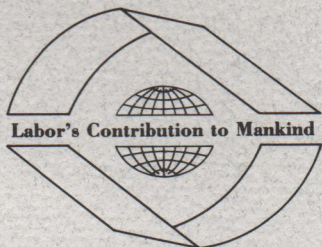


"The Union Worker's bible"®

SPECIAL SELF-ESTEEM EDITION

❖❖❖ [*Revised*] ❖❖❖



Your Personalized Imprint or Logo

Abraham Lincoln:

"All that serves labor serves the nation. All that harms is treason . . . If a man tells you he loves America, yet hates labor, he is a liar . . . There is no America without labor, and to fleece one is to rob the other."

Woodrow Wilson:

"While we are fighting for freedom, we must see, among other things, that labor is free."

Franklin D. Roosevelt:

"If I were a worker in a factory, the first thing I would do would be to join a union."

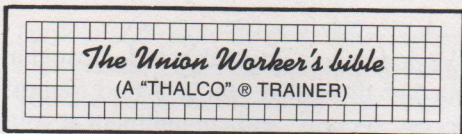
Harry S. Truman:

"The right to join a union of one's choice is unquestioned today, and is sanctioned and protected by law."

Dwight D. Eisenhower:

"Only a fool would try to deprive working men and women of the right to join the union of their choice."

Name _____



a modern and authoritative training
system for successful unionship

The standard text for better
union-member understanding

Especially Prepared
by

Leading Union Executives and Training Specialists

Edited by

E. Ronald Fishman

Labor Consultant-Arbitrator

and

Former Lecturer - School of Commerce

University of Southern California



Published by

THE ALMARK COMPANY

11306 Idaho Avenue

Hollydale, South Gate, Calif. 90280

Phone and Fax (310) 633-1780

Copyright 1993 by E. Ronald Fishman. Printed in the U.S.A.
All rights reserved. This book, or parts thereof, may not be
reproduced in any form without permission of the publisher.



A Personal Message From Your Union Executives

Welcome to a union that is dedicated in your behalf so that you will find friends, success, security, and contentment at your work.

This union believes very strongly in the dignity of the individual. We understand; however, that if we are to gain your loyalty and respect, the union will have to earn it.

We take great pride in this union and its accomplishments . . . it didn't come easy, however. Remember, please, that unionism is not a heritage, but rather must be continually protected and fought for by men and women — real men and women.

We hope you will have continued faith in yourself, your company, your union, your country, and God.

"Unionism has helped to give to everyone who toils the position of dignity which is his due."

How to Get Along With Others

- Look at and really listen to others when they speak. Don't be thinking of what you are going to say when they stop.
- Don't talk too much.
- Be sincerely enthusiastic about the good fortune of others and genuinely sympathetic to their ill fortune.
- Don't criticize or speak ill of others.
- Be friendly to **all** people. Prejudice of any type is a malignant disease that ends up hating yourself.
- Be optimistic about the future.
- Be considerate — never serve your personal needs by sacrificing the welfare of others.
- Help willingly when called upon.
- Offer your assistance when needed **without** waiting to be called upon.

"Do unto others as you would have them do unto you." – The Golden Rule

Your Responsibilities

Because you are a union member, you have many advantages and privileges. However, every mature individual knows that privileges mean responsibilities.

Your duties to your union are as follows:

- Practice as well as preach unionism.
- Your demands should be fair.
- Judge your fellow workers by their actions, not by their color, creed, or religion.
- Cooperate with your union representatives by giving them **all** the facts concerning a grievance.
- Support your leadership by never doing anything that will lose respect for your union.

We cannot expect cooperation from the **management** unless we ourselves are unified, and **all** are willing to do their part.

HELP WILLINGLY WHEN CALLED
UPON

Your Union

The following are major sources of union-member misunderstandings. Let us discuss them clearly.

1. **"The union should be doing more than it is."**

Answer: There are times when to you the union seems to be moving very slowly. However, it is well to remember that labor relations is a complicated affair. All problems need study, meetings have to be arranged, differences of opinion listened to and ironed out. All of this takes time. A grievance or contract negotiated hurriedly can cause great harm. Your union **is** doing all it can, as quickly as it can to further your personal gains. However, we must always keep in mind that while improving our own status, that we do not destroy our hard fought for union-management relationship.

"The truth shall make you free."

2. "We can do as well without the unions."

Answer: No fair individual can ignore the fact that history proves that unions have accomplished miracles to improve the lot, not only of the worker, but company and country as well. Unions have: promoted security, have given all a chance to advance, have assured more human treatment and dignity, and have amicably settled thousands of disputes. It is gross ignorance to accuse all unions because a few have discredited themselves.

The records show that unions are making, and **will continue to make**, valuable contributions to higher standards of life.

The workers who make up your union are typical citizens who are united not only for their own individual welfare, but for the well being of all. Be proud you are a union member.

3. "Why join a union ?"

Answer: Workers unorganized are weak. Workers organized are strong.

4. **"What does job security mean?"**

Answer: Protection against being discharged without sufficient reason.

5. **"What is collective bargaining?"**

Answer: Workers through their union are powerful enough to have a voice in laying down the rules.

6. **"What is the collective bargaining agreement?"**

Answer: A book of rules, which constitute a solemn contract, which must be observed by **both** parties.

7. **"What is the real purpose of a union?"**

Answer: To extend democracy.

8. **"Would unions be better off under Communism?"**

Answer: The **first** thing Communists do is **smash** unions forever.

9. **"What does a worker most desire?"**

Answer: Security.

10. **"What is union's greatest weakness?"**

Answer: The indifference of its members to their own affairs.

"The past is today's greatest teacher."

Stay Dissatisfied

Every minute of the day there are individuals undermining, and even attempting to destroy your union.

This means, of course, that as a good union member you must remain ever vigilant. Never become too satisfied with existing conditions. Continually strive to improve your relations with the management, and your services to the union.

Unions simply must not stand still. They either forge ahead slowly or slide backwards quickly.

Help strive for more efficient and businesslike methods of operation in your union.

Naturally, we cannot expect the respect of the management if we don't deserve the respect of one another.

The Golden Rule

Union members should never serve their personal needs by sacrificing the welfare of others.

It is very important to remember that there are disadvantages and advantages and two sides to every problem. Always consider the **long range** point of view. Ignore the temptation of letting the future take care of itself. Guide yourself by remembering that the union must continue serving long after we are gone.

Every successful union member knows that the policy of "treating others as you would have them treat you" is sound advice.

This does not mean a union member should be reluctant to make demands of the management. It does mean, however, that demands should be well founded and just.

Be Optimistic

How often have you heard people bemoan their failure to take advantage of past opportunities. They are foolish, for the present offers the greatest opportunity ever for advancing unionism.

Courage and faith in the future is fundamental to success. There will always be temporary dips in our economy; however, living standards in our country continue to march forward, and always will. The best time to plan and forge ahead is when others are afraid.

The world is full of perpetual pessimists; be very careful following their advice.

Have continued faith in yourself, your country, and God. You will be glad you did.

*"One flag, one land,
one heart, one hand."*

Speaking Up at Union Meetings

Your Union's greatest enemy is the indifference of those who do not regularly attend union meetings. No one should be so indifferent to their own welfare. Be a real union member; attend your union meetings.

Meetings are held in an orderly and democratic manner to assure the rights of all. Here are some suggestions for speaking:

- Prepare your points **before** speaking.
- Don't ramble; get right to the point. Say, "Mr./Ms. _____, I think we should _____, because _____."
- Try to look around at all concerned when speaking.
- Don't worry if you're nervous; so is everyone else.
- Don't be afraid of pauses; avoid eh, eh.
- Speak in a firm, clear voice without shouting. Never shout.

"Success is a ladder which we cannot expect to climb with our hands in our pockets."

What Your Union Does for You

- Negotiates and enforces the contract
- Settles your grievances
- Organizes
- Prepares necessary paperwork, insurances, etc.
- Keeps you informed; holds meetings
- Supports fair labor legislation
- Furnishes legal protection
- Acts in your interest with the community as well as the management.

Where Your Dues Go

- Rent, supplies, and equipment
- Affiliation fees
- Salaries and expenses of full time representatives.
- Printing, postage, educational materials
- Labor board and arbitration expenses
- Other legal expenses
- Costs incurred in disputes
- Organizing expenses, negotiation expenses



Accept the full responsibilities of a good union member. You will be glad you did because . . .

1. By being a good union member, you are actually helping yourself.
2. There is a great personal satisfaction in doing your "share".
3. You will win the respect of others.
4. You will gain **self respect**.

Your Union's Personal Labor Creed

- To continually strive for compensation that is fair and equitable.
- To assure the individual dignity of each worker.
- To provide an atmosphere of free expression within the union and out.
- To guarantee "fair play" to all.
- To spare no effort to provide safe working conditions.
- To help make your job the best place in the world to work.

The Human Touch

If you are an old timer at your job, lend a helping hand to new members.

Talk about your union proudly and urge new members to attend union meetings.

Union workers cannot afford to be impersonal. Never treat anyone indifferently. Everyone, expert or beginner, should be treated with personal dignity.

Real union members are helpful and easy to talk to. They never forget they were once beginners.

The secret of the human touch is simple A sincere liking for and interest in people — **all kinds of people.**

Unionship Rating Quiz

Successful and happy people give their best. Compare **yourself** to others by placing a check in the appropriate column.

| Read carefully and answer honestly | Always | Some-times | Never |
|--|--------|------------|-------|
| I attend union meetings regularly. | | | |
| I respond cheerfully when asked for help. | | | |
| I am calm and courteous. | | | |
| I conduct union affairs honorably. | | | |
| I abide by union rules. | | | |
| I am willing to accept responsibilities. | | | |
| I take an interest in community affairs. | | | |
| I cooperate with all other union members. | | | |
| I keep my personal problems and emotions out of union discussions. | | | |
| I am honest. | | | |
| I am cheerful. | | | |
| I speak with pride to others about my union. | | | |
| I support my union officers. | | | |
| Totals | | | |

Score

65 to 78 = above average

50 to 64 = average

0 to 49 = below average

| | |
|----------------|-----|
| Total Score | X 2 |
| | X 4 |
| | X 6 |
| | = |
| | = |
| | = |

WHEN COMPLETED — SHOW TO YOUR STEWARD OR COMMITTEEPERSON

Mental Health

Your union works hard to give you job peace of mind. However, your *personal* peace of mind is up to you. Therefore:

- Realize that **everyone** has fears, worries, anger, etc.; therefore, don't persecute yourself. Accept **yourself** and **others**.
- Learn from your mistakes; then forget the past and look to the future optimistically.
- Take life's disappointments in stride. (You win some; you lose some.)
- Take yourself less seriously. You might even laugh at yourself once in awhile.
- **Accept** responsibilities and challenges.
- Be tolerant and easy going with others.
- Try doing something positive about each problem as it arises.
- Be very careful using drugs, alcohol, daydreaming or anything else in order to escape reality. Learn to **accept** what can't be changed.
- Realize everyone can't love you. Do your best and let it go at that.

Let go of negative thoughts, expressions or actions. Don't dwell on them. Replace the negative with positive thoughts. Try to be 100% **aware** of reality and the NOW*.

***Training technique:** On recreational walks, ease mental activity by concentrating on sights and sounds.

Good Unionship Pledge

I shall do everything in my power to be worthy of my unionship by:

- Being completely fair and honest in presenting grievances.
- Helping willingly when called upon.
- Supporting my union leadership by never doing anything that will lose respect for my union.
- Doing my best to attend union meetings.
- **Personally buying AMERICAN UNION MADE PRODUCTS AND SERVICES only, and carrying this message to all others; pointing out that in the long run, this is to everyone's benefit.**

The Ultimate Paradigm

(A new approach that provides a model
for success and happiness)

Life's most important questions are:

- Does life have meaning?
- Is there a spiritual power?
- What determines success?

Ignoring these questions can cause despair, loneliness and futility. Replace them with caring, good health, happiness and peace.

Here's how:

- Realize that all your actions are connected.
- Believe that life **does** have meaning and **you** do make a difference.
- Be **open** to any experience that stimulates wonder and reverence.
- Reach for your potential by accomplishing all you can and giving your best to everything and everyone.

Then you too will experience the wonder, the drama, the excitement, the inspiration, and the joy of life.

Epilogue

The history of the American worker is the history of the American nation. Since the first colonists arrived in the early seventeenth century, people have worked and struggled to better their lives. The development of the American worker reflects this struggle. By seeking better wages and working conditions, more opportunity for individual advancement and personal fulfillment, and increased security in both employment and life itself, working people have participated in the American dream; they have, in fact, defined it.

The history of the American worker is by no means completed. As long as the nation exists, working people will be, as they have always been, a source of its strength and its pride. The American worker will continue to grow with the nation.

Your Social Security

You should apply two or three months before your retirement month so that your checks start for the month you retire.

When you apply, your local Social Security office will figure your exact benefit rate. Your rate will depend on your age and the amount of earnings reported for you. The higher your earnings over the years, the closer your benefit rate will be to the figure shown below. The benefit amounts shown below can be paid only to a worker who has always earned the maximum wages covered by Social Security. There is no fixed minimum rate.

Right now, benefits payable to a retired worker who reaches 65 this year can be as much as **\$1,088.00** a month. For a worker who reaches 62 this year, the payment can be as much as **\$860.00** a month. Benefits increase 3% a year if you continue working after 65. Generally, there are yearly cost of living increases.

In as much as benefits constantly change, check with your Social Security office for assistance at the appropriate time.

Building Self-Esteem

*Your relationships with the world are mirrors of how you see **yourself**. That's life; that's the way it is.*

Daily Affirmation For Self-Esteem

- Help me to be fully aware, focused and responsible.
- Help me to be in control of my thoughts.
- Help me to release anger, fear, guilt and self-doubt.
- Help me to utilize my full potential.
- Help me to realize that nothing worthwhile comes easy.
- Help me to recognize the worthiness in myself and others.

Very Important Personal Survey

Your opinion of this union is very important to us. Therefore, we are asking all members to take part in this survey. The purpose is to be able to better serve you. Please be straightforward in your answers. There is no possible way you could be associated with your answers. Do not sign this survey when mailing to your union.

1. What do you **like** most about your union?
2. What do you **dislike** most about your union?
3. What do you **like** most about the management?
4. What do you **dislike** most about the management?
5. Your suggestions for the union.
6. Your suggestions for the management.

(over)

Notes and other comments for your union officers:

Identification

Complete and keep on you at all times.

Name _____

Union _____

Union Address _____

Place of Work _____

Telephone _____

Home Telephone _____

Home Address _____

**In case of accident or serious
illness notify:**

Name _____

Address _____

Telephone _____



PLEDGE

"We will always work hard for meaningful change and triumphs. Far better to experience occasional disappointments than to take rank with those who in fear neither enjoy much nor suffer much. They choose to live in the grey twilight that never knows victory.

Consequently, we are sincerely dedicated to make you as proud of us as we are of you."

Your Union Officers