

Facilitator Guide

This guide is designed to support the National Agreement booster presented by skilled LMP facilitators. The National Agreement booster consists of a short video and the activities outlined below and is designed to focus on the benefits of the Labor Management Partnership and specifically the national agreements versus local contracts.

Have participants go to the LMP website at www.LMPPartnership.org and download the national agreement and local contract that applies to them.

Optional activities

Depending on the length of your training session, you may want to incorporate additional activities after watching the video. The following activities are designed to reinforce the information in the video and can be facilitated virtually or in-person.

Select the activities which best suit your needs:

Activities	Time required
Knowledge polling questions	10 min
Discussion activities:	
Reflection question	5 min
Contract comparison*	10 min
Key topics of the national agreement*	15 min
Scavenger hunt*	45 min

*If you select the Scavenger hunt activity (and to avoid redundant discussions), we do not recommend the **Contract comparison** or **Key topics of the national agreement** activities.

Knowledge polling questions

After watching the video, use the poll questions as a fun way to check for and increase knowledge retention. Use your preferred polling tool and any 3 of the following questions to create an interactive poll. When selecting polling questions, consider how they complement any reflection questions you may also decide to use, to avoid redundant discussions.

Note: This activity requires advanced preparation based on the polling tool that you will be using. Answers are in bold. Multiple choice questions have a single bolded answer. Multiple response questions have more than one bolded answer and state “Select all that apply.”

1. What are the goals of our partnership? (Select all that apply.)
 - a. **High quality affordable care and service**
 - b. Rules for traditional management and labor relationships
 - c. **Improved performance**
 - d. **Employee involvement in decision-making**
 - e. **Industry-leading wages and benefits**
2. Local contracts cover the mandatory subjects of bargaining – wages, hours, working conditions, and so on. T/F
3. Which of the following topics are covered under the National Agreement?
 - a. Performance Sharing Program

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- b. Workforce Planning and Development
 - c. Unit-based teams
 - d. Healthcare benefits
 - e. Retirement benefits
 - f. **All of the above**
4. Where can you find copies of the National Agreements? (Select all that apply.)
 - a. **LMPartnership.org**
 - b. **Alliance(ahcunions.org) and Coalition (unioncoalition.org) websites**
 - c. Amazon.com
 - d. UnionsRock.com
5. All unions at Kaiser Permanente belong to the Labor Management Partnership. T/F
6. How has the LMP improved our educational benefits? (Select all that apply.)
 - a. **Tuition reimbursement**
 - b. **Education funds**
 - c. **Education leaves**
 - d. Free college tuition for medical school
7. Which of the following areas of safety has the LMP improved?
 - a. Workplace safety
 - b. Patient safety
 - c. Workplace violence prevention
 - d. **All of the above**
8. How has the LMP improved your health and retirement benefits? (Select all that apply.)
 - a. **Low co-pays**
 - b. As an employee, you get to skip the line
 - c. **Healthcare Reimbursement Account (HRA)**
 - d. **Healthcare Spending Account (HSA)**

Discussion activities

After participants watch the video, facilitate a group discussion using one or more of the following activities. When selecting activities, consider any polling questions that you've chosen to avoid redundant discussions.

Activity 1: Reflection question script

Why is it important to know the differences between the National Agreement and your local contract?

Possible responses may include the following:

- You understand what's covered under the partnership and obligations under local contracts.
- You can coach others.
- Both the National Agreement and your local contract provide you with agreements on how you work
- As a manager, I have guidelines on seniority, staffing, vacations, sick leaves, the grievance process, and so on.

Activity 2: Contract comparison script

Let's do a quick comparison between the local contracts and the national agreements. As I list off each topic, tell me if information can be found in the local contracts or the national agreements and if you have any questions about the topic.

Answer Key:

Topic	Local contract	National agreement
ATB (Across-the-board) increases		X
Health care benefits (low co-pays, HRA, HSA)		X
Shift pay differentials	X	
Educational trust funds (Ben Hudnall, The Education Fund, and so on)		X
Grievance procedures and standards	X	
Hourly wages	X	
Issue Resolution process		X
Job titles and descriptions	X	
Overtime	X	
Patient and workplace safety guidelines and workplace violence prevention		X
Performance Sharing Program (PSP)		X
Retirement pension plan and retiree medical coverage	X	X
Schedules and hours	X	
Seniority	X	
Structure of the partnership		X
Unit-based teams		X
Workforce planning and development		X

Activity 3: Key topics of the national agreement

Preparation required: Consider your audience and select 3-5 topics of the National Agreement which you feel your participants would benefit from. Write down the section, section number, and page numbers associated with those areas using the table below to create your personalized “answer key.” (Note: We’ve included some sections in the table for you to consider.)

Encourage your audience to download or bring a hard copy of their national agreement with them, or to have a way to easily access the national agreement for this activity. Consider bringing several copies of the national agreement, in case a participant forgets to accomplish this pre-work.

Instructions: Give the participants a list of the key topics and associated page numbers you want them to review. Ask the participants to briefly review each of the topics and consider how they could apply them to their daily work. Then discuss the topics briefly as a group.

Answer key:

National Agreement topic	Section/section number	Page
ATB (Across-the-board) hourly wages		
Health care benefits (low co-pays, HRA, HSA)		
Educational trust funds (Ben Hudnall, The Education Fund, and so on)		
Issue Resolution process		
Patient and workplace safety guidelines and workplace violence prevention		
Performance Sharing Program (PSP)		
Retirement pension plan and retiree medical coverage		
Roles and responsibilities		
Structure of the partnership		
Unit-based teams		
Workforce planning and development		

Scavenger hunt

Preparation required: Review the scavenger “answer key” table below and write down the section, section number, and page numbers associated with those areas using the table below to create your personalized “answer key.”

Encourage your audience to download or bring a hard copy of their national agreement and local contract with them, or to have a way to easily access the contracts for this activity. Consider bringing several copies of each contract, in case a participant forgets to accomplish this pre-work.

Instructions:

1. Group your participants (groups of 4-6 people are ideal).
2. Provide your participants with the Learner Worksheet.
3. You can assign each group certain subjects or assign the entire list to each group.
4. Each group can then determine if they would like to work on each subject together, or if they want to divide the list among themselves.
5. Participants should look in both their associated national agreement and local contract.
6. Allow the participants 30 minutes to complete the worksheet.
7. After the scavenger hunt is concluded and as time allows, facilitate a group discussion for up to 15 minutes using the following questions:
 - What is one thing you found surprising during this activity?
 - What is one thing you noticed that is different between the National Agreement and your local contract?

Answer key:

Note: The location of these items varies by contract.

Subject	Found where?	Section/ section number	Page number	Additional notes
ATB (Across-the-board) increases	National agreement			
Attendance	National agreement			
Contract specialist description	National agreement			
Dental benefits	Both			
Dress code	Local contract			
Funding source for joint partnership trusts	National agreement			
Grievance process	Local contract			
Joint staffing process	National agreement			
Medical benefits	Both			
Payout calculation of the Performance Sharing Program	National agreement			
Seniority	Local contract			
Sick time cash out policy	National agreement			
Steward education, training and development	National agreement			
Taft-Hartley or Ben Hudnall Memorial Trust information	National agreement			
Vacation scheduling	Local contract			