

# YOUR CAMP CHECKLIST



**LET'S UNPACK YOUR KNOWLEDGE!** Your labor relations skills can be invaluable to both you and your company. Gaining the information you need is the first step, allowing you to build a highly effective employee relations team, leading to a union-proof culture, and ultimately establishing your company as a true employer of choice!

Before we get started, let's make sure you have a clear perception of the insight you already have, as well as where you need to expand your knowledge. This self-assessment can **save you time** by providing you with a roadmap of where your time is best spent! Don't hesitate to circle things and make notes to yourself of anything you want to learn.

The idea is to move you from wherever your knowledge may be now to the ability to confidently check "full mastery" in all 26 of these areas! This is **your** plan, so be honest with yourself!

| LABOR TOPIC   | NO EXPERIENCE | SOME KNOWLEDGE | FULL MASTERY |
|---|---------------|----------------|--------------|
| <b>History of Unions through WWII</b><br>The origins of organized labor in the United States through World War II. Unions once served an important purpose in our country.  |               |                |              |
| <b>Unions 1940's-present</b><br>The government agencies that evolved during the period after World War II and the laws that protect American workers today. Organized labor's legislative efforts and how unions are using power, influence, and their members' money to gain new members.  |               |                |              |
| <b>The Cost of Unionization</b><br>In-depth knowledge of how a union can impact a company financially, including the impact of an organizing drive, the effect of collective bargaining, additional personnel and dozens of other necessary expenses.   |               |                |              |
| <b>Job Security</b><br>While unions like to tell employees that job security can only come from a union contract, the truth is that security is dependent on just three factors: Flexibility, Customer Focus, and Added Value - all of which come from the company and its employees. None of those elements can be mandated by a union contract. |               |                |              |
| <b>The NLRB</b><br>How unions and unionization are governed in the United States, and how your company could be impacted by the actions of the National Labor Relations Board, an agency created to enforce and oversee the National Labor Relations Act.   |               |                |              |
| <b>Union Corruption</b><br>How pervasive corruption became a part of the culture of many unions, and how government intervention became necessary to stop it. Knowledge of the laws that were created to oversee unions, and how corruption still occurs today.   |               |                |              |

| LABOR TOPIC   | NO EXPERIENCE | SOME KNOWLEDGE | FULL MASTERY |
|---|---------------|----------------|--------------|
| <b>Union Finances</b><br>Understanding that unions are not non-profit organizations; they're big business, and knowledge of what motivates unions - and union organizers - to target employees for membership.  |               |                |              |
| <b>Union Constitutions</b><br>The concept of a union constitution is rooted in the National Labor Relations Act, which recognizes the right of unions to establish and enforce rules of membership.   |               |                |              |
| <b>Union Organizing</b><br>Do you know the four different paths a union may follow to gain the right to represent your employees? Much of the process of UnionProofing is creating a culture where employees are valued, and unions are unnecessary, but there is always the very genuine possibility of a union organizing attempt, and knowing how this can occur will help you build a stronger workforce. |               |                |              |
| <b>Modern Labor Tactics</b><br>More legislative than local, more online than off, and more political than you might think. Today's human resource professional needs an understanding of social media, email, and employee handbooks as well as how unions today are targeting workers with social justice campaigns, worker centers and more.  |               |                |              |
| <b>Signs of Union Organizing</b><br>Knowing the physical, behavioral and online symptoms of which you can be aware so that you can address organizing activity as soon as it becomes evident.   |               |                |              |
| <b>Representation: The Legal Process</b><br>How the NLRB conducts proceedings related to a request for a change in representation.  |               |                |              |
| <b>T.I.P.S.</b><br>Knowing what supervisors cannot say to employees during an organizing campaign is vital to avoiding ULPs   |               |                |              |
| <b>F.O.E.</b><br>Empowering supervisors with what they can say to employees during a campaign can be the difference in staying union-free.  |               |                |              |
| <b>ULPs</b><br>Understanding of what Unfair Labor Practice charges are, who can file them, and the processes that follow a ULP filing, including the legal consequences.  |               |                |              |
| <b>Collective Bargaining</b><br>Knowing what a union gets when it wins the right to represent employees - the right to bargain with the employer. The two sides don't have to reach an agreement, but they always have to bargain in good faith.  |               |                |              |
| <b>Managing in a Union Environment</b><br>What changes when employees are unionized. Working with a union on every aspect of running the business, including hiring, firing, promotions, flexibility, and even basic work rules.  |               |                |              |
| <b>Strikes</b><br>Understanding the economic impact of a strike, as well as the social or community impact. Strike plans and why you should have one in place, including the use of replacement workers, and how, why and when management steps into hourly positions.  |               |                |              |

| LABOR TOPIC   | NO EXPERIENCE | SOME KNOWLEDGE | FULL MASTERY |
|---|---------------|----------------|--------------|
| <b>Resources</b><br>The resources and tools you might need if a union were to approach your employees.  |               |                |              |
| <b>Vulnerability Assessment</b><br>Internal vulnerabilities, such as inconsistent hiring practices and weak management skills, are fodder for unions, but by measuring employee sentiment and understanding areas of concern, you can limit your company's vulnerability.                                     |               |                |              |
| <b>Handbooks &amp; Policies</b><br>Do you have solid policies on use of bulletin boards, employee use of email, social media, and other things to keep an eye on? Do you know how to monitor NLRB policies and practices, and adjust as needed?   |               |                |              |
| <b>Getting Proactive: Preventive Measures</b><br>Creation of a real, actionable strategy for the preventive measures your company needs to take to become union-proof. This includes everything from your employees' first day on the job to the role upper management plays in your union avoidance efforts. |               |                |              |
| <b>Union Free Philosophy</b><br>A clear, concise and written Union-Free Philosophy statement. Why getting everyone on the same page can make decision-making easier, and day-to-day operations flow more smoothly.  |               |                |              |
| <b>Creating a UnionProof Culture</b><br>Knowing how to create a communication strategy that will be consistent, powerful and effective over the long-term.  |               |                |              |

**So what did you discover?** Are you ready for a discussion with your top-level executives regarding maintaining the company's union-free status? Or maybe you'd like a little help adding labor relations to your skill set! Certification Camp is the perfect way to get started!

---



---



---



---



---



---



---



---