



SAMPLE AFSCME

BARGAINING SURVEY

I. BACKGROUND INFORMATION

1. What is your job title?
Job Title _____
2. What pay grade are you in? _____
3. What department do you work for? _____
4. Do you work full-time, part-time or on an intermittent basis?
____ Full-time ____ Intermittent
____ Part-time
5. How long have you been a state employee?
____ Less than 5 years ____ 16-20 years
____ 5-10 years ____ More than 20 years
____ 11-15 years

II. WAGES AND SALARIES

1. What do you feel would be a fair annual pay increase at this time?
Percent: ____ 0-3% ____ 3-5%
 ____ 5-8% ____ 9-11% ____ Other
2. Would you prefer that the increase be a percentage of your salary or a flat dollar amount across-the-board?
____ Percentage ____ Flat Dollar
____ Unsure
3. Do you feel that the longevity increases paid to employees at the top of their pay scales are adequate? (Employees currently get 2 1/2% after 5 years and 1/2% a year thereafter up to 10% of their base.)
____ Yes ____ No

4. a. Do you work the 1st, 2nd or 3rd shift?
____ 1st ____ 2nd ____ 3rd
b. If you work the 2nd or 3rd shift, how important is it that you receive a shift differential?
____ Very Important ____ Important
____ Not Important
5. a. Do you currently work Saturdays or Sundays as part of your regular work week (not as overtime)?
____ Yes ____ No
b. If so, how important is it that the state pay you extra for Saturday and or Sunday work?
____ Very Important ____ Important
____ Not Important
6. a. Are you required to wear a uniform or use tools or equipment on your job?
____ Wear Uniform ____ Use tools or equipment
____ Neither
b. If so, does the state supply the uniform or tools or equipment or pay you an allowance to buy them?
____ Supplies them ____ Pays allowance
____ Neither
c. Do you prefer that the state buy them or would you prefer an allowance?
____ Yes ____ No ____ Unsure
7. Do you feel your job is classified properly?
____ Yes ____ No ____ Unsure

III. BENEFIT PLANS

1. a. What health insurance plan are you currently enrolled in?

b. How would you rate the quality of the plan?

_____ Excellent _____ Good
 _____ Fair _____ Poor

c. How would you improve the plan?

_____ Decrease Deductibles
 _____ Broaden Coverage
 (add pediatric preventive care, foot care, etc.)
 _____ Reduce maximum out-of-pocket expense on major medical
 _____ Add more participating providers
 _____ Other (Specify) _____
 _____ Unsure _____ Decrease Premiums

2. a. Which dental plan do you belong to?

b. How would you rate the plan?

_____ Excellent _____ Good
 _____ Fair _____ Poor

c. How would you improve the plan?

_____ Increase payment for restorative services (fillings, root canals, etc.)
 _____ Increase annual limit
 _____ Improve orthodontic coverage
 _____ Other (Specify) _____
 _____ Unsure _____ Decrease Deductibles

3. How would you improve your vision care plan?

_____ Eliminate required out-of-pocket payments

_____ Increase limits on payments for exams, glasses, and contact lenses

_____ Unsure

4. How important is it to add the following employer- paid benefit plans?

Long Term Disability: _____ Very Important

_____ Important

_____ Not Important

Audiology: _____ Very Important

_____ Important

_____ Not Important

5. How important would negotiated child care services be to you?

_____ Very Important _____ Important

_____ Not Important

IV. TRANSFERS/PROMOTIONS CAREER DEVELOPMENT

1. How important should the following factors be in promotions?

Exam Score: _____ Very Important

_____ Important

_____ Not Important

Job Performance: _____ Very Important

_____ Important

_____ Not Important

Seniority Within:

Classification Series: _____ Very Important

_____ Important

_____ Not Important

Same Facility:

_____ Very Important

_____ Important

- _____ Not Important
- Same Department: _____ Very Important
- _____ Important
- _____ Not Important
- Statewide: _____ Very Important
- _____ Important
- _____ Not Important
2. Should current employees have preference over people off the street for job openings?
- _____ Yes _____ No _____ Unsure
3. What would be the fairest method to select employees who want to transfer from one work location to another or from one shift to another?
- _____ By seniority within the job classification
- _____ By seniority as a state employee
- _____ Based on performance
- _____ Based on who bid earliest (first come/first serve)
4. a. Do you find your job to be “rewarding?”
- _____ Yes _____ No _____ Somewhat
- b. How important is it to improve employees’ promotional opportunities?
- _____ Very Important _____ Important
- _____ Not Important
- c. Do you think setting up apprenticeship and career ladder programs for eligible employees would improve chances for promotions?
- _____ Yes _____ No _____ Somewhat
5. a. Are you currently covered by a tuition reimbursement program?
- _____ Yes _____ No _____ Somewhat
- b. If “no”, how important would such a program be to you?
- _____ Very Important _____ Important

_____ Not Important

- c. If “yes”, have you ever used the program?
- _____ Yes _____ No

V. JOB SECURITY/STAFFING/WORKLOADS

1. Do you believe that the workload in your department is distributed fairly among employees?
- _____ Yes _____ No _____ Unsure
2. How important is it to reduce your workload?
- _____ Very Important _____ Important
- _____ Not Important
3. How important is it to protect against contracting-out state employee work to private firms?
- _____ Very Important _____ Important
- _____ Not Important
4. Should performance evaluations be considered in case of layoff or job abolishment, or should only seniority be considered?
- _____ Performance evaluations should be considered
- _____ Performance evaluations should not be considered

VI. DISCIPLINE AND GRIEVANCES

1. Is a policy of “progressive discipline” followed in your workplace? (Progressive discipline means that employees are given oral counseling followed by a verbal reprimand before more severe disciplinary action is taken.)
- _____ Yes _____ No _____ Unsure
2. a. How would you rate your current grievance procedure?
- _____ Excellent _____ Good
- _____ Fair _____ Poor
- b. Is a union representative permitted to participate in all steps of your grievance procedure?
- _____ Yes _____ No _____ Unsure

c. What improvements could be made in the procedure?

- None
- Speed it up
- More meaningful meetings
- Other (Specify) _____
- _____
- _____

VII. HOLIDAY VACATION LEAVE

1. Which holidays should be added?

- Good Friday Christmas Eve
- New Years Eve Birthday
- Day after Thanksgiving
- Other (Specify) _____
- _____
- _____

2. How important is it to negotiate additional vacation days?

- Very Important Important
- Not Important

3. How important is it to negotiate additional personal or "stress/burnout" days?

- Very Important Important
- Not Important

4. a. How important is it to earn additional sick days?

- Very Important Important
- Not Important

b. How important is it to be paid for unused sick days when you resign or retire?

- Very Important Important

Not Important

VIII. WORK SCHEDULES

1. a. How are employees presently selected to work overtime in your department?

- By seniority By favoritism

b. How would you like to see overtime distributed?

- Let the supervisor choose
- Select from volunteers by seniority
- Rotate among employees who volunteer in seniority order

2. Do you get two breaks each day?

- Yes No

3. How long do you get for lunch?

- One-half hour Forty-five minutes
- One hour Other (Specify)

4. Are there designated areas where you can take breaks or lunch?

- Yes No

5. a. Do you currently have the option of working on a flexitime schedule?

- Yes No Unsure

b. How important is it to you to have flexitime?

- Very Important Important
- Not Important

IX. HEALTH AND SAFETY

1. What health and safety problems, if any, exist in your work place?

- None Infectious diseases
- Toxic Chemicals Violent assaults
- Asbestos Unsafe equipment
- Stress Poorly maintained

workplace

2. How important would stronger health and safety protections be to you?

___ Very Important ___ Important

___ Not Important

3. a. Do you think you should be paid a hazardous duty pay differential for the duties that you perform?

___ Yes ___ No

b. In other states, AFSCME has negotiated that employees who suffer work-related injuries or illnesses receive full pay while they are unable to work, without charge to their sick leave. How important would this benefit be to you?

___ Very Important ___ Important

___ Not Important

If you are interested in being involved in the bargaining process by serving on a committee, please check the box below and supply your name, telephone number and address. If you do not want to serve on a committee, there is no need to identify yourself.

() I would like to serve on a committee involved in bargaining.

Name _____

Telephone Number () _____

Address _____

S-2-3-4-5-6-7

X. OTHER ISSUES

Are there other issues you would like raised in negotiations with the state?

XI. RANK THE ISSUES

In order of importance to you, which areas should be stressed in the upcoming negotiations with the state (with "1" being the most important, "2" next important, etc.)?

___ Wages & Salaries ___ Discipline & Grievances

___ Insurance ___ Holidays/Vacations Leave

___ Transfers ___ Work Schedules
Promotions, ___ Health and Safety
Career Development

___ Job Security: Staffing Workloads

___ Other (Specify) _____
