

CONTRACT INVOLVED _____

Art. No.: _____

Date of Grievance _____

GRIEVANCES

Sec. No.: _____

International Brotherhood of Teamsters, Chauffeurs,
Warehousemen and Helpers, No. 294

Date Heard Local: _____

Union Phone#: Albany 489-5436

Date Heard Area: _____

Employee's Home Phone# _____

Employee's Remarks
Explanation & Claim:

Union's Position:

Signature of Complainant

Employer

Steward



Which Changes Must Be Bargained?

Under NLRB rules, the mid-term bargaining obligation applies only to new rules or job practices that have a *matenal, substantial, or significant impact* on employ-ees.²⁴⁸ Changing the workload of a single employee does not require bargaining. But increasing the workload of several employees, or an entire department, triggers the bargaining obligation. An employer can unilaterally substitute a time clock for a written sign-in procedure. But changing shift starting times must be bargained.

Bargaining categories. The NLRB recognizes two major categories of bargaining subjects: mandatory and voluntary. As a concession to employers, the NLRE limits the bargaining obligation to mandatory subjects. Mandatory subjects include changes in wages, hours and benefits as well as other changes which directly affect the terms or conditions of employment. Voluntary subjects (for which bargaining is not required) include managerial prerogatives such as supervisor selection, production methods, and plant closing decisions. The following are among the subjects that have been classified by the N.L.R.B:

Mandatory Subjects

(may not be changed without prior notice to the union and bargaining on request)

absence rules	new positions
automation decisions	outside conduct rules
bathroom procedures	outside employment rules
bonus programs	parking rules
clean-up rules	pay check procedure
disciplinary procedures or penalties	pay rates
dress codes	physical examinations
Drug and alcohol testing	production quotas
elimination of positions	relocation of bargain unit work (generally)
employee privileges (such as right to listen to radios, receive telephone calls, smoke, etc.)	safety awards
employee purchase plan rules	safety and health rules
evaluation systems	smoking rules
food service hours	subcontracting decisions
free coffee	tardiness rules
grievance procedures	time off prior to holidays
grooming standards	transfer of bargaining -unit work to non-bargaining-unit employees
insurance plans	union steward and officer privileges (such as paid leaves, access to facilities, time off, etc.)
layoffs for economic reasons	vacation policies
"light duty" policies	wages
meal or coffee break rules	workloads
new hours or shifts	work rules

Voluntary Subjects

(may be changed without notice or bargaining)

decisions to close plants or eliminate departments production methods