

## Union Glossary of Terms

1. **AFSCME** - The American Federation of State, County and Municipal Employees (AFSCME) is one of the largest affiliates of the AFL-CIO. It is an international union that represents public employees across the United States.
2. **Arbitration** - A method of settling labor/management disputes by having an impartial, third party, or arbitrator, render a decision on the question(s) presented to him/her. Decisions may be either advisory or final and binding.
3. **Bargaining/Negotiations** -The negotiation by the employer and the employee union or association over the terms and conditions of employment for employees in represented bargaining units.
4. **Bargaining Unit Employees** -A term used to describe a negotiating unit. Employees are grouped together in negotiating units based on their community of interest. Each bargaining unit can only be represented by one employee organization at a time
5. **Collective Bargaining Agreement** -The contract that embodies the results of the negotiations between the employer and the union, and sets forth their agreements
6. **Collective Bargaining** - The process by which management and union representatives negotiate the employment conditions for a bargaining unit for a designated period of time. The parties have a mutual obligation to bargain in good faith in an effort to reach an agreement. This obligation does not compel either party to agree to a proposal or to make a concession. Commonly referred to as “negotiations” or “contract bargaining.”
7. **Dues** -Union dues are the basic fees that employees pay on a monthly basis to the union in order to obtain full rights of membership. The amount of dues is set by the union and may be a flat fee and/or a percentage of pay.
8. **Dues Deduction** - The withholding, by the employer, of union dues and fees from employees’ salary payments and the transmittal of these funds to the union.
9. **Dues Paying Members** – are considered active members of the union and have full union voting rights.
10. **Duty of fair representation** - The legal obligation for a union to fairly represent all employees in the bargaining unit without regard to factors such as union membership or membership in a protected class.
11. **Duty to bargain** - The legally enforceable obligation of each party in a collective bargaining relationship to meet at reasonable times and places and negotiate in good faith with respect to wages, hours, and terms and conditions of employment.
12. **Exclusive bargaining representative** -The union officially recognized as the sole agent representing the interests of all employees, both members and non-members, in a bargaining unit.
13. **Federal Labor Relations Authority (FLRA)** - is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978, also known as the Federal Service Labor-Management Relations Statute (the Statute), 5 U.S.C. §§ 7101-7135. The Statute allows certain non-postal federal employees to organize, to bargain collectively, and to participate through labor organizations of their choice in decisions affecting their working lives.

14. **Federal Mediation and Conciliation Services (FMCS)** - An independent, federal agency that provides mediation, conflict resolution, training, and arbitration services to the private sector and governmental agencies.
15. **Good faith bargaining** -The legal requirement that two parties in a collective bargaining relationship meet and negotiate at reasonable times and places, with a willingness to reach an agreement on the terms of a collective bargaining agreement.
16. **Grievance** - Generally, this is a formal complaint filed by the union alleging a violation, misapplication, or misinterpretation of one or more terms of the parties' collective bargaining agreement. Collective bargaining agreements vary and may define this term differently.
17. **Impasse** -The point in collective bargaining negotiations at which either party determines that no further progress can be made toward reaching an agreement.
18. **Management** - refers to the United States Peace Corps Agency
19. **Management Rights** - to determine the mission, budget, organization, number of employees, and internal security practices of the agency
20. **Mediation** -During negotiations, one or both parties may call in a mediator, who is a neutral third party. The mediator has no power to force a settlement but works with the parties to help them arrive at a mutually acceptable agreement.
21. **Memorandum of Understanding ( MOU)** - formal, signed agreement that serves as an addendum to the collective bargaining agreement. An MOU usually addresses a significant issue that emerged during the term of the agreement, and it represents the mutual understanding between the parties on that issue. An MOU can also be referred to as a memorandum of agreement (MOA), a letter of understanding (LOU), or a letter of agreement (LOA)
22. **Ratification** -Formal approval of a newly-negotiated agreement by a vote of the employees in a bargaining unit. Eligible voters in a union ratification are determined by the union's bylaws and constitution.
23. **Tentative Agreement** -The agreement reached through bargaining prior to its ratification or final approval by the negotiators' constituencies.
24. **Union Dues** - The obligation or practice of the employer to deduct from the salary of an employee who is a union member and with the employee's consent, an amount for payment of union membership fee.
25. **Union Representative** -A union staff member responsible for carrying out union representational duties in the workplace
26. **Union Steward** - A bargaining unit member selected by a group of fellow members and/or appointed by union officials to carry out union representational duties in the workplace.

<b>Name</b>	<b>Definition</b>
<b>Arbitration</b>	A method of settling labor/management disputes by having an impartial, third party, or arbitrator, render a decision on the question(s) presented to him/her. Decisions may be either advisory or final and binding.
<b>AFSCME</b>	The American Federation of State, County and Municipal Employees (AFSCME) is one of the largest affiliates of the AFL-CIO. It is an international union that represents public employees across the United States.
<b>Bargaining/Negotiations</b>	The negotiation by the employer and the employee union or association over the terms and conditions of employment for employees in represented bargaining units.
<b>Bargaining Unit Employees</b>	A term used to describe a negotiating unit. Employees are grouped together in negotiating units based on their community of interest. Each bargaining unit can only be represented by one employee organization at a time
<b>Collective Bargaining Agreement</b>	The process by which management and union representatives negotiate the employment conditions for a bargaining unit for a designated period of time. The parties have a mutual obligation to bargain in good faith in an effort to reach an agreement. This obligation does not compel either party to agree to a proposal or to make a concession. Commonly referred to as “negotiations” or “contract bargaining.”
<b>Collective Bargaining</b>	The process by which management and union representatives negotiate the employment conditions for a bargaining unit for a designated period of time. The parties have a mutual obligation to bargain in good faith in an effort to reach an agreement. This obligation does not compel either party to agree to a proposal or to make a concession. Commonly referred to as “negotiations” or “contract bargaining.”
<b>Dues</b>	Help the union run and are a small percentage based on pay.
<b>Dues Deduction</b>	The withholding, by the employer, of union dues and fees from employees’ salary payments and the transmittal of these funds to the union.
<b>Dues Paying Members</b>	are considered active members of the union and have full union voting rights
<b>Duty of fair representation</b>	The legal obligation for a union to fairly represent all employees in the bargaining unit without regard to factors such as union membership or membership in a protected class.
<b>Duty to bargain</b>	The legally enforceable obligation of each party in a collective bargaining relationship to meet at reasonable times and places and negotiate in good faith with respect to wages, hours, and terms and conditions of employment.
<b>Exclusive bargaining representative</b>	The union officially recognized as the sole agent representing the interests of all employees, both members and non-members, in a bargaining unit.
<b>Federal Mediation and Conciliation Services (FMCS)</b>	An independent, federal agency that provides mediation, conflict resolution, training, and arbitration services to the private sector and governmental agencies

<b>Federal Labor Relations Authority (FLRA)</b>	is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978, also known as the Federal Service Labor-Management Relations Statute (the Statute), 5 U.S.C. §§ 7101-7135. The Statute allows certain non-postal federal employees to organize, to bargain collectively, and to participate through labor organizations of their choice in decisions affecting their working lives.
<b>Good faith bargaining</b>	The legal requirement that two parties in a collective bargaining relationship meet and negotiate at reasonable times and places, with a willingness to reach an agreement on the terms of a collective bargaining agreement.
<b>Grievance</b>	Generally, this is a formal complaint filed by the union alleging a violation, misapplication, or misinterpretation of one or more terms of the parties' collective bargaining agreement. Collective bargaining agreements vary and may define this term differently
<b>Impasse</b>	The point in collective bargaining negotiations at which either party determines that no further progress can be made toward reaching an agreement.
<b>Management</b>	Refers to the United States Peace Corps Agency
<b>Management Rights</b>	to determine the mission, budget, organization, number of employees, and internal security practices of the agency
<b>Mediation</b>	During negotiations, one or both parties may call in a mediator, who is a neutral third party. The mediator has no power to force a settlement but works with the parties to help them arrive at a mutually acceptable agreement.
<b>Memorandum of Understanding ( MOU)</b>	A formal, signed agreement that serves as an addendum to the collective bargaining agreement. An MOU usually addresses a significant issue that emerged during the term of the agreement, and it represents the mutual understanding between the parties on that issue. An MOU can also be referred to as a memorandum of agreement (MOA), a letter of understanding (LOU), or a letter of agreement (LOA)
<b>Ratification</b>	Formal approval of a newly-negotiated agreement by a vote of the employees in a bargaining unit. Eligible voters in a union ratification are determined by the union's bylaws and constitution.
<b>Tentative Agreement</b>	The agreement reached through bargaining prior to its ratification or final approval by the negotiators' constituencies.
<b>Union Dues</b>	A bargaining unit member selected by a group of fellow members and/or appointed by union officials to carry out union representational duties in the workplace.
<b>Union Representative</b>	A union staff member responsible for carrying out union representational duties in the workplace
<b>Union Steward</b>	A bargaining unit member selected by a group of fellow members and/or appointed by union officials to carry out union representational duties in the workplace