

Local 1000 New Employee Orientation In-Person Presenter's Guide

Purpose: Increase our member strength by welcoming new hires to their new union job at new employee orientations.

Desired Outcomes:

- Participants leave with a basic understanding that union membership is an essential part of their union job.
- New hires have an understanding that the power of our member led union is predicated on them signing-up to become members.
- Ensure participants leave the room with a connection to our union and have committed to become and stay members, sign-up for COPE, and are clear on how to access resources and get more involved
- Use multiple methods to engage participants in virtual and in-person, (group or 1:1) NEOs

Agenda:

	Section	Time	Facilitator
Section 1	Introduction	1 min	
Section 2	The Union Difference	3 min	
Section 3	Defining the Union	3 min	
Section 4	Union Power	3 min	
Section 5	Inoculation	1 min	
Section 6	3 Responsibilities	9 min	
		20 min total	

Materials: Discuss as facilitators how to assess the room and distribute materials

- Facilitator's Guide
- Membership cards
- NEO Sign-In Sheets
- [NEO Power Point Presentation](#) (where accessible)
- Ink Pens
- Each presenter should have a contract

NEO SCRIPT USER GUIDE

This facilitator's script is filled with useful information. New Employee Orientations are at least 20 minutes long and vary in the number of participants. **Be on time for each NEO.**

Checklist: Core Items to prepare for when in-person NEO

Tech and PowerPoint:

- Contact the LRO and/or training coordinator in advance and make arrangements for A/V equipment.
- Request for a laptop with audio and a projector. Confirm if you're able to use a flash drive.
- Review your PowerPoint and test the videos in advance of the NEO.

Low-Tech Environment:


- Pre-chart your agenda on a white board or large post-it paper

One on One Environment:


- Pre-chart your agenda on a white board or large post-it paper


Post-NEO:

- Follow-up with any commitment you've made with the participants
- Debrief with your team, capture lessons learned, and provide an evaluation report to NMP if any problems occurred during the NEO.
- Write NEO at the top of the card after in-person NEO

Time	Section	Talking Points for Facilitator	Notes	Slides
1 min	1	<p>Have the first Slide “Local 1000 SEIU” on screen (If tech is available)</p> <p>Introduction: Pass out applications up front if in person. Hello, before we get started please fill out the sign-in sheet.</p> <p>We need everyone to take a moment to sign-in. Our contract expires this year and we are preparing for important contract negotiations. We are a member-led union and we want to know what our members' priorities are. It is important that you write your contact information so we can connect with you.</p> <p>Congratulations on your union job. My name is _____, and I work for _____ as a _____.</p> <p>Go to the next slide that says “Welcome to the New Employee Orientation” I’ve worked here for _____ years, and just like all of the people I work with, I’m a proud member (or staff person) of SEIU Local 1000.</p> <p>Go to the next slide that says, “Join Our Union!”</p> <p>I’m here today to introduce you to a big advantage of our jobs here – our union! I’ll talk</p>	<p>NEO Power Point Presentation</p> <p>Points we want to land:</p> <ul style="list-style-type: none"> ● Intro ● Congrats on your union job <p>Core Learning:</p> <ul style="list-style-type: none"> ● Connection with room; presenter ● They have a union job <p>Core Feeling:</p> <ul style="list-style-type: none"> ● Sense of welcome ● Sincere ● In relationship ● Pride & security 	


Time	Section	Talking Points for Facilitator	Notes	Slides
		<p>about what the union is, how we keep what we have won through our union, and what our rights and responsibilities are.</p> <p>Assume Support: I hope you leave today as excited and as proud as I am to be a union member. Go ahead and start filling out your membership card as we go through this presentation. Does anyone need a pen?</p>		
3 min	2	<p>The Union Difference:</p> <p>Ask new hires: What are you most excited about in your new union job (Take answers either popcorn style or raised hands).</p> <p>Share your 1-2 minute anecdotal story, the benefit of being a union member. I am a union member because...</p>	<p>Points we want to land:</p> <ul style="list-style-type: none"> The benefit of having a union job makes a difference <p>Core Learning:</p> <ul style="list-style-type: none"> Why you are a union member <p>Core Feeling:</p> <ul style="list-style-type: none"> Relatable Connection 	
3 min	3	<p>Defining The Union/What I Think a Union Is:</p> <p>By a show of hands, how many of you know what a union is? Have you ever been represented by a union before?</p> <ul style="list-style-type: none"> Ok great <p>Go to next slide our Union</p> <p>Read Union Definition:</p>	<p>Points we want to land:</p> <ul style="list-style-type: none"> Union definition Workers coming together--fighting for things we believe in, things we want to see better for our family, community No-tech: make sure to have bullet points 	

Time	Section	Talking Points for Facilitator	Notes	Slides
		<p>Our union is how we come together as a group to make things better – whether that’s through bargaining a contract to raise our wages, or coming together with our co-workers to create a policy that makes our workplaces better, or getting together with community organizations to ensure that housing is more affordable in our communities.</p> <p>A union is how we work together to make life better – whether it’s at work, at home, or in our communities.</p> <p>Go to next slide “We are SEIU 1000”</p> <p>We represent 100,000 state workers just like you</p> <p>Our union is member-led by state employees just like you</p> <p>Our contracts are negotiated by state employees just like you</p> <p>We have over 800 union stewards at worksites across the state</p> <p>736 different classifications, more than 2000 worksites across state</p> <p>10 different bargaining units</p> <p><i>We are a chapter of Service Employees International Union, a union of about 2 million diverse workers</i></p>	<p>on message from the video</p> <p>Core Learning:</p> <ul style="list-style-type: none"> ● Our impact is beyond the workplace ● Education on union facts <p>Core Feeling:</p> <ul style="list-style-type: none"> ● Stronger together ● Basics of what a union is; people coming together ● Part of a powerful organization ● Belong to something bigger than themselves 	
3 min	4	<p>Go to next slide “What Our Union Stands For”</p> <p>Union Power/Who We Are:</p>	<p>Points we want to land:</p> <ul style="list-style-type: none"> ● Purpose statement 	

Time	Section	Talking Points for Facilitator	Notes	Slides
		<p>Our SEIU Local 1000 Purpose Statement (read it or allow time for audience to read it)</p> <p><i>“To have the power necessary to give our represented employees and all Californians the opportunity to have a good life, live in sustainable communities, and to enjoy the fruits of social, economic, and environmental justice.”</i></p> <ul style="list-style-type: none"> ● <i>If no A/V, refer to page in brochure</i> ● This is who we are - our Local 1000 Purpose Statement guides everything we do. <p>Our Union’s work goes beyond just the workplace. We make sure we represent our members and negotiate workplace protections, and our Union is also a vehicle to building prosperous communities where our members, their families and neighbors can be safe, can thrive, and have a good life.</p> <p>Go to next slide “Wages Benefits, Working Conditions”</p> <p>All of these are the core of what we do as SEIU Local 1000.</p> <p><u>Your Union Pension</u></p> <ul style="list-style-type: none"> ● Our pension is with CalPERS it is one of the largest public pension funds in the world ● It is continually growing in strength – you can learn more on the CalPERS 	<ul style="list-style-type: none"> ● L1000 benefits (not from the state) <ul style="list-style-type: none"> ○ Includes: wages, retirement, benefits, contract <p>Core Learning:</p> <ul style="list-style-type: none"> ● The union difference—the Local 1000 difference ● Your benefits, wages, retirement are a result of a collective union effort—and you are now a part of it ● Through the workers collective voice—the union is where you get good wages, benefits (nail that all this comes from our union) <p>Core Feeling:</p> <ul style="list-style-type: none"> ● We are proud about being a union ● They belong to something bigger than themselves 	

Time	Section	Talking Points for Facilitator	Notes	Slides
		<p>website and calculate your own retirement</p> <ul style="list-style-type: none"> ● Our job as a union is to ensure that your pension exists, is funded, and is protected <p>Stay on slide “Victories Our Member Led Union Has Accomplished”</p> <p><u>Your Union Benefits:</u></p> <ul style="list-style-type: none"> ● Healthcare ● We’ve negotiated an 80/20 <u>formula for our</u> contribution for healthcare benefits. Rather than paying the full premium we contribute about 20% toward our premium and the state contributes about 80%. [It’s the same formula for all nine units.] ● In addition to a \$260 healthcare stipend per month for all employees enrolled in the CalPERS health plan through the end of the contract. <p><u>Your Union Retirement Healthcare:</u></p> <ul style="list-style-type: none"> ● As part of our SEIU Local 1000 contract, we have negotiated and retained retiree healthcare. ● Most public employees around the country have lost this benefit – famously many lost it during the 2008 recession. <p><u>Your Union Contract:</u></p>		

Time	Section	Talking Points for Facilitator	Notes	Slides
		<ul style="list-style-type: none"> ● Our last Local 1000 contract was the largest contract ever negotiated in the State of California and was valued at \$5.2 billion ● It is nearly 500 pages and contains job security provisions, upward mobility pathways, wage increases, uniform allowances, and many more benefits available based on your unit and classification 		
1 min	5	<p>Stay on slide “Victories Our Member Led Union Has Accomplished”</p> <p>Inoculation:</p> <p>As a union, we believe in and fight for things like good:</p> <ul style="list-style-type: none"> ● Wages ● Healthcare/Retiree healthcare ● Pension ● Benefits <p>There are groups like the Freedom Foundation that may tell you that you can Opt Out, Save Money, and Lose Nothing – when they do, please remember everything we’ve talked about today and how much we are dependent on one another in our union.</p> <p>The larger the membership of SEIU Local 1000, the more power we have. As individual workers, we have the ability to affect our circumstances, but as a unified group of working people that contributes and participates, our union has the</p>	<p>Points we want to land:</p> <ul style="list-style-type: none"> ● Inoculation <p>Core Learning:</p> <ul style="list-style-type: none"> ● RTW; threats are here; will continue (inoculate) <p>Core Feeling:</p> <ul style="list-style-type: none"> ● Informed ● Aware 	Keep on slide 10

Time	Section	Talking Points for Facilitator	Notes	Slides
		power to negotiate more effectively for better pay, benefits, and working conditions for all of us.		
9 min	6	<p>Go to next slide “To Keep the advantages we have won with our union, and the power to win more, we have 3 responsibilities:</p> <p>3 Responsibilities:</p> <p>Membership, COPE, Participate</p> <p>To keep the advantages we have with the union, and to have the power to win more, we have 3 responsibilities:</p> <p>1. <u>Membership:</u> The first responsibility is to become a member by completing and signing the membership portion of the card to activate your membership and ensure that everything we’ve laid out continues and grows. As we’ve discussed, membership is critical to having a strong union, protecting our pensions, and winning wage increases.</p> <p>Monthly union dues are _____ (please inform new hires based on their classification provided below) that is how we continue to keep great benefits and experience the union difference.</p> <p>(Please learn classification of new hires prior to NEO to share correct dues rate with them)</p> <ul style="list-style-type: none"> ● Member dues are 1.5% of gross salary and are capped at \$90/month. ● Limited Term-Intermittent: \$28/mo flat 	<p>Points we want to land:</p> <ul style="list-style-type: none"> ● Membership ● COPE ● Participate <ul style="list-style-type: none"> ○ Concrete real time in person or online ways to get involved (i.e. worksite meeting, town hall mtg. etc.) <p>Core Learning:</p> <ul style="list-style-type: none"> ● What’s “my” (new members) role in our union ● You are the Union <p>Core Feeling:</p> <ul style="list-style-type: none"> ● Sense of Urgency ● Confident ● Excited ● Empowered ● Ownership of “our” union 	

Time	Section	Talking Points for Facilitator	Notes	Slides
		<ul style="list-style-type: none"> ● Seasonal Employees: \$15/mo flat ● Permanent Intermittent: \$28/mo flat <p>Everyone pull out your membership card. Please neatly write your name, home address, including your city, state, and zip code, the last four digits of your SSN, personal email address, and cell phone number. Please sign and date to activate your membership. Again my name is _____ and I am your recruiter.</p> <p><i>Give participants a minute to complete the membership portion before moving forward to the next sections.</i></p> <ul style="list-style-type: none"> ● Walk them through the application ● If people say they are a transfer or an existing employee, they should still fill out a membership application and we can also update their contact information <p><i>Once people have completed their application, review the next portions of the card.</i></p> <p>Congratulations on becoming a member of Local 1000! Our second responsibility is COPE.</p> <p>Stay on slide “To Keep the advantages we have won with our union, and the power to win more, we have 3 responsibilities:</p> <p>2. <u>COPE:</u></p> <p>There are many ways to be engaged to keep our Union strong. The easiest way to get active</p>		

Time	Section	Talking Points for Facilitator	Notes	Slides
		<p>right now is to join our Committee on Political Education.</p> <ul style="list-style-type: none"> ● COPE is an additional contribution that gives us power not just at our workplaces, but in state and national politics. ● It's not about political parties but about supporting candidates who support union members' priorities and livelihood. ● Investing in COPE is investing in your future. ● This is especially important for us State Workers, because we have the power to elect or un-elect our bosses! I contribute \$____ per month, but you can choose to do \$10 per month. <p><i>Walk through and collect membership cards.</i></p> <ul style="list-style-type: none"> ● Ensure everyone has signed and dated their membership ● Please make sure their writing is legible. <p>3. <u>Get Involved</u>:</p> <p>The third responsibility is to get involved in this member-led union.</p> <p>Mention any specific upcoming worksite meetings, town hall meetings, wear purple on Wednesdays etc.</p> <p>Stay informed: You can always check our website at seiu1000.org look for us on social media to learn</p>		

Time	Section	Talking Points for Facilitator	Notes	Slides
		<p>about ways to get active and stay informed on Local 1000 news and information.</p> <p>Go to next slide, “Local 1000’s Member Resource Center Has Your Answers”</p> <p>You can contact our member resource center Mon-Fri from 7am-7pm with any questions you may have.</p> <p>We will be following up with you to connect and check-in with you. Please ensure that you complete the sign-in sheet with your personal contact information and we will be in touch with you.</p> <p>Go to the next slide “You have a voice in our union and your future!”</p> <p>Congratulations again on your union job and thank you for joining our union family!</p> <p>(Collect membership cards and sign-in sheets).</p>		