

Membership - Chapter 18

The Union only exists because of its members. The success, or failure, of the Union's efforts is strongly connected to the number of members we have. The able and expert guidance and support we get from NFFE and IAMAW staff comes from our Union dues. Our ability to communicate through newsletters and the website comes from our Union dues. Our ability to afford arbitration comes from our Union dues.

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*Award for membership growth
presented to NFFE Local 1998 at
the 2008 NFFE Convention.*

Membership in NFFE Local 1998 – what it means

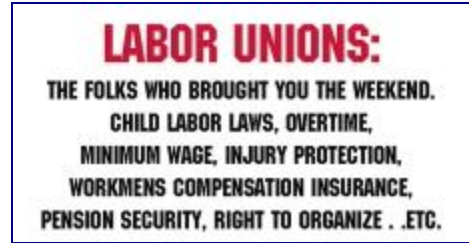
Membership in NFFE Local 1998 entitles one to being a decision-maker for the Union, and gives employees a voice in speaking for all employees. The more members we have, the stronger our voice when addressing concerns or complaints with Management. NFFE Local 1998 is the exclusive representative of all bargaining unit employees. Only dues-paying Union members of NFFE Local 1998 can vote – can choose – who the Union representatives will be. Only dues-paying Union members of NFFE Local 1998 can run for office.

Recruiting new Union members

Recruiting is one of the most important jobs of the Union Steward. The more members we have, the stronger we are both in terms of resources and in terms of credibility and solidarity when speaking to Management.

Important points

- Do NOT solicit Union members on government time
- Do NOT solicit Union members during the orientation presentation
- Contact the Local President and Secretary-Treasurer well in advance of any membership drives, as resources and materials can be provided to assist you
- Obtain the permission of the Local President prior to sending any recruitment messages via government email
- NFFE and the IAMAW provide brochures and tips on how to recruit new members and how to conduct a membership drive
- Get your current dues-paying Union members involved with recruitment



Representation Rights

It is important to make prospective members aware that while the Union is obligated to treat members and non-members alike when administering the collective bargaining agreement (the contract), that is not true of other avenues of appeal. In other words, the Union may not discriminate against non-dues paying members when using the negotiated grievance procedure, but may choose to not represent non-dues paying members when filing EEO, MSPB, OSC, and other complaints or appeals.

See the attached link: ["Time to Debunk a Myth"](#)

Benefits

It is important to make prospective members aware of the numerous benefits available only to dues-paying Union members. These benefits include optional dental insurance, vision insurance, travel discounts, scholarships, auto insurance discounts, and more. Check the NFFE Local 1998 website –click on the “Union Membership” link on the horizontal bar – for more information and for links to the benefits offered by NFFE National, IAMAW, and the AFL-CIO. Also check with the Local 1998 Recording Secretary.



How to Join the Union

Employees who are interested in joining the Union should be asked to fill out the [SF-1187 Form](#). Check with the Secretary-Treasurer and read the updates to see if the dues deduction amount has changed.

How to Complete the SF-1187

- The employee should fill in his/her legal name

- The employee should fill in the SSN - this is necessary in order for dues to be deducted
- Leave the timekeeper information blank
- The employee's normal mailing address should be used
- Enter the office code (CA/PPT/SE, CA/PPT/HH, etc.)

Section A

- The name of our labor organization is "National Federation of Federal Employee, Local 1998" - you can put "NFFE Local 1998"
- The current dues amount – twenty-(something) dollars per biweekly pay period (strike out "calendar month")
- The "authorized official" is the Secretary-Treasurer or President of Local 1998- ***Stewards do not sign the SF-1187***

Section B

- Fill in "NFFE Local 1998" a second time
- The employee must sign and date the form
- As the Union rep you should mail the form to the Secretary-Treasurer, or if the employee desires, he/she can mail it him/herself
- ***Do not use government envelopes or postage to mail the form***

What Happens Next/Problems?/Delays?

Upon receipt, the Secretary-Treasurer will sign the SF-1187, scan and email a copy to HRD, and retain the original copy in the Union files. If the deductions do not show on the employee's Earnings & Leave Statement within 3-pay periods, notify the Secretary-Treasurer *immediately*. He/she will then address the problem to Management. In the past, the Secretary-Treasurer has had to resort to filing grievances and Unfair Labor Practice charges against Management for errors and delays in processing dues deduction forms.

Membership Cards

All dues-paying Union members of IAMAW FD1 NFFE Local 1998 should receive a membership card, signifying that they are IAMAW members. The cards are usually ordered in a group. Prior to ordering the cards, the Union Stewards in each office must report to the Recording Secretary and the Secretary-Treasurer on the names and addresses of the members in that office, so that the master list can be updated (see below).

The membership card includes the member's card number, also referred to as the "book number". This is the number assigned by the IAMAW and it is useful

when proving Union membership to access certain benefits.

Membership list

The member list is the list of employees in each location that pay Union dues and are therefore members of the Union. The list of Union members is different than a list of bargaining unit employees, which are all of the employees in the office (excluding supervisors and the secretary).

As a Union Steward, your job in relation to the member list is to:

- Periodically check to make sure that you have the latest information available from your members, such as their home addresses, work telephone numbers, and correct/current spellings of their names.
- Keep the employees' information confidential, and do not share it with anyone except another Union officer or the election committee.
- Notify the Recording Secretary and Secretary-Treasurer and, as applicable, the Election Committee, whenever there has been a change in the information for your members.
- Notify the Recording Secretary and Secretary-Treasurer and, as applicable, the Election Committee, when a new member joins (see Chapter 5: SF-1187).
- Notify the Recording Secretary and Secretary-Treasurer and, as applicable, the Election Committee, when a current member either quits, retires, or otherwise leaves the bargaining unit or the Union.

The Recording Secretary, with the help of the Secretary-Treasurer, maintains the master list of dues-paying members and relies on the Union Stewards to provide him/her with updates and corrections as needed. The Election Committee requires a current and accurate list in order to conduct elections of officers and votes on other issues.

Here is a sample member list:

| Last Name | First Name | Book # | Address | Home Phone | Work Phone |
|-----------|------------|---------|------------------------------------------|---------------|---------------|
| Gompers | Samuel | CA##### | 123 Main Street, Inglewood CA 90303 | (123)123-4576 | (123)123-5678 |
| Chavez | Cesar | CB##### | 789 Worker Street, Anyvalley CA 90333 | (789)789-6789 | (789)789-1234 |

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|--------|-----------|---------|-------------------------------------------------|---------------|---------------|
| Debs | Eugene | CA##### | 456 Commerce Road, Seattle WA 98111 | (369)248-0510 | (369)123-4567 |
| Veblen | Thorstein | CA##### | 1098 Conspicuous Place, Consumption CA 90001 | (456)456-1234 | (456)123-4567 |
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Revised April 16, 2012