

SEIU Local 1107
Public Sector Representation Retainer Fee Policy

It is the responsibility of a Steward to enforce bargaining unit contracts, mobilize the workforce, educate employees, and advocate for bargaining unit members. If a public sector bargaining unit employee requests representation, the Steward shall promptly determine if the employee is a member in good standing of SEIU Local 1107 ("Union").

To ensure public sector employees requesting representation are members in good standing, Stewards shall:

- Contact the Union Database Department and receive written verification that the employee requesting representation is a member in good standing of the Union.
- If it is determined the bargaining unit public sector employee is **NOT a member** in good standing of the Union, the following must occur:
 - The employee will be encouraged to sign a membership card, and the employee will be told that the new membership will cover future issues and that the employee is responsible for paying the costs for issues arising prior to becoming a Union member.
 - The employee will be informed that an initial \$2,000 retainer fee is required and will be drawn upon to pay for representation costs.
 - The employee will be directed to visit the Union's office at 2250 S. Rancho Drive, Suite 165, Las Vegas, NV 89102 to pay the \$2,000 retainer fee.
 - The employee will be informed that a cashier's check or a money order are the only acceptable forms of payment for the retainer fee and that the check or money order must be made payable to the "Nevada Service Employees Union".
 - The employee will be informed that the \$2,000 retainer fee must be submitted to and received by the SEIU Local 1107 Finance Department before representation will begin.
 - The employee will be informed of the grievance time deadlines in the CBA and that failure to file a grievance by the deadline will likely result in a grievance being rejected.
 - The Union's Finance Department will give the employee a receipt for the \$2,000 retainer fee.
 - The Steward and/or Union shall give to and review with the employee a copy of the "SEIU Local 1107 Representation Retainer Fee Terms and Conditions" document.

- The employee shall sign the “SEIU Local 1107 Representation Retainer Fee Terms and Conditions” document when delivering the retainer fee to the Union.
 - A copy of the signed SEIU Local 1107 Representation Retainer Fee Terms and Conditions will be forward to the appropriate Contract Representative.
 - The employee shall be given a copy of their respective CBA and shall be informed of contract requirements regarding the grievance processes and procedures.
 - The Steward shall inform the appropriate Contract Representative in writing, at least weekly, of the progress of the case. The Steward or Contract Representative should regularly, typically weekly, give the employee a summary of the number of hours expended during the progression of the case. If it is determined that additional monies are required to pursue the case up to mediation, as may be defined in the employee’s collective bargaining agreement, the employee shall replenish the \$2,000 retainer fee for continued representation.
- Charges and Rational:
 - The \$2,000 retainer is intended to cover the Union’s costs of representation. This includes, but is not limited to facilities costs, business operating costs, personnel costs, professional consulting costs, taxes, regulatory fees, and organizing efforts necessary for representation.
 - Representation services will be charged at a rate of \$200 per hour, in minimum of half-hour increments, for hours expended by Union representatives such as Stewards and other individuals exercising Contract Representative activities on behalf of the employee.
 - A minimum fee of three hours, or \$600, will be charged to cover the Union’s initial costs of establishing the representation. However, the minimum \$600 fee will be credited back to the employee as hours are expended on their behalf. The following examples illustrate how the minimum \$600 fee and the \$200 hourly rate interact.
 - Example 1. The employee pays the \$2,000 retainer. A Union Steward spends two hours in representation activities to resolve the matter. The total fee charged is \$600. The employee is entitled to a \$1,400 refund.
 - Example 2. The employee pays the \$2,000 retainer. A Union Steward spends four hours in representation activities to resolve the matter. The total fee charged is \$800. The employee is entitled to a \$1,200 refund.

- When the case is either settled, withdrawn, or closed, any remaining funds from the retainer shall be refunded to the employee.
- Per the “SEIU Local 1107 Representation Retainer Fee Terms and Conditions”, retainer fees shall only pertain to representation up to mediation, as may be defined in the employee’s collective bargaining agreement. Once the case reaches a mediation or arbitration stage per the applicable CBA, the Union will release the matter to the employee for further proceedings at the employee’s own expense.
- If the employee’s grievance has issue(s) concerning the interpretation of a collective bargaining agreement that in the Union’s view may impact the entire bargaining unit, the Union reserves the right to participate in the mediation and/or arbitration with the employee. However, the employee must still retain independent representation, such as an attorney, at their own expense and pay any and all costs or fees associated with the mediation and/or arbitration.

1. Revision History:

Version	Date	Revised by	Approved by	Details
1.0	4/4/2019			Initial creation
	6/5/2019		E-board	Adoption of policy
2.0	2/25/2021	s.shaw	E-Committee	Forward to E-board
	3/3/2021		E-Board	Adoption of policy
3.0	2/15/2023	E-Comm	E-Committee	For E-Board Approval 2/15/2023
3.1	7/3/2023	Ad Hoc	Not approved	For E-Board Approval 7/5/2023
3.1	7/26/23	Legal	E-Board	Add new card is for future rep.
3.2	8/7/2023		E-Board	Approved by E-Board