Local 668
MEMBER
WELCOME PACKET
Your Shop Information

Shop Steward: _______________________________
Phone Number: _____________________________
Shop Steward: _______________________________
Phone Number: _____________________________
Shop Meetings Held: _______________________
Location: _________________________________

Your Business Agents

Internal Organizing Business Agent:
_____________________________________
Phone Number: __________________________
Email: ________________________________
Contract Enforcement Business Agent:
_____________________________________
Phone Number: __________________________
Email: ________________________________

Your Chapter Information

Chapter Chair: _____________________________
Phone Number: __________________________
Email: _________________________________
Meetings Held: ___________________________
Location: _______________________________

Union Contact Info

President: Steve Catanese
Email: stephen.catanese@seiu668.org
Secretary-Treasurer: JoAnne Sessa
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General Email: local668@seiu668.org
Website: www.seiu668.org
SEIU Local 668 is broken up into 14 chapters across the Keystone State. Below you’ll find a map as well as a county-by-county guide to the different chapters.

Chapter 1
Erie and Crawford Counties

Chapter 2
Armstrong, Beaver, Butler, Clarion, Lawrence, Mercer and Venango Counties

Chapter 3
Allegheny County

Chapter 4
Fayette, Greene, Washington and Westmoreland Counties

Chapter 5
Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana and Somerset Counties

Chapter 6
Cameron, Clearfield, Elk, Forest, Jefferson, McKean, Potter and Warren Counties

Chapter 7
Bradford, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga and Union Counties

Chapter 8
Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Mifflin and Perry Counties

Chapter 9
Berks, Lancaster and York Counties

Chapter 10
Chester and Delaware Counties

Chapter 11
Bucks and Montgomery Counties

Chapter 12
Philadelphia County

Chapter 13
Carbon, Lehigh, Monroe, Northampton, Pike and Schuylkill Counties

Chapter 14
Lackawanna, Luzerne, Susquehanna, Wayne and Wyoming Counties
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President
SEIU 668 President Steve Catanese

Secretary-Treasurer
SEIU 668 Secretary-Treasurer JoAnne Sessa
Who We Are

SEIU Local 668 is Pennsylvania’s social services employees union representing over 19,000 workers in all 67 counties in the state. Our Local has grown over the years to make our voice louder by combining different groups of workers into one large, strong organization. We are part of the Service Employees International Union (SEIU), which is a union with over 2 million members in the United States, Canada and Puerto Rico representing service employees. Our Union is strong because our members are strong—and we continue to build strength and unity for a better tomorrow.

Our Vision for a Just Society

We believe in and will fight for a just society:
Where all workers are valued and people are respected;
Where all families and communities thrive; and
Where we leave a better and more equal world for generations to come.

Who Represents You

SEIU Local 668 has a Statewide Executive Board, SWEB, that meets quarterly to discuss Union business and development. Our Board is comprised of the following members:

- **Elected Officials**
  - There are two elected full-time officers in 668: our President and our Secretary-Treasurer.

- **Trustees**
  - SEIU 668 has three statewide trustees on our Board, who are elected by members.

- **Chapter Chairs**
  - Each of the 14 chapters has its own Chapter Chair and that Chapter Chair is on our Board to represent each member of his or her geographic area.

- **Committees**
  - There are a number of Standing Committees, Local Unit Work Committees, and State Unit Work Committees that each have representatives on our Board.
SEIU 668 is not just about resolving grievances with management and bargaining contracts. Our Union is stronger when members are in regular communication with each other to identify common issues, advocate for solutions, and build community.

Workplace Stewards are elected every two years. However, shops can elect Stewards via petition in between elections if there is a vacancy. Stewards are offered training at least bi-annually through their Chapter. Additionally, Union staff can provide training as needed.

You do not need to be an elected Union Steward to volunteer for 668 in your workplace. Volunteers are always needed to pass along information, maintain the Union bulletin board or take notes at meetings.

Outside of your particular shop, there are many ways to get involved with your Union either in your home Chapter, or in one of our statewide standing or labor-management committees. There are also occasional opportunities to take a leave of absence from your job to work full-time for our Union on organizing and political campaigns.

Want to learn more about your chapter? Be sure to check out www.seiu668.org/chapters today!
Local Chapters
There are 14 chapters across the state, each represented on the Statewide Executive Board by an elected Chapter Chair who is chosen by you and other rank and file members. Chapters represent regional areas and are responsible for all broad Union issues, regardless of the type of shop. Chapters hold regular meetings where members are encouraged to attend to receive the latest union news. Additionally, chapters frequently hold trainings and member get-togethers. You belong to the chapter that covers the county in which your worksite is based.

Importantly, chapters connect people to the missions of the statewide work and standing committees. Every committee is required to have representation from each chapter (unless it is a work committee with no covered shops in that chapter). Visit the chapter page for more information: http://www.seiu668.org/chapters/

Make sure to provide us with your personal contact information. We often communicate with members via email or phone. If we don’t have your correct contact information, we can’t communicate with you. Send an email to local668@seiu668.org to make sure we have your personal email and phone number so you can be informed!
If you’re interested in volunteering, SEIU Local 668 has a ton of opportunities for you! Each chapter has their own volunteer efforts, so you can speak with your Shop Steward or Chapter Chair to see what’s going on locally. If you’re looking to volunteer on a larger scale, our Union’s MPO (member political organizer) position may be a good fit too. You’ll work during election seasons to canvass neighborhoods, register people to vote, and teach your community about 668 and modern-day unions in general.

If political action isn’t your thing, don’t worry. We have opportunities to organize new workers and help them join our union. We also have a number of different statewide committees, some of which are engaged in community outreach. Other committees work to address shop issues locally and statewide. Take some time to browse around and learn about our different local and state committees, and talk to your Shop Steward if anything piques your interest.

Statewide Work (Labor-Management) Committees
Depending on where you work, you are represented by one of 24 statewide labor management committees: 15 of the committees represent members who work for the Commonwealth and 11 represent members who work for local government or private employers.

Statewide Standing Committees
The standing committees are statewide structures, oriented around key union concepts that mobilize members around important Union, community, and political issues. Organizing, Civil and Human Rights, Community Service, COPE, FUEL and Retiree Committees are all available for any interested member to join. These committees are open to all members in good-standing. You do not need to be elected to participate, and they’re a great way to get involved in our Union.

If you’re interested in joining a committee, check out www.seiu668.org/standing-committees to learn more!
COPE Committee
COPE, which stands for Committee on Political Education, is a Political Action Committee (PAC) fund that is used to support issues important to working families and hold politicians accountable. Union dues cannot be used for political purposes; therefore, we ask members to make voluntary contributions to SEIU 668’s COPE fund so that we can help elect candidates who stand up for issues important to working families. Our COPE committee helps choose candidates to endorse during election cycles, decides which political races to invest our time, effort and funds into and makes sure our members know that their vote counts!

FUEL Committee
FUEL’s mission is to educate about the past, engage in the present and motivate for the future. FUEL (Future Union Engaged Leaders) utilizes new and effective communication tools and methods to promote growth, unity, solidarity, and action in order to move our Union forward and foster the next generation of leaders. Initially organized to support and engage our younger union members, FUEL’s mission has evolved. They now strive to make meaningful connections between experienced and less-experienced members of all generations.

Be sure to check out their Facebook page (https://www.facebook.com/groups/seiu668fuel/) for their latest events and current discussions.

Retiree Committee
Retirement does not mean your involvement with 668 must end! Retirees coming out of the labor movement possess a rich knowledge and understanding of the vital role unions play. Whether it is initiating letter-writing campaigns, communicating with elected officials, getting out the vote, participating in voter registration drives, organizing new worksites, fighting for healthcare reform or other issues important to working families. Retirees are a valuable yet largely untapped resource within our Union and community. SEIU Local 668 is always looking for more retiree members, so if you’re about to retire but still want to stay politically active, be sure to become a Retiree Member and join your chapter’s Retiree Committee now! Call your Business Agent, Internal Organizer, or the main office in Harrisburg to sign up for Retiree membership.

Learn more about these and the other Statewide Standing Committees: http://www.seiu668.org/standing-committees/
Where Do Your Dues Go?

Your dues help our Union provide resources to stand up for good jobs and benefits, improve working conditions, and ensure a better future for our families here in Pennsylvania. One great example is contract negotiations—668 provides staff and assistance to negotiate contracts to help ensure that our members get better healthcare and retirement benefits, as well as safer working conditions. Your dues also go to organizing more new members, representing workers during disciplinary hearings, and providing assistance through the arbitration process. Your dues are essential to keep our fight going, so we can make sure you and your co-workers will always have great jobs here in the Keystone State. Dues are never used for political campaigns—anything related to politics comes directly out of our separate COPE fund.

SEIU Member Benefits

The SEIU Member Benefits you receive with your Local 668 membership are pretty great—they offer everything from insurance to credit cards, even discounts on travel and everyday items, too. You get these benefits from SEIU for free, simply by registering online at www.seiumb.com.

--Offering A Helping Hand: SEIUMB offers financial help in case of job loss, strike benefits, disaster relief and mortgage assistance.

--Cutting Everyday Expenses: You’ll qualify for discounts on cell phone plans with AT&T, can get great deals at local restaurants, lower car and truck rental rates, discounted movie tickets, shopping discounts on clothes and personal items and other everyday living and digital services, too.

--Providing Education: As a member, you’ll have access to exclusive deals with educational programs to help you or a loved one prepare for college, apply for a free associate’s degree or certification, or even apply for online classes through Southern New Hampshire University (SNHU).

--Booking Your Vacation: SEIU wants you to use your vacation time, which also means we offer savings on flights, hotels, tickets to theme parks and concerts, and everything else you might need to have a great getaway.

--Boosting Those Finances: You’ll have access to debt and credit counseling, car, home and life insurance policies and even lines of credit through car, home and personal loans and credit cards through SEIUMB.

--Knowing Who To Call: SEIU has access to lawyers who provide members with a free legal consultation and reduced rates for personal (non-contract related) legal needs.
Q. What exactly is a union?
A. A union is a group of individuals who join together to form an organization that represents them regarding work and employment issues. The Union is each one of you. There are many ways to have a voice in your Union, beyond voting for officers and voting on contracts.

Q. What does the union do for me?
A. SEIU 668 negotiates contracts, represents you on job grievances and during disciplinary proceedings, works with you on legislative and political actions to advocate for the issues that affect you and your family, provides opportunities for education, offers scholarships for members and their families, and much more.

Q. Why should I be a member?
A. All workers benefit from unions, because unions set pay standards and workplace protections. Union members — workers like you — benefit most from our Union’s collective bargaining power to negotiate with employers on their behalf. Labor unions give workers the power to negotiate for more favorable working conditions and other benefits through collective bargaining. Union members earn better wages and benefits than workers who aren’t union members.

Q. How much are union dues?
A. SEIU membership dues are 1.39% of your gross salary. Since union workers make roughly 27% more than non-union workers, this small percentage will ensure that you receive a better overall paycheck in the long run.

Q. How soon can I join SEIU Local 668?
A. You’re eligible to join our Union from your very first day on the job—it doesn’t matter if you’re in a probation period or not, every worker is eligible to join our union from your first shift. You’ll become an active member once your first month of dues payments are processed.

Q. Why do we need a union?
A. Labor unions have been an important part of this country’s history. Many workers over the years have sacrificed, even died, for the rights we now enjoy. These early pioneers, which may be one of your parents or grandparents, knew that only within the Union could they achieve on-the-job dignity and be assured of decent wages, health benefits, humane working conditions, and job security, which are the foundations of union representation.
Everyone wants a good working relationship and environment, but problems can arise in any workplace. As a SEIU Local 668 member, you have Union protection and rights guaranteed to you through your contract, as well as through regulations and case law. Keeps this information below in a safe place at work, just in case you or a co-worker have any issues.

**Your Weingarten Rights**

As a member of a union-covered worksite, you have the right to request a Union representative to assist you during meetings with management. The details are outlined below, but be sure to copy this page to leave in a safe place at work. Remember--all employees in a union shop have these rights, so be sure to share this information with your co-workers as well.

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I request that my steward or Union officer be present at the meeting. Without representation, I choose not to answer any questions.”

**Remember Your Weingarten Rights**

--You have the right to have a Union representative present, but you must ask for one. Your Union Rep can be any Union staff, elected Steward or a fellow Union member who may have experience with this type of meeting.

--If you do not know why your manager wants to meet with you, ask them if it is a meeting that could result in a discipline.

--Your representative has the right to play an active role in the meeting. She or he is not just a witness.

--If your manager refuses to allow you to bring a representative, repeat your request in front of a witness. Do not refuse to attend the meeting, but do not answer any questions either. Take notes. Once the meeting is over, call your representative at once.

--You have the right to speak privately with your Union representative before the meeting and during the meeting.

--Your Union representative has the right to play an active role in the meeting. He or she is not just a witness.
**Know Your Rights**

<table>
<thead>
<tr>
<th>What’s the best way to protect myself?</th>
<th>What if I think my contractual rights are being violated?</th>
<th>If you want to file a grievance, talk to your Shop Steward immediately.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and understand your contract and know who your go-to Union representatives are. Your contract governs terms and conditions of your employment.</td>
<td>Remember, obey a supervisor’s order and then grieve it afterwards. You have the right to file a grievance when management violates your contractual right.</td>
<td>There are strict timelines that apply, so work closely with your Steward. If management refuses to settle your grievance, our Union may argue your case before an impartial arbitrator who will then make the final ruling.</td>
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**Loudermill Rights (Public Sector Only)**

Loudermill Rights apply to incidents involving termination. Prior to being terminated, “the employee is entitled to oral or written notice of the charges against her or him, an explanation of the employer’s evidence, and an opportunity to present her or his side of the story.”

**The Hatch Act (Civil Service)**

All individuals who hold civil service positions in the Commonwealth are prohibited from participating in political activities. These restrictions are outlined by three regulations, including the Civil Service Act, the Governor’s Executive Order 1980-18, and the Hatch Act. The regulations limit a state employee from holding political office, participating in a political campaign, and taking part in general political work.

**Garrity Rights (Public Sector Only)**

Once a public employer (1) orders an employee to answer a question (2) under threat of discipline, including termination, the employee has Garrity Immunity.

This means that though the employee’s statements can be used against her or him administratively (discipline or termination), the statements cannot be used criminally by a prosecutor or other agency.

**Prohibited Under The Hatch Act**

- Using official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for public office;
- Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local employee to pay, lend, or contribute anything of value to a political committee, organization, agency, or person for political purposes;
- Running as a candidate for public office.
Who To Contact

If you have questions about shop or chapter meetings, shop or work-specific questions or want to know more about your shop’s contract, be sure to speak with your Shop Steward.

If you want to join a committee or have questions about your chapter, go ahead and talk to your Shop Steward, who will put you in touch with your Chapter Chair.

If you want file a grievance, take a few minutes checking out the website at http://www.seiu668.org/grievance-information/ and then speak with your Shop Steward or your Business Agent.

If you want to know about your dues, need to update your home address or personal contact information, want to receive emails and notifications or are about to retire, go ahead and send an email to local668@seiu668.org and we’ll get you in touch with the correct staff person right away.

Don’t Forget!

It’s up to you to keep us updated on what’s going on! If you’re planning on moving, switching to a new position, or retiring, please reach out to your shop steward or business agent so we can update our records. You can also email our general account (local668@seiu668.org) or send documentation into our Harrisburg office (2589 Interstate Drive Harrisburg, PA 17110) so we can get the ball rolling right away!

Need a new membership application? Visit www.seiu668.org/members and download one today!
Questions About Contracts

What is a contract?
A contract spells out all agreements between your union and your employer including (but not limited to): wages, benefits, holidays/sick days/personal time, pensions, and scheduling agreements.

Why is a contract so important?
Because...
• it is a legal agreement between your union and your employer;
• you have a voice in deciding your demands before contract negotiations even begin;
• a contract protects workers - without one, you have no power in the workplace; and,
• it requires a “due process” system for resolving problems in the workplace.

Who decides to accept or reject a contract?
You will -- all Union members vote on whether or not to accept a contract offer.

The Union Difference

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<tr>
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<th>With Your Union</th>
<th>Without a Union</th>
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<tbody>
<tr>
<td>Wages, Benefits and Working Conditions</td>
<td>Together with your co-workers, you can bargain for better wages, working conditions and benefits protected by your Union contract.</td>
<td>Without a Union, management has the power to dictate everything.</td>
</tr>
<tr>
<td>Promotions</td>
<td>Promotions and open positions are awarded fairly when we are stronger together.</td>
<td>Your boss can choose whomever they want and you and your co-workers have no say.</td>
</tr>
<tr>
<td>Discipline</td>
<td>Through our Union, you’re able to force management to prove they have ‘just cause’ before disciplining or discharging a member.</td>
<td>Management can discipline or fire you for any reason or even no reason at all. You are an at-will employee.</td>
</tr>
<tr>
<td>Vacations, Paid Time Off and Sick Leave</td>
<td>As Union members, you can sit down together to negotiate for things like vacation, PTO, and sick days.</td>
<td>Without a Union, your employer can choose if and when you can take time off and they can decide how much time you can earn.</td>
</tr>
</tbody>
</table>