



UNIVERSITY OF WASHINGTON PROFESSIONAL STAFF ORGANIZATION

Annual Report 2006-2007

The Year in Review

This year saw the completion of several long-term efforts. Most notably, the Professional Staff Organization (PSO) finished updating its bylaws and became incorporated as a 501c5. To improve our working relationship with Human Resources, we established quarterly meetings of the PSO president and vice president with HR vice president Mindy Kornberg. This led to more pro staff representation on university committees and the resolution of several remaining issues related to the pro staff program, in particular the grievance procedure, mediation, and requiring a letter stating reasons for termination.

To improve PSO's "historical memory," we developed an official archiving process, established the position of historian, and appointed Marjorie Reeves, who spearheaded this effort.

We put considerable effort into improving and expanding our communication with our members. The communications committee redesigned the newsletter and developed appealing flyers and posters for PSO events. We also sent regular monthly emails with announcements of items of interest to the members.

After learning that a number of unions were sponsoring legislation allowing professional staff to organize for collective bargaining in the state legislature that would affect professional staff at all state higher education institutions, in January PSO distributed a fact sheet (*see appendix*) on the legislation and polled professional staff (via Catalyst) about their opinions of the legislation and whether PSO should support, oppose, or remain neutral regarding it; 1580 people (23% of the 6860 full-time UW professional staff) responded. Of those who voted, 871 (55.13%) opposed the legislation and 851 (53.86%) opposed PSO supporting the legislation. The board voted to remain neutral on the legislation.

We held two annual membership meetings. At the fall meeting, held November 1, 2006, President Mark Emmert talked about his vision for the university. At the spring meeting, held April 24, 2007, Eric Godfrey, vice provost for student life; Ed Taylor, vice provost and dean for undergraduate academic affairs; and Sheila Edwards Lange, interim vice-president and vice-provost for Minority Affairs and Diversity spoke on the undergraduate experience. We also held four brown-bag presentations for the membership: a reception for Ms. Kronberg, a presentation on the LCVI, an interactive presentation on managing stress by Clive Shearer, and an information session on the newly passed enabling legislation.

Board members 2006-2007

Judith Yarrow, Chair (Chair, Communications Committee)

Elizabeth Campbell, Vice Chair (Chair, Governance Taskforce)

Vega Subramaniam, Secretary

Mark Schoen, Treasurer

Alicia Palacio, Past Chair

Ethan Allen

Don Berg

Nancy Bradshaw (Chair, Legislative Committee)

Robert Corbett

Ron Eng

Peter Rackers (Chair, Member Outreach and Engagement Committee)

Marjorie Reeves

Bob Roseth

Mike Stocke

Standing Committees

Finance

Chair: Mark Schoen

In 2006-07 PSO received \$14,657 in donations from professional staff members. Expenses included Web site maintenance, materials and catering for the two annual meetings and the annual board retreat, and legal expenses related to the incorporation of PSO. (*See appendix for the year-end financial report and a membership report.*)

Legislative Committee

Chair: Nancy Bradshaw

Committee accomplishments

- *Created a shortened “White Paper”* to be used when visiting legislators (*see attached*).
- *Attended annual meeting with director of state relations:* The committee met with Randy Hodgins, Director of State Relations, to talk about the following issues: 1) UW talking points for the 2007 legislative session; 2) Who are the key players in the legislature; 3) Where do we as a group fall in State Relation’s priorities; and 4. How quickly does Hodgins need the group to respond to potential legislation? Hodgins identified legislators that chair key committees to higher education (see list below). He indicated that it is best for individuals to meet with legislators in their home offices prior to the legislative session, because more time is available then for discussion. The director said the biggest contribution we could make was to attend town hall meetings in our own districts and be seen by our legislators as employees of the University of Washington.
- *Dissemination of information:* One main goal for the academic year was to devise a system to disseminate legislative information to professional staff at the university and also at their homes. The committee created an e-mail distribution list of

professional staff home e-mail addresses and a gmail account to use outside of work, psoboard@gmail.com. We provided a sign-up sheet at the fall professional staff meeting, but only a few individuals were interested in receiving legislative information at home. Further work needs to be done to establish a larger list.

- *Identifying what legislative information would be useful for professional staff.* Still to be done is coordinating with the Communication Committee what is appropriate to send to the staff at-large. Recommendations from the Legislative Committee are:
 - 1) Notification of Higher Education Lobby Day;
 - 2) UW State Relations' Capitol Updates and legislative summaries as they emerge
 - 3) dates for "District Day," which is a common day legislators use to hold town hall meetings in their respective districts during the legislative session.
- *Meeting with Steve Hobbs:* Steve Hobbs, Facilities Manager for Electrical Engineering, was the first UW professional staff employee to be elected to the Washington State Senate (44th Legislative District). Prior to his taking office, several members of the PSO board and Legislative Committee met with him and discussed various issues affecting professional staff.
- *Enabling Legislation:* The most visible issue of the 2007 legislative session was the collective bargaining bill passed by the Senate and House. This was signed by the governor on April 19, 2007, and became effective July 27, 2007. The group worked with the Governance Taskforce and the board to stay apprised of the situation.

Summary of SHB 2361 from UW State Relations: Changing Collective Bargaining Requirements for Certain Higher Education Employees. SHB 2361 (chapter 136, Laws of 2007) makes the Public Employees Collective Bargaining Act applicable to employees of institutions of higher education who are exempt from civil service under the PSRA, with the following exceptions: executive employees and their principal assistants; certain managers; confidential employees; and certain employees involved in personnel or labor relations matters or tort actions.

Scholarships and Professional Development Committee

Chair: Suzanne St. Peter

The 2006-07 Scholarship and Professional Development Committee retained five members from the previous year: Ethan Allen, Anne Doherty, Marilyn Gray, and Alicia Palacio. Susan Aaron Moller joined the committee toward the end of the year; subsequently, Alicia Palacio resigned. The committee met quarterly to review professional staff scholarship applications (no grant applications were received this year).

Information regarding application guidelines and quarterly submission deadlines is available on the PSO Web site: http://depts.washington.edu/psoweb/scholarships_dev.htm.

The 2006-07 scholarships and grants budget was set at \$5,200. Of this amount, \$4,977.20 in scholarships was awarded as indicated in the following chart:

Scholarships						
Quarter	Name	Department	Amount Awarded	Expenses	Unit Contribution	Out of Pocket
Smr 06	Kim Sharp	Writing Center/Acad Services	\$250.00	\$2,000.00	\$1,750.00	\$0.00
	Andrew Whiteman	Burke Museum	\$250.00	\$870.00	\$252.00	\$368.00
	TOTAL SMR 06		\$500.00	\$2,870.00	\$2,002.00	
Fall 06	Ross Reynolds	KUOW	\$332.20	\$1,199.00	\$0.00	\$866.80
	TOTAL FALL 06		\$332.20	\$1,199.00	\$0.00	
Wtr 06	NONE					
Spr 07	Yi-Min Huang	College of Engineering	\$268.85	\$973.50	\$643.65	\$61.00
	Elenka Jarolimek	Emergency Management	\$350.00	\$1,300.00	\$0.00	\$950.00
	Kathleen Menzimer	Medicine/Digestive Disease	\$325.00	\$325.00	\$0.00	\$0.00
	Briana Yancey	School of Social Work	\$350.00	\$1,734.00	\$0.00	\$1,384.00
TOTAL SPR 07		\$1,293.85	\$4,332.50	\$643.65		
Smr 07	Meredith Bledsoe	Counseling Center	\$350.00	\$1,253.00	\$0.00	\$903.00
	William Dock	Drama	\$350.00	\$597.00	\$123.50	\$123.50
	Ann Girarde	MBA Career Services	\$350.00	\$1,679.80	\$0.00	\$1,329.80
	Genevieve Hicks	Rehabilitation Medicine	\$320.00	\$320.00	\$0.00	\$0.00
	Briana Keller	Center for Career Services	\$350.00	\$670.00	\$95.00	\$225.00
	Paulina Kisselev	Counseling Center	\$350.00	\$600.00	\$0.00	\$250.00
	Brett Kuwada	Counseling Center	\$350.00	\$1,230.00	\$0.00	\$880.00
	Juanita Ricks	School of Social Work	\$350.00	\$945.00	\$595.00	\$0.00
TOTAL SMR 07		\$2,770.00	\$7,294.80	\$813.50		
TOTAL SCHOLARSHIPS			\$4,896.05			

The committee made several decisions this year, summarized below:

Revised Application Deadlines: To enable staff to review the UW Professional and Organizational Development Quarterly Catalog prior to our application deadlines, PSO Scholarship and Grant application due dates have been revised as follows:

Quarter	Old Deadline	New Deadline
Autumn	August 5	September 1
Winter	December 2	December 20
Spring	March 4	March 15
Summer	May 6	June 1

Revised Scholarship and Grants Guidelines and Application Forms: Revisions were made to further clarify guidelines and expectations, as follows (revised text in *italics*):

- Awards are limited to \$350 per person per year, *based on the four-quarter application cycle. The committee will not review applications if the applicant has received a scholarship in the previous three quarters.*
- The phrase, “Funds are dispersed approximately 4-6 weeks after each quarterly deadline” has been changed to: *Funds will be dispersed after the professional development activity has taken place, and within one month of receiving receipts or other proof of payment.*
- New text has been added to the guidelines: *Applicants must submit applications for future training opportunities (awards may not be used to reimburse prior professional development activities). Applications will not be accepted for any professional development activity that will have been completed prior to the next application deadline.*
- The following guidelines text has been deleted: *Early application is encouraged to allow for yearly planning.* The rationale for this omission is that, with recent increased publicity, application submissions have increased, and staff are submitting applications up to two quarters ahead of time (e.g., an application was submitted for Summer Quarter 2007 with training dates of December 2007).

New Committee Procedure: With the recent increase in application submissions, in the future the committee will monitor the estimated total quarterly funding amount, if all applications are awarded. A cap of 40% (\$2,080) of the annual budget to be paid in any one quarter has been discussed, to reserve funds for future quarters’ applications. At this time, we do not wish to regulate the number of awards provided each quarter, since historically the annual budget has not been reached or exceeded.

Outreach and Member Engagement Committee

Chair: Peter Rackers

For 2006-2007 the Outreach Committee had goals to:

- Create short introductory sheet with goals and accomplishments.
- Engage other groups to work with PSO.
- Work to provide events for the professional staff community through the events sub-group.
- Become a part of new employee orientation.
- Generate survey to gather information from pro-staff communicate, where do we want to go, what is important.

The committee dedicated much of the available time to generating a survey. The goal of this survey was to generate information regarding what the pro-staff wanted from PSO. After generating the survey, the board decided to postpone the questionnaire. We strongly suggest this issue be picked up again next year.

Committee accomplishments

- Created introductory sheet to hand out at events. This sheet listed some recent accomplishments and some goals moving forward.
- Made contacts with Bothell, Tacoma and UW retirement groups.

- Had great success with events group; we had many successful panel and brown bag events (president's talk, V.P. Human Resources, etc.).
- Became a fixture at Harborview orientation until Peter Rackers moved to a position at upper campus.
- Created a survey based on the previous survey. The goal here was to use data to compare the wants and needs of pro staff. This was tabled and should be considered for next year.

Events Committee

Chair: Leslie Anderson

During 2006-07 PSO held two annual meetings, one welcome reception, one training brown bag, an update session, and an open house.

The Annual Fall Meeting in November featured President Mark Emmert. who shared his vision for the university and the important role that staff play in that vision.

PSO hosted a welcome reception in December for the new vice president of Human Resources, Mindy Kornberg. She spoke of her plans and hopes for HR and then took questions from the audience.

Our brown bag training seminar in March featured Clive Shearer, who introduced us to a new perspective on meeting the challenges of our professional and personal life.

Also in March, PSO hosted a brown bag panel presentation on the LCV Initiative. Mindy Kornberg, vice president of Human Resources and chair of LCVI, along with a panel of managers responsible for LCVI-related programs, presented what is happening with the LCVI and helped us learn how to take part in the new programs aimed at improving our campus culture.

The Annual Spring Meeting in April featured vice provosts Sheila Edwards Lange, Eric Godfrey, and Ed Taylor. These three university leaders, who have primary responsibility for students, discussed how they are working together to ensure that all students have access to UW's outstanding educational opportunities, the ability to fully participate in those experiences, and the support they need to succeed. They said the responsibilities and burdens disadvantaged students carry may limit their ability to fully participate in the experiences that mark a UW education. As a result, disadvantaged students experience a very different UW than do their less-encumbered peers.

PSO issued an invitation to its membership to take part in an open house in May hosted by the UW Club so that our members could learn more about the Club. One more open house is planned for July, as the first one was a sell-out.

Communications Committee

Chair: Judith Yarrow

The responsibility of the Communications Committee is to publish the PSO's newsletter, maintain the PSO Web site, help publicize PSO events, and provide other communications

support to the board and its committees. The committee expanded its membership this year to eight people. Members were Leslie Anderson, Shelley Cowen, Bill Dock, Paul Ford, Jon Shindehette, Peter Rackers, and Anita Wahler.

We continued to contract with Kath Wilham to maintain and update the Web site. Besides monthly postings of the minutes, we made minor revisions to the PSO Web site to improve its usefulness and keep it up-to-date.

Committee accomplishments

- Drafted a communications plan.
- Reviewed the Web site for broken links, and updated information.
- Added a Board member to the Web maintenance and update team.
- Redesigned the PSO newsletter and renamed it *Communiqué*; published one issue in conjunction with the spring membership meeting and elections.
- Developed and distributed appealing flyers for the brown bag and annual meeting events.
- Improved outreach to members through monthly e-mails and began to work on a Board “intranet.”

Nominations Committee (ad hoc)

Chair: Alicia Palacio

A notice seeking nominations was sent out to membership via the PSO list serve. This was successful in getting a number of interested staff members. There were twelve candidates for the eleven open board positions. There was one candidate each for three of the officer positions (chair, vice chair and treasurer), but no candidate for the position of secretary. Again this year there was an “open election” (not slotting candidates into specific board categories).

The elections were conducted through Catalyst, and an e-mail notice was sent to the membership when the ballot was opened. The ballot was open from 8:30 a.m. on May 1, until 5 p.m. on Friday, May 11. A total of 545 valid ballots were cast.

Appendix

Year-End Financial Report

Membership Report

2007 Enabling Legislation FAQ

Q and A on Unionization

2006-07 Legislative White Paper

PSO Communications Plan (draft)

PSO Financial Report, 2006-07
Mark Schoen, Treasurer

Revenue, Expenditures and Changes in Net Assets

2005-06 and 2006-07 Actual Results

	2005-06	2006-07	Var. F (U)*	
			\$	%
Revenue				
Interest and dividends	\$639	\$1,008	\$369	57.7%
Member contributions	14,267	14,657	390	2.7%
Other income	26	58	32	123.1%
Total revenue	<u>14,932</u>	<u>15,723</u>	<u>791</u>	<u>5.3%</u>
Expenditures				
Board retreat	2,460	506	1,954	79.4%
Legal and professional fees	2,844	1,835	1,009	35.5%
Postage, copying, banking	128	494	(366)	-285.9%
Scholarships and grants	2,100	2,394	(294)	-14.0%
Spring and autumn meetings	3,681	3,105	576	15.6%
Web site	1,162	531	631	54.3%
Other expenditures	154	3,018	(2,864)	-1,859.7
Total expenditures	<u>12,529</u>	<u>11,883</u>	<u>646</u>	<u>5.2%</u>
Increase (decrease) in net assets	<u>2,403</u>	<u>3,840</u>	<u>\$1,437</u>	<u>59.8%</u>
Beginning net assets	<u>33,045</u>	<u>35,448</u>		
Ending net assets	<u><u>\$35,448</u></u>	<u><u>\$39,288</u></u>		

*Var F (U): Variance Favorable (Unfavorable). Favorable variances indicate revenue was greater than prior year or expenditures were less than prior year. Unfavorable variances are the opposite and are indicated by brackets (negative numbers).

2006-07 Actual Compared With Budget

	Budget	Actual	Var. F (U)**	
			\$	%
Revenue				
Interest and dividends	\$26	\$1,008	\$982	3776.9%
Member contributions	14,267	14,657	390	2.7%
Other income	0	58	58	0.0%
Total revenue	<u>14,293</u>	<u>15,723</u>	<u>1,430</u>	<u>10.0%</u>
Expenditures				
Board retreat	1,500	506	994	66.3%
Legal and professional fees	0	1,835	(1,835)	0.0%
Postage, copying, banking	608	494	114	18.8%
Scholarships and grants	5,200	2,394	2,806	54.0%
Spring and autumn meetings	4,200	3,105	1,095	26.1%
Web site	900	531	369	41.0%
Other expenditures	1,095	3,018	(1,923)	-175.6%
Total expenditures	<u>13,503</u>	<u>11,882</u>	<u>1,621</u>	<u>12.0%</u>
Increase (decrease) in net assets	<u><u>\$790</u></u>	<u><u>\$3,841</u></u>	<u><u>\$3,051</u></u>	<u><u>386.2%</u></u>

**Var F (U): Variance Favorable (Unfavorable). Favorable variances indicate revenue was greater than budgeted or expenditures were less than budgeted. Unfavorable variances are the opposite and are indicated by brackets (negative numbers).

Balance Sheet

	Balances at June 30,	
	2006	2007
Assets		
Cash		
Savings	\$10,511	\$14,753
Checking	3,906	830
UW budget	0	601
Certificates of deposit	22,279	23,104
Total assets	<u>36,696</u>	<u>39,288</u>
Less: liabilities		
UW budget	1,248	0
Net assets	<u>\$35,448</u>	<u>\$39,288</u>

Notes:

PSO's fiscal year runs from July 1 to June 30 of the following year. Its books are kept on a cash basis.

Member contributions. PSO's member contributions are difficult to predict. In 2006-07, PSO lost a net of 6 contributors but the average contribution per pay period increased from \$2.29 to \$2.47. This category includes both regular contributions through payroll deduction and occasional lump-sum contributions.

Interest. The PSO budget includes only interest from its checking and savings accounts. Interest from certificate of deposits is not available for expenditure but is instead rolled back into the CD.

Board retreat. Due to the scheduling of retreats, 2005-06 actuals include costs from both the 2005 and 2006 retreats. The 2006 retreat also includes costs for a facilitator. Room rental costs for the 2007 retreat were not billed out before June 30 and will have to be paid from the 2007-08 budget.

Scholarships. The budget assumed that 12 scholarships would be paid at \$350 per scholarship and three grants awarded at \$500 per grant. In 2006-07, the committee awarded 16 scholarships totaling \$5,220. Eight of the scholarships were paid by PSO during the fiscal year (PSO reimburses the recipient when the event is completed and the recipient has paid all original event-related charges). The remainder, \$2,745 in commitments, will be paid in 2007-08 when recipients submit their reimbursement requests. The scholarship committee's 2007-08 budget request will be adjusted accordingly.

Legal and professional. Legal fees in 2006-07 were to complete PSO's incorporation. PSO did not budget for this item due to a lack of information for a realistic estimate.

Spring and autumn meetings. Costs will vary from year to year depending on the meeting's venue and catering. In 2006-07, the autumn meeting was held in the HUB Ballroom and the spring meeting in the Walker-Ames room.

Web site. 2005-06 expenditures include the cost for a comprehensive redesign of PSO's website. The 2006-07 budget was based on an average of three hours of maintenance per month at \$25 per hour. Our actual usage was much less.

Postage, banking, copying. PSO incurs a \$9 per month charge for wire transfers of membership payroll deductions. PSO used 78% of its \$500 allocation for copying charges (\$386).

Other expenditures. 2006-07's expenditures were for the Past Chairs lunch, the Mindy Kornberg Welcome event, brown bags events (collective bargaining information, LCV initiative, Manage Your Stress), telephone rentals for board meetings, and copies of "Doing Good Better" for board members. If the board anticipates similar activity in 2007-08, it may be worthwhile to create a separate budget line item for informational and instructional events.

July 16, 2007

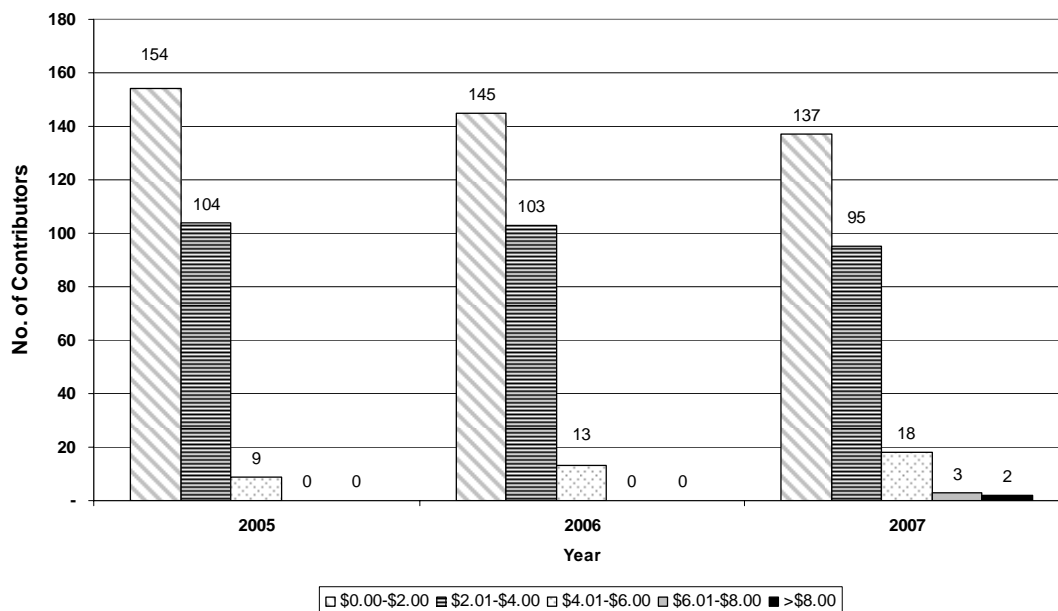
PSO Membership Report, 2006-07
Mark Schoen, Treasurer

The Professional Staff Organization began keeping detailed member contribution data beginning in July 2005. The following are some membership highlights for the last five fiscal years.

Year	Dollars Contributed	Number of Contributions	Average Contribution	Median Contribution	Active Contributors At Year End
2002-03	\$14,808.00				
2003-04	\$13,509.44				
2004-05	\$14,070.50				267
2005-06	\$14,076.50	6,284	\$2.24	\$2.00	261
2006-07	\$14,547.00	6,145	\$2.37	\$2.00	255

- Total contributions to PSO through the payroll deduction system increased by 3.3% in 2006-07 and the average contribution increased by \$0.13, even though the total number of contributions for the year decreased by 2.2%. PSO revised its suggested contribution levels in November 2005 and new contributors are committing at general higher levels than in past years.
- PSO currently has 255 contributors, down 2.3% from 2005-06. The current contributor list represents 3.8% of the approximately 6,800 UW professional staff members.
- PSO had a net loss of 12 contributors since the last pay period of 2004-05.
 - In 2006-07, PSO added 17 contributors and lost 23. Of those, 6 contributors retired, 10 separated from the university, 5 requested to end their contributions, and 2 took hourly positions.
 - In 2005-06, PSO added 14 contributors and lost 20. Of those, 3 contributors retired, 9 separated from the university, 6 requested to end their contributions, 1 contributor took a classified staff position and 1 took a position with temporary services.

Distribution of PSO Contributors By Dollar Amount
 (As of June 30)



- Since revising its suggested contribution levels, PSO's average contribution per member at June 30 has increased as follows:

2005: \$2.215

2006: \$2.289

2007: \$2.467

July 16, 2007



Enabling Legislation FAQ

What is enabling legislation?

Enabling legislation gives employees the legal right of collective bargaining; i.e., the employer is obligated to bargain in good faith with the employee bargaining unit and any resulting contract is legally binding. Enabling legislation puts negotiations between the employer and employee groups under the auspices of the Washington State Public Employment Relations Commission (PERC). If disputes arise, PERC acts as an objective third party referee. The PERC URL is <http://www.perc.wa.gov/>

Enabling legislation allows a group of employees – in this case, professional staff (or exempt staff, as they are known elsewhere) in higher education – to form a bargaining unit and to have it recognized under ground rules set by PERC. Under current state law, professional staff could join or form a union, but the UW administration would not be obligated to recognize or negotiate with this unit.

What piece of enabling legislation is being considered this session?

A coalition of labor organizations (American Federation of Teachers, Public School Employees, Service Employees International Union, Washington Education Association, Washington Federation of State Employees and Washington Public Employees Association) is working to pass an amendment to Chapter 41.80 RCW; that is, enabling legislation that would include the exempt staff at higher education institutions in the State of Washington. This includes approximately 10,000 employees, including the more than 6,000 UW professional staff members.

HB 1399

by Representatives Conway, Green, Kenney, Sells, Wood, Williams, Hasegawa, McCoy, Morrell, Moeller, Chase, Wallace, P. Sullivan, Haler, Strow, Fromhold, Walsh, Hankins, Grant, Appleton, Ormsby, Miloscia, and Simpson

Changing collective bargaining eligibility requirements for certain employees of higher education institutions and related boards.

Provides that, for institutions of higher education and related boards, "employee" means any employee, including employees whose work has ceased in connection with the pursuit of lawful activities protected by chapter 41.80 RCW, except: (1) Employees covered for collective bargaining by chapters 28B.52, 41.56, and 41.76 RCW;
(2) Confidential employees; or



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(3) Members of the governing board of each institution of higher education and related boards, all presidents, and vice-presidents; deans, directors, and chairs; and executive heads of major administrative or academic divisions.

2007 REGULAR SESSION: Jan. 18. First reading, referred to Commerce & Labor.

So how would unionization proceed following passage of enabling legislation?

The employees must then complete the work of organizing. In order to unionize, 30% of the total group must sign cards to authorize an election. The decision to unionize must pass by majority vote (that is, 50% plus 1 vote), which is consistent with current PERC practices for all other unions in the state. This result must be certified by PERC. The employer is then required to recognize this union as the “exclusive bargaining agent.”

Does enabling legislation mean that an employee group must unionize?

No. The UW faculty is covered by enabling legislation that was passed in 2002, but the UW faculty has not yet organized to join a union.

What enabling legislation was passed in 2002?

In 2002 two pieces of enabling legislation were passed, conferring collective bargaining rights to the UW faculty and to the UW academic student employees. Therefore, the UW faculty, the UW academic student employees and the UW classified staff have the right of collective bargaining. The UW professional staff is the largest group of UW employees that does not have this right.

In what ways is this legislation similar or different from the 2002 legislation that applies to the faculty?

The major difference between this legislation and the 2002 legislation is that subgroups of professional staff could petition to create smaller bargaining units, rather than having one unit that includes the entire group. The 2002 legislation requires the entire UW faculty to be a single bargaining unit, if they choose to have a bargaining unit at all.

Is collective bargaining possible without enabling legislation?

Yes. The Eastern Washington University faculty bargained without enabling legislation for approximately twelve years until passage of the 2002 legislation. Lacking enabling legislation, the EWU faculty first needed to receive agreement from the EWU Board of Trustees to begin the collective bargaining process. However, the EWU faculty union did not gain recognition as the “exclusive bargaining agent” until after passage of the 2002 legislation, a formal unionization election, and certification by PERC.



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Is union organizing possible without enabling legislation?

Employees do not need enabling legislation to unionize. The Central Washington University faculty has had a merged WFT/WEA United Faculty of Central local since the mid 1990s. And the EWU faculty was also unionized prior to bargaining. However, unionizing without enabling legislation does not obligate the employer to make binding agreements with the employee group. The UW Academic Student Employees' Union was able to negotiate a binding union contract only after passage of the enabling legislation.

What is your opinion of this legislation?

The PSO Board of Directors would like to know your opinion of enabling legislation. Please complete the PSO survey form. See <https://catalysttools.washington.edu/survey/jy3/31291>

If I wish to express my opinion of this legislation, whom should I contact?

You can contact representatives from your district. See <http://www.leg.wa.gov/legislature>. The statewide hotline for leaving brief phone messages for your legislator is 800 562 6000. Contact with legislators, as with any political activity, should not occur during your work time and should not involve the use of state resources, such as your computer or university e-mail.

Other useful information:

Chapter 41.80 RCW State collective bargaining
<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.80>

Chapter 41.76 RCW Public four-year institutions of higher education—faculty labor relations
<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.76>



UW Professional Staff Organization

Q&A on Unionization for Professional Staff

[What is unionization?](#)

[Why is unionization of professional staff now possible?](#)

[Who asked the State to pass this legislation enabling professional staff to organize?](#)

[Are all professional staff included in the decision to unionize?](#)

[What happens next regarding organizing?](#)

[What does signing a card signify?](#)

[What is PERC?](#)

[Why is PERC involved?](#)

[Will there be an election and if so, how will it take place?](#)

[What is the timeline for deciding on whether any group of professional staff will be unionized?](#)

[If the employees in the identified group elect to unionize, will they pay dues?](#)

[What do unions do for employees?](#)

[Which union would represent professional staff on campus?](#)

[What do I do if I want to be represented by a union?](#)

[What do I do if I do NOT want to be represented by a union?](#)

[What do I do if I change my mind about union representation?](#)

[How can I find out more about the advantages and disadvantages of belonging to a bargaining unit?](#)

What is unionization? [Return to top](#)

Unionization is the process where employees, acting as a group, select a representative (generally a recognized union) to act on their behalf to negotiate their terms and conditions of employment with their employer.

Why is unionization of professional staff now possible? [Return to top](#)

In April 2007 the Legislature passed Substitute House Bill 2361 granting certain higher education professional staff employees the right to pursue the ability to collectively bargain.

The legislation can be viewed at:

<http://www.leg.wa.gov/pub/billinfo/2007-08/Pdf/Bills/Session%20Law%202007/2361-S.SL.pdf>

Who asked the State to pass this legislation enabling professional staff to organize?

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A consortium of unions throughout the State requested this action.

Are all professional staff included in the decision to unionize? [Return to top](#)

No. The enabling legislation excluded some categories of employees engaged in confidential work, labor relations or those otherwise representing the interests of the employer in the administration of collective bargaining agreements. This latter category includes directors, administrators and managers, human resources staff and certain executive assistants (*see enabling legislation at the URL above for a complete list*). Decisions on which job titles will be included in the bargaining unit groups are ultimately decided by the Public Employees Relations Commission (PERC) and are initially subject to discussion between the employer and the union. Elections may be held for each identified grouping as sufficient signature cards are gathered. Groupings of employees are yet to be determined; groups of various sizes might be approached if positions have a similar purpose/description.

What happens next regarding organizing? [Return to top](#)

Effective July 22, 2007, union representatives can solicit UW employees to sign cards requesting affiliation with the union. More than one union may solicit employees, including unions already representing UW employee groups and those not currently representing any groups on campus. (The University currently bargains with several different unions representing different employee groups.)

For a list of unions and which UW employee groups they represent see:

<http://www.washington.edu/admin/hr/laborrel/bargunits.html>

What does signing a card signify? [Return to top](#)

Signing a card means that you authorize the union to represent you in negotiations with your employer on wages and working conditions. If at least 30% of an identified group of employees sign cards, the union may petition the Public Employee Relations Commission (PERC) to run an election to determine if that group will be represented by that union. If at least 70% of the identified group sign cards, no election is necessary and the union will represent 100% of the employees in the identified group.

What is PERC? [Return to top](#)

The Public Employee Relations Commission is an independent state agency responsible for resolving disputes involving most public employers and employees, and the unions that represent those employees.

For more information on PERC go to:

<http://www.perc.wa.gov/default.htm>

Why is PERC involved? [Return to top](#)

The PERC is involved in determinations on the appropriate groupings of employees for collective bargaining, verifying the signature cards and eligibility of persons requesting unionization, and supervising the election. The PERC then certifies the organization as having the support of the majority of the employees in an appropriate bargaining unit.

For further information on this and other employer/employee actions PERC is involved in go to:

<http://www.perc.wa.gov/services/Case%20Descriptions.htm>

Will there be an election and if so, how will it take place? [Return to top](#)

If at least 30% of the identified group of employees sign cards (indicating they wish to be represented by the union), the union may petition the PERC to conduct a secret mail ballot. A simple majority *of those voting* will trigger unionization. A simple majority is 50% plus one vote of those *votes cast*. For example, if there are 200 employees in a group of related job classifications who are eligible to vote and 60 (30%) of them have signed cards, the union may petition the PERC and ballots will be mailed to those 200 employees.

- If 50 voted and 26 votes were cast for unionization, that would represent a simple majority and the union will be installed to bargain collectively on behalf of all 200 employees.
- If 120 voted and 60 voted for and 60 against, the vote would not carry and another organizing petition could not be presented to the PERC for 12 months.
- If 140 employees signed cards and were validated by the PERC, this would be 70% of the group and no election would be necessary. The union would represent all 200 employees in collective bargaining with the employer.

What is the timeline for deciding on whether any group of professional staff will be unionized? [Return to top](#)

Union representatives may start collecting signatures of employees interested in union representation starting July 22, 2007. More than one union may be on campus collecting signatures. As soon as 30% of the eligible employee group sign cards, the union may petition the PERC and if those signatures are validated, an election can be held by secret mail ballot. This process can continue on an ongoing and indefinite basis among various employee groups. Unions can petition the PERC annually to represent an identified group of employees.

If the employees in the identified group elect to unionize, will they pay dues? [Return to top](#)

Payment of dues or fees as a condition of employment (creation of a union shop) is a subject for negotiation. Unions traditionally argue for a union shop in which all employees join and pay dues or do not join but pay a representation fee. UW classified staff who are union members on campus pay between 1% and 1.7% of gross income with a cap of approximately \$60 a month, depending on the union.

Employees are not required to join the union; however, they are required to pay a representation fee of about 90% of the member dues they would pay. For example, if 200 employees have an average salary of \$4,000 per month, \$48,000 per year, 1% would be \$480 per year deducted per employee and \$96,000 of annual income to the union. Unions have bylaws regarding member obligation to pay dues.

For an example see Article X – Dues in the Constitution and By-Laws of SEIU local 925:
<http://seiu925.localsonline.org/docUploads/Bylaw%20amendments%20October%202006.pdf>

What do unions do for employees? [Return to top](#)

Unions are the exclusive bargaining agent for the designated employee group on matters such as wages, hours, vacation and sick leave accruals and working conditions. Salary increases, for instance, may be determined by what the union negotiates for all employees in a particular job classification rather than what an employee may negotiate with a supervisor or what the supervisor would approve. Unions also provide shop stewards or union representatives in the case of employee grievances against the employer. Unions have rules that apply to their members and can fine them for failure to follow those rules.

For more information on representation at the UW go to:
<http://www.washington.edu/admin/hr/laborrel/representation.html>

Which union would represent professional staff on campus? [Return to top](#)

Any union may solicit UW professional staff to sign cards selecting their union.

For information on your right to choose, change, or reject union representation go to:
<http://www.perc.wa.gov/Forms/Union%20Rep%20Guide.htm>

What do I do if I want to be represented by a union? [Return to top](#)

Sign the card when you are asked by a campaigner. Vote if there is an election.

What do I do if I do not want to be represented by a union? [Return to top](#)

Do not sign the card when approached by a campaigner or a coworker. Signing a card is a definitive decision, not a step toward further consideration. Vote if there is an election. Failure to vote leaves the decision to those who do vote.

What do I do if I change my mind about union representation? [Return to top](#)

If there is an election, you can vote for or against unionization whether you signed a card or not.

For more information on your right to choose, change or reject union representation go to:
<http://www.perc.wa.gov/Forms/Union%20Rep%20Guide.htm>

How can I find out more about the advantages and disadvantages of belonging to a union? [Return to top](#)

Objective information on the advantages and disadvantages of union membership is not readily available and the examples of success with some employment groups may or may not transfer to other types of employees. Source documents referring to specific agreements between employees and employers are not necessarily representative of a potential agreement that might be negotiated between a union and the UW on behalf of the eligible professional staff employee group. Seek information from several different sources and compare.

References on the UW Web site include:

Policies regarding the professional staff program:

<http://www.washington.edu/admin/hr/polproc/prostaff/index.html>

Contracts negotiated between various unions and the UW:

<http://www.washington.edu/admin/hr/laborrel/contracts.html>

Specific unions may have informative Web sites advertising their goals and accomplishments. Look for information on dues, budgets, bylaws, boards of directors, activities other than representing employees, lobbying, and local staff.

**Professional Staff
Perform Many Roles at
the University**

Student Services

Academic Advisors
Admissions Counselors
Financial Aid
Counselors
Registrars

Administration

Assistant Deans
Human Resource
Managers
Labor Relations
Specialists
Principal Assistant to
Executive Heads
Training Specialists

Research

Field Specialists
Laboratory Managers
Mathematicians
Scientists

Fiscal Administration

Administrators
Auditors
Budget Analysts

Operations

Engineers
Facilities Managers
Grounds Managers
Safety Supervisors

Development

Development
Directors
Major Gift Officers

Cultural Productions

Graphic Designers
Museum Directors
Theater Managers
TV and Radio
Producers
Web Developers

Information

Technology
Network/Software
Engineers
Systems Programmers

Hospitals

Hospital Administrators
Health Professionals



UW Professional Staff Organization

What Is the Professional Staff Organization

The PSO, created by its members 16 years ago, represents the issues and concerns of professional staff to the UW administration, state legislature, and the community. It has an elected board that is broadly representative of its diverse membership.

Who Are the UW Professional Staff

- The 6,400 Professional Staff members at the University of Washington's three campuses and field locations across the state provide the high-level skills and essential services necessary to support a large, complex research university of the quality and stature of the UW.
- While the roles of Professional Staff are varied, they all perform key roles in helping the UW achieve its goals in education, research and service to the community.

Key Issues

- Maintaining a low turnover rate of these key professionals is crucial: The cost of losing a key employee is equal to half that individual's annual salary.
- In 2005, average compensation for all Professional Staff was 8.7 % below the market with some positions being as much as 20% below market.

Professional Staff Organization
University of Washington, Box 351525, Seattle, Washington 98195
E-mail psoboard@u.washington.edu
Web <http://depts.washington.edu/psoweb/>

PSO Communications Plan

Goal:

Objectives of the communications plan:

- To expand awareness of the Professional Staff Organization (PSO)
 - publicize PSO events and accomplishments.
 - increase the visibility, accessibility, and reach of the Professional Staff Organization.
- To disseminate information about the purpose and mission of the PSO
- To inform members about issues that may affect professional staff
 - keep the PSO 'on the radar' of members
- To recruit new committee members to fulfill the goals and objectives of the PSO
- To recharge the image of the PSO

Messages:

- PSO provides a wide variety of valuable services to its members
- PSO is a trusted partner of and resource for UW administration.
- PSO represents the issues and concerns of professional staff
- PSO keeps you up-to-date on information of interest to professional staff. For example:
 - Events
 - Benefits of the PSO: Scholarships, networking, participation in UW
 - Professional development opportunities
 - UW community-provided services, benefits, etc.
 - UW Club
 - Departmental events on campus
- Calls for volunteers

Audience(s):

- a. Professional staff on the three UW campuses
- b. Other UW community members
 - a. Faculty
 - b. Students
 - c. Administration
 - d. Certified staff?
- c. Policy/lawmakers

VARIABLES

Outreach Media/Venues:

- a. E-mail: pro staff list
- b. Print
- c. Web site
- d. On-site presentations/meetings
 - Biannual membership meetings
 - Lunchtime seminars
 - With Human Resources: quarterly
 - To individual departments, schools, programs, Bothell & Tacoma campuses
- e. Departmental newsletters/Web sites

Formats:

- a. Newsletter: *Communiqué*
- a. Monthly E-mail update (template)
- b. Flyers
- c. Posters
- d. Brochure
- e. PowerPoint presentations
- f. Press releases; articles in UW media
- f. Web site

Design elements:

- a. Consistent in style and design of communication
 - Voice: Friendly, welcoming, professional
 - Fonts:
- b. Logo: print, online
- c. Taglines for e-mail, flyers, brochure

Frequency:

- a. E-mail update monthly
- b. *Communiqué* newsletter bi-annually
- c. Ad hoc e-mails as needed
- d. Web site updated regularly: monthly with meeting date, minutes; quarterly with board and committee changes;

TO ADD: Lunchtime seminars, POD/HR sessions, Ad Hoc issues and events, flyers for promoting events, etc.

Communications Schedule/Timeline:

Month	Format	Purpose	Message	Media	Timing/ Frequency	Responsibility
January	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, calls for volunteers	Email	2 nd Tues, monthly	PSO Chair
February	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, calls for volunteers Scholarship & grant deadline 3/15	Email	monthly	PSO Chair
	Election notice	call for nominees	Early bird notice	e-mail		
March	Flyer and/or poster	Promote Biannual meeting	Attend the biannual meeting	Email, print	1 x per year	Communications Com.
	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, calls for volunteers Scholarship & grant deadline 3/15	Email	monthly	PSO Chair
	Election notice	call for nominees		E-mail		
April	<i>Communique'</i>	Information, visibility,	Message from chair, events update, election info & candidates' statements article, misc. updates, etc.	Email/pdf	2 x per year	Communications Com.
	Bi-Annual Meeting	-Presentation -Business meeting	PSO helps keep members informed and provides a forum for access to UW resources, issues affecting the UW community and staff,	None	2 x per year	PSO Board?
May	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, Scholarship & grant deadline 6/1	Email	monthly	PSO Chair
June	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, calls for volunteers Scholarship & grant deadline 6/1	Email	monthly	PSO Chair

Month	Format	Purpose	Message	Media	Timing/ Frequency	Responsibility
July	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, calls for volunteers Scholarship & grant deadline 9/1	Email	monthly	PSO Chair
August	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, Scholarship & grant deadline 9/1	Email	monthly	PSO Chair
September	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, calls for volunteers	Email	monthly	PSO Chair
October	<i>Communique'</i>	Information, visibility,	Message from chair, events update, elections article, misc. updates, calls for volunteers, etc. some special article?	Email/pdf	2 x per year	Communications Com.
	Flyer and/or poster	Promote Biannual meeting	Attend the biannual meeting	Email, print	2 x per year	Communications Com.
November	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, Scholarship & grant deadline 12/20	Email	monthly	PSO Chair
	Biannual Meeting	-Business meeting -Presentation	PSO helps keep members informed and provides a forum for access to UW resources, issues affecting the UW community and staff,	None	2 x per year	PSO Board?
December	Monthly update	Keep members informed and updated	Issues affecting members, upcoming events, Scholarship & grant deadline 12/20	Email	monthly	PSO Chair