vote?

**A.** Through the Notice of Election issued by the National Labor Relations Board. The Notice of Election will be posted in the Library and sent electronically to staff in the collective bargaining unit and will include the titles of all eligible voters.



**Q.** How will I get my secret ballot?

**A.** The election will be conducted by mail. Secret ballots will be mailed to employees employed in the appropriate collective-bargaining unit at 2:30 p.m. on Monday, March 7, 2022. Ballots will be mailed to voters from the National Labor Relations Board, Region 21. Please ensure that TCCS has your current home address so that the ballot is sent to the correct location.



**Q.** What can I expect when I receive the ballot?

**A.** For those staff in the Professional Unit, they will receive a secret ballot with two questions. For those staff in the Non-Professional Unit, they will receive a secret ballot with one question. The ballot will contain information including how it must be filled out and when and to where to return it.

**BALLOT FOR VOTING GROUP - UNIT A (PROFESSIONAL UNIT)**

 	
<b>UNITED STATES OF AMERICA</b> National Labor Relations Board 21-RC-290066 <b>OFFICIAL SECRET BALLOT</b> For certain employees of <b>THE CLAREMONT COLLEGES, INC.</b>	
Do you wish to be included with non-professional employees in a unit for the purposes of collective bargaining?	
MARK AN "X" IN THE SQUARE OF YOUR CHOICE	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you wish to be represented for purposes of collective bargaining by CALIFORNIA FEDERATION OF TEACHERS, AFL-CIO?	
MARK AN "X" IN THE SQUARE OF YOUR CHOICE	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
<small>DO NOT SIGN OR WRITE YOUR NAME OR INCLUDE OTHER MARKINGS THAT WOULD REVEAL YOUR IDENTITY. MARK AN "X" IN THE SQUARE OF YOUR CHOICE ONLY. If you make markings inside, or anywhere around, more than one square, you may request a new ballot by referring to the enclosed instructions. If you submit a ballot with markings inside, or anywhere around, more than one square, your ballot will not be counted. The National Labor Relations Board does not endorse any choice in this election. Any markings that you may see on any sample ballot have not been put there by the National Labor Relations Board.</small>	

**BALLOT FOR VOTING GROUP - UNIT B (NON-PROFESSIONAL UNIT)**

 	
<b>UNITED STATES OF AMERICA</b> National Labor Relations Board 21-RC-290066 <b>OFFICIAL SECRET BALLOT</b> For certain employees of <b>THE CLAREMONT COLLEGES, INC.</b>	
Do you wish to be represented for purposes of collective bargaining by CALIFORNIA FEDERATION OF TEACHERS, AFL-CIO?	
MARK AN "X" IN THE SQUARE OF YOUR CHOICE	
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<small>DO NOT SIGN OR WRITE YOUR NAME OR INCLUDE OTHER MARKINGS THAT WOULD REVEAL YOUR IDENTITY. MARK AN "X" IN THE SQUARE OF YOUR CHOICE ONLY. If you make markings inside, or anywhere around, more than one square, you may request a new ballot by referring to the enclosed instructions. If you submit a ballot with markings inside, or anywhere around, more than one square, your ballot will not be counted. The National Labor Relations Board does not endorse any choice in this election. Any markings that you may see on any sample ballot have not been put there by the National Labor Relations Board.</small>	

**Q. Why do only the professional staff decide if non-professionals are in the same unit, or not?**

A. Because we have both “professional” and “non-professional” employees in our proposed bargaining unit, we will have a self-determination election (also known as a Sonotone election). This type of election process is dictated by the National Labor Relations Act, Section 9(b)(1) which provides that the Board shall not “decide that any unit is appropriate . . . if such unit includes both professional employees and employees who are not professional employees unless a majority of such professional employees vote for inclusion in such unit.”

**Q. What would happen if the professional employees chose not to be in a bargaining unit with non-professional employees, but both non-professional and professional employees choose union representation?**

A. In that potential outcome, there may be two bargaining units, one consisting of professional employees and the other non-professional, who would each negotiate separate collective bargaining agreements.

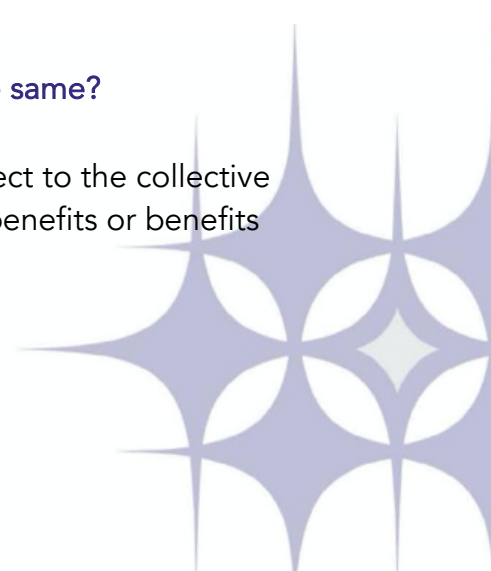
### *Questions About Wages, Benefits and Working Conditions*

**Q. If the union prevails in the election, will Library staff remain eligible to receive TCCS budgeted pay increases?**

A. Maybe. Employees that are not represented by the union will still be included in the TCCS budgeted pay increases. TCCS employees represented by the union are subject to the collective bargaining process. Employee wages may increase, decrease, or stay the same.

**Q. If the vote is approved, will my health care premiums stay the same?**

A. All benefits for employees represented by the union are subject to the collective bargaining agreement. There may be changes to employee benefits or benefits and premiums may stay the same.



**Q. Will my vacation and sick time accruals change as a result of unionization?**

**A.** Vacation and sick time accruals for employees represented by the union are subject to the collective bargaining agreement. These benefits may change as a result of the collective bargaining process, or they may stay the same.

**Q. Will I still be able to work in a hybrid or remote work environment as a result of unionization?**

**A.** Maybe. Hybrid or remote working conditions are mandatory subjects of bargaining and therefore must be negotiated during the collective bargaining process. These working conditions may change as a result of the collective bargaining process, or they may stay the same.

**Q. Will I still have some flexibility in choosing my working hours, if I have that option now?**

**A.** Maybe. Work schedules are mandatory subjects of bargaining and therefore must be negotiated during the collective bargaining process. These working conditions may change as a result of the collective bargaining process, or they may stay the same.

**Q. What about the issue of job security? Can the union protect my job?**

**A.** Not necessarily. Collective bargaining agreements will often have provisions on the notice of layoffs or the order of layoffs, but no union can guarantee that you will not be laid off. A common decision point in the order of layoffs is seniority. Layoffs and reorganization may occur for any number of reasons, but usually because an organization needs to bring its expenses in line with expected resources or when there is a strategic shift in direction. A union typically cannot stop downsizing from occurring. Downsizing is usually viewed as a management decision and many employers with unions have laid-off employees.

