

Contract Enforcement Checkup: It's Everyone's Responsibility!

JUST as we need to go to the doctor for an annual physical checkup — to be sure all of our health systems are in balance, levels are normal, and we are free from disease — every worker should take a moment each year for a contract enforcement checkup to ensure labor health and wellbeing: Is the contract being enforced in your workplace? Are you being paid correctly? Are you taking advantage of Union benefits? Because if you don't, management is getting over. Don't expect your union reps to do all the work. It's important that each member fight for their rights — and it



What time is it?

It's time to Organize for Power!

and it doesn't even take that long.

✓ **JOB DESCRIPTION.** I have read the official job description for my title. This is important because if I am assigned to do work which is not in the job description, I may be eligible for additional compensation or promotion. Job descriptions for every title are available on the union website at www.local768.org.

✓ **PAY STUB.** I have copied down my gross pay and all of my deductions from my pay stub. I have checked to see if my gross pay is correctly calculated and that all of my deductions are appropriate. You can see your contractual salary on our website as well, in the collective bargaining agreement.

✓ **LONGEVITY PAY, DIFFERENTIAL, AND OVERTIME.** I have checked the contract to see if I am entitled to longevity pay, and if I am receiving the correct amount. I have checked to see if I am entitled to any pay differential (such as night differential) and if my over-time has been correctly paid and calculated.

✓ **FMLA.** I understand that I am entitled to time off without pay for chronic illness, disability, or the disability or chronic illness of a family member. I understand I

have the right to take this leave in various ways to accommodate this disability or hardship.

✓ **PENSIONS.** The union has worked hard for years to make sure that I am entitled to join the New York City Employee Retirement System (NYCERS). I have checked to verify that I have a pension number and deductions have been taken out or are being taken out for my pension. I have visited the NYCERS office in downtown Brooklyn to update and verify the status of my account. I understand the options of ordinary, accidental, and disability retirement.

✓ **DISCIPLINE.** I understand that if I am asked to talk to a supervisor and I believe that this is or could be disciplinary in nature, I have the right to not speak until a Union rep is present. I understand that I have the right to grieve discipline, up to and including the right for an impartial arbitration hearing.

If I am arrested on duty or for a job-related issue, I understand that I should call the Union office immediately, to receive legal advice.