

Union Rep Course

December 14 2022

From-to	Description
08:00-08:30	House opens. Coffe and pastries.
08:50-10:30	Labor rights – how to read payslips Private sector. <i>Stjórnarsalur.</i> Public sector. <i>Stóri salur.</i>
10:30-10:50	Coffee break
10:50-12:00	Status in negotiations. Stefán Ólafsson and Sólveig Anna Jónsdóttir. Slides presentation and discussion.
12:00-12:45	Lunch
12:45-13:45	Variation. Movie time. Later half of the film <i>Two days, one night</i> .
13:45-14:30	The tasks of union reps. Topic: <i>Workplace meetings</i> .
14:30-14:50	Coffee break
14:50-15:45	Tasks of union reps cont. + wrap up.
15:45-16:00	Coffee + goodbyes

Private Sector - SA

13. 5. Workplace Meetings

The union representative in each company is permitted to call for a meeting with workers twice every year in the workplace during working hours. The meetings should begin one hour before the end of the daytime hours if possible. The meetings shall be called in cooperation with the union and the supervisors at the company with at least three days notice unless the topic of the meeting is very urgent and in direct relation to a problem in the workplace. In that case a one day notice is sufficient.

The salary of workers are not to be affected because of this the first hour of the meeting.

City of Reykjavík – art. 15.6.1

„Union representatives in each institution shall be permitted to call for a meeting with staff twice every year during working hours in the workplace. The meetings are to begin one hour before the end of daytime working hour if possible. The meetings shall be called in cooperation with Efling – union and the supervisors at the institution with a three days notice unless the topic of the meeting is very urgent and in direct relation to a problem in the workplace. In that case a one day notice is sufficient. The salary of employees are not to be affected by this in the first hour of the meeting.“

Recent Examples

1. Brim (union rep **Reynaldo Renegado Curato**):
<https://www.efling.is/2022/12/vinnustadafundur-brim/>
2. Samskip (union rep **Bjartmar Freyr Jóhannesson**):
<https://www.efling.is/2022/12/samskipsmenn-samthykkja-krofugerd-og-skipa-samninganefnd/>
3. Waldorfskólinn Sólstafir (union rep **Freyr Jóhannsson**)
4. Visit to Hveragerði (**Anna Sigurlína** and more)
5. Eir nursing home (**Mary Jane Munoz**)

How does a good workplace look like?

- It is well prepared!
- With certain topics on the agenda – clear and well publicised purpose.
- Called in a manner that ensures that everybody knows about it – and the union rep encourages people to show up!
- Meeting moderation, meeting minutes.
- Clear results that are communicated and used for further work
- Skýrar niðurstöður sem er miðlað áfram / unnið áfram með
- Those who attend the meeting understand what is happening (interpretation / translation)

Examples of the topics of a workplace meeting

- Elect a union representative
- Present the operations of Efling / rights in the job market.
- Certain things that are important for the employment terms of people in the workplace (for example: shortening of the work week).
- Gathering of complaints and protesting against them /react to them – what is the next step?
- Recruit people for confidential positions – Efling negotiations committee, negotiations committee of the workplace?
- Create bonds, get to know each other and experience unity

Meeting call and advertising

- Good notice (a week?)
- Poster in the cafeteria / break room.
- Digital methods (email list, workplace...?)
- Talking to people face to face
- Prepare the advertisement in English and Icelandic (and possibly more languages)
- Good to say:
 - That the meeting is called with the knowledge and consent of the employer.
 - That there will be interpretation /translation of everything that takes place in the meeting.
- The basics: Location, Time (date and time of day), Agenda.

How not to organize a workplace meeting

- A representative of the employer is present or too close.
- The facilities are uncomfortable or not fit for the purpose (noise, people coming and going, no seats, no projector for the presentation...)
- No clear / well defined topic of discussion
- Insufficient advertisement
- The meeting is only in Icelandic
- Nothing happens in the meeting
- The meeting is held in a repressive or difficult atmosphere – is it better to do something else first...?

Where and when is it best to have a meeting?

- Note: Is there a tradition of workplace meetings in the workplace?
Remember: a workplace meeting of the union is not the same as a staff meeting of the employer!
- In the workplace – are there good facilities?
- It is always an option to have workplace meetings in the Efling community centre!
- What is a good time? Between shifts? Are two meetings needed?

Where and how is the meeting held

- It is possible to have a joint meeting of more than one workplace (sectorial meeting)
- It is possible to have the meeting in the workplace or somewhere else.
- A meeting during working hours can result in “a captive audience” / people can feel as if they are forced to be in the meeting.
- A meeting in another location / outside working hours (e.g. in the Efling community centre at night) attracts people who are interested and lets us know about the strength of the Efling members in the workplace!

Assistance of the office

- Remember: the staff of the office gives all possible assistance! For example: contacting the boss, making a poster, write text, find a meeting moderator, find an interpreter, find someone to write the meeting minutes, book a time in the community centre.
- Remember: the chairman and staff can come and make presentations / answer questions – please note that it depends on the purpose and goal of the meeting.
- You are always welcome to send an email to felagsmal@efling.is