

Work-to-Rule Union Action

Massachusetts Community College Council's elected Board of Directors has voted to encourage MCCC chapters to engage in a Work To Rule (WTR) campaign, to bring attention to our fight for a fair contract.

Work-to-Rule generally means that **you do all** duties specified in the union contract.

It means that **you do not** do anything "extra."

Union members may engage in a Work To Rule action as a protected, concerted action, as described below. Work to Rule means that those participating act collectively to limit their work to duties enumerated in the union contract, the position description or E-7, personnel policies in effect for longer than a year, and "practices intrinsic to the position or which have been performed by employees as a group over a sustained period of time."*

Standard Work-to-Rule Practices:

- No volunteering for additional duties and extra projects
- Enter and leave meetings as a group
- Attend meetings but then vote collectively to adjourn, or table all agenda items until the next meeting
- No attending celebrations
- No volunteer activities supporting the administration
- No volunteer search committees
- No volunteer recruiting
- No volunteer tutoring
- No volunteer orientation work
- No college service work after hours

- Wear union t-shirts, stickers, buttons, display union signs in your office or work area

Faculty MUST:

- Prepare and teach classes and labs
- Hold office hours
- Meet with advisees
- Attend department and division meetings
- Do work for which you have received reassigned time
- Attend committee and other college service meetings (from your E5)

Professional Staff MUST:

- Perform all, (but only), the duties specified in their E-7 – the Professional Staff Position Description. You should have a copy of that form on hand and abide by it.
- Meet with advisees
- Attend committee and other college service meetings (from your E5)

Concerted, protected activities: the Public Employee Collective Bargaining Act (section 2) provides that employees have the right to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection. This includes wearing union insignia at work, posting information in work areas or public bulletin boards, sending an email to encourage informational picketing, attending a Board of Trustees meeting, discussing union activities during work time when an employer permits the discussion of other non-work topics during work hours.

*The Massachusetts Department of Labor Relations (DLR) describes protected union activities, protected work to rule and illegal work stoppage (strikes) thoroughly in [A Guide to the Massachusetts Collective Bargaining Law](#), see pages 110- 133 and 185-194 .

Additional explanation of your rights to engage in WTR and other protected, concerted activities: (page 2)

Work to Rule as a protected concerted action, continued:

Faculty and Professional Staff SHOULD:

- Insist on all rights and benefits provided in the union contract (comp time, mileage, personal days, etc.)
- Faculty should limit themselves to the 18 advisees required by the union contract
- Faculty should enforce the union contract by not taking overloads in course preps
- Professional Staff: if asked to do something not specifically stated on your E7, you should ask “is this required or voluntary?” If you are told it is required, or told it falls into the category of “other duties as assigned”, then complete the task and report to the union chapter president.

If your supervisor directs you to perform duties in violation of Work-to-Rule:

- You must comply, but report this immediately to the Chapter President or Grievance Officer
- In general, whenever your supervisor issues a directive—even one you feel violates the contract—you should follow it and then explore whether a grievance or unfair labor practice charge is appropriate afterwards. (“Work now, grieve later”). You may ask for clarification without being insubordinate.
- **Your supervisor should NOT** engage you in a discussion of the legality of WTR or “take names” of those participating in a collective action.

Email Communications – Faculty

- Traditional didactic (non-online) or clinical/lab instructor: faculty are required to hold 4 "in-office" office hours; faculty are not required to communicate with students outside posted office hours.
- Faculty who teach distance ed (online) courses are required to communicate with students outside of the traditional “in-office” office hour for one online office hour.
- If a faculty member has noted in your approved course materials that you will communicate with students by email outside of “in-office” office hours, then you will have to comply with whatever you put in your syllabus.
- Optional: you might set up an email autoresponder that says, “I am unable to respond to emails except during my normal working hours” and add your hours: (faculty office hours or professional staff’s regular schedule). “This limitation of my availability is because of a work-to-rule campaign in support of a fair union contract for faculty and professional staff.”

Email Communications – Advising

For the advising process, the contract mandates that advising may be done during office hours. Some colleges have different policies about the advising process, such as holding an “advisee day”; unit members would be required to fulfill their advising responsibilities on advisee days.

Email Communications – Employee and Employer

The contractual communications between unit member and employer are covered in Article 18 for **contractual** notices and communications (see below); however, there could be email communications that have been implemented regarding college policies which are not contractual or email/verbal communications that have been implemented regarding attendance, class cancellation, etc.

Taking action collectively is an effective way to add your voice to the call for a fair contract, and to build our strength as a union. Please report contract campaign actions to your chapter president and/or contract action support team member on your campus.

The MCCC Day Bargaining Unit Union Contract is available online at www.mccc-union.org