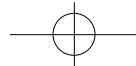
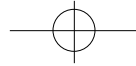


Training - Employers must train workers in the identity of properties and safe use of toxic substances they can expect to encounter in the course of their duties. Employees must be trained prior to their initial assignment with these materials and at least annually thereafter. At a minimum the education and training must include:

1. The location of toxic substances.
2. The properties of toxic substances.
3. The names of the substances, including the generic or chemical name.
4. The trade name of the chemical, and any other commonly used name.
5. The acute and chronic effects to exposure of hazardous substances.
6. The symptoms and effects of exposure to hazardous substances.
7. The potential for flammability, explosion and reactivity of such substances.
8. Appropriate emergency treatment.
9. Proper conditions for safe use and exposure to such toxic substances.
10. Procedures for cleanup of leaks and spills of such toxic substances.

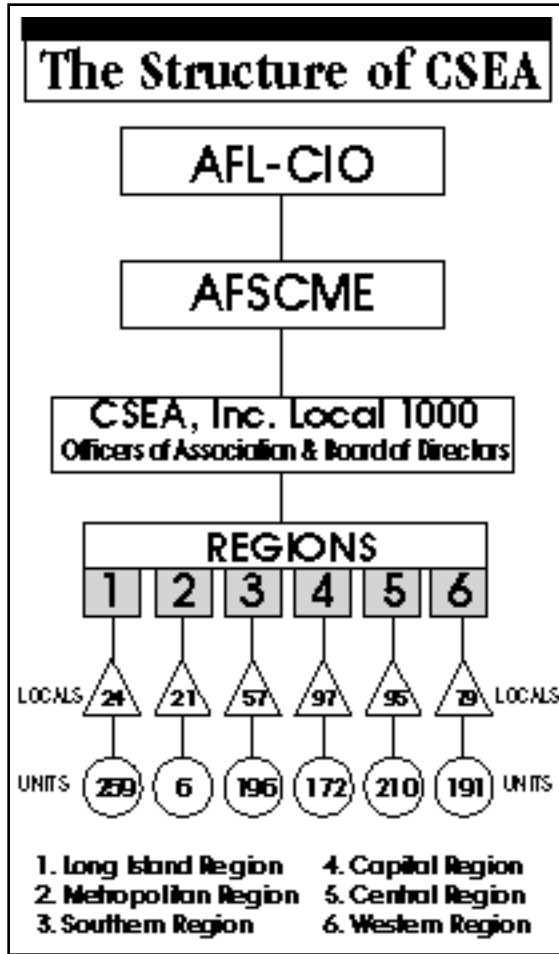
Recordkeeping - Employers must keep records of workers exposed to substances with enforceable exposure standards, OSHA, Subpart Z. Both public and private employers must maintain a record of the name



and address of every worker who handles toxic substances for forty years.

No worker can be disciplined or discriminated against because he has exercised his rights or filed a complaint. A worker can not waive his rights under this law, and the employer cannot make the waiver of such rights a condition of employment.





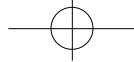
CSEA, Local 1000 - Who We Are!

The Civil Service Employees Association, known as CSEA, is one of the largest labor union in New York State, representing more than a quarter million state, local government, private sector and retired workers in New York State. We are affiliated with the American Federation of State, County and Municipal Employees (AFSCME) as Local 1000.

AFSCME is our International Union which represents 1.5 million workers across the United States. CSEA affiliated with AFSCME to join the mainstream of the American labor movement and to increase the strength of both Unions.

It is because of our affiliation with AFSCME, that we are also part of the American Federation of Labor - Congress of Industrial Organizations (AFL-CIO). We have a voice in the AFL-CIO through our International Union, AFSCME.

Through ongoing organizing, we represent workers in almost every job imaginable in the public sector and in many jobs in the private sector that pertain to the human services, food service and health care industries.



CSEA, Local 1000 - Where We Are!

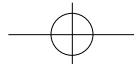
We are everywhere in New York State! Your main Headquarters is located in downtown Albany, the capital of New York State and in close proximity to the New York State Legislature. Our address is:

CSEA Headquarters
143 Washington Avenue
Albany, NY 12210

Mailing Address:
CSEA
P.O. Box 7125, Capital Station
Albany, NY 12224

1-800-342-4146
(518) 257-1000
FAX (518) 462-3639

Each workplace that we represent through collective bargaining or through new organizing in the private sector is attached to a Region Office. Your CSEA Constitution recognizes six (6) Regions, which represent each of the CSEA Locals and Units whose location is within the geographic area of that Region. These are indicated as follows.



Long Island Region 1 (Nassau and Suffolk Counties)
3 Garet Place
Commack, NY 11725
(516) 462-0030
FAX (516) 462-0039

Metropolitan Region 2 (Richmond, Kings, New York, Queens, Bronx)
40 Fulton Street, 22nd Floor
New York, NY 10038
(212) 406-2156
FAX (212) 406-2296

Southern Region 3 (Westchester, Orange, Dutchess, Ulster, Rockland, Putnam, Sullivan Counties)
735 State Route 52
Beacon, NY 12508
(914) 831-1000
FAX (914) 831-1117

Capital Region 4 (Clinton, Essex, Warren, Hamilton, Washington, Saratoga, Schenectady, Montgomery, Albany, Schoharie, Greene, Columbia, Rensselaer, Fulton Counties)
1 Lear Jet Lane
Latham, NY 12210
(518) 785-4400
FAX (518) 785-4595

Central Region 5 (Broome, Cayuga, Chemung, Herkimer, Cortland, Delaware, Franklin, Jefferson,



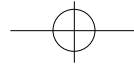
Lewis, Madison, Oneida, Onondaga, Otsego, Schuyler,
Seneca, St. Lawrence, Tioga, Tompkins, Oswego
Counties)
6595 Kirkville Road
East Syracuse, NY 13057
(315) 433-0050
FAX (315) 433-0915

Western Region 6 (Niagara, Orleans, Monroe, Wayne,
Erie, Genesee, Wyoming, Livingston, Ontario, Yates,
Chautauqua, Cattaraugus, Allegany, Steuben Counties)
482 Delaware Avenue
Buffalo, NY 14202
(716) 866-0391
FAX (716) 886-0397

Satellite Offices are also available for Locals, Units,
and Staff located in other areas of the state:

Canton
P.O. Box 488
Canton, NY 13617
(315) 386-8131 (or 8132)

Binghamton
Suite 207, Executive Office Building
Binghamton Plaza
33 W. State Street
Binghamton, NY 13901
(607) 772-1750



Mayville
P.O. Box 162
Mayville, NY 14757
(716) 753-5290

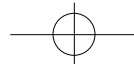
Plattsburgh
Broad Street Professional Building
53 Broad Street
Plattsburgh, NY 12901
(518) 563-0761

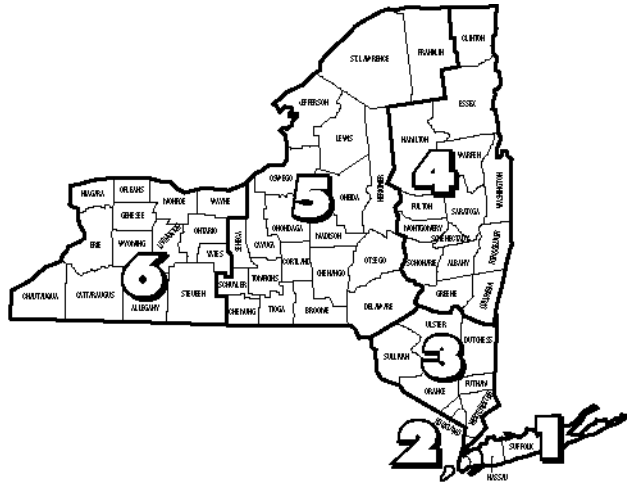
Rochester
332 Jefferson Road
Rochester, NY 14623
(716) 272-0800

PENN YAN
297 West Lake Road
Penn Yan, NY 14527
(315) 536-0110

Wyoming
79 Main Street
Wyoming, NY 14591
(716) 495-6514

CSEA's field staff and support personnel are assigned to
Region and Satellite Offices. These union staff members
are people who work under the direction of the Region
Director, who manages the operation of the office. Most





of the union staff who work with Local and Unit officers are assigned to a Region Office.

Our Region staff include: Labor Relations Specialists (LRS), Occupational Safety and Health Specialist (OSH Specialist), Political Action Coordinator (PAC Coordinator), Communications Associate, Region Office Manager and support staff.

CSEA - What We Are!

CSEA is a democratic Union which strives to represent the interests of all of its members. The CSEA Constitution and By-Laws as enacted or amended by the Delegate Body sets the Union's structure. The groups of members and officers who make many of the decisions which affect the Union's operation under the CSEA Constitution and By-Laws are the following:

CSEA OFFICERS

The four highest officers, President, Executive Vice President, Secretary and Treasurer are elected state-wide. Six Vice Presidents, who are the Region Presidents, are elected by the membership of each Region. Officers are also elected at the Region, Local and at the Unit levels. All CSEA Officers, State, Region, Local or Unit, swear to uphold the CSEA Constitution and to serve the Union accordingly.

DELEGATE BODY

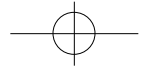
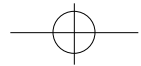
This is a representative group of approximately 1,400 elected members and officers who are responsible for amending the Constitution and By-Laws, establishing the policies and structure of CSEA, setting the dues structure, and any other business of the Union. The CSEA President presides over meetings of the Delegate Body, called the Annual Delegates Meeting.

BOARD OF DIRECTORS

The voting members of the Board of Directors is comprised of the 10 Statewide Officers; members of the Executive Committee of the State Division; members of the Executive Committee of the Local Government Division who represent locals having 100 or more members as of the preceding January 1st; and the Chairperson of the Private Sector Executive Committee.

Among its responsibilities, described in the Constitution as fiduciary, the Board approves an annual budget submitted by the President and controls expenditure of union funds. The Constitution provides for a Directors' Committee, a smaller group of Board Members which meets when it is impossible or impractical for the full Board to meet.

Chairpersons of Statewide Standing Committees and Chairperson of the Retiree Executive Committee are non-voting members of the Board.



STATE EXECUTIVE COMMITTEE

This committee is a subdivision of the Board of Directors consisting of the Statewide Officers and any elected Board members from the various State departments. This group reviews and recommends CSEA action on matters relating to workers of the State of New York, or, as the Constitution calls it, the State Division.

LOCAL GOVERNMENT EXECUTIVE COMMITTEE

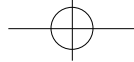
This committee is a subdivision of the Board of Directors made up of elected Local Government Board members who may be employed by counties, cities, towns, villages and school districts. This group reviews and recommends CSEA action on matters relating to workers of political subdivisions, or as the CSEA Constitution calls it, the Local Government Division.

PRIVATE SECTOR EXECUTIVE COMMITTEE

The Private Sector Executive Committee is comprised of all CSEA Private Sector Local Presidents. This committee develops and recommends policies and procedures to the President and the Board of Directors of CSEA.

The Private Sector Executive Committee elects a committee member to serve as its chairperson, who also serves as the representative of the Private Sector Division on the CSEA Board of Directors.





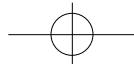
RETIREE EXECUTIVE COMMITTEE

The Divisions' thirteen member Retiree Executive Committee coordinates policy as recommended by the Locals and makes legislative and policy recommendations. The Committee is comprised of two representatives from each CSEA Region (one State and one Local Government Representative, except Region 2 with one State representative, a Florida state representative, and a Political Action Committee (PAC) representative appointed by the President. The Committee's Officers (Chair, Vice-Chair, and Secretary) are members of the AFSCME Retiree Council. The Chair represents the Division at the Board of Directors meetings and the CSEA Annual Delegates Meeting.

These Committees help the CSEA effectively serve the needs of all its members and allow representatives to discuss those issues which pertain specifically to either State, Local Government, Private Sector or retired union members.

REGIONS

The Constitution recognizes six regions in CSEA. All Locals, according to the Constitution, are "members of the Region in which the headquarters of the Local is located." Each Region elects its own Region President (who also serves as a statewide Vice-President of CSEA), a minimum of three Region Vice Presidents, a Region Secretary and a Region Treasurer.



The elected Region Officers, together with the Presidents of the employed member Locals of the Region, make up the Region Executive Board. The Region Executive Board has a fiduciary responsibility to the members of that Region and approves an annual Region budget submitted by the Region President.

The Region itself has the Constitutional responsibility of transacting business pertaining to CSEA in that Region. The Region holds meetings periodically, at which all member locals should be represented. The Region President appoints committees to gather information and make recommendations on specific topics, such as membership, health and safety, education and political action.

LOCALS

Most of the contact between union members and CSEA takes place at the Local level, structured according to the CSEA Local Constitution. Each Local elects a Local President, at least one Local Vice-President, a Local Secretary and a Local Treasurer.

These officers sit on a Local Executive Board along with the member Unit Presidents and the Local representatives to the Local Government or State Executive Committee, if applicable. The Local Executive Board has a fiduciary responsibility to members of the Local. It is required to approve an annual budget or each individual expenditure of Local funds.



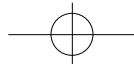
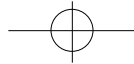
Locals are also responsible for transacting business which pertains to members of the Local. In order to build the Union, protect and improve terms and conditions of employment of the membership and protect individual rights, Locals assist member units or individual members with grievances, notices of discipline, collective bargaining and so forth. Locals hold membership meetings to keep members informed of events which have, or could have, an effect on them. Locals also encourage the members to make their concerns known to the Local's officers and the Local's membership. This two-way communication helps keep the Union vigorous and effective.

Locals in the Local Government Division are composed of Units, each of which usually has a contract with a public employer. Although all Locals are structured similarly they may operate in a slightly different way. In all Locals, however, the Local President is ultimately responsible for everything which goes on in that Local.

UNITS

Units are subdivisions of the Locals of which they are a member, and have the same basic structure as Locals: a Unit President, one or more Unit Vice Presidents, a Unit Secretary and a Unit Treasurer. All of these officers sit on the Unit Executive Board, along with the Section Presidents, if any, and any other persons as provided in the Unit By-Laws.

The Constitution requires the Unit to conduct business which pertains to members of the Unit. The Unit



Executive Committee has a fiduciary responsibility to members of the Unit and approves an annual budget. The Unit must also make its financial records available to the Local for inspection.

The Unit has the same basic responsibilities as the other groups in CSEA: to build the Union, to protect and improve the terms and conditions of employment of its membership, and to protect the rights of individual unit members. In practice, this means that the Unit polices the collective bargaining agreement (CBA), assists members who have possible contract grievances or who have received notices of discipline, and communicates both with its own membership and with the Local of which the Unit is a member about matters of state, region, local or unit concern. The Unit does this by informal day-to-day contact with the membership, by posting notices at worksites, by holding membership meetings called for in the Unit Constitution and By-Laws and by a variety of other methods.

Local Government Units, unlike State Units, enter into collective bargaining agreements with an employer, either directly, or through the Local of which they are a member. This fact accounts for some of the differences which exist among State and Local Government Units in their operation.



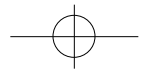
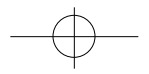
In all Units, the Unit President is ultimately responsible for everything which transpires in the Unit, and the Unit President is, in turn, directly responsible to the Local.

SECTIONS

Sections, which are subdivisions of a Unit, can be created in Units with the approval of the Local as provided in the Local Constitution and By-Laws. The local usually approves the creation of sections within a Unit if the Local believes that sections are necessary because of geography, distribution of the work force, community of interest and other factors.

Members of a Section elect their own officers, and Section Presidents often sit on the Unit Executive Committee. The Section President, like the Unit President, is ultimately responsible for everything which goes on in the Section and is, in turn, responsible to the Unit.

If you have questions about the structure of CSEA, read the Statewide, Region, Local and Unit Constitutions. These documents are the ultimate written authority on CSEA structure. If you still have questions, contact your Region Office.



CSEA
GRIEVANCE FACT SHEET
(to be filled in by the Grievant)

Grievance No. _____

GRIEVANT: _____ G. R. # _____

JOB TITLE: _____ WORK LOCATION: _____

DEPT. or DIVISION: _____ WORK PHONE: _____

WORK ADDRESS: _____ HOME PHONE: _____

DATE of APPOINTMENT: _____ DATE of COMPLAINT: _____

Supervisor: _____ Supervisor: (to be filled in)

← WHEN DID IT OCCUR? (Date, time, place)

← WHO WAS INVOLVED? (Name, title)

← WERE THERE ANY WITNESSES? (Name, title)

← WHEN DID IT OCCUR? (Specify location)

← WHY IS THIS A GRIEVANCE? (Article of Constitution, Local, State, Federal, etc.)

← IS A REMEDY REQUIRED? (Specify remedy)

← ADDITIONAL COMMENTS: (Use reverse side if necessary)

GRIEVANT'S SIGNATURE: _____ DATE: _____

REMARKS: _____ DATE: _____



CHS
Grievance Investigation CHECKLIST

Grievant: _____ Grievance Rep.: _____
 Grievance Type: _____ Date: _____

Check each step as you complete it. Use the appropriate initials when you are satisfied. If you are not satisfied, note the date it was rectified. If you are not satisfied, note the date it was rectified.

_____ Describe all relevant facts of non-union grievance.
 _____ Check the fact on both sides.
 _____ Check the appropriate contract provision, if applicable.
 _____ Check discipline.
 _____ Check relevant precedents.
 _____ Check previous grievance settlement for precedent and guidance.
 _____ Locate and interview witnesses.
 _____ Check equities of other grievance representation in arbitration.
 _____ Write memo report.
 _____ Consider all relevant *Equities/Arbitration concepts*:

_____ M.A. v. I.D. v. C. v. M.
 _____ L.I. v. R.L. v. D.J. v. L.A.
 _____ C.B. v. K.J. v. M.J. v. L.A.
 _____ O.H.J. v. L.A.
 _____ P.L. v. M.P.
 _____ P.L. v. M.P. v. M.P.
 _____ J.D. v. A.D.
 _____ P.L. v. M.P. v. M.P.
 _____ P.L. v. M.P. v. M.P.
 _____ P.L. v. M.P. v. M.P.
 _____ M.C. v. M.A. v. P.L.
 _____ C.B. v. K.J. v. M.J.
 _____ T.J. v. L.A. v. M.P.
 _____ C.B. v. K.J. v. M.J. v. L.A.
 _____ C.B. v. K.J. v. M.J.
 _____ C.B. v. K.J. v. M.J. v. L.A.

_____ Evaluate effect and opinion of relevant laws and regulations.
 _____ Check for fact on both the Grievant's and the Rep.'s.
 _____ Advise both the grievant and the representative of your findings.

_____ If proceeding with arbitration, include a written report of findings.
 _____ _____ C.B. v. K.J. v. M.J. v. L.A.
 _____ _____ C.B. v. K.J. v. M.J. v. L.A.
 _____ _____ C.B. v. K.J. v. M.J. v. L.A.
 _____ _____ C.B. v. K.J. v. M.J. v. L.A.