# New Union Member Orientation Checklist

**EMPLOYEE INFORMATION**

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<th>NAME:</th>
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**INTRODUCTIONS**

- Welcome Letter
- Introduce yourself and provide contact information (for in person orientation)
- Explain the union membership sign-up process

**BASIC INFORMATION**

- PEF Constitution
- How the Union is Structured (include Regional Map)
- Provide employee with their union region and division
- Division Constitution
- Affiliations AFT-SEIU

**CONTRACT INFORMATION**

- Give the expiration date of the current contract
- Show the employee a contract book

**GRIEVANCE PROCEDURE**

- Show in the contract book basic grievance procedure/time-lines

**UNION MEMBERSHIP**

- Encourage employee to attend membership meetings, to get involved, to ask questions
- Explain voting rights
- COPE

**Job Security/Union Rights (Article 33)**

- Explain these rights

**RESOURCES**

- Discuss the following:
  - Union web page
  - Union Facebook page
  - Contract Book
  - New member kit
    *(from PEF Membership Benefits)*