



READINESS CHECKLIST if Janus were decided today

MEMBERSHIP INFORMATION

- Get your lists organized by bargaining unit, by worksite (include stewards/leaders), and by employer
- Do you have membership cards and maintenance of membership cards for all members?
- Are they signed, scanned, and stored?
- Do you know who are the fair share payers you represent?
- Identify your worksite leaders and stewards who are able to sign / recommit members
- Make sure your lists are secure and protected

EMPLOYER PRE-PLANNING

- Identify a key employer contact
- Communicate with the employer representative
 - Get ready for decision, implementing changes
 - Mutually agree on a message employer will deliver on decision day
 - Mutually agree on sending bargaining unit members with questions to the union
 - Make sure all supervisors/managers are clear on the message that has been mutually agreed to
 - Discuss/bargain training for supervisors and management, especially not discussing membership issues and referring workers with questions to the union
- Reconcile any membership/fee payer discrepancies

- Check to make sure you are receiving new hire information required under the new employee orientation law
- Bargain, where possible, paid work time for union to meet with members about decision

UPON DECISION

- Ensure union continues to receive membership dues and voluntary political contributions

FINANCIAL ISSUES

- Adjust budgets
- Work with your bank to set up an interest-bearing escrow account for all fair share fees received from day of decision
- Prepare system to refund fees received post decision

COMMUNICATIONS WITH MEMBERS AND NON-MEMBERS

- Understand membership revocation procedures for your local
 - Understand any time limits on dues revocation, as outlined in your dues authorization cards, and as outlined in your CBAs
- Train select staff to handle post-decision telephone calls, emails and letters
 - Establish protocol for responses to inquiries

- Tailor script and process for your particular facts:
 - For non-members who want to stop fair-share fees
 - For non-members who want a refund
 - For members who want to quit the union

- Prepare a standard response for non-members who want a refund
- Assume calls are recorded, train to identify and document

- Train worksite leaders/stewards, staff for member-to-member conversations, and follow up on drop requests
- Have a plan to move conversations at the worksite
- Inoculate members in advance of drop campaign

UNION VISIBILITY

- Post up “Union Strong” messages in worksites, with union contact information
- Have materials that demonstrate what the union has delivered for workers, the union advantage
 - Order “What is a Union” brochures from WSLC
- Develop a social media plan for decision day and beyond
- Have a plan for agitators who may show up outside worksites
- Follow up with new members to engage them in union activities
- Plan union visibility days at worksites, tied to issue and contract fights