

## SEIU-UHW

### Leadership Administration Advisory Committee

#### Report to the SEIU-UHW Executive Board

May 2013

The Leadership Administration Advisory Committee (LAAC) exists to advise the Officers and Executive Board members on administrative issues that affect the functioning of the Executive Board as leaders of a workers' organization.

We are committed to representing the membership as a whole and to promoting the greater good of the entire membership and to making carefully considered recommendations that are aligned with the Union's Guiding Principles: Commitment to Honesty and Accountability, Commitment to High Standards, Commitment to Justice and Commitment to Unite More Workers in Our Union.

Here are the issues that we've worked on over the past few months:

- Addendum to the current Executive Board Absence Policy:

Within the leadership body that is the Executive Board, there exist several committees that guide and conduct work that is critical to the Executive Board's functionality and success – The Agendas and Resolutions Committee, the Budget Committee, the Executive Committee, the LAAC and others. As it is the responsibility of Executive Board members to attend meetings and to provide notice and reasons for absences, the LAAC recommends the current absence policy be applied to committee meetings as well.

In other words, committee members are expected to attend all committee meetings. In the event an absence from a committee meeting is unavoidable, committee members must inform the staff person assigned to the committee and provide a reason for their absence. Absences from committee meetings may be reported as late as five days after the meeting they missed. In the event a committee member misses three consecutive committee meetings without reporting their absence and reason for absence, that committee seat will be declared vacant.

The actual proposed addendum shall read:

“The Absence Policy for Executive Board meetings, including, but not limited to, the reporting and guideline procedures laid out in the policy, shall apply to all executive board committee meetings as well. This addendum applies to the Executive Committee, Elections, Ethics, Budget, Agenda and Resolutions, Leadership Assembly and Leadership Administration Advisory Committees, and any future committees established by the executive board.”

- Addendum to Lost-Time Policy:

In efforts to provide further clarity on the Executive Board Lost-time policy and its application, the LAAC recommends an addendum to our current Lost-time policy. Specifically, questions have come up in relation to what types of pay qualify for lost-time reimbursement: Do voluntary, non-mandated overtime hours qualify? What about voluntary call/stand-by pay? If an E-Board member is informed

of a quarterly meeting and still signs up for additional hours on the days s/he is expected to attend the meeting, should they be paid for those additional work hours they volunteered for?

In the spirit of our guiding principles and in line with common, standard practice where lost-time is paid, the LAAC recommends the following addendum to our current short-term lost time policy:

“Voluntary call/standby and overtime hours– that are in addition to an individual’s regular scheduled hours - do not qualify as lost-time reimbursement when attending Executive Board meetings”.

Additionally, the dates for quarterly Executive Board meetings are announced well in advance of each meeting. In most cases, executive board meeting dates are scheduled up to a year in advance. That being said, it would befit an E-Board member to not request, volunteer or sign up for additional paid hours on dates that quarterly meetings are held.

It is with these principles and current practices that we recommend the adoption of this addendum.

- New Executive Board Orientation:

At our last Executive Board meeting in February 2013, we asked Executive Board members in attendance to complete a survey. The survey consisted of eleven different qualities and eight different responsibilities of Executive Board leaders, and we asked you to rank them in order of importance. We tallied the results, and this is what you all identified as the top five qualities needed in an Executive Board leader:

- Responsible
- Committed
- Representative
- Knowledgeable
- Passionate

The top five responsibilities expected of an Executive Board leader are:

- Communicate passion about what we believe in and what we do;
- Represent the interests of the members who elected you;
- Make decisions that benefit the union as a whole;
- Be responsible to the members who elected you;
- Educate members on union politics.

We have used your survey answers to inform our work to develop an orientation program and curriculum for newly seated Executive Board members. So far, we have discussed the following items as components of the orientation:

- A brief history of the Union

- Vision and mission statements
- Primer on Roberts Rules of Order
- Who's who in the union (include pictures)
  - President
  - Vice President
  - Division Directors
  - Chief of staff
  - Ethics officers
  - Financial Officers
  - Diagrams of organizational structure, including committees
- Exercise on the qualities of leadership
- Duties of the Executive Board and its members
- Common Challenges and Pitfalls of Executive Board

We are still in the process of creating the new executive board member orientation, and we will finalize and establish the program and curriculum well before the next Executive Board election.

Respectfully submitted:

The SEIU-UHW Leadership Administration Advisory Committee:

Members: Maryana Dragni and Beverley Thomas, Homecare; Banji Oyewumi and Marites Romero, Nursing Homes; Debbie Nickell and Karen Cain, Hospitals; Virginia Bolanos and Tinesha Thomas, Kaiser.

Adopted by LAAC on 05/10/2013