

What is my union contract?

Your **contract is a legally binding document** that details the majority of **your rights and responsibilities** during your employment.

This document was negotiated by two parties:

1. Your union through a committee of your co-workers &
2. Representatives from company management and ownership.

It was then put to a vote of those in our union.

You are also given an **employee handbook** when you begin working for the employer. This document is a packet of policies that supplement the contract. In the event where hotel policy contradicts wording in the contract, contract language wins. When neither the contract nor handbook addresses a particular issue, **“past practice”** dictates how the situation should be handled.

What do I do if I feel my rights have been violated?

1. **Check the facts in your contract!** Many of the answers you seek are detailed in this document. For instance: holiday pay, vacation time, healthcare, retirement plan, discipline, grievance procedure (a system for fighting disciplinary action), scheduling, seniority, etc.
2. **Talk to a shop steward or your worker advocate**
3. **File a grievance** - see the grievance procedure section in your contract for how to do this. Make sure to check how many days you have to file it!

General Grievance Procedure:

- Check your contract for exact steps -

Step 1:

- Verbally communicate to your immediate manager that you disagree with the discipline being given.

Step 2:

- Through your worker advocate, file a formal written grievance with the employer (Human Resources).
- The hotel and the union work to resolve the matter by mutual agreement.

Step “3” (only in some contracts):

- If the grievance is not resolved in Step 2, the head of Local 8 meets with the head of the employer.

Step 3 or “4”:

- Arbitration - a federal mediator (sort of like a judge) hears both sides and issues a decision that is final and binding.

Helpful Hint: Watch the timelines under each step