



SEIU LOCAL 1021 POLICY ON MEMBER ACCESS TO MEMBERSHIP LISTS

The following policy has been adopted to protect member confidentiality.

GENERAL: From time to time it may be necessary for members to have access to a membership list, such as for chapter/bargaining unit elections, address updates, etc. Copies of member reports which include confidential information such as social security number, home address, and phone number are not to be distributed to members. Instead, staff will, on request, provide lists that exclude this confidential information that can be used by members. If staff need to distribute a list that contains any of the information listed above, they will need to contact the president or chief of staff for approval.

Member leaders may receive member lists (without SS#) for union business (e.g., address updates) but the lists must be considered confidential and handled with a high degree of discretion.

CHAPTER ELECTION LISTS: Staff should advise membership staff what information is needed on computer lists for chapter/bargaining unit elections. A standard election list includes member name, employee number (if applicable), and status code. It is recommended that staff request two reports for each chapter election: eligible and ineligible voters.

Membership lists should not be released to members, stewards, or leadership in the forty-five (45) day period prior to an election for chapter/bargaining unit officers.

Candidates may inspect (not copy) their bargaining unit membership list. Such inspection by candidates shall be by appointment only. Only staff and election committee members shall have possession of the membership lists.

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