



Corporations use to work employees 80+ hours a week, offer no breaks, hire children, offer horrid, unsanitary work conditions, paid literally next to nothing. They basically did whatever they wanted.

36 Reasons Why You Should Thank a Union

Weekends • All Breaks at Work, including your Lunch Breaks • Paid Vacation
• FMLA • Sick Leave • Social Security • Minimum Wage
Civil Rights Act/Title VII (Prohibits Employer Discrimination) • 8-Hour Work
Day • Overtime Pay • Child Labor Laws • Occupational Safety & Health Act
(OSHA) • 40 Hour Work Week • Worker's Compensation (Worker's Comp)
Unemployment Insurance • Pensions • Workplace Safety Standards and
Regulations • Employer Health Care Insurance • Collective Bargaining Rights
for Employees • Wrongful Termination Laws • Age Discrimination in
Employment Act of 1967 • Whistleblower Protection Laws • Employee
Polygraph Protect Act (Prohibits Employer from using a lie detector test on
an employee) • Veteran's Employment and Training Services (VETS)
Compensation increases and Evaluations (Raises) • Sexual Harassment Laws
Americans With Disabilities Act (ADA) • Holiday Pay • Employer Dental, Life,
and Vision Insurance • Privacy Rights • Pregnancy and Parental Leave
Military Leave • The Right to Strike • Public Education for Children
Equal Pay Acts of 1963 & 2011 (Requires employers pay men and women
equally for the same amount of work) • Laws Ending Sweatshops in the
United States

Let's NOT Go Back!

Stick with DC 37 - A More Perfect Union!

DC 37 at your service

• GRIEVANCES

For grievances and job-related problems, see your shop steward or chapter chair, or call:

Professional & Health Care Division:

(212) 815-1040

Education & Libraries Division:

(212) 815-1050

State, Administrative & Authorities

Division: (212) 815-1020

Parks, Cultural & Higher Education

Division: (212) 815-1060

• DC 37 HEALTH & SECURITY PLAN BENEFITS

Information on coverage and how to apply for all DC 37 Health & Security Plan benefits, including **drug, optical, disability and dental** benefits, may be obtained by calling the Inquiry Unit at 212-815-1234 or by visiting Room 300.

Be sure to have the member's PID number or Social Security number handy when you call. You may also visit the union's website at www.dc37.net.

Forms and optical vouchers:

Call 212-815-1531

Death benefits:

Call 212-815-1373 or 212-815-1374

Retirees outside the N.Y.-N.J.-Conn. area, call 1-877-323-7738 toll-free.

DC 37 Second Surgical Consultation: Members of any health plan can get a second opinion at no cost for any elective surgery from the DC 37 Second Surgical Opinion Program at 212-815-1355.

• HEALTH INSURANCE AND PENSION

For assistance with health insurance coverage, claims problems, pension issues and for pre-retirement pension counseling, call 212-815-1200 or come to the DC 37 Annuity Health/Pension Unit in Room 314. Please schedule an appointment for pension counseling.

Important notice for members in GHI-CBP: For maximum benefit coverage, you must call NYC Health-Line at 1-800-521-9574 prior to any hospital admission or within 48 hours of an emergency admission.

• AUDIOLOGY SERVICE

Take advantage of your union's hearing benefit. The audiology benefit is offered at the DC 37 Health Center at 115 Chambers St. in Manhattan.

This benefit is for members only. It provides a hearing evaluation by an audiologist and, if necessary, a hearing aid (for both ears if necessary.) Call 212-791-2126 from 9 a.m. to 4 p.m. for an appointment.

• VISION SERVICE

The DC 37 Vision benefit is available at participating vision providers. The benefit is available to members and their eligible dependents.

The standard vision benefit provides an eye exam, lenses and frames every two years.

To use the vision benefit at a participating vision provider, call 212-815-1531 for a list of providers and a voucher.

• COUNSELING SERVICES

At the DC 37 Personal Services Unit, professionally trained social work staff can help with emotional and family concerns, alcoholism, drug abuse, health problems and adjustment to retirement.

Short-term individual and group counseling and referrals are available. Call 212-815-1260, 9 a.m. to 1 p.m. for a screening evaluation.

• MUNICIPAL EMPLOYEES HOUSING PROGRAM

DC 37's Municipal Employees Housing Program provides one-stop affordable housing services for city employees. MEHP is a partnership of your union, Neighborhood Housing Services, and the NYC Dept. of Housing Preservation and Development.

Through MEHP, city employees have a 5 percent preference for HPD rental apartments available through lottery.

For information, call 212-815-1814.

• WORKPLACE SAFETY

To report serious accidents or unsafe or unhealthy working conditions or to request workplace inspections, call your union rep. For occupational safety and health information, call 212-815-1685.

• MEMBERSHIP RECORDS/ CHANGE OF ADDRESS

For any inquiries about your membership status, which local you belong to, updating your mailing address or to request a membership card, please call 212-815-1570.

For appointments, call: Manhattan at 212-766-4440 or Brooklyn at 718-852-1400.

• FAMILY DENTAL CENTERS

The DC 37 dental centers, operated by Joralemon Dental Services, P.C., are at two locations: 186 Joralemon St. in downtown Brooklyn, and 115 Chambers St. in lower Manhattan.

For information about DC 37 activities, news, events, and benefits for members, visit dc37.net or call our Hotline at 212-815-7555. All of these programs are at DC 37, 125 Barclay St., New York, N.Y., unless stated otherwise.

Both offer comprehensive dental care to members and eligible dependents and are open Monday through Saturday.

• LEGAL SERVICES

Municipal Employees Legal Services lawyers represent full-time and part-time employees and retirees on personal legal matters.

Call 212-815-1111 to check on eligibility and coverage or to make an appointment.

• EDUCATION COURSES

For a listing of education courses or to download an application, members can go to the DC 37 website at www.dc37.net.

For course information, call 212-815-1700.

For tuition reimbursement, call 212-815-1663 or -1664.

For career and educational counseling, call 212-815-1644.

For the DC 37 Education Fund Library, call 212-815-1641 or -1699.

Programs offered at CUNY:

The union, in partnership with the City University of New York, is offering courses at Medgar Evers College and computer classes at the City College of New York's Division of Interdisciplinary Studies at the Center for Worker Education.

For information, call 212-815-1700.

• RETIREMENT

Pensions, pension counseling and health insurance: 212-815-1200
GHI, HIP, Blue Cross: 212-815-1200
Dental, Drug and Optical, 212-815-1234

Educational activities: 212-815-1683

The DC 37 Retirees Association represents retirees in maintaining and improving their pensions and health services. Email: retassn@dc37.net.

All DC 37 locals pay your first year's dues after you join. Inquire from your local or phone 212-815-1781 or come to Room 980. The association's office is open from 10 a.m. to 3 p.m., Monday to Thursday.

The Benefits of Union Membership

DC 37 is about more than winning a raise.

Through negotiations with the city over many years, the union has built up a comprehensive benefit package, which serves as a model for unions around the country.

Here we highlight many of the benefits and protections DC 37 has won at the bargaining table or established on its own.

Union Services

Will
Real estate closing
Chap. 7 bankruptcy
Uncontested divorce
Housing Court case

\$500 - \$1,500
\$1,500 - \$2,000
\$1,500
\$1,500 - \$3,000
\$5,000

Dental work

crown
cleaning
oral exam
complete X-ray

\$1,200 - \$1,800
\$130
\$100
\$130

Counseling

Group Counseling
Bereavement
Anger management
Stress management

\$150 - \$350 per session
\$50 per session
\$50 per session
\$50 per session

Cost to Members: \$0



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District Council 37



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dc37alscme



YouTube.com/
dc37comm

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Henry Garrido, Executive Director

What Our Union Does for You and Your Family



UNION RECOGNITION

- Workers whose job titles are represented by DC 37 have the right to join the union on their first day on the job.

- Nationally, only 7 percent of the private sector workforce has union representation. The union membership rate for public sector

employees is 34.4 percent. In New York, 93 percent of the public sector workforce is unionized.

THE WORKWEEK

- DC 37 has fought for a fixed workweek so members can enjoy more leisure time and time with their families. The typical workweek for full-time workers represented by a union is 35 hours.

- For non-union workers, the 40-hour workweek is a myth. Nearly 20 percent work 60 hours a week or longer—and less than 50 percent have overtime pay.

HOLIDAYS

- Most DC 37 members have 11 or 12 paid holidays, depending on when they were hired.

- The typical private-sector worker in the United States has six paid holidays. Unfortunately, many workers without union representation have even fewer than that.

VACATION

- The typical DC 37 member with a 35-hour workweek gets 15 days of paid vacation (annual leave) per year during his or her first five years on the job. After five years of employment, additional days are added on certain anniversary dates.

- One in four non-union workers do not have any paid vacation days — or even holidays. Workers at private sector companies get 10 days.



SICK DAYS

- DC 37 members earn 10 days of sick pay annually during their first five years on the job. Additional days — up to 12 — are added as they continue to work for the city.

- In the United States, 36 percent of the workforce — 41 million people — do not have paid sick days.



JOB SECURITY

- DC 37 members have due process rights that protect them from wrongful termination. In addition, the city must notify your union 30 days before layoffs. During that period, the city and union explore alternatives, such as reassignments.

- In the United States, workers lack job security unless they have a written employment contract. That means they can be fired without cause, notice or an independent hearing.

HEALTH INSURANCE

- DC 37 members do not have to make premium contributions for their health-care coverage. DC 37 fights to preserve benefits and adequate funding for health coverage.

- In 2016, the average annual premium contribution of a worker in the private sector was \$1,129 a year for an individual health-care plan and \$5,227 for a family plan, according to the Henry J. Kaiser Family Foundation.

RETIREMENT SECURITY

- DC 37 members and retirees enjoy a traditional pension, which guarantees them a steady income based on their years of service and salary. The New York State Constitution protects our retirees from benefit reductions.

DC 37 trustees sit on the boards of the New York City Employees' Retirement System and the Board of Education Retirement System to monitor investments and look out for the interests of retirees and future retirees.

- Today, the most common employer-sponsored retirement plan is the 401(k) plan — which subjects account holders' savings to the volatility of the stock market — instead of a traditional pension. Forty percent of employees have only \$10,000 in their accounts — far below what is needed for a comfortable retirement.

About half of working-age households in the United States don't have a retirement savings account.

GRIEVANCES

- Our grievance system allows DC 37 members to fight workplace abuses, out-of-title work, improper disciplinary action and firings.

- Grievance systems are rare at non-unionized companies. Aggrieved workers must hire a lawyer to deal with cases of serious workplace abuse and wrongful termination.

EXTRA PAY

- DC 37 members earn extra pay through night-shift and assignment differentials, overtime pay, and pay increases based on years of service. Over time, these permanent payments can add thousands of dollars to a worker's salary.



- Non-unionized workers in the private sector are left on their own to negotiate additional pay.

DC 37 PROGRAMS AND BENEFITS

- DC 37 bargains with the city to provide funds for a number of benefits, including legal assistance, dental, vision and drug coverage, and counseling. These benefits save members hundreds of dollars — even thousands, in the case of the drug benefit.

- Non-unionized companies generally do not offer such a comprehensive benefits packet.

Here are some of your union benefits:

LEGAL HELP

DC 37 offers free help for wills, real estate closings, Chapter 7 bankruptcy, citizenship, identify theft, uncontested divorces and housing court cases.

EDUCATION

The DC 37 Education Fund provides many courses for members, including prep classes for civil service exams. Members receive up to \$800 a year for college courses. Over the years, the union has helped thousands of members earn college degrees.

COUNSELING

DC 37 offers free short-term individual counseling and free group sessions on such matters as bereavement, anger management and stress management.

HOUSING

DC 37's Municipal Employees Housing Program provides members with affordable housing services. The program has helped hundreds of members with both rentals and purchases.

Through this program, members are eligible for a 5 percent preference for Dept. of Housing Preservation and Development rental apartments, which are available through an online lottery.

WORKPLACE SAFETY AND PROTECTIONS

- DC 37 enforces the right of its members to clean, safe and sanitary working conditions.

- Workers assaulted on the job are entitled to up to 18 months of paid leave. Members working extensively with computers have the right to periodic breaks, eyeglasses and ergonomic equipment.

In the private sector, workers generally do not have such rich programs as DC 37 members enjoy.

For additional information, go to www.dc37.net



Will any preference be given to disabled workers or those with disabled dependents?

There is a preference within the lottery for 5% of the units for those with mobility impairments and 2% for those who are hearing or visually impaired.

Where are the new or renovated apartments and homes located?

Members who apply for the HomeFirst Down Payment Assistance Program must purchase a one- to four-family home, a condominium, or a cooperative for owner-occupancy in any of the five boroughs. The 5% preference in HPD and HDC-financed units are also available throughout the five boroughs.

I live in the Bronx and want to move to Brooklyn or Staten Island. Do I stand a better chance if I apply for housing in my neighborhood?

Yes. 50% of all the units are already for current residents of the community board in which the new or rehabilitated HPD- or HDC-financed housing is located. You have a better chance of getting an apartment or home in the community where you live.

Will a new application in a development of my choice now receive preference because I am a City employee?

Yes. The preference in the housing lotteries took effect August 1, 2005.

Where can I obtain a list of available apartments?

For information about apartments available by lottery, call HPD at 212-863-5610, or 212-863-5620 in Spanish, or go to www.nyc.gov and click on Affordable Housing on the left menu bar.

Does the DC 37 Municipal Employees Housing Program provide help with foreclosure?

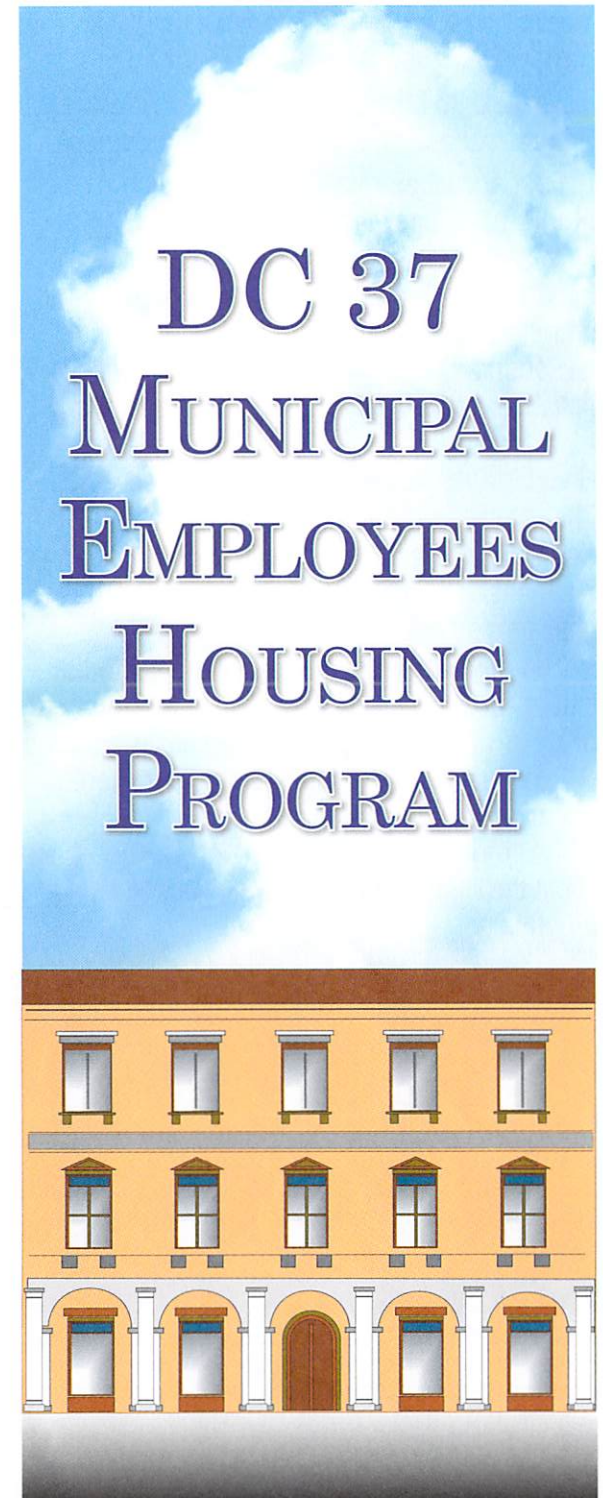
Yes. The DC 37 Municipal Employees Housing Program provides services to members facing foreclosure, or who are late with their payments, depending on the circumstances. Services may include refinancing, legal services and counseling. If you have questions or want more information, contact the MEHP Office at (212) 815-1814.

How can I apply?

The DC 37 Municipal Employees Housing Program is scheduling seminars every other month. To register for a seminar, please call (212) 815-1814. Following the seminar you will be referred to an on-site counselor for a one-on-one interview. The counselors are located in Room 318 at union headquarters (by appointment only). For more information go to DC 37's website at www.dc37.net (click on Affordable Housing) or HPD's website at www.nyc.gov/hpd.



125 Barclay Street, New York, NY 10007
Henry Garrido, *Executive Director*



Welcome to DC 37's Municipal Employees Housing Program

The DC 37 Municipal Employees Housing Program consists of three major components.

First, valuable training and education programs for first-time homebuyers, including workshops on credit counseling, budgeting, anti-predatory lending, homeowner maintenance and repair.

Second, the HomeFirst Down Payment Initiative, which allows our members to apply for a grant managed by the Department of Housing Preservation and Development. The average payment for the grant is about \$40,000, and it may be used towards the down payment or the closing cost of the purchase of your home.

The third component is a preference in the lottery for eligible City employees for 5 percent of HPD- and Housing Development Corporation (HDC)-financed affordable rental apartments and owner-occupied homes.

This brochure answers some of your questions about the DC 37 Municipal Employees Housing Program.



Annual Housing Fair: The DC 37 Municipal Employees Housing Program holds an annual daylong Housing Fair where members can get information about the program's many resources – from realtors, mortgage specialists, home inspectors, the HPD apartment lottery, and grassroots housing programs to workshops/counseling on credit repair, saving, home ownership, free DC 37 legal services, and foreclosure prevention.

How did this program come about?

At the beginning of 2005, former DC 37 Executive Director Lillian Roberts made affordable housing a top priority for this union, and the program was launched in August 2005. The union's current Executive Director Henry Garrido played a pivotal role in the success of the Housing Program from its inception, and has been instrumental in the program's many achievements. The Municipal Employees Housing Program now services more than 2,500 members per year for rental housing and purchases.

What types of housing are sponsored by HPD and HDC?

HPD and HDC finance the new construction and rehabilitation of owner-occupied homes, condominiums, co-ops, townhouses and rental apartments.

Who qualifies for a preference in the housing lottery?

Any municipal worker who meets the qualifying criteria for a particular building is eligible for the preference in the housing lottery. This includes meeting all HPD and HDC income eligibility requirements.

It also includes meeting additional criteria established by the building owner. Additional building owner criteria often include credit checks and an evaluation of an applicant's financial means to meet monthly rent or mortgage payments, and can sometimes include home visits.

The HomeFirst down payment assistance applicants have to complete buyers' education courses and meet other program requirements, such as being a first-time home buyer and having your own savings to contribute towards a down payment or closing costs.

Are there any income limits to be eligible for down payment assistance?

Members who apply for the HomeFirst grant must meet the following income requirements to qualify for the forgivable loan to use toward the down payment or closing costs on a one-to four-family home (including co-ops and condominiums).

Household income limits

HPD Homefirst Down Payment assistance program

Family Size	Maximum Household Income Up to 80% AMI*
1-person household.....	\$59,750
2-person household.....	\$68,300
3-person household.....	\$76,850
4-person household.....	\$85,350
5-person household.....	\$92,200
6-person household.....	\$99,050
7-person household.....	\$105,850
8-person household.....	\$112,700

Must reside in home purchased for at least 10 years.

Source: U.S. Department of Housing and Urban Development

*Family size and household income based on area median income (AMI) calculations established by the U.S. Department of Housing and Urban Development (HUD) for June 2019. *Income limits will be adjusted for family size.*

For more information on the 2018 limits and methodology see HUD's website at: <https://www.hudexchange.info/management-a-program/home-income-limits/>

Helping members find affordable housing:

The DC 37 Municipal Employees Housing Program has already helped members and their families find affordable homes.





Personal Service Unit



District Council 37
Health & Security Plan's
Confidential Counseling Service

WWW.DC37.NET

Personal Service Unit



Individual Counseling

The PSU staff provides short-term counseling for personal problems, work-related concerns, and issues stemming from substance abuse. Social

Workers at PSU help members to identify stressors, recognize their existing strengths and resources, create better coping strategies, improve communication skills and connect with community agencies.

Referrals

The PSU staff assists members and their families in obtaining social services and community-based resources tailored to their specific needs.

Group Counseling & Workshops

Periodically, staff provides group counseling and workshops to address specific issues. Members should look in the union's publication, *PEP talk*, or on the website at www.dc37.net for upcoming groups. Past topics have included stress management, effective communication, and bereavement support. As needed, PSU provides workshops and interventions for trauma, grief and loss, and stress management.



What Can be Addressed Through Counseling Services?

Personal and Family Problems

- Anxiety
- Bereavement
- Depression
- Domestic violence
- Increased stress levels
- Major life changes
- Other mental health diagnoses
- Parenting problems
- Prolonged illness of self or family member
- Relationship issues

Job Jeopardy

- Disciplinary issues
- Interpersonal conflicts
- Job stress
- Time and attendance

Substance Abuse/Impulse Control

- Alcohol use
- Anger issues
- Drug use
- Gambling concerns

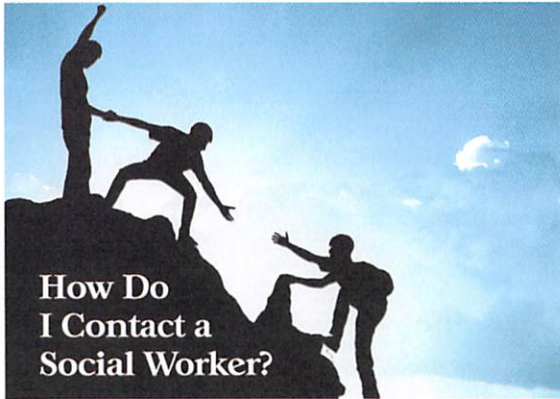
Personal Service Unit

Who are the PSU Counselors?

Our counselors are licensed Social Workers who specialize in mental health and substance abuse. We also have consulting Psychiatrists available for evaluations.

Will anyone find out I am a PSU client?

All contact with PSU is confidential. No information is shared with anyone outside the unit unless a member provides written permission.



Call the Screening Unit
212.815.1260

Phone-in Hours
Monday – Friday
9 a.m. – 1 p.m.

Due to call volume, if you are unable to reach the Screening Unit, please call the main number at **212.815.1250** for further assistance.

DISTRICT COUNCIL 37

has resources to help union members cope with a variety of life stressors. Our Social Workers provide assistance through short-term counseling, information and referrals, advocacy, and collaboration.

The Personal Service Unit (PSU) is dedicated to the emotional and physical wellbeing of DC 37 members, dependents over 18, and retirees.

We strive to support members in developing and achieving their goals to improve their quality of life.

If you are in need of help, or just want to speak with a Social Worker, please reach out to our unit. During the COVID-19 pandemic, life has become more complex and stressful. We are here when you need help.

Due to the COVID-19 pandemic, we are currently conducting sessions via teletherapy.

We are here to support you through life's stressors and encourage you to take advantage of this invaluable service.



Personal Service Unit

District Council 37
Health & Security Plan's
Personal Service Unit

(Confidential Counseling Service)

Main Number: 212.815.1250

To contact a Social Worker, call:
Screening Unit: 212.815.1260
(Monday – Friday, 9 a.m. – 1 p.m.)

PSU's Hours of Operation:

Counseling services are provided:
Monday – Friday, 9 a.m. – 5 p.m.

PSU is a benefit offered as part of the DC 37 Health & Security Plan at no cost to the member. Members, retirees, and their covered dependents over 18 are eligible for PSU services.

Health & Security Plan
Personal Service Unit
55 Water Street, 22nd Floor
New York, NY 10041

1/2021

HOW Can the State, Administrative & Authorities Division HELP YOU

Resolving workplace issues

State, Administrative & Authorities Division staff are available to help you with on-the-job issues and problems, such as being assigned work at a higher title without a pay increase and unsafe or unhealthy working conditions. Call the **State, Administrative & Authorities Division** at **212.815.1020** to get the name and phone number of your DC 37 representative who will work with you and the appropriate DC 37 department to resolve your workplace issues.

Becoming active in your union

Do you want to become more active in your local? Would you like more information about how you and your co-workers can get more involved? The State, Administrative & Authorities Division can help.

Call the division at **212.815.1020** for information on becoming more active and organizing your co-workers. If you would like us to come to your workplace to speak about the union at a meeting of members, the State, Administrative & Authorities Division can arrange that, too.

Addressing your questions and concerns.

The State, Administrative & Authorities Division is striving to increase the flow of information between members and their union. A **State, Administrative & Authorities Division** rep may visit your work location to speak with members, answer questions, and hear your concerns. Open communication helps strengthen our union and build unity. Please feel free to raise your questions and concerns with your union representatives. Our job is to serve you.

State, Administrative & Authorities Division

- Local 957 NYC Housing Authority Clerical Employees
- Local 1070 Court, County & Department of Probation Employees
- Local 1113 NYC Finance Administrative Employees and City Investigators
- Local 1320 NYC Sewage Treatment and Senior Sewage Treatment Workers
- Local 1322 NYC DEP Supervisory Employees
- Local 1359 Rent Regulation Services Employees
- Local 1549 NYC Clerical-Administrative Employees
- Local 1655 Metropolitan Transportation Authority Clerical-Administrative Employees
- Local 1740 NYC School Construction Authority
- Local 1931 TBTA Maintenance Employees
- Local 2906 NYC Marine Workers
- Local 3599 NYC Department of Environmental Protection Technical Professional Employees
- Local 3652 Metropolitan Transportation Authority (MTA) Technical Professional Employees

State, Administrative & Authorities Division

Main Line: 212.815.1020

District Council 37

Henry Garrido, Executive Director

SAFEGUARDING YOUR JOB



As a member of District Council 37, you can help protect your job security by understanding your union contract, knowing your agency's rules and regulations, and following the basic principles outlined in this brochure.

District Council **37** 
AFSCME
AFL-CIO

State, Administrative & Authorities Division

125 Barclay St. | New York, NY 10007
212.815.1020 | www.dc37.net

These Dos and Don'ts are based on the grievance experience of DC 37 Union Representatives and Shop Stewards.

Use these to safeguard your job security.

DOs

Call your Shop Steward first, as soon as you have a problem. Many people have lost their cases due to mistakes they would never have made if they had called their representative and gotten experienced advice. Any written statements you make may be used by management against you. Call your union FIRST.

Use the correct procedure to resolve your problem. Some problems should be grieved, some have to be appealed through the appeal procedure, some have to be handled through a labor-management meeting, and some can only be solved by changes to your contract.

Write down all the facts immediately, including exact details and names of witnesses relating to your case. If you don't, you'll learn quickly (and sadly) that your memory is not as good as you thought.

Understand the need for documentation to support your case. Your opinion or version of your case is not necessarily enough to win. In most cases, it will simply be your word against management's. The testimony of independent witnesses and written documentation have far more credibility and weight as evidence.

Keep a copy of any document you give to management concerning a grievance or an appeal. If possible, have the person accepting your documentation initial and date both the original and your copy.

Know your opponent. In order to help your case, examine it from management's perspective. What will their argument be?



Know exactly what your witnesses are going to say before they appear on your behalf. Many members have been highly surprised when their own witnesses failed to back them up at a hearing.

Obey the time limits for filing grievances or appeals. If you don't, management will challenge them and it is possible you will lose your case.

Keep your record clean. The biggest problem that our Stewards see is excessive absenteeism. Management can, and will, use this record against you should you become involved in a disciplinary action, regardless of whether the case involves absenteeism.

Understand that the union does not file grievances against individual people, but against violations of the contract or rules. We are not out to "get" supervisors. We only want the contract enforced and the rules obeyed.

Own a copy of the contract, the personnel rules, the employee handbook, and your job description. Read them carefully, and regularly reread them until you know them. Call your union Steward if there's anything you don't understand.

Check your personnel file once a year.

Understand that your union membership is not an insurance policy against any and every action on your part. You have a responsibility to obey work rules, be on time, and not be insubordinate to your supervisor.

DON'Ts

Participate in disciplinary interviews without union representation. If someone outside the normal supervisory chain of command wants to meet with you, ask the purpose of the meeting, and if it may lead to disciplinary action. Say that you wish to be represented by the union.

Attend a disciplinary meeting without a union Representative. If management insists that you meet without giving you adequate time to contact your union Representative, listen to what the investigator has to say, but DO NOT respond except to say that you wish to have a union Representative present. Denial of your right to representation is grievable.

Refuse to sign a written counseling, disciplinary action, or performance evaluation report. Your refusal may be used as evidence of an "attitude" problem. Your signature merely acknowledges that you have received a copy of the report. Make sure that you are given a copy. If you are going to respond, you need to know how long you have to submit the response. If you need help, call your union Representative.

Refuse to carry out an order or assignment from your supervisor. Obey the order, then grieve it or appeal it.

Take management's word for what the contract or rules say. Check it out yourself. If you have any questions, ask your union Steward or Representative.

Resolve your problems with management without your union being involved. Protect the rights of yourself and others. We have had far too many cases where supervisors made commitments to employees in private that they later broke, with no evidence to prove that they had reneged on their promises. What you agree to today may come back to haunt you tomorrow, and may set a precedent that can hurt other employees in the future.



Local 1549 Contact Information

NYC CLERICAL-
ADMINISTRATIVE
EMPLOYEES
LOCAL 1549
AFSCME, AFL-CIO

TEL (212) 815-1549
www.local1549.com

30 VESEY STREET,
12TH FLOOR NEW YORK, NY
10007

Administrator
James Howell

Deputy Administrators
Benjamin Borges-Hernandez
Jozette Dowdell
Barbara Terrelonge

Local 1549 Office (212) 815-1549

District Council 37 (212) 815-1000

District Council 37 Divisions

State, Administrative & Authorities Division (212) 815-1020

Division Director Kenneth Mulligan

Asst. Division Director Eddie Douglas

Health & Safety (212) 815-1685

Housing Program (212) 815-1814

Municipal Employees Legal Services (MELS) (212) 815-1111

Education Fund Benefits (212) 815-1700

Personal Services Unit (PSU) (212) 815-1250

Health & Security Plan Benefits (includes Dental) (212) 815-1234

Additional Information

www.local1549.com

www.dc37.net

DO YOUR CO-WORKERS KNOW THEIR WEINGARTEN RIGHTS?

What Are Weingarten Rights?

When workers are called in for an investigatory interview by management, they have the right to have a steward present. This is true even if the workers don't have a union contract.

What Is An Investigatory Interview?

An investigatory interview is a discussion between workers and management during which management asks the worker(s) questions that may lead to discipline or have a negative impact on the workers' jobs.

They Don't Have To Be In The Boss's Office.

They can include:

- ☛ Phone calls from supervisors to a worker's house.
- ☛ Lie detector, alcohol and drug tests. (The worker has a right to a steward to help decide whether to take such tests, and to be present before and during a lie detector test. For drug and alcohol testing, the union should have a way of verifying that the tests were done correctly and that any samples taken were handled correctly.)
- ☛ Questions from a boss to a worker on the shop floor that may start out as simply verifying job procedures. But if the questions get into dangerous territory like the worker's quality or production record, the worker can ask for a steward.

Investigatory Interviews Do Not Include:

- ☛ Being called into the boss's office to receive a notice of discipline that has already been determined, or to review matters such as job procedures or work rules. The worker should not have to answer any potentially incriminating questions in such meetings.
- ☛ Routine medical exams (such as after a leave of absence)
- ☛ Locker searches
- ☛ Confidential counseling sessions that cannot be used for discipline

How Do Workers Exercise These Rights?

- ☛ Workers must ask for a steward. The company doesn't have to tell them their rights. That means the union must educate workers on when they have the right to a steward, and how to ask for one.
- ☛ The worker can ask for a steward at the beginning of the interview or at any time during the interview.
- ☛ If they're not sure what to say, they can read a statement like: "If this discussion could in any way lead to my being disciplined or terminated or affect my personal working conditions, I respectfully request that my union representative, officer or steward be present at this meeting. Until my representation arrives, I choose not to participate in this discussion."
- ☛ Workers can ask for their own steward, but if that steward is not available, the company may bring in another steward and proceed with the interview.

What If The Company Won't Call A Steward?

The boss has three choices once a worker asks for a steward:

1. Call a steward and wait for the steward to get there.
2. End the interview.
3. Tell the worker the interview is not going to happen with a steward, and ask whether the worker would rather not have the interview or not have a steward.

Tell Workers: "DON'T TALK!" If The Company Won't Get Them A Steward.

If the boss continues the interview even though the worker still wants a steward, the worker should not answer any questions. It is much easier to reverse discipline for refusing to answer questions than it is to reverse discipline based on information from a worker who asked for a steward and wasn't provided with one.

The worker should not walk out or argue with management. He or she might want to start writing down notes of what the management person is saying and doing.

Something New and Awesome for our Members.

Announcing DC 37 Rewards!

DC 37 Rewards is an exciting new service for District Council 37 members and their families. Enjoy awesome benefits, savings and prizes from trusted partners who will go the extra mile for our members. Whether it's tickets to a ball game or an amazing price on a hotel room, look to DC 37 Rewards for real savings every day.

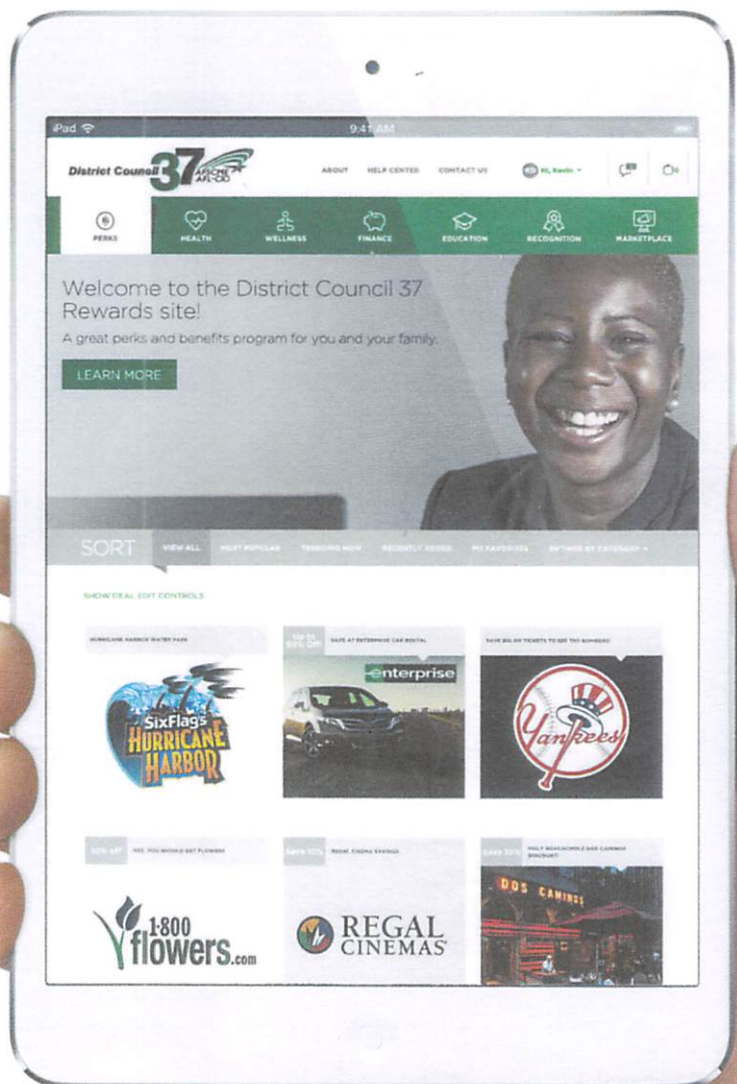
Registration is free and easy!

Just follow these steps and you'll be enjoying all the site has to offer in minutes!

1. Go to: www.DC37Rewards.com
2. Click Sign Up
3. Fill out the form and use the group code: **DC37YES** (case sensitive)
4. Enjoy the site!



REWARDS www.dc37rewards.com
DC 37 Rewards is powered by RewardJet Inc.



MSK Direct New Benefit Alert

If you are facing cancer, getting the right diagnosis and treatment plan is critical.

DC37 members and their families can now receive guided access to expert cancer care at Memorial Sloan Kettering, with convenient facilities in Manhattan, Brooklyn, Long Island, New Jersey, and Westchester County.



Memorial Sloan Kettering
Cancer Center



MSK Direct

DC 37 has partnered with Memorial Sloan Kettering Cancer Center (MSK) through MSK Direct — a program that offers guided access to expert cancer treatment at MSK for DC 37 members and their families.

Contact MSK Direct if you or a family member:

- are diagnosed with cancer and would like to explore options for treatment at MSK.
- receive results from a medical test or exam that signal you may have cancer.
- are told by a doctor to schedule an appointment with an oncologist.
- would like an in-person second opinion on a cancer diagnosis received from another doctor.

The MSK Direct team will:

- schedule a **first appointment** at MSK, usually within two business days.
- help **gather all necessary medical records** before the first appointment.
- **meet you at your first appointment** to introduce you to the facility and your care team.
- continue to be a **resource for you** during your treatment at MSK.

There is no enrollment necessary for MSK Direct — eligibility is automatic. There are no charges to use MSK Direct. MSK is an in-network provider for Emblem Health HMO and PPO plans offered by the City of New York. If you are not covered under a City of New York Emblem HMO or PPO, call MSK Direct to verify your plan's coverage.

MSK Direct can be accessed through the DC 37 dedicated toll-free member line, **833-786-3365**, Monday through Friday from 8:30 am to 5:30 pm. Messages left outside of these hours will be returned the next business day.



Memorial Sloan Kettering
Cancer Center



Memorial Sloan Kettering Cancer Center (MSK) is the world's oldest and largest private cancer center, devoting more than 130 years to patient care and research. U.S. News & World Report ranks MSK as the top hospital in the northeast for cancer care.



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