



UGW-UE Local 1466

Stewards' Handbook

Fall 2024

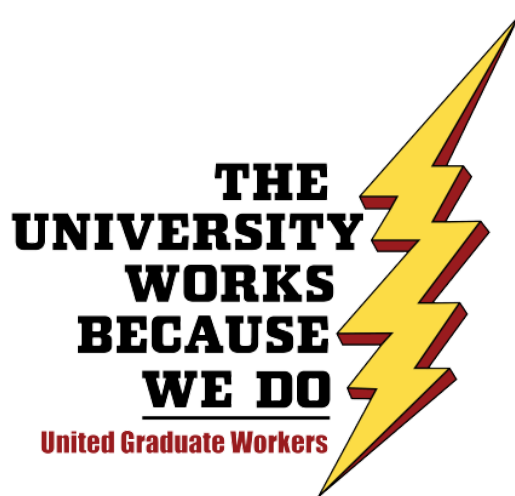


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Frequently Asked Questions

1. Who is UE?

- a. “UE” is the abbreviation for United Electrical, Radio and Machine Workers of America, a democratic national union representing some 35,000 workers in a wide variety of manufacturing, public sector and private service-sector jobs. UE is an independent union (not affiliated with the AFL-CIO) proud of its democratic structure and progressive policies.
- b. Many graduate employee unions across the country are affiliated with UE, including the University of Iowa, New Mexico State University, University of North Carolina, MIT, Stanford, University of Chicago, Northwestern University, University of Minnesota and more.

2. Who can join our union?

- a. The bargaining unit that is represented by UGW includes any GAs, TAs, PAs, or RAs currently employed by UNM, regardless of department. This includes graduate employees of UNMH. Members of the bargaining unit still benefit from the improvements in working conditions, pay raises, etc., that UGW wins for UNM grad workers, even if they are not union members themselves.

3. What are the benefits of being in our union?

- a. Graduate worker unions have existed all over the country for over fifty years, and they allow graduate workers to win better pay, healthcare, and workplace protections. Through collective action and labor organizing, graduate workers have been able to build exponentially more power than we have as individuals in service of these goals. Even here at UNM, we’ve raised minimum pay by an average of about 33%, which is substantial (although we still have a long way to go towards a living wage). Further, we’ve defended the rights of grad workers in multiple departments through the grievance process.

4. Am I still represented by our union if I haven’t signed a card?

- a. **Yes!** All members of our bargaining unit (including all RAs, TAs, GAs, and PAs) are protected by the CBA and have the right to union representation equally. However, if you are not a member of our union, you do not have any say in the decisions we make together including who our leadership is, and what our strategy and priorities are. You are allowing others to sacrifice dues payments, time and effort to organize for something that benefits us all while not contributing yourself.

5. Can international students join our union?

- a. **Absolutely!** International students are an integral part of our union, and they are entitled to the same legal rights and protections that domestic students have in regards to union participation.
- b. [Here](#) is a presentation put together by our own International Students Committee on why international grad workers at UNM need a union.

6. Can I be retaliated against for participating in our union?

- a. **No.** It's against the law for UNM or any employer to retaliate against workers looking to exercise their right to form a union or participate in union activity.
- 7. How is our union different from other on-campus organizations like GPSA?**
- a. GPSA is a student government organization that exists primarily to advocate for our needs as students (not as workers). As such, GPSA ultimately has no power to negotiate over our pay and working conditions. Our union is a democratic organization made up of graduate employees at UNM that exists to improve our working conditions. By law, UNM must negotiate with us over our pay, working conditions, and benefits. In addition, GPSA itself supports us! They have passed multiple resolutions endorsing our union effort.
- 8. How much will I pay in union dues?**
- a. Union dues will be 1.44% of your monthly salary. Some members have concerns about union dues, especially given that we're already poor. Having an honest conversation with them about the fact that dues represent a small contribution to a collective effort is worthwhile, and stewards should practice these conversations with each other. What does it mean to pay dues? Why should we pay dues? Answer these questions for yourself, which will strengthen your response (for example, we are going up against an institution that regularly exercises millions of dollars, and this is a way to compile our own resources to counter them).
- 9. Where do union dues go?**
- a. 1/3 of dues collected will go in our own local union treasury and will be spent as we decide democratically. The other 2/3 will pay for our staff and legal costs, along with help from our National Union's Research, Education and Communications departments. These dues will help other workers around the country organize, just as dues from UE locals supported the UNM unionization drive. Decisions about what is done with national dues is also decided democratically by the membership at large.
- 10. Will our union lower the total amount of assistantships or funding available?**
- a. No. There is no evidence of graduate institutions reducing total assistantships available after recognizing a union. In fact, a union is the only effective way for grad workers to fight layoffs or reclassifications. It is in fact illegal for institutions to reduce the number of jobs available because of union activities, which would constitute eroding our bargaining unit.
- 11. Will our union force me to go on strike?**
- a. No. At UE, only our local membership can call for and approve a strike, which is done by majority voting. A strike is the absolute last resort for workers, used only when employers refuse good faith negotiations with the union.
- 12. Do I have to talk to my supervisor if they call me in for a disciplinary meeting?**
- a. **No!** All of us are protected by our Weingarten Rights, which mean that you and everyone else have the right to union representation. You are legally allowed to exercise your Weingarten Rights if any conversation at any point could lead to discipline and/or discharge. If you feel like any conversation is headed in this direction, you can stop the conversation immediately and refuse to talk until you have union representation. Typically, if you invoke your Weingarten Rights, this

would consist of one or two department stewards attending the meeting with you in order to make sure your rights and our CBA are respected.

13. What do I do if someone in my department has a grievance?

- a. As a steward, you have a legal obligation to represent members of your bargaining unit in grievances. If you can't, you can find another steward to do this. See the grievance section above and work with the Steward's Council and your Area Steward for more specifics. We're stronger when we take on these fights together, so if you're approached with a grievance, please make note of all relevant information and bring the grievance to the committee.

Introduction

Congratulations! You have been elected as a steward for United Graduate Workers at UNM (UNM-UGW). A system of strong stewards is the foundation of every successful labor union, and it's great that you want to be a part of that. According to our bylaws, stewards are elected to represent their departments. While these elections typically occur at the beginning of a semester, they can occur at any time. Briefly, stewards are responsible for enforcing the Collective Bargaining Agreement (CBA), the agreement we negotiate with the UNM Administration every few years. This includes fielding grievances and complaints, and serving as an organizer and mobilizer for our union within their department. This manual will lay out the tasks and responsibilities, give advice on how these can be successfully performed, answer some FAQs about stewardship, and provide helpful resources and contacts.

As a steward, you are first and foremost a representative of our union in your department. You will be the person grad workers in your department think about when they think about our union. This puts you in an ideal position to be a communicator in your department. Our strength comes from our organization and ability to form a united front and take collective action to pressure the University to address our concerns in a substantive way. As a steward, you make sure that there is consistent two-way communication between union members in your department and the Executive Council (EC). This will help build trust between union members and the EC, and make clear to your department that they are an essential part of our union. Stewards serve as advocates for all members of our bargaining unit, not just card signers.

Through your activities as a communicator, you will also organize union members in your department. You will typically be the first union contact for new grad workers in your department; by letting them know about what our union has achieved and is planning on fighting for, you can recruit them to join our union. By building relationships with your coworkers and agitating around their workplace issues - letting them know that they are not alone and that things can be different - you can activate passive members and gradually get them more involved in union activities, growing our collective strength. By showing coworkers what we are doing to improve their working conditions, you may even be able to convince people who have been hesitant to join our union.

Lastly, in your function as a communicator, you will also be the first person to hear any grievances of your colleagues - anything from late paychecks, to unsafe working conditions, to inappropriate behavior on the part of supervisors. As a steward, you are the first line of defense of your coworkers' rights. This means that you can bring workplace complaints in your department to Steward's Council (SC) so that we can strategize together about how to best address them.

We aim to have multiple stewards in each department (~1 steward per 10 workers), who will be in constant communication through the steward Slack channel and that of their Area Steward(s). Once a month, we will host a Steward's Council meeting where you can talk about your experiences with organizing in your department, and bring up any questions you encounter.

The Collective Bargaining Agreement

Here's the link to the Collective Bargaining Agreement (CBA) as of May, 2024 (when we completed bargaining for our second Compensation Reopener): <https://unmgrads.ueunion.org/wp-content/uploads/2024/06/UE-UNM-CBA-May-2024.pdf>

Since we won our first contract in December of 2022, we have been protected by the rights and rules in it. While it should be the task of every member of our union to know the CBA, it is not realistic to expect that everybody has studied the CBA front-to-back. In fact, there are folks in our Bargaining Unit (BU) who might not even know that we have a union or that we have a CBA that governs what UNM administration can and can't do. As a steward, you should never pass judgment on anyone for not knowing the CBA; it's your job to educate and enforce the CBA. The CBA is your friend, and it's what protects us and our coworkers. However, the CBA is only as strong as we can enforce it to be. UNM Admin will continue to break rules as far as they can stretch them. Stewards should know the CBA and enforce it with vigor! The following section is meant to be a primer to the outline of the CBA, but there is no substitute to reading through the CBA itself.

The May 2024 CBA contains 21 Articles. An Article is a part of the CBA that pertains to a specific issue--for example, Compensation, Workplace Safety, Non-Discrimination, etc. In this outline, we've broken the CBA down into five main groups of Articles: Economic Benefits, Guaranteed Rights, Workplace Protections, Union Rights, and Other Contract Jargon.

1. Economic Benefits:

- a. Article 5: Compensation
- b. Article 6: Benefits
- c. Article 7: Paid Time Off
- d. Article 8: Parking and Transportation

2. Guaranteed Rights:

- a. Article 9: Assistantship Contracts
- b. Article 11: Training and Professional Development
- c. Article 17: Non-Discrimination

3. Workplace Protections:

- a. Article 10: Work Materials, Equipment, and Workspace
- b. Article 12: Discipline and Discharge
- c. Article 13: Grievance Procedure
- d. Article 14: Health and Safety

4. Union Rights:

- a. Article 2: Recognition
- b. Article 4: Union Rights
- c. Article 15: Duty to Cooperate
- d. Article 16: Labor Management Committee

5. Other Contract Jargon:

- a. Article 1: Agreement
- b. Article 3: Management Rights
- c. Article 18: Complete and Entire Agreement
- d. Article 19: Severability
- e. Articles 20-21: Duration & Signatures

Economic Benefits outline the compensation, benefits, paid time off, and parking and transportation provisions for graduate workers. This means that these articles specify the details of graduate workers' wages/stipends, health insurance, vacation time, sick leave, and any provisions made for parking or transportation. Guaranteed Rights detail the rights of graduate workers regarding their assistantship contracts, training and professional development, and protection from discrimination. Workplace Protections outline the provisions for work materials, equipment, and workspace, as well as the disciplinary and discharge procedures, grievance procedures, and health and safety standards. Union Rights establish the recognition of the union, the rights of the union and its members, and the duty of the university to cooperate with the union. Other Contract Jargon includes the agreement between the union and the university, management rights, and other standard legal provisions.

Organize! Know your Coworkers, Learn their Issues, and Agitate

There is no substitute for good organizing. Organizing is the difference between isolation of individuals in our BU and creating a strong and responsive network of grad workers ready to take on the boss. Organizing is a skill, and one where practice counts. Your EC and Area Stewards should be responsible for training you on the fundamentals of organizing; if you feel like you haven't been properly trained, talk to your Area Steward or EC members! At a base level, organizing means talking to your coworkers and learning their issues, but it also means driving them to collective action. You should learn how to do this in depth in training, but this handbook will provide a little guidance as well. Only through mass collective action can we actually make any real change, because we're much easier to ignore if it just seems like one person is ever willing to speak up about something. By engaging our membership, and our community, we can enact change for our bargaining unit.

Spend some time learning about your coworkers: their names, their problems, and their goals. As you are the person they will come to with workplace grievances or concerns about joining our union, it's important to build a relationship with the graduate workers for whom you are the union "point person." When you have these conversations with fellow workers, remember to meet them where they are: listen to their individual perspectives and experiences - good and bad - and learn about their strengths. Show them that their skills and their unique perspective are meaningful and that they contribute to our union community across departments.

The best way to think about the organizing conversation structure is a flow of steps we want to take with them. It isn't a script or anything overly mechanical, and you should definitely try to find your own style to make it work for you and feel natural. We want to really draw out their stories and listen to them. That's why the main thing to keep in mind is the 80/20 rule. You listen 80% of the time, and ask questions 20% of the time. Here are some steps.

1. Get them talking about their issues

The conversation usually starts by just seeing how people are doing and what's happening in their lives. Ask them questions, and be interested in their answers. People will naturally share what's bothering them in their lives if you listen and provide the space for it. Try to be the person who takes the time to check in and chat with your colleagues. The point of asking about issues isn't just to take some kind of survey. We want to understand how they are personally impacted by their workplace conditions and what will motivate them to take action.

- How are you?
- What is your job assignment this fall?
- How are you feeling about work this week/this month?
- How was the research crunch these past few weeks?

Another good way of getting them to talk about their issues is to remind them of their rights. We're protected by our CBA, but not everybody will be aware of their rights. By reminding

workers of their rights, you might jog their minds to think specifically about whether those rights have been violated. Some examples:

- Did you know it's illegal for a supervisor to ask you to do personal favors for them?
- Did you know that we have two weeks paid time off for sick leave?
- Did you get the raise that we won last semester?
- **How could your working environment/situation be improved? What would make getting through grad school easier? (we don't have to live with poor conditions!)**

2. Agitate around their issues

People often dismiss their own problems as if they are their fault or very individualized circumstances. We can get past that by showing these are in fact shared issues, and even some seemingly disparate issues can come back to the same shared root.

- It seems like you've been working really excessive/long hours. How long has that been going on?
- That's really not right. How are you coping with that?
- How is that affecting your work life? How is that affecting your family?
- Do you think it's fair that your PI asked you to come in during the weekend and asked you to cancel your plans?

3. Educate and lay the blame

Naming the problems will go a long way, but laying the blame for what or who is responsible makes changing it much more concrete. This helps us see these problems did not fall from the sky, someone made them and we can address them.

- Why are we having this problem? Who's in a position to address it? What would they have to do? Why aren't they addressing it? Has it always been this way?
- UNM has a billion dollar operating budget, but they claim they have no money for raises, even while many of us are living well below the poverty line, and nobody makes a living wage. Why wouldn't they want to pay the workers that keep this University operating?
- UNM could have addressed that toxic situation a long time ago, but they stalled us meeting and making things right for the worker. Why do you think that would be?

4. Connect their issues to collective action

It's then needed to move them to collective action as a solution. Introduce the idea that if we stand together, we can win what we deserve. Collective action is the solution. We can make real change in our lives and our colleagues' lives if we stand together. Ask them what they would want to see and make it tangible, because then they'll be willing to fight for it too.

- So you teach two courses a semester for a \$17k stipend? That's more than what many faculty teach. What can we do to address this issue? They ignore us individually now, but can they still do that once we are acting together?
- So you're telling me that on top of all the work you have to do for your assistantship, your advisor asks you to do things that are not in your job description? How are you supposed to get your dissertation done?
- It's hard to talk to your advisor alone. But what if all of us got together and fought for stronger protections and standards for work hours that apply to every research group? How do you think they would respond?
- Do you think they can still ignore the issue or the grad worker experience would be so different if there were some real expectations and standards?
- We teach over 500 courses and perform valuable research to the university. Would UNM be able to continue ignoring us if our 1,000+ members stand together this semester?
- What are some of the things you think we should focus on in a union contract?

5. Call the question

Get a clear idea of whether they will take action. As stewards, we ask workers directly if they will take the needed action, such as attending a rally or signing a petition. These actions are usually part of a larger campaign already defined by stewards and EC, but sometimes we are not sure of the exact action to propose when having an organizing conversation. Additionally, a direct question will bring the hesitations and concerns to the surface in a way that just guessing at their support won't. If they say anything other than yes, or yes with qualifiers, or if they have hesitations on it, challenge them in a friendly way and work through their hesitations and concerns. It is especially helpful if you can bring it back to the issues you know they care about, the motivation to push through their fears!

- More than 700 of us have joined the union. The more members we have, the stronger we are going into negotiations. Additionally, you have to be a member to vote on the contract we negotiate with UNM. Can you stand with fellow graduate workers by joining the TAs, RAs, GAs, and PAs who have joined the union?
- We need as many of us at the rally as possible to show UNM that we're standing together and that they need to bargain with us so that we can address these issues like (*point to issues that are important to them*). It's important for a majority of our members to be there. Can we count on you to be there?

6. Educate and inoculate

Prepare them for the anti-union campaign by talking about how we expect UNM Admin to respond. UNM Admin don't want to enforce the contract or give us more rights and benefits in negotiations because they don't want to risk giving up the power they have over us. Similarly, supervisors or department administration are often not incentivized to address graduate workers' issues and some particularly nasty supervisors might try to retaliate, which is against the law.

- You might hear that graduate workers taking collective action can be disruptive to undergraduate education. Is that a concern of yours? The reality is that our working conditions are our students' learning conditions. Undergraduates don't want their instructors making near-poverty wages—that's why they are organizing a petition to call on UNM to bargain with us.
- Having a say in the decisions that affect our lives will allow us to advocate for our needs so that we can thrive as educators, researchers, and students.
- Do you have any questions or concerns?

7. Move them to action with a concrete plan

We want to build on the common ground from the conversation so far, and try to express to them why it is so important to have them involved too, even in a small way.

- Will you take a moment to fill out our bargaining survey so that you can make your voice heard in the bargaining process? Can you ask a colleague to take the bargaining survey?
- Can you ask three colleagues to join the union by signing a card?
- How about we set up a conversation with you and (*colleague*) you mentioned who discussed the issue of TA pay in your research group? I can join Monday and Tuesday next week!

Handling Grievances

Grievances are the primary method for enforcing our CBA. They bring to light all of the stuff that UNM as an institution does to exploit us and keep us decentralized and powerless. However, we can change this through good enforcement and collective action. It's one of the primary jobs of a union steward to identify instances that are or might be grievable. This requires knowing the CBA, as well as knowing a worker's circumstances. Very importantly, it also requires building trust with workers. While it is not the goal of a steward to "farm" grievances because grievances require a lot of thoughtful consideration and effort to win, it is strategic for us to file certain kinds of grievances which can help during negotiations or another union campaign. In addition it is the goal of a steward to address any grievances they come across and consult with the Stewards Council about how to do so. Our contract is only as strong as we can enforce it to be, and filing grievances when we can will strengthen our contract.

Oftentimes, workers will shy away from the prospect of a grievance because they fear retaliation. This is especially true for international students, who are in the U.S. on work or education visas and might understandably fear losing those visas, despite the fact that retaliation for union activities is illegal. It is a steward's job to allay these fears through conversation. There are multiple lines of conversation to help with grievances:

- Most often, workers don't want to rock the boat and jeopardize a relationship with their advisor. We can remind workers that this is their opportunity to ensure that this kind of behavior never happens to anyone else ever again, especially in the case of an abusive supervisor. If poor or unprofessional behavior is not fought against, this behavior will continue unchecked and future grad workers might have to endure it.
- We can remind them that workers in every context are fearful of retribution from their boss, and this isn't specific to academic work. Only through strong and collective action can we prevent retaliation. However, we as the workers have all the power by dint of our labor. It's our work that keeps classes being taught and research work pumping at this university, and that can be withheld or disrupted under the right circumstances. We care about our students and about our jobs, but it's our right to work under conditions that don't suck.
- As workers, we are protected from retaliation in our contract and by state and federal labor law. Supervisors and administrators can lose their jobs for retaliation against union activity. This also applies specifically to international student workers because there has never, in the 30 year history of grad labor organizing, been an instance of an international student worker having their visa revoked for union activity.

When you're handling a grievance, you'll want to interview the grievant to get all the facts of the case. This will help you prepare to know which parts of the CBA are relevant and gather evidence. When you meet with someone regarding a grievance, make sure to take thorough notes documenting details of the incident and add them to the grievance's case file, even if all of the details may not necessarily be used in the official filing of the grievance. UNM Administration has criticized past grievances that we've filed for their lack of specificity. Furthermore, with each grievance, we can submit information requests for any and all

information relevant to the case, which will help strengthen it. Because UNM is a public institution, there is nothing that we can't request for a grievance. For example, are you handling a grievance where a worker is locked out of a lab? Request any and all communications related to the access of that lab in addition to who has access to the lab and when. The University might try to deny you some of this information because of the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects student information, but you can speak to your Area Steward or the Stewards Council if this issue comes up UNM Administration has frequently cited FERPA as an excuse not to give us information to which we are entitled, so don't be discouraged if this happens!

Grievances should not occur in the dark. UNM cares about their public image, and when more people know how poorly they treat their workers across the board (including us, the staff, and their adjunct faculty), the people will demand this University to change. This can also lead to more grievances, which will create more headaches for admin and build greater support for our union within our own bargaining unit and other members of the working class. It can succumb to public pressure, especially when the headache of ignoring public pressure becomes greater than the ease of righting their wrongs. We can become such sharp thorns in the side of the administration that they have no choice but to change their history of exploitation.

Our grievance process is very far from perfect, and we should know and be honest about this. We are constantly fighting an uphill battle against the UNM Administration that has more money, resources and anti-union labor law behind them. In particular, this means it is integral that we are timely about identifying and handling grievances. This is something we'll seek to change in future bargaining sessions, but it means we need to stay vigilant and clear about our timing. Even if a deadline has passed, it's not over. It's worth having conversations with members in your department about what we can do collectively in the future to prevent such infractions.

Developing Leadership in your Department

The more grad workers we have engaged in our union process, the more collective power we will build. Identify grad workers in your department who want to help our union accomplish its goals, or grad workers who you think would be good leaders in our union. Encourage them to get involved, and strategize with them about how bring other graduate workers in your department into the fold, whether it's as a union member, a member of the Contract Action Committee, a member of one of our other committees (Communications, Data, etc.), as a steward in your department, or simply to help out on one specific occasion with a specific task.

It's also beneficial to identify the workers in your department who can move others to action. These folks might be members who are frequently brought up by others in conversation or who are seen as social or professional leaders in your department . Even if these people aren't interested in taking direct union action at first, it's worth continuing to follow up with them. When you turn this person to the union cause, you make it exceptionally more likely for others to follow suit ("if Sally is going to the union rally, then it must be a big deal and I should probably go too"). Stay in contact with these people, and even if they're hesitant to be involved in our union at first, you will want to have multiple conversations with them to change their mind over time.

Staying Informed and Communicating Updates

Make sure that union members in your department are informed about union news, like the status of contract negotiations, plans regarding upcoming actions, workplace issues that are being addressed by the union, etc. You can keep up with these updates by attending Steward's Council meetings and/or General Membership Meetings (one of these is organized every other week), reading the weekly emails, reaching out to your Area Steward and other department stewards, and keeping up with the Slack channels. At the same time, it is okay to not know everything - together with the other stewards, your Area Stewards, and the Executive Council and Contract Action Team, we can all keep one another informed, learn how to become efficient organizers, and defend our colleagues' rights. The point of a labor union is to work together to collectively improve our working conditions and lives, so don't hesitate to ask others for help if you need it.



Click on image above to be taken to UGW Slack !

Contacts & Resources

Current elected leadership (as of July, 2024)

Officers

President: Lexi Kenis (lkenis@unm.edu)
Vice President: Ramona Malczynski (rmalcz@unm.edu)
Clerk: Anjali Dvorak (dvorakanj@unm.edu) - graduated
Treasurer: Ian Birdwell (ibirdwell@unm.edu)

Elected Chairs

Data Committee: Zachary Strasberg (zstrasberg@unm.edu)
Communications Committee: Megan Hoffman (mehoffman13@unm.edu)

Area Stewards

School of Engineering:

Alex Baten (abaten@unm.edu)
Jarrod Ronquillo (jarrodronquillo@unm.edu)

College of Arts & Sciences

Joshua Heckman-Archibeque (heckmanj@unm.edu)
Alicia Esquivel (aliciaesquivel@unm.edu)
Dominic Oddo (doddo@unm.edu)

School of Architecture & Planning

vacant

HSC/Public Administration/Anderson School of Management

Anna Rose (arose5@unm.edu)

Links & Resources

Corresponding QR codes below links in table:

<p>Website Homepage https://unmgrads.ueunion.org/</p> 	<p>Full-text CBA https://unmgrads.ueunion.org/wp-content/uploads/2024/07/UE-UNM-CBA-May-2024.pdf</p> 
<p>Master Google Drive Folder https://drive.google.com/drive/folders/1zXDziYqpK47Pg57iS-ZWCpH0NeeV06Yd?usp=drive_link</p> 	<p>Steward Training Materials https://drive.google.com/drive/folders/1z9xYyxLexEReYAOqm6z6EAyW2XlxNqpE?usp=drive_link</p> 

How to Become a Steward

https://docs.google.com/document/d/1n-SN41kPVesln1ZsUbNQ601OPz78xm7re5E9K8wE_Mw/edit



Grievance Form

https://docs.google.com/document/d/1FO2-si-YdFMzzFr4vee1g9E22pi1cePmOcey--RNiE/edit?usp=drive_link



Constitution & Bylaws

<https://unmgrads.ueunion.org/wp-content/uploads/2024/06/UE-Local-1466-Constitution-Bylaws-Summer-24-1.pdf>



Spring 2024 Bargaining Unit List

https://docs.google.com/spreadsheets/d/1wbv-RxaYRYA34c8ICzU7LEJ_Pcct5XtZSLWh9zn-6f8/edit?usp=drive_link

