

For Contractors signed to the National Service and Maintenance Agreement:

### **HOW TO PREPARE FOR A WORK STOPPAGE**

Neither the Union nor the Contractor needs or wants a "work stoppage" or strike. However, you can take steps to protect your company in the unlikely event that a strike does occur. Proper preparations and discussions with your employees will decrease the impact a strike can have on your company and your customers.

Prior to local contract negotiations, schedule a meeting with your office personnel and service technicians. Review the scope of work as defined in the National Service and Maintenance Agreement. **BE ABSOLUTELY SURE THAT EVERYONE UNDERSTANDS THE "NO STRIKE, NO LOCKOUT" ARTICLE, Article XVII, IN THE AGREEMENT.** Remember in the event that a local agreement terminates and a work stoppage ensues, all work necessary to "keep facilities and existing systems within those facilities operating in an efficient manner" can and must continue.

To adequately prepare for a possible work stoppage, the following actions are recommended:

1. Establish procedures for supplying your service mechanics with parts and materials that do not involve coming into the company ,i.e., delivery companies or pickups at supply houses.
2. Plan to have job work-orders and timesheets mailed to the office or picked up at the technician's residence, if necessary.
3. If it is required for the service mechanics to come to the shop or office, you may need an entrance designated "SERVICE ONLY." This may be required for companies whose construction and service companies are in the same shop or office. Make sure this separate and distinct entrance is clearly marked and physically separated from your construction entrance or shop. Make sure NO construction personnel use this entrance as this will "contaminate" this entrance and then you will be subject to possible, and permissible, picketing of this entrance.
4. Inform the Business Manager of the Local Union that you have a "NO STRIKE, NO LOCKOUT" clause in your agreement and that you will be performing the service work as outlined in your agreement.
5. Take time to ensure your service customers that they will not be affected by work stoppage or strike.
6. If you believe that a violation of the National Agreement has occurred (i.e., work stoppage or slowdown on service work; picketing of service-only shop or entrance), immediately file a grievance under Step 4b, Paragraph 68 of the National Agreement. This step is applicable only during a strike or slowdown and expedites the grievance procedure.

Not enough emphasis can be placed on the importance of keeping an open line of communication between you, your employees, customers and the Union.

**BE PROACTIVE, NOT REACTIVE...BE PREPARED**