

Massachusetts Library Staff Association Guidelines for Members:

Please view online by going to: <http://mlsa.ma.aft.org/member-benefits>

Thanks for signing up to be a member of the union in your library!

Your library is a [Chapter](#) of the MLSA, which is [Local](#) 4928 of the [American Federation of Teachers](#), affiliated with the [American Federation of Teachers - Massachusetts](#). The MLSA currently has 32 chapters, representing nearly 600 librarians across Massachusetts. The AFT-MA represents more than 20,000 Massachusetts workers, and the AFT represents more than 1.7 million workers across the nation. Let us know if you want to know more!

Here's an alphabetical list of some of what your membership in the MLSA involves and provides for you:

1. American Federation of Teachers (AFT):

- ❖ The Massachusetts Library Staff Association is a local of the American Federation of Teachers
- ❖ In addition to representing teachers, the AFT represents nurses through the AFT Healthcare division and public employees of various descriptions (including us librarians) through the AFT Public Employees division

2. American Federation of Teachers - Massachusetts (AFT-MA):

- ❖ The Massachusetts Library Staff Association is affiliated with the American Federation of Teachers - Massachusetts
- ❖ The AFT-MA provides you and your colleagues with a field representative and legal counsel, who will help conduct your contract negotiations and any grievance proceedings that should may arise

3. Benefits:

- ❖ In addition to [collective bargaining](#) and representation in [grievance](#) proceedings, membership in the MLSA makes members and their dependents eligible for:
 - The [George L. Hallissey Memorial Scholarship](#), which offers scholarships to students in their first year of college

- Membership benefits through the AFT-MA <http://ma.aft.org/member-benefits>
- Membership benefits through the AFT <http://www.aft.org/about/member-benefits>
- Membership benefits through the AFL-CIO Union Plus program <http://www.unionplus.org/>

4. Cards:

- ❖ AFT **membership cards** and Membership ID numbers confer certain [benefits](#)
 - Membership cards are sent out from AFT’s national office, typically in the first month after dues begin to be collected
 - Members can get replacement and temporary membership cards by signing up for an account at <https://www.aft.org/members>
- ❖ Signed **Membership Applications and Dues Deduction Authorization** cards (form) are required for each member’s deductions to be sent to the union by the payroll department
 - [Membership Application](#)

5. Chapters and Chapter Chairs:

- ❖ The MLSA Constitution refers to the individual library bargaining units as “Chapters”
- ❖ The MLSA Constitution refers to the representatives of workers in the individual libraries as “Chapter Chairs,” though each library has its own title(s) for its leader(s)
- ❖ Chapter Chairs are normally elected by the union membership. Election cycles and terms of office may be decided democratically by the membership of the u nit to fit their needs
 - ✓ Please contact your Chapter Chair first with any questions that come up in your library

6. Collective Bargaining:

- ❖ Workers join together to negotiate better terms with employers than they would be able to do on their own. It’s protected under State and Federal law

7. Collective Bargaining Agreement / Contract:

- ❖ A negotiating team composed of workers and Union representatives negotiate Hours, Wages and all other terms of employment with management.
- ❖ Contact your Chapter Chair for a copy of your local CBA/contract if one has not been provided for you already

8. Constitution / Bylaws:

- ❖ A paper copy of the MLSA Constitution accompanies these guidelines
- ❖ An electronic copy of the MLSA Constitution is online at <https://tinyurl.com/MLSA-Constitution>
- ❖ Each member agrees to abide by the terms of the MLSA Constitution

9. Dues:

- ❖ MLSA dues are collected by payroll deduction at present in all of our chapters
- ❖ Dues are graduated in four categories: Full, Half, Quarter and Eighth. Members who earn less in salary pay less in dues
 - ✓ Please check the dues deductions on your check stub to make sure they are being deducted correctly and in the proper amount

10. Executive Board / Officers:

- ❖ Per Article IV and Article VIII of the MLSA Constitution, the MLSA Executive Board consists of the President, Vice-President, Treasurer and Secretary, who are all elected to serve two year terms
- ❖ All chapter chairs and committee chairs are also members of the Executive Board
 - ✓ Members are invited to attend any and all meetings of the Executive Board
 - ✓ Please nominate yourself if you'd like to stand for election (at the local or chapter level)

11. Field Representatives:

- ❖ Field Representatives are employees of AFT-MA who:
 - Represent the Chapter and its members in contract negotiations
 - Represent the Chapter and its members in arbitration and grievance proceedings

12. Grievance:

- ❖ Each contract has a negotiated procedure for resolving disputes about violations of the contract
- ❖ If you are asked by a supervisor to do work which you believe constitutes a violation of your contract, it is best to comply and file a grievance later. (Insubordination is often grounds for

further disciplinary action.) Be sure to **immediately** notify your Chapter Chair of the situation

- ❖ If a violation or dispute over a contract provision should arise, notify the Chapter Chair immediately, as most contracts have only a limited time frame in which to file a grievance
- ❖ If the final step of the grievance process is reached and there is no satisfactory resolution, the union can send the case to binding arbitration
- ✓ Please contact your Chapter Chair and Field Representative if you have any questions about any individual grievance or your grievance procedure

13. *Local:*

- ❖ The Massachusetts Library Staff Association is a non-profit entity incorporated as American Federation of Teachers Local 4928
- ❖ <http://mlsa.ma.aft.org> is the website for the MLSA

14. *Membership Applications*

- ❖ Membership Applications are required for each member's deductions to be sent to the union by payroll and for the union to have a proper record of your membership
 - Each municipality, has its own process in place to assure that dues are properly forwarded to the union
 - Library Administrators, Town/City Payroll or Human Resources are all likely to be involved in the process
 - ✓ Additional paper copies of the Membership Application are available from the Local Treasurer and an electronic version is available to print out at <https://tinyurl.com/Dues-Deduction-Membership-form>

15. *Newsletter*

- ❖ The MLSA publishes an electronic quarterly newsletter. You may view the most recent issue on the MLSA homepage <http://mlsa.ma.aft.org/>.
- ❖ Please sign up for the newsletter at <https://tinyurl.com/MLSA-newsletter>

Let us (or your Chapter Chair or Field Representative) know if you have any questions, or if you have suggestions about how we could more effectively convey this information.

<p>Executive Board: Pat Kelly, 2017-2019 President Dan Haacker, 2017-2019 Vice-President Matt Amory, 2017-2019 Treasurer Lori Salotto, 2017-2019 Secretary</p>	<p>Massachusetts Library Staff Association Local 4928 AFT-MA, AFT, AFL-CIO P.O. Box 471058 Brookline, MA 02447 http://mlsa.ma.aft.org</p>
<p>Beth Kontos, President Brant Duncan, Secretary – Treasurer Jennifer L. Daniel, Office Manager Walter Armstrong, Field Representative Eric Blanchet, Field Representative Nick DiPardo, Field Representative Shawn Flood, Field Representative Caryn Laflamme, Field Representative Andrew Powell, Field Representative Michael Regan, Field Representative Jeremy Shenk, Field Representative</p>	<p>AFT-MA 36 Chauncy St Boston, MA 02111 (617) 423-3342</p>
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