

**SEIU Local 1021**  
**Policy on Field Representative and Political Organizer Staff Changes**

This policy acknowledges that changes in staff periodically occur due to a wide variety of reasons, can be voluntary or involuntary, and may include factors such as promotions, retirement, and changes needed to ensure the overall efficiency and effectiveness of the Local. This policy further acknowledges field staff privacy rights and management confidentiality responsibilities regarding the reasons and rationales of staff changes.

Notwithstanding the above, this policy is intended to minimize disruption, while maximizing transparency, communication, and input from chapter leadership in order to ensure smooth, well planned, and effective staff transitions.

Wherever possible, field representative changes shall include prior discussion with chapter leadership. When changes in staffing to chapters are planned, it is the responsibility of the field director (or designee) to discuss with chapter leadership, solicit their feedback, and inform relevant Executive Board members, with as much advanced notice as possible; and to draft a written transition plan, taking into account chapter leadership's input before finalizing the plan. The plan will include transition planning for grievances, meet and confers, arbitrations, elections, bargaining in process, and anything where a missed timeline will negatively impact a member or the chapter. The plan will clearly detail responsibilities of the exiting staff, member leaders, and incoming staff. Directors and/or supervisors shall meet with transitioning staff to ensure that the transition plan is implemented fully.

Where the exit is abrupt and advanced notice is not possible, it is the field director's responsibility to notify the Local President and Lead Director, develop a draft written transition plan, and ensure that newly assigned or temporary staff meet the agreed staffing responsibilities. The Local President or designee will notify the affected Executive Board members. The Local President or Regional Vice President will meet with the chapter leadership and field director (or designee) to explain the abrupt nature of the staff change and go over the transition plan which will include transition oversight.

When there is a change in a political organizer's regional assignment, it is the responsibility of the political director (or designee) to discuss with the applicable COPE committee leadership the planned change prior to implementation whenever practicable, and solicit their feedback. The director shall inform the relevant Executive Board members, with as much advanced notice as possible; and draft a written transition plan, taking into account COPE committee leadership's input before finalizing the plan. The political director shall meet with transitioning staff to ensure that the transition plan is implemented fully.

Copies of all transition plans will be forwarded to the Local's Personnel Staffing Committee.

Ultimately it is the Lead director's responsibility to reassign field and program staff.

\*Chapter leadership may include president, chief steward, steward, or member leaders depending on the chapter leadership structure.