

# ASU GUILD UNIT

# forum



Local 32035

*The Washington-Baltimore Newspaper Guild*

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## Moving, or Moving On?

With eleven months to go until ANA's big move to Silver Spring, Maryland, you may have begun to think about whether you will continue your employment or not. Your decision may have an impact, not only for yourself, but on how ANA will continue its work in the future.

If you decide not to continue with employment at ANA, you should be aware of the terms and benefits you are entitled to collect under the ASU-WBGN contract (Article 20). For those who make the decision to stay employed at ANA, the move may impact your personal and work life in the following ways:

**Personnel:** Because not everyone at ANA, management and staff alike, will want to move to Silver Spring, the people you work with totally different co-workers a year from now. You may have another manager, you may find temporary employees filling roles typically by other professionals in your department, or you may find yourself taking on new responsibilities as a result of vacant positions.

**Workload:** If you find that after the move you have been assigned new duties, you need to read and understand the contract so that you are fairly compensated, if applicable, as well as have a clear understanding of the duties and the duration they will be assigned and evaluated. Even now, less than one year from the move, many ANA employees feel that their own workload has become challenging. It is difficult to fathom how staff will manage the workload once we move to Silver Spring, assuming that the workload that exists today will have to be managed by fewer people, at least for a while. Workload will continue to be an issue that WBNG-ASU will monitor throughout the year and after the move.

**Environment:** While many ANA employees welcome all of the niceties of a new building – new lighting, modern equipment and décor, more flexible workspace – the move will create challenges in the environment we will work in as well. While it has not yet become clear the types of workspace WBNG-ASU staff will have in Silver Spring, we should be prepared for the possibility of fewer private offices and more cube-like spaces. For employees who need quiet, private space for their work, this may be difficult condition that needs to be discussed with management to create a more productive work atmosphere.

**Location:** A major consideration on employees' decision to move will be the commute. While Silver Spring is accessible by Metro, MARC, bus, and car, its location may make it difficult to navigate from Virginia or Southern parts of Maryland or DC. As a result, time to travel to/from work and costs may very well increase. ANA offers Metrochec payroll deductions, and Parking Pre-Tax reimbursement as introduced in August. The possibility of extended use of the compressed work schedule or telecommuting has not been made a viable option. Staff will have to decide if these factors are appropriate for their lifestyles.

We have only touched on a few of the issues that result from ANA's move to Silver Spring. Your feedback will be critical to provide management with the suggestions to plan appropriately. Please voice your concerns with your managers as well as attend the voluntary staff meetings and other forums ANA management make available. If your name was listed on the Staff Move Work group, we suggest that you attend the meetings that will be scheduled soon. If you are interested in being a member of one of the groups, contact Paulette Hamilton, Director of Operations.

Finally, in order for WBNG-ASU Executive Committee to discuss the move with management and help staff with the transition, we are asking you to complete the following short survey and return it to Shari Dexter by October 10th.

### **Move Survey: Return to Shari Dexter or your Steward by October 10, 2003**

1. Have you made a decision to move with ANA to Silver Spring, based on your current knowledge of the move and personal circumstances?  Yes  No
2. If you have decided not to stay with ANA, how far in advance would you tender a resignation?
  - a.  9-12 months before the move
  - b.  5-8 months before the move
  - c.  2-4 months before the move
  - d.  less than 2 months before the move
3. What is the number one issue that on which your decision to stay or resign from ANA will be based? :
  - a.  commute
  - b.  workload
  - c.  environment
  - d.  other \_\_\_\_\_

# Education Corner—Know Your Contract

## Article 24 Workload

24.1 ANA and WBNG-ASU agree that workloads will be reasonable and appropriate but may vary according to circumstances.

24.2. If a problem with workload is perceived, the employee will have the opportunity to address the problem with their manager. The manager and the employee will work together to develop a plan to resolve the workload problem. Unresolved workload problems are subject to Article 32 (Grievance Procedure).

ASU unit members who have questions and concerns about workload should begin by documenting just what work you are being assigned, and how you spend your work day. Documentation should take the form, initially, of your own written listings responsive to the points listed below. When you have put together enough information to reflect that you are doing work that is not in your job description, and/or your workload has significantly increased, you should take the information to a steward. The steward, ASU, and the Local will help you and represent you in taking steps to remedy the situation. These steps include helping you discuss these with your manager (the first step), and, if necessary, filing a grievance.

1. Each employee should review his or her job description. Begin documenting your work load by listing specifically any additional duties you perform, with specific projects, assignments, dates, etc.

2. Was the additional work previously performed by another employee? If so, who, and when? When did the additional work shift to you? This shift raises both a posting of vacancy issue as well as workload and compensation issues.

3. Are any of the work assignments you are performing (and not listed in your job description) temporary assignments? If so, which ones? When were they assigned, and when were they projected to be completed?

4. What is the effect of the additional assignments, whether temporary or regular, be on your usual work assignments? Are you expected to complete all work, or has your supervisor told you not to perform duties usually performed so that you can perform the new assignments? Is there work you are not completing that is expected? Have you been written up, verbally warned, or otherwise hassled or pressured?

ASU unit members do have a right to have their work load assessed, and adjusted or additionally compensated, where warranted. A positive outcome, however, depends on quality documentation from the start, and that starts with you!

Cheryl R. Owens, 2nd Co-Chair

## Staff Development : Article 45

Use your 4 career development days before the end of the year **AND** sign up for the SkillPath Workshops this fall.

### In-Service Training: Article 45.2 (p. 70)

In-service training is training provided by ANA to meet a specific need. It may be provided on-site or off-site. ANA will pay for it and may require employees to attend. Examples of this type of training are the Microsoft Overviews currently being offered and the SkillPath classes that are coming up.

**You should treat these workshops as your work assignment for the day.** Make sure that you have this understanding with your manager. Since your manager is giving you permission to attend, s/he should plan to cover your work the same as if you were at an off-site class or sick.

Participating in one or all of these classes does **NOT** count against your four days of paid educational leave per our contract.

Training that your manager **requires or asks** that you take to enable you to do your job better **should** be paid for by ANA and does NOT count against your four days of paid educational leave. An example of this kind of training would be if your manager said that s/he wants you take a Microsoft EXCEL class so that you can use it in your work, or if your manager wants you to take a class on using an upgrade of ANA's accounting software (and you work in Finance).

### Career Development (Article 45.5, p. 71)

Training taken as career development is of your choice. It must relate to ANA's work. This means that a class in Ethnic Cooking or Landscape Architecture will not be approved. However, any class that enhances your skills as an ANA employee should be approved. Classes in project management, finance, or any of ANA's work areas are examples of this type of training. This kind of training is what your 4 career development days are for. A class in non-profit financial management (and you are not a manager in ANA's Finance Department) is an example of this type of training.

Training that you take during your four days of paid educational leave may be paid for by ANA, but does not have to be paid for by ANA. If you want to learn a new skill that will help you get a promotion or a better job, it could be in your best interest to pay for it yourself and take the class as paid educational leave (i.e the 4 days allowed in our contract). For a class that does not strictly pertain to your current position, it should be easier to get your manager's approval for the time off, if you do pay for the class yourself. ***Paid educational leave is "for each employee's attendance at and participation in outside career development activities of the employee's choice"*** (Section 45.4b of the contract). If you are not asking for ANA to pay for the class, it is much harder for your manager to deny you the time.

As you can see there is overlap between Career Development and training your manager requires or approves that you take to better do your job. If you want to take a class that you believe will enhance your job performance in your current position, it is to your advantage to work with your manager to get him/her to pay for this training out of the departmental budget and give you the days off to take it as in-service training. For 2003, some managers have training money and some do not; in 2004 there will be \$300 per employee for this type of training.

Finally, if you want to take an Ethnic Cooking class that meets during work time, you can certainly do so by requesting annual leave and paying for the class yourself.

I will be happy to answer any additional questions you may have in this regard.

Betsy Schultz (ext. 7039), ASU Co-chair  
Staff Development Committee

## WBNG-ASU Committees

### Executive Committee

Sheila Lindsay, Chair  
Elizabeth Schultz, 1<sup>st</sup> Vice Chair  
Cheryl Owens, 2<sup>nd</sup> Vice Chair  
Dana Featherstone, Secretary  
Shari Dexter, Membership Liaison

### Negotiations Committee

Barbara Kennedy  
DeJuan Mason  
Cheryl Owens

### Grievance Committee

Elizabeth Schultz, Co-Chair  
Cheryl Owens, Co-Chair  
Winifred Carson-Smith  
Terry Bowditch

### Labor Management (LM) Committee

Sheila Lindsay  
Betsy Schultz  
Cheryl Owens  
Dana Featherstone  
Shari Dexter (alternate)

### LM Sub-committees

#### 401K

Edna Amador  
Sue Whittaker

#### Health and Safety

Cheryl Owens  
Winifred Carson-Smith  
Butch DeCastro  
Cynthia Price (advisor)

#### Health Insurance

Sheila Abood  
Lynne Battle  
Katherine Kany

#### Staff Development

Betsy Schultz  
Carol Bickford  
Eric Wurzbacher

#### Social Committee

Shari Dexter  
Lynne Battle  
Rhonda Farmer  
Cheryl Peterson

#### Compensation Committee

Mae Ford  
Patricia Hamm  
DeJuan Mason

## **WBNG-ASU Stewards, By Department**

### Accounting

Cheryl Owens - ext. 7177

### American Nurses Credentialing Center

Lynne Battle - ext. 7274  
Tawana Brown - ext. 7273  
Dana Featherstone - ext. 7267  
Cheray Jones - ext. 7272

### Communications

Sheila Lindsay - ext. 7197

### Customer Care

Barbara Kennedy - ext. 7380

### GOVA

Chris Donnellan - ext. 7088

### Leadership Services

Betsy Schultz - ext. 7039

### Nursing Practice & Policy

Yvonne Humes - ext. 7070

### Office of General Counsel

Windy Carson-Smith - ext. 7061

### Operations

Terry Bowditch - ext. 7166

# A Tribute to Emma Smith

How do you say goodbye to your friend, your union sister and supporter? ASU honors and thanks Emma Smith for her seven and half years as both a dedicated ANA employee and a loyal and active WBNG/ASU executive committee member. Emma's friendship, guidance, and integrity have been valued and will be missed.

We thank you, Emma, for all you did, your encouragement, guidance, kindness, patience, prayers, cakes and last but not least your friendship— you will be missed here, and we wish you only the very best in your new life away from here!

On behalf of the ASU membership—  
Cheryl Owens

## What to Do When the Boss Calls You In

Supervisors and managers have every right to communicate with their employees, but when it comes to questioning which could result in discipline, the employee has rights as well.

Under the 1975 U.S. Supreme Court ruling *NLRB vs. Weingarten*, an employee who has a reasonable belief that a supervisor's question could result in discipline has the right to request union representation. This right applies only in investigatory interviews, not in regular or routine discussions about work performance or job assignments. Nor does it apply if you are called in to be handed notice that discipline has been imposed (ASU-ANA contract Article 31.3 kicks in when they are actually disciplining you, stipulating that no discipline may be administered unless the employee has been offered the opportunity to have a WBNG-ASU representative present).

If you are in a meeting with a supervisor during which you are being asked for information, or pressed to discuss an event or incident which you believe could result in discipline, you must make a clear request for union representation. You cannot be retaliated against or punished for making this request.

After you have made the request, the supervisor must either

- Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with you,
- Deny the request and end the interview immediately, or
- Give the employee the choice of (1) having the interview without representation or (2) ending the interview.

If the employer denies the request for union representation and continues to ask questions, it commits an unfair labor practice, a violation of federal law. Immediately inform a steward after such a meeting.

The supervisor cannot choose your steward for you. The steward, upon arrival, must be informed of the subject matter of the interview (for example, the type of misconduct being investigated). The steward is allowed to speak during the interview, and can request clarification of a question and advise the employee on how to answer. The steward can provide additional information to the supervisor after the questioning ends.

The presence of a steward in an investigatory interview provides representation to the employee, a witness to the discussion, and a protection against intimidating actions to which some supervisors may be prone.

See what you've learned at the Guild's "[So Quiz Me.](http://www.wbng.org/education/weingarten/weingartentest.htm)" at <http://www.wbng.org/education/weingarten/weingartentest.htm>.