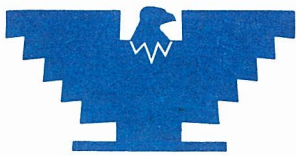


UNITED FARM WORKERS OF AMERICA, AFL-CIO



INSTRUCTION

UFW INSTRUCTION 2:0001

TO: Executive Board Members, Department, Division
Branch and Section Heads, All Staff Persons

FROM: Cesar E. Chavez, President

DATE OF ISSUE: 3 January 1977

EFFECTIVE DATE: 3 January 1977

SUBJECT: Personnel policies and Procedures Manual for
Volunteer Staff Persons

REFERENCE: (a) Constitution of the United Farm Workers of
America AFL-CIO
(b) UFW Instruction 1:0002 dated April 1, 1976
regarding Code of Conduct

Purpose:

To delineate the distinctly separate roles of UFW Union Member, UFW Volunteer Staff Person, and UFW Supporter; and

To establish in writing the personnel policy guidelines for UFW Staff Persons.

Background:

The purposes of the Union include:

"...to guarantee to every farm worker the dignity and freedom which are the right of every human being."

"To promote the development and maintenance of health, welfare and on the job safety practices..."

"...to improve the wages and working conditions of farm workers..."

"To promote industrial peace and develop a more harmonious relationship between employees and employers..."

Consistently and effectively accomplishing these purposes requires the combined efforts of the Union Members (almost all of whom are employed as farm workers), Union Volunteer Staff Persons (some of whom are also Union Members) and Many UFW Supporters (individuals and organizations). This has been and continues to become an increasingly effective working team.

However, as the Union wins more elections and negotiates more contracts there is also an increasing responsibility to effectively carry out the spirit of the commitments made between the workers and the employers. This makes it increasingly important that each person understands and is proficient in accomplishing their respective roles. When one person has more than one role (such as Union Member and Staff Person) it is vital that they be constantly aware of which role they are in at each point in time.

Part Three - Membership, Articles VIII through XXI of Reference (a), the Constitution of the United Farm Workers of America AFL-CIO, specifies in considerable detail the obligations and rights of each Union Member.

However, it has been recognized for some time that most of the policies and procedures dealing with the role of the Volunteer Staff persons have not been in writing or at least have not been pulled together into one easily understood and used manual.

It has also been recognized that as the Union has grown the need for a written manual of personnel policies and procedures has also grown.

There is a recognized need for written policies and procedures dealing with the role of the Volunteer Staff Person (who contributes their time and talents on a formalized full time basis) and separate policies and procedures dealing with the role of the UFW Supporter (who contributes their time and talents on a more informal part time basis).

Scope and Application:

This directive, and the UFW Volunteer Staff Persons Personnel Manual it initiates, applies to all UFW Volunteer Staff Persons and those supervising them as such. It applies fully, but only in their role as Staff Persons.

Policy:

Each UFW Volunteer Staff Person is recognized as having an individual role as such: and this Instruction is issued as the basic policy guideline for, and becomes a part of the Volunteer Staff Persons Personnel Manual.

Subsequent specific Instructions will be issued detailing the policy on various Staff Personnel matters, such as, but not limited to; Recruitment, Transfers, Termination, Leave of Absence, Health Care, Holidays, Time-Off, Food, Transportation, etc. .

In addition to each detailed Policy Instruction, supporting operating procedures will be issued, as needed, which will also become a part of the Staff Personnel Manual.

General:

It is recognized that it will take a number of months to work out the details of just the most vital personnel policies and procedures; and needs will arise for clarification and/or additional written policies and procedures.

Accordingly written suggestions are invited which will assist in the useful accomplishment of this initial process. Your suggestions may be submitted via your respective Section/Branch/Division/Department Head or forwarded directly to the Volunteer Staff Persons Personnel Relations Department or the Management Systems Office with a copy to your Dept. Head.

Policies regarding the role of UFW Supporters will be the subject of a separate Instruction.

Distribution:

A copy of this Volunteer Staff Persons Personnel Policy Instruction shall be distributed to each member of the National Executive Board, each Department, Division, Branch, and Section Head, and each Volunteer Staff Person.


Cesar E. Chavez,
President