

SHEET METAL | AIR | RAIL | TRANSPORTATION

**SMAART**  
UNIVERSITY



# Chairperson Toolbox

## How to make your job easier

WHAT IS A CHAIRPERSON?

The Chairperson is the  
**SHIELD**  
and  
**SWORD**  
for the UNION



# ROLES OF A CHAIRPERSON

- Negotiates the contract
- Enforces the contract (Grievance)
- Representing members in disciplinary hearings
- Deals directly with management
- Keeping members informed
- The Voice



# KEY TRAITS TO HAVE AS A CHAIRPERSON

**Leadership**

**Passion**

**Courage**

**Transparency**

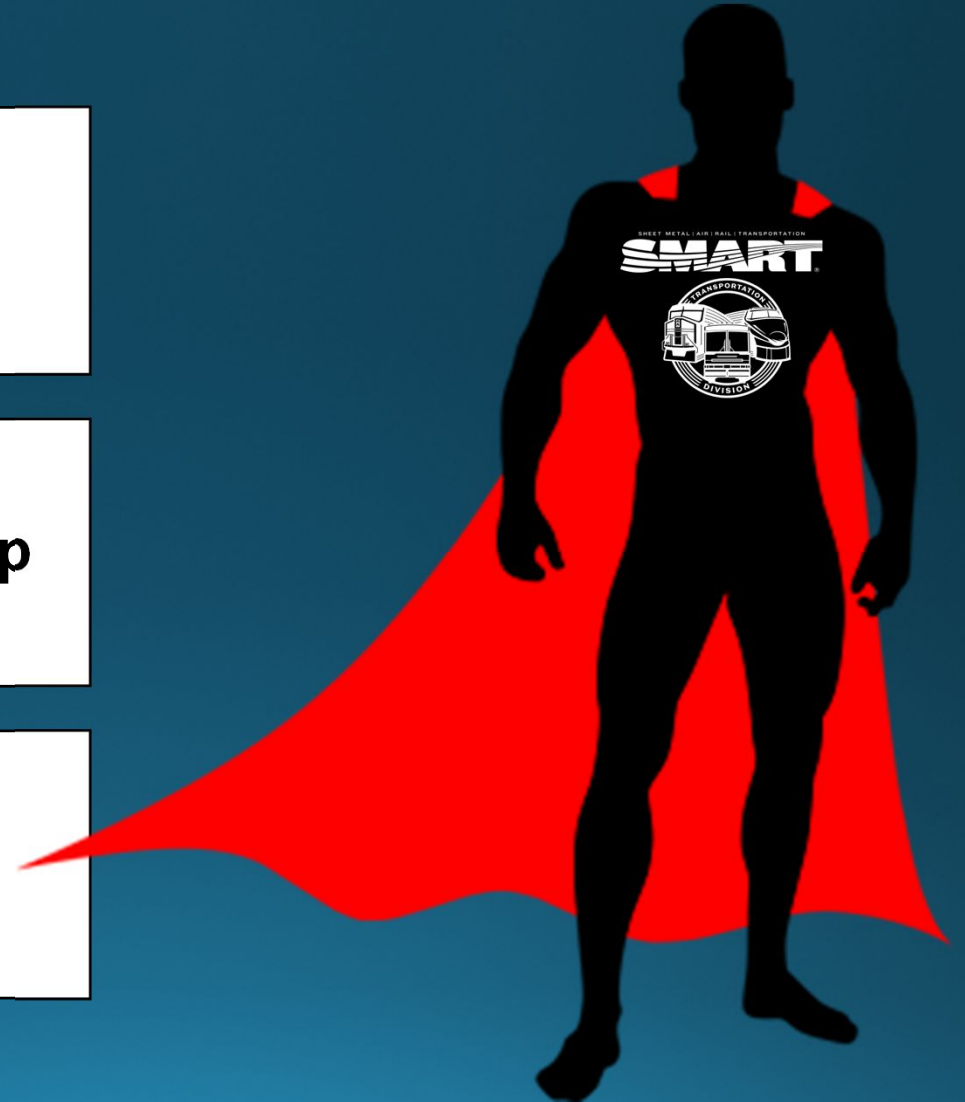
**Empathetic**

**Mentorship**

**Resiliency**

**Adaptability**

**Integrity**



# CHAIRPERSON AS AN ORGANIZER

**Develops the active union member**

**Urge attendance at *union meetings***

**Grows and keeps membership**



**Develops the newly hired employee**

**Is active in local labor council**

**Develops leaders in the Local**

# YOU ARE EQUAL TO MANAGEMENT AS A CHAIRPERSON

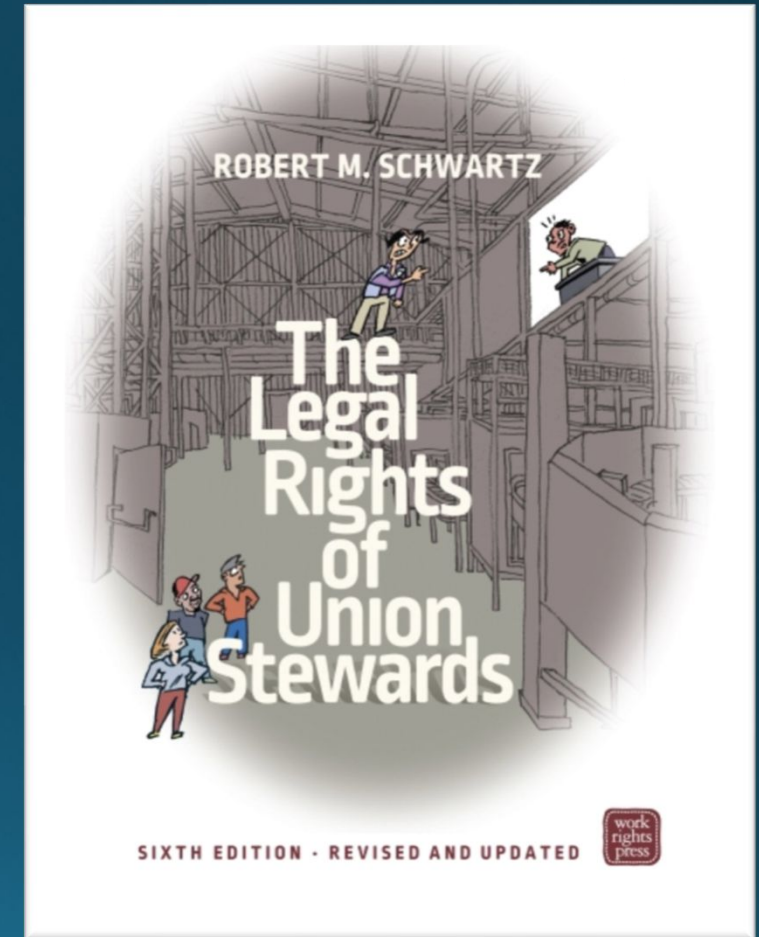
You have the right to:

Investigate

Request information

Challenge unilateral changes

Stand up to the boss!



# HOW DO YOU LEARN WHAT YOU NEED TO KNOW?

**SMART Local Contract**

**Chairperson Manual**

**Union Literature**

**- Labor Notes Library**

[labornotes.org](http://labornotes.org)

**SMART Constitution (Article 21B)**

-Sections:

81,82, 87, 88, and 89

**Ask mentors or others who know**

**SMART UNIVERSITY**



# **IMPORTANT DOCUMENTS**

**Membership Contact Information**

**Workplace Rules, Policies &  
Handbooks**

**Your Collective Bargaining  
Agreement(s) [CBA]**



**WHAT IS ONE OF THE BIGGEST MISTAKES A  
CHAIRPERSON CAN MAKE?**

**Not Communicate**

**“Why didn’t you call me back?”**

**Respond to members when possible**

# OTHER MISTAKES A CHAIRPERSON CAN MAKE

**Give out false information**

**Make promises**

**Be unprofessional**

**Not file grievances with merit**

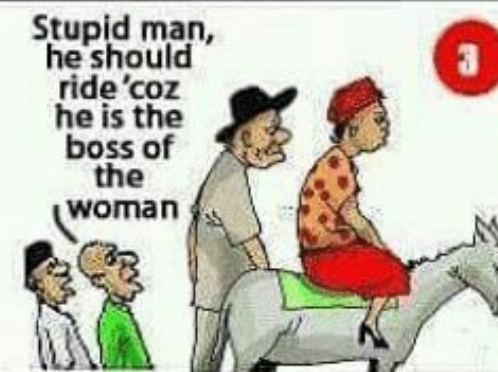
**Trade grievances for other grievances**

**Sharing internal disputes**

**Miss Time-lines**

# Be Ready for Criticism

## THE MAN, THE WIFE, THE DONKEY, AND THE CRITICS



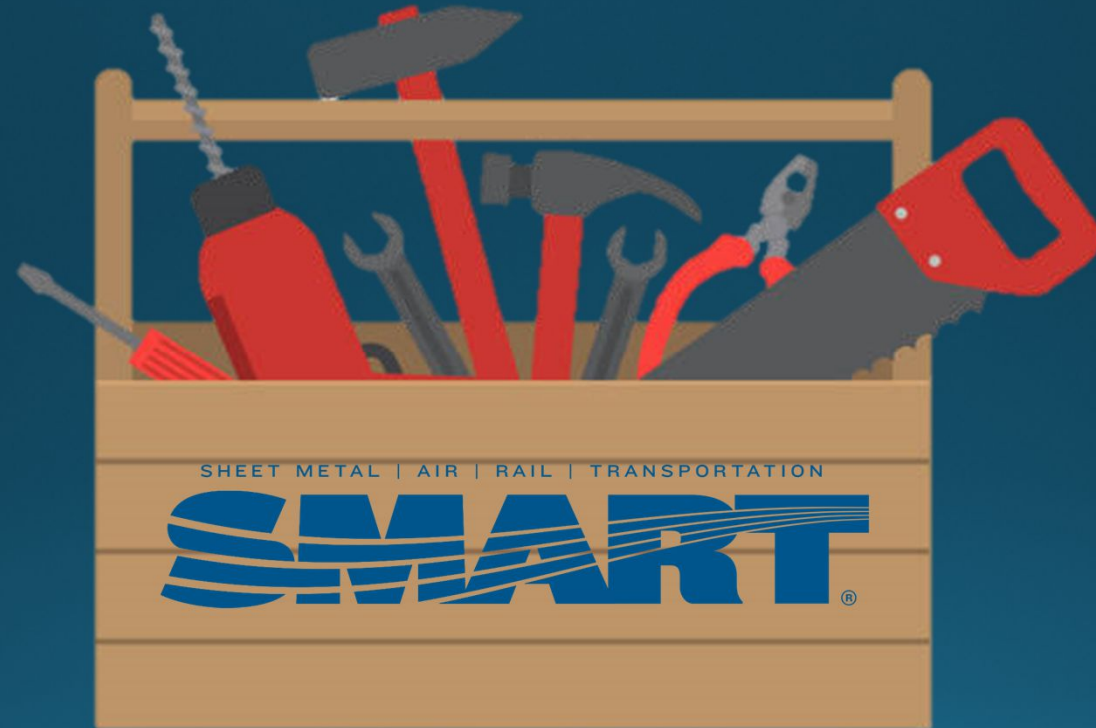
### MORAL OF THE STORY

1. You cannot please everybody.
2. Whatever you do, there will be people who will criticize you.
3. So, just do what you believe is right, and don't be distracted by criticisms.

# Group Discussion Scenarios

1. How do you get a message out to everyone in your local quickly for important messages?
2. How do you get a message out to the public to ask for support during rough contract negotiations?
3. In a right to work state or public sector union, a member in your local wants out and convinces others the union is bad. How to handle this situation effectively.
4. You have one minute to convince a new hire to join the union. What is your elevator pitch to explain how important it is for them to join the union?
5. What kind of style works best when dealing with management? “pounding fist on table style” or “calm assertive style”?
6. During a conversation with management, they promised to provide information you requested for a grievance investigation, but time passed without providing it. What should be done?

# CHAIRPERSON TOOLBOX



# Chairperson Toolbox

## Communication

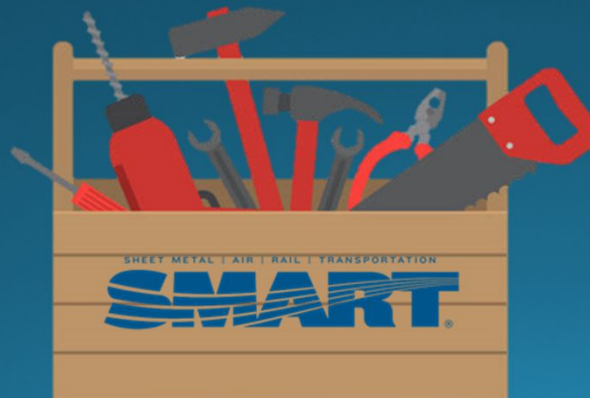
Listen to members

Provide opportunities for involvement

## Education

Collaborate with other organizations

Staying Organized



# Communication:

Create your own Local's website

AFL-CIO

UnionHall Tutorial videos to update your website

<https://youtube.com/playlist?list=PL9noZK4TxZ5h-iJPylqDPyaxmZ794gVIX>

The image shows a screenshot of the SMART Transportation Division website. At the top left, the logo for SMART (SHEET METAL | AIR | RAIL | TRANSPORTATION) is displayed, along with the text "TD LOCAL 0023". To the right of the logo are social media icons for Twitter, Facebook, Instagram, YouTube, and LinkedIn. Below the logo is a navigation menu with the following items: CONTACT US, ABOUT US, EVENTS, CONTRACTS, MERCHANDISE, TAKE ACTION!, MEMBER TOOLBOX, OUTBOUND REVISITED NEWSLETTER, and THE BENEFITS OF SMART MEMBERSHIP (VIDEO). A search bar is located on the right side of the navigation menu. The main content area features a large group photo of many people, including children and adults, posing outdoors in a park-like setting. Overlaid on the right side of the photo is a dark blue box with the text "Sign Up for Local Updates" and "Your source for: SMART-TD email alerts, Action alerts". A "SIGN UP" button is located at the bottom of this overlay.

smart-union.org/td

SHEET METAL | AIR | RAIL | TRANSPORTATION  
**SMART**  
TRANSPORTATION DIVISION

TD LOCAL 0023

CONTACT US | ABOUT US | EVENTS | CONTRACTS | MERCHANDISE | TAKE ACTION! | MEMBER TOOLBOX | OUTBOUND REVISITED NEWSLETTER | THE BENEFITS OF SMART MEMBERSHIP (VIDEO)

Search

Sign Up for Local Updates

Your source for:  
SMART-TD email alerts  
Action alerts

SIGN UP

# Communication: Business Cards



## SMART Transportation Division Business Card Order Form

Complete the following form and return it to the attention of the Supply Department. Be certain that you **TYPE** in order. Handwritten orders will not be accepted.

### PLEASE RETURN YOUR CHECK WITH YOUR ORDER

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### CONTACT INFO

BUSINESS: \_\_\_\_\_

FAX: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Cell: \_\_\_\_\_

NUMBER OF CARDS DESIRED: \_\_\_\_\_

PRICE	500 CARDS	\$72.00
	1000 CARDS	\$125.00

### MAKE YOUR CHECK OUT TO "SMART ID" AND RETURN WITH YOUR ORDER

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAIL TO: JOE SHIVAK (216) 227-5400  
SMART ID SUPPLY DEPT.  
25050 COUNTRY CLUB BLVD., SUITE 130  
NORTH OLMSTED, OH 44070

This form is also available as a Word document. Please email [JShivak@smart-union.org](mailto:JShivak@smart-union.org) and I will send it to you.

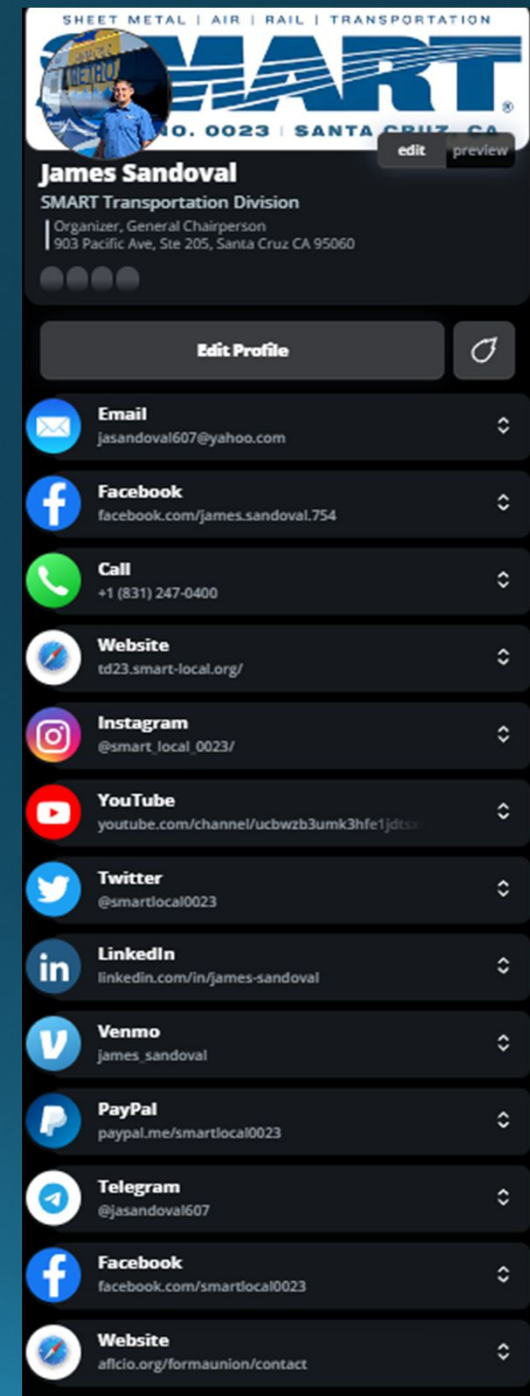


# Communication: Digital Business Card

*dotcards.net*



NFC reader & QR Code

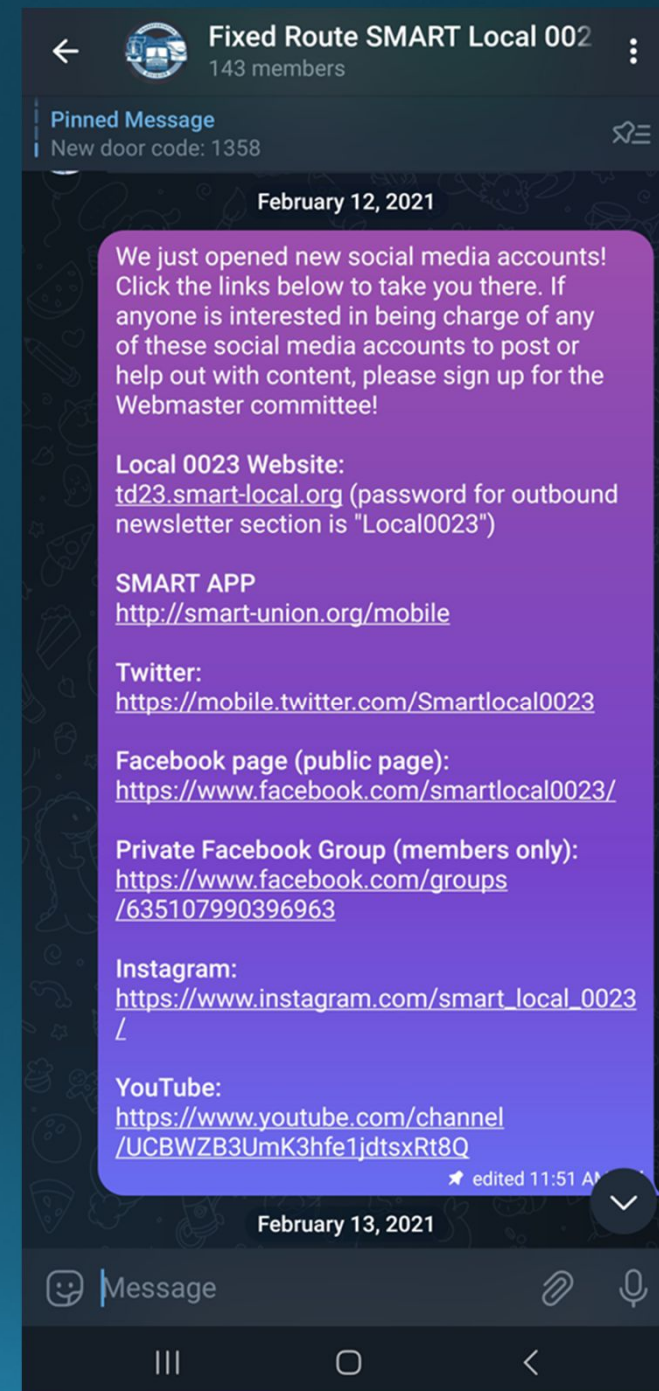
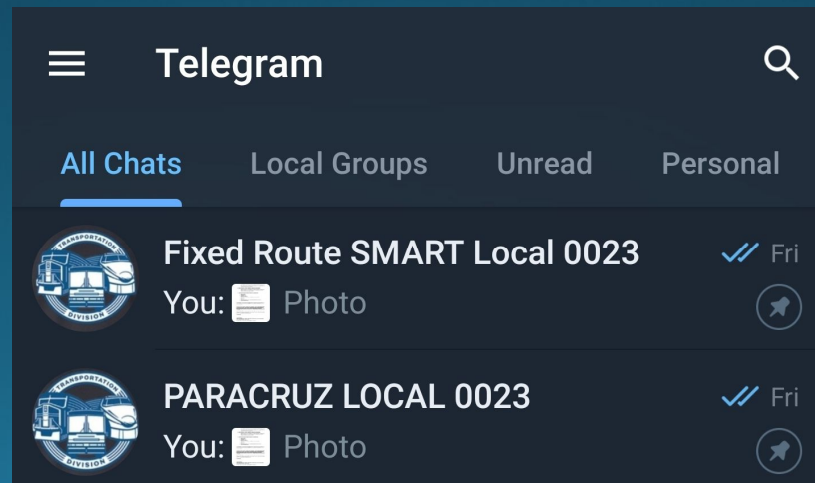


# Communication: Telegram

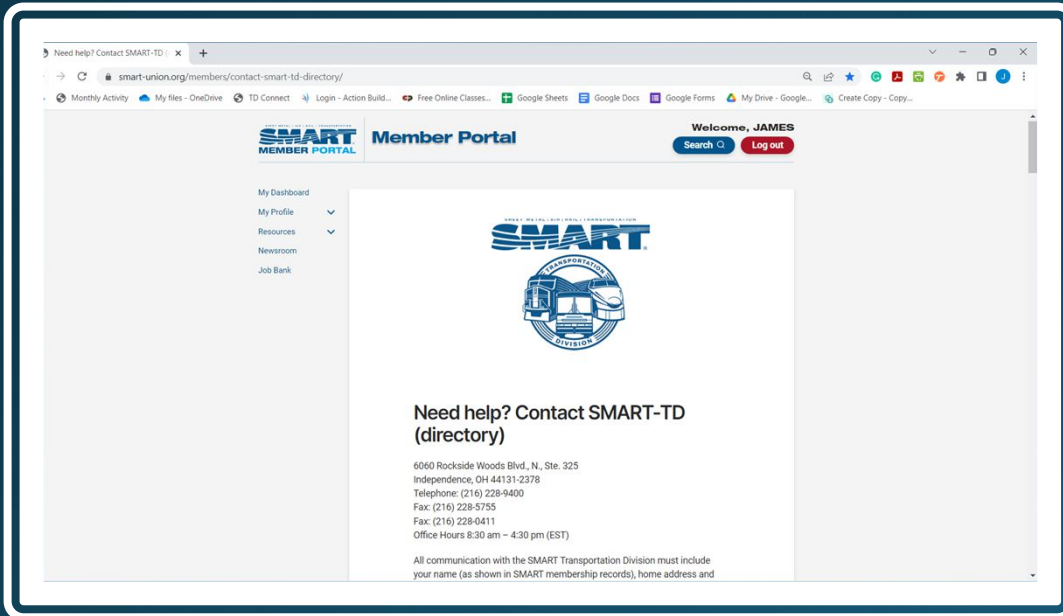


- One-way communication feature for large group
- QR code to join group
- Share PDF
- Polls
- Video and Audio Chat

- <https://desktop.telegram.org/> for the desktop version



# Communication: SMART Directory



<https://smart-union.org/members/contact-smart-td-directory/>

## President's Department

This department provides support to the TD President in his duties to provide service and representation to the Transportation Division's thousands of members. It provides information on a diverse array of topics from national health and welfare plans, interpretation of the union constitution, local agreements and the operation of all aspects of the union, such as local administration and bylaws.

[QUESTIONS ABOUT CONSTITUTIONAL MATTERS?](#) ▾

[QUESTIONS ABOUT NATIONAL HEALTH & WELFARE PLANS?](#) ▾

[QUESTIONS ABOUT YARDMASTERS, ORGANIZING OR BUS DEPARTMENTS?](#) ▾

[QUESTIONS ABOUT TD ANNUAL MEETINGS?](#) ▾

[QUESTIONS ABOUT LEGISLATIVE MATTERS/NATIONAL LEGISLATIVE DEPARTMENT?](#) ▾

[QUESTIONS ABOUT PUBLIC RELATIONS?](#) ▾

[QUESTIONS ABOUT SMART TD PAC?](#) ▾

[QUESTIONS ABOUT LEGAL MATTERS?](#) ▴

(subpoenas/legal counsel)

**Contact**

Legal Department

**Phone**

216.227.5284

**Email**

Legal\_TD@smart-union.org

# Communication:

\$12.99 a month  
\$119.99 a year

The screenshot displays the Canva website interface. At the top, the navigation bar includes the Canva logo, menu items for 'Design spotlight', 'Business', 'Education', 'Plans and pricing', and 'Learn', along with utility icons for mobile, settings, and a 'Create a design' button. The user profile 'Personal' is shown with 'Free • 8 1' and a 'Get another free trial' button. A sidebar on the left lists 'Home', 'Projects', 'Templates', 'Brand Hub', 'Apps', and 'Create a team'. The main content area features a large purple-to-blue gradient banner with the text 'Discover a magical new era' and a search bar. Below the banner are icons for 'For you', 'Docs', 'Whiteboards', 'Presentations', 'Social media', 'Videos', 'Print products', 'Websites', and 'More'. A section titled 'You might want to try...' displays six design templates: 'Doc', 'Whiteboard', 'Flyer', 'Facebook Post (Landscape)', 'Facebook Cover', and 'Your Story'.

# Listen to members:

Google Forms



The screenshot shows a Google Form titled "Contract Negotiations Survey". The form is displayed in a web browser interface with a top navigation bar containing "Questions", "Responses 25", and "Settings". The form content includes:

- Title:** Contract Negotiations Survey
- Description:** Please take the time to fill out this survey in case we end up having to negotiate our contract instead of an extension. We are still negotiating over a contract extension but we are preparing as if we will be going through regular contract negotiations because we can start as soon as April 1st.
- Question 1:** Full Name (voluntary) - Short-answer text
- Question 2:** Are you from Fixed Route or ParaCruz? \* - Radio buttons for Fixed Route and ParaCruz
- Question 3:** What is most important to you in your contract? \* - A grid with columns for Wages, Medical, Double Time, Occurences, and Annual Leave A... and rows for 1st, 2nd, 3rd, 4th, and 5th.
- Question 4:** Have you read your contract? - Radio buttons for Yes, No, and Somewhat
- Question 5:** What benefits would you like added to your contract? - Long-answer text

# Provide opportunities for involvement: [www.the-qr-code-generator.com/](http://www.the-qr-code-generator.com/)

The screenshot displays the 'My QR Codes > Converted QR Code' page. The top navigation bar includes 'URL', 'MULTI-URL', 'FREE TEXT', 'CONTACT', 'PDF', and 'APP'. The 'URL' option is selected. Below the navigation, there is a text input field labeled 'Enter URL' with a placeholder 'Link to open when scanned, e.g. https://example.com/'. A bottom navigation bar offers 'CONTACT', 'PDF', 'APP', 'EMAIL', 'PHONE', and 'SMS'. The main content area is titled 'Dynamic QR Code' and shows a QR code for the URL 'https://qr.page/g/3hChonMHXo3'. A description states: 'The URL https://qr.page/g/3hChonMHXo3 is encoded in the image and forwards to your actual content. You can update the content later without needing to reprint.' Below the main QR code are several alternative styles, and at the bottom, a row of icons for different content types like YouTube, Instagram, and Facebook.

Free

# Provide opportunities for involvement:

## Code Generator Tool

- [https://cha4mot.com/t\\_mailto.html](https://cha4mot.com/t_mailto.html)
- One-click message campaigns where people can click on a link to send an email.

### "mailto" Code Generator Tool

#### Enter Message Details Here

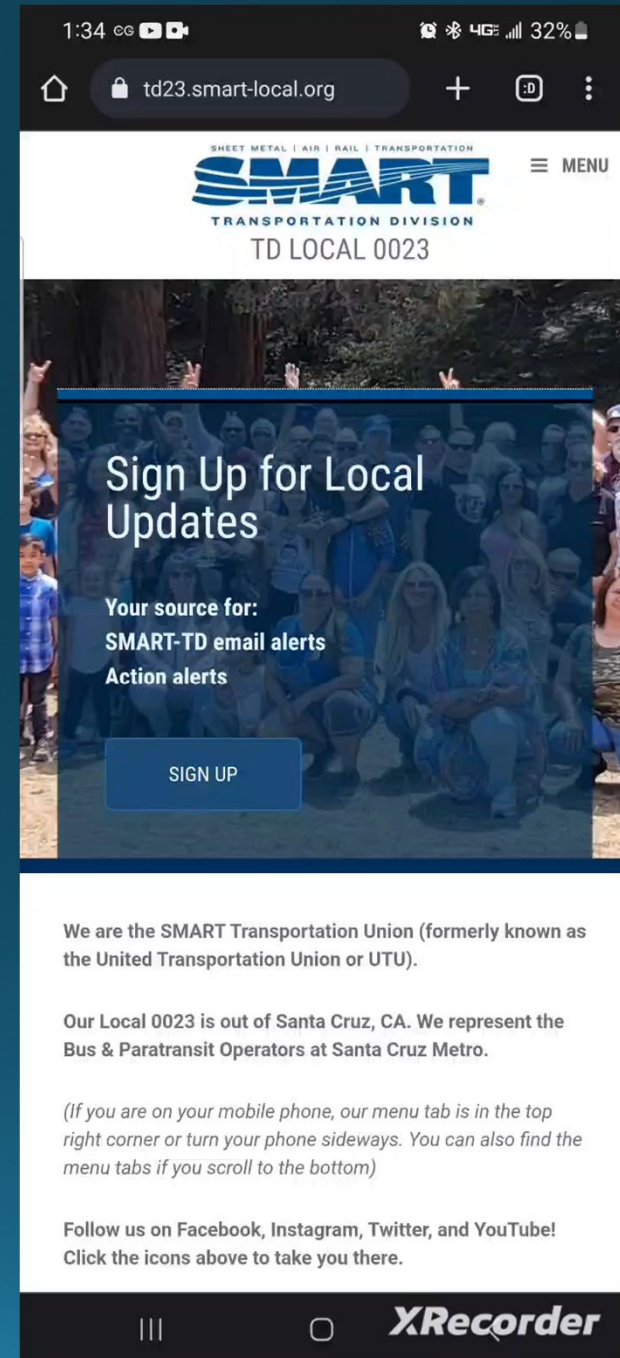
To:	<input type="text"/>	Email address of person (or persons) to receive this message. (Note: Separate multiple email addresses with commas.)
CC:	<input type="text"/>	Email address of person (or persons) to be copied on this message.
BCC:	<input type="text"/>	Email address of person (or persons) to be blind-copied on this message. (This address does not appear anywhere in the header or body of the message, so nobody else knows that this person received a copy.)
Subject:	<input type="text"/>	The subject of your message -- a brief description of what the message is about.
Body:	<input type="text"/>	
<input type="button" value="Clear"/> <input type="button" value="Create URL"/> <input type="button" value="Create HTML"/>		

#### Here is your mailto URL or HTML

Mailto URL:	<input type="text"/>
<input type="button" value="Test URL"/> <input type="button" value="View URL"/>	

- Tiny URL allows users to create smaller URLs to use the "Code Generator Tool

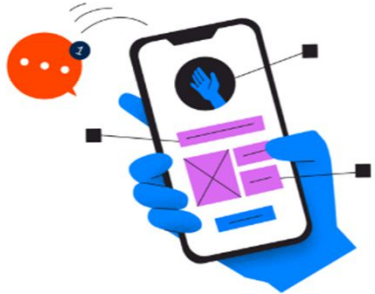
[tinyurl.com/app](https://tinyurl.com/app)



# Provide opportunities for involvement:



[actionnetwork.org](http://actionnetwork.org)



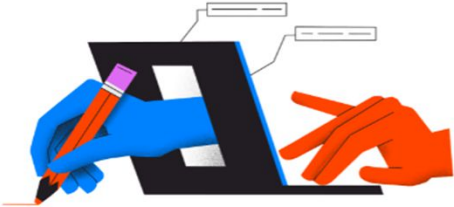
Mobile Messaging →



Email →



Fundraising →



Petitions →



Events →



Automation →



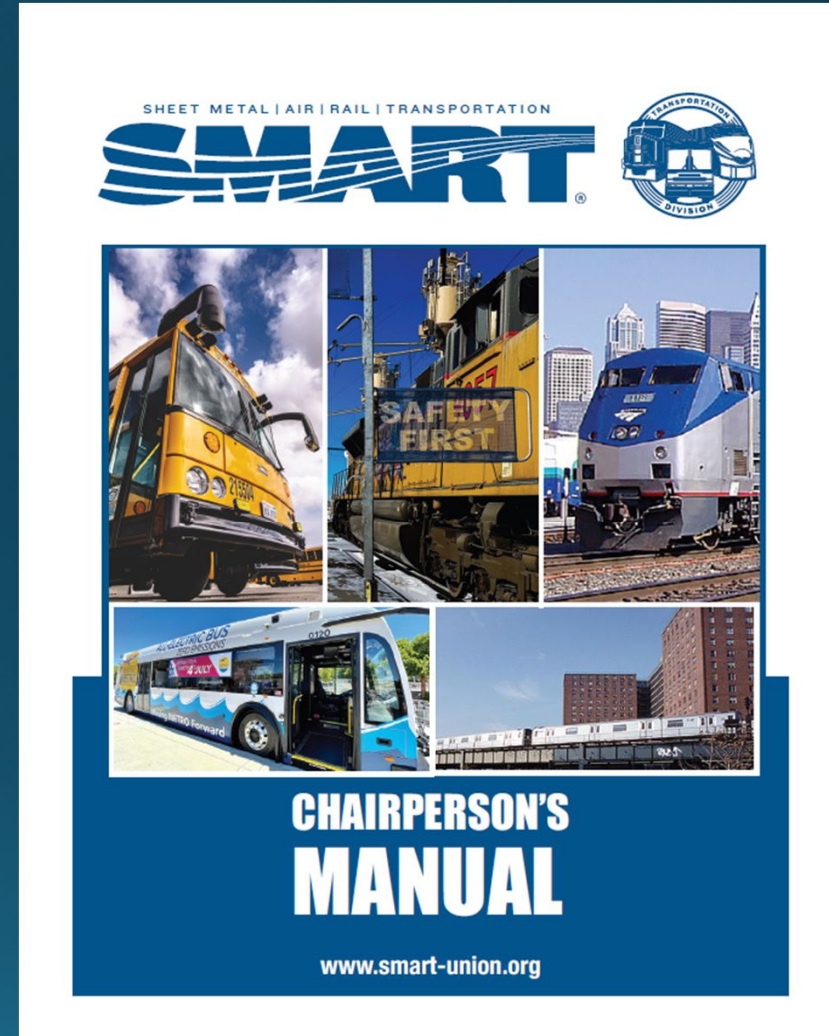
# Education:

## Your Properties Collective Bargaining Agreement



The collective bargaining agreement is the number one union book to be familiar with

# Education: Bus Chairperson's Manual



Can be found in SMART University

# Books to learn more:

- Just Cause – A union guide to winning discipline cases

<https://labornotes.org/store/just-cause>

(You can request the full NLRB & Arbitration cases in back of book from labornotes.com)

- The legal rights of union stewards

<https://labornotes.org/store/legal-rights-union-stewards>

- FMLA Handbook

<https://labornotes.org/store/fmla-handbook>

- How to win past practice grievances

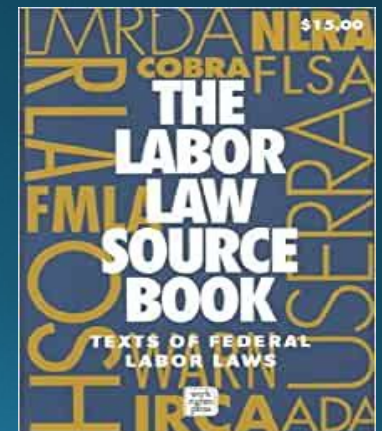
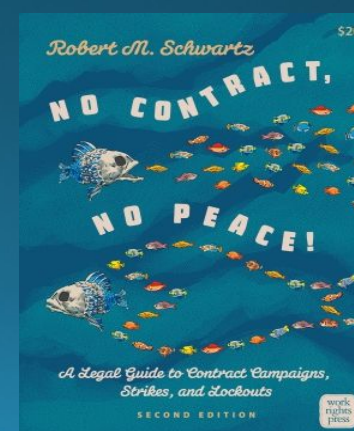
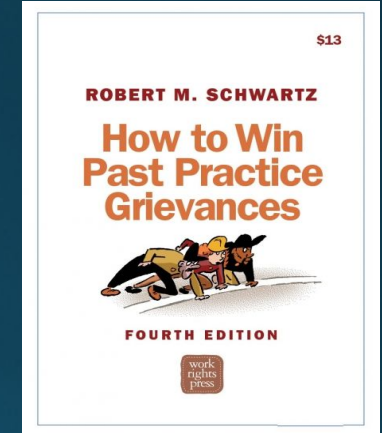
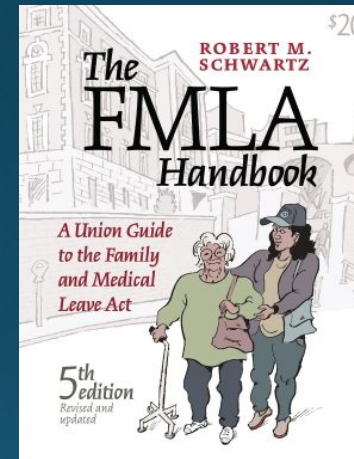
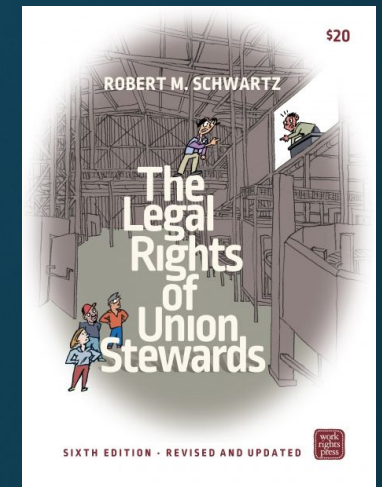
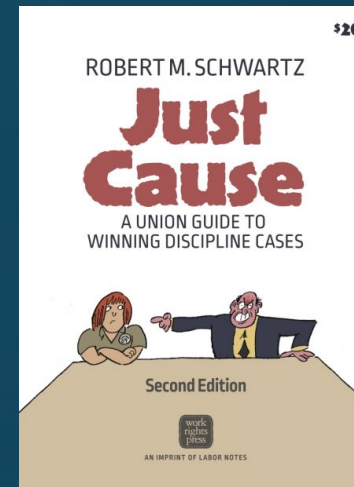
<https://labornotes.org/store/how-win-past-practice-grievances>

- No contract, No peace!

<https://labornotes.org/store/no-contract-no-peace>

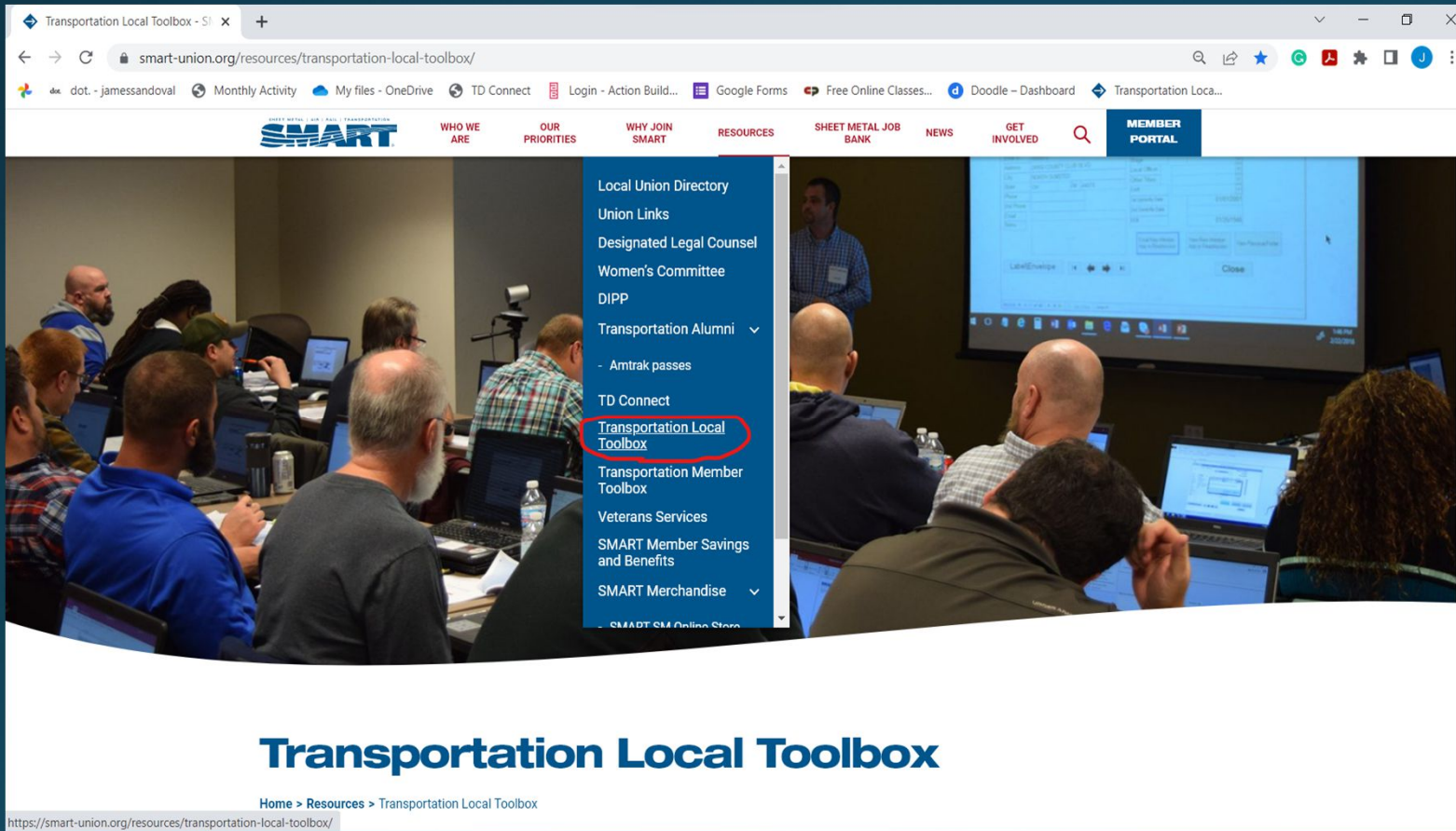
- The Labor Law sourcebook

<https://labornotes.org/store/labor-law-source-book>



# Education: *smart-union.org*

Go to the “Transportation Local Toolbox” on our website to find many resources



The screenshot shows the 'Transportation Local Toolbox' page on smart-union.org. The page header includes the SMART logo and navigation links: WHO WE ARE, OUR PRIORITIES, WHY JOIN SMART, RESOURCES, SHEET METAL JOB BANK, NEWS, GET INVOLVED, and MEMBER PORTAL. The main heading is 'Transportation Local Toolbox'. Below the heading, there is a breadcrumb trail: Home > Resources > Transportation Local Toolbox. The page content includes a paragraph explaining the purpose of the page: 'The purpose of this page is to assist SMART Transportation Division local leaders with the duties of their offices.' It also features a link to a '2022 Treasurer's Month to Month guide (PDF)' and a link to 'Schedule a session' with the Local Support Help Desk. A section titled 'Important notices to Local S&Ts' lists several items: 'After hours help desk announcement (PDF)', 'Locals may hold meetings pursuant to guidelines (PDF)', 'January 2021 Billed Amount Updates (TD dues, DIPP and VSTO) (PDF)', 'Local Expense Claim Form (Filable PDF)', and 'Local Expense Claim Form (ODV/D-19) (Filable PDF)'. A vertical sidebar on the right contains a list of menu items, each with a dropdown arrow: TRAINING & EVENTS, GUIDANCE FOR THE NEW S&T, TD CONNECT & EBILL RESOURCES, MEMBERSHIP FORMS, INSURANCE/PAC/DIPP INFO & FORMS, WINSTABS NMR, BUDGET & RECORD KEEPING, DISBURSEMENTS, LOCAL GOVERNANCE, BANKING, PAYROLL TAXES, REQUIRED REPORTING, MEMO/POLICY DIRECTIVES, and ELECTIONS. Below this sidebar is a section titled 'How to get help' with a paragraph of text and a link to 'contact your Local's Membership Representative team'. At the bottom of the page, there is another list of menu items with dropdown arrows: ONLINE APPOINTMENTS, PHONE OR EMAIL, AFTER HOURS HELP DESK SUPPORT, WANT TO SUBMIT YOUR LOCAL'S FORMS ELECTRONICALLY?, QUESTIONS ABOUT SUBMITTING REPORTS TO THE TD OFFICE?, and TEAM VIEWER QUICK LINKS.

# Education: SMART University



Member Portal

Welcome, JAMES

Search

Log out

My Dashboard

My Profile

Resources

Newsroom

Job Bank



## TD — SMART University: Membership 101

Full SMART University site for officer training links

Benefits of Membership | Local Meeting Basics  
Local Officer Duties | Tips to Survive a Hearing/Investigation | Penalty Claims  
Safety Reporting | RR: Critical Incident Guide

## Officer Training Classroom

Katina Hazimihalis  
Technical Writer

Serving the union as a chairperson is a responsibility that comes with a learning curve. Choose your role to find the tools you need to learn the ropes and streamline your routine.

General Committee  
& Local  
Chairpersons

State Legislative  
Board

Local & LCA

### Bus Tutorials

Bus:  
The Role of a  
Chairperson

For: General or Local Chairpersons

Bus: What is a  
Grievance

For: General or Local Chairpersons

Bus: Negotiating  
the Contract

For: General or Local Chairpersons

Bus: Disciplinary  
Representation

For: General or Local Chairpersons

Bus: NLRB

For: General or Local Chairpersons

### Resource Documents

Chairperson's Manual

Click to view or Download



Useful Resources

Click to view or Download



Documents You're Entitled to Request

Click to view or Download



# Education: Organizing/New Hire Kits



**Why you should  
join a Union...**

**and why your choice  
should be SMART-TD**

**VETERAN  
SERVICES**

*"With honor and respect,  
we thank you for your service."*

**MEMBER  
BENEFITS**

**UNIONPLUS**

**HERE'S HOW  
SMART-TD MEMBERSHIP  
DOESN'T COST — IT PAYS!**

**MEMBER  
BENEFITS**

**HERE'S HOW  
SMART-TD MEMBERSHIP  
DOESN'T COST — IT PAYS!**

**DISCIPLINE  
INCOME  
PROTECTION  
PROGRAM**

**Protecting your way  
of life when you need it  
most**

**DIVERSITY &  
INCLUSION**

**VOLUNTARY  
SHORT TERM  
DISABILITY PLAN**

Self-funded by SMART and administered  
by Southern Benefits Administrators, Inc.

# Education:

New Hire PowerPoints during Orientation

The screenshot shows a PowerPoint presentation with five slides visible in the left-hand navigation pane. The main slide is titled 'Welcome to our Union' and features the SMART logo (SHEET METAL | AIR | RAIL | TRANSPORTATION) and a circular emblem for the 'TRANSPORTATION DIVISION' containing images of a truck, a train, and a plane. The text 'Welcome to our Union' is displayed in large white letters on a blue background at the bottom of the slide.

**Slide 1:** Welcome to our Union

**Slide 2:** What is a Union? Strength in numbers, Collective Voice, Progress through Unity. Includes an image of a muscular man.

**Slide 3:** Benefits of being union vs. non-union. Compares UNION (green) and NON-UNION (red) across categories like wages, benefits, and job security.

**Slide 4:** The Union Difference. Lists Higher Wages, Better Benefits, Better Workplace, and Voice on the Job.

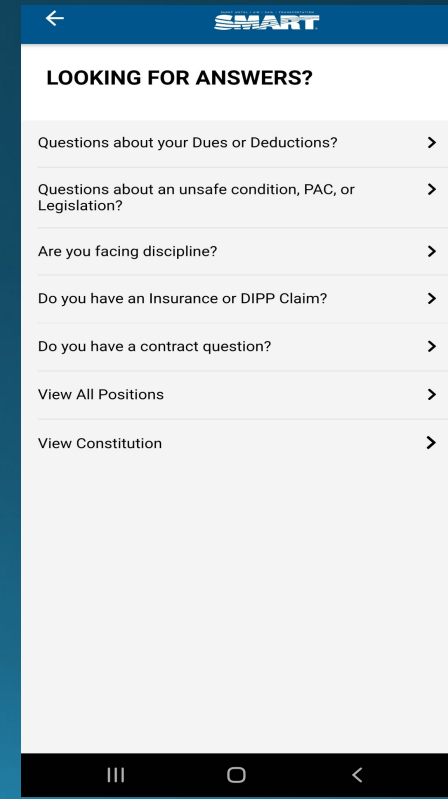
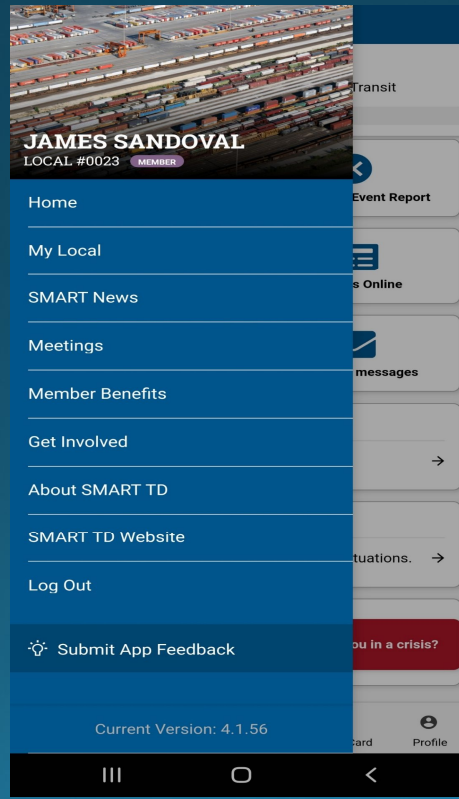
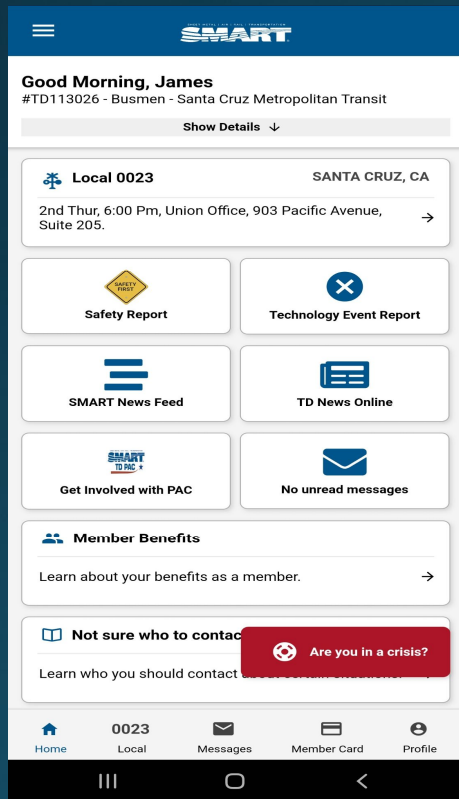
**Slide 5:** SMART Unions built the middle class. Lists benefits like 401k, Paid sick leave, Health benefits, and Safety standards.

# Education:

## SMART APP



- Officer contact Information
- Local meeting date and time
- Benefit Information
- SMART News
- Breakdown of your dues





# Education: **LABORNOTES**

**SUBSCRIBE**

Log In

**HOME ABOUT DONATE STORE EVENTS ARCHIVES**

Search this site...



## Online Workshops



labornotes.org

# Education:

## UNION Bullseye

# So, where do you land?



#### THE CORE:

Members who are always thinking about organizing our members and how to get others involved by sharing ideas on how to make our union stronger and run for officer positions.

#### THE ACTIVISTS:

Members who can be counted on to help when needed. They get involved, help get the word out, and recruit others to act.

#### THE SUPPORTERS:

Members who will come to meetings, vote, wear union merchandise, stay informed and don't fall for rumors. They ask questions, know our contract, fill out surveys and sign petitions, but don't take responsibility for getting others involved.

#### THE DISENGAGED:

These members don't see the relevance of the union in their lives. They don't care to know what is going on with the union and they don't participate. They tend to see themselves as too busy to be involved with the union and rely on the core members to pull the weight of responsibility.

#### THE HOSTILE:

Not team players, these people are outside the circle, creating rumors and division within our membership with no intention of being supporters, activists, or core members of the union.

## YOU are the UNION...

and a union's true strength comes from the loyalty and devotion of all of us.

Good officers and a sound financial structure are essential, but YOU determine the success of your union.

Help make your union stronger, and it will serve you more effectively!

It is this simple:

[WEAK Contract](#) ◀ [Weak Union](#) ◀ [Hostility](#) ◀ [The Union](#) ▶ [Solidarity](#) ▶ [Strong Union](#) ▶ [STRONG Contract](#)

## Let's commit to being CORE members!



Special credit to Labor Notes (labornotes.org) for some of this content

# Collaborate with other Organizations:

## AFL-CIO

[aflcio.org](http://aflcio.org)

The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) is the largest federation of unions in the United States.



## Local Labor Council Across the U.S

<https://www.afge.org/take-action/find-your-clc/clc-map/>



## State Federations

[aflcio.org/about-us/our-unions-and-allies/state-federations-and-central-labor-councils](http://aflcio.org/about-us/our-unions-and-allies/state-federations-and-central-labor-councils)

## State Federations and Central Labor Councils

State federations and central labor councils are the heart of the movement. These local organizations partner with state and community organizations and conduct state, local, and national campaigns to improve the lives of working families. Get connected with the movement in your area now.

ALABAMA	ALASKA	ARIZONA	ARKANSAS
CALIFORNIA	COLORADO	CONNECTICUT	DELAWARE
DISTRICT OF COLUMBIA	FLORIDA	GEORGIA	HAWAII
IDAHO	ILLINOIS	INDIANA	IOWA
KANSAS	KENTUCKY	LOUISIANA	MAINE
MARYLAND	MASSACHUSETTS	MICHIGAN	MINNESOTA
MISSISSIPPI	MISSOURI	MONTANA	NEBRASKA
NEVADA	NEW HAMPSHIRE	NEW JERSEY	NEW MEXICO
NEW YORK	NORTH CAROLINA	NORTH DAKOTA	OHIO
OKLAHOMA	OREGON	PENNSYLVANIA	PUERTO RICO
RHODE ISLAND	SOUTH CAROLINA	SOUTH DAKOTA	TENNESSEE
TEXAS	UTAH	VERMONT	VIRGINIA
WASHINGTON	WEST VIRGINIA	WISCONSIN	WYOMING

# Staying Organized: ilovepdf.com

## Every tool you need to work with PDFs in one place

Every tool you need to use PDFs, at your fingertips. All are 100% FREE and easy to use! Merge, split, compress, convert, rotate, unlock and watermark PDFs with just a few clicks.



### Merge PDF

Combine PDFs in the order you want with the easiest PDF merger available.



### Split PDF

Separate one page or a whole set for easy conversion into independent PDF files.



### Compress PDF

Reduce file size while optimizing for maximal PDF quality.



### PDF to Word

Easily convert your PDF files into easy to edit DOC and DOCX documents. The converted WORD document is almost 100% accurate.



### PDF to Powerpoint

Turn your PDF files into easy to edit PPT and PPTX slideshows.



### PDF to Excel

Pull data straight from PDFs into Excel spreadsheets in a few short seconds.



### Word to PDF

Make DOC and DOCX files easy to read by converting them to PDF.



### Powerpoint to PDF

Make PPT and PPTX slideshows easy to view by converting them to PDF.



### Excel to PDF

Make EXCEL spreadsheets easy to read by converting them to PDF.



### Edit PDF

Add text, images, shapes or freehand annotations to a PDF document. Edit the size, font, and color of the added content.



### PDF to JPG

Convert each PDF page into a JPG or extract all images contained in a PDF.



### JPG to PDF

Convert JPG images to PDF in seconds. Easily adjust orientation and margins.



### Sign PDF

Sign a document and request signatures. Draw your signature or sign PDF files with a certificate-based digital ID.



### Watermark

Stamp an image or text over your PDF in seconds. Choose the typography, transparency and position.



### Rotate PDF

Rotate your PDFs the way you need them. You can even rotate multiple PDFs at once!



### HTML to PDF

Convert webpages in HTML to PDF. Copy and paste the URL of the page you want and convert it to PDF with a click.



### Unlock PDF

Remove PDF password security, giving you the freedom to use your PDFs as you want.



### Protect PDF

Protect PDF files with a password. Encrypt PDF documents to prevent unauthorized access.



### Organize PDF

Sort pages of your PDF file however you like. Delete PDF pages or add PDF pages to your document at your convenience.



### PDF to PDF/A

Transform your PDF to PDF/A, the ISO-standardized version of PDF for long-term archiving. Your PDF will preserve formatting when accessed in the future.



### Repair PDF

Repair a damaged PDF and recover data from corrupt PDF. Fix PDF files with our Repair tool.



### Page numbers

Add page numbers into PDFs with ease. Choose your positions, dimensions, typography.



### Scan to PDF

Capture document scans from your mobile device and send them instantly to your browser.

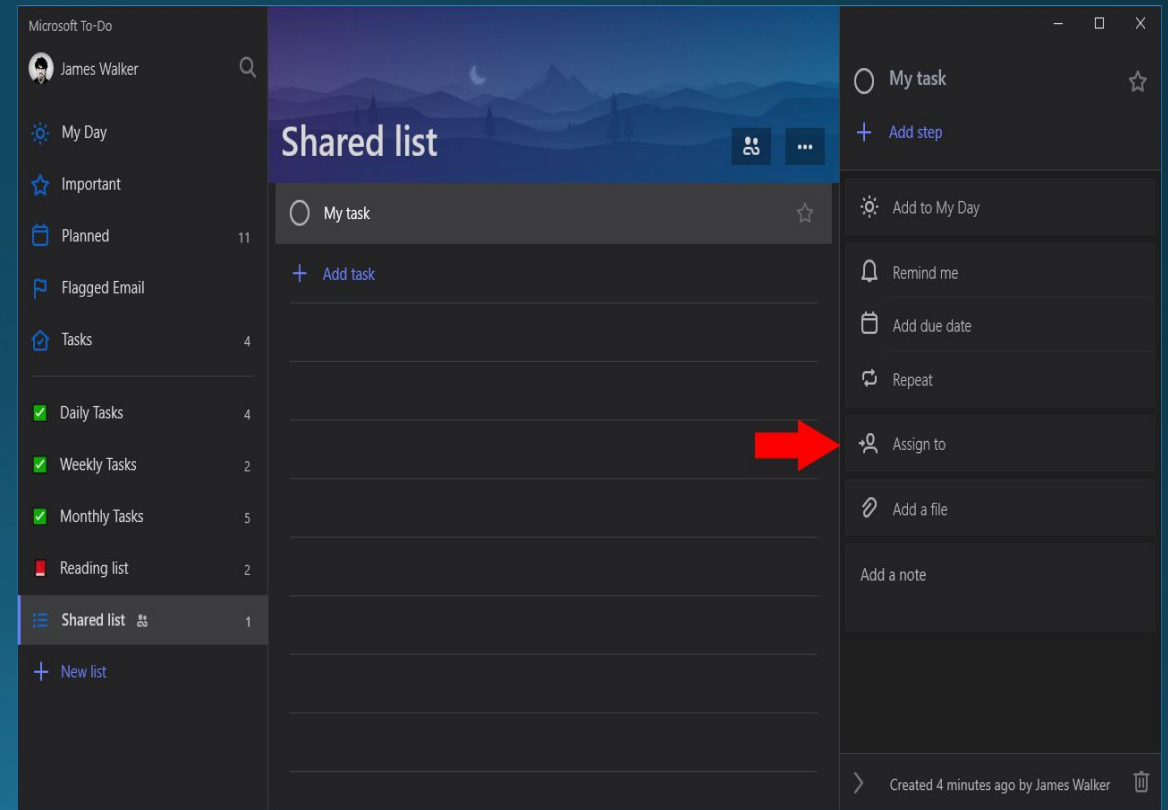
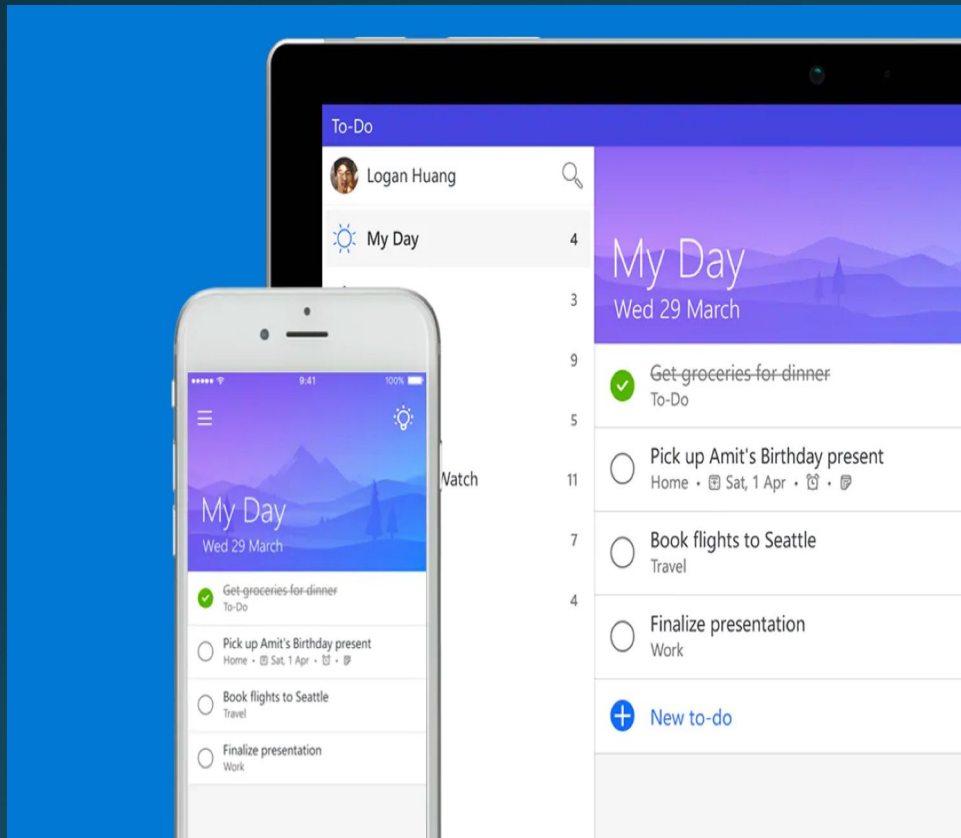
New!

# Staying Organized:

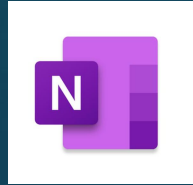
## Microsoft To-Do



- Organize all your tasks
- Access your tasks from phone or computer
- Shared task list with team members



# Staying Organized: OneNote



- Time-stamped notes from your phone or computer
- You can create shared folders with your team members.

The screenshot displays the OneNote application interface. On the left, a sidebar shows the user 'Anne Hole' and a list of notebooks: 'Module 1', 'Module 2', 'Module 3', and 'Module 4'. Under 'Module 1', there are sections for 'week 1 - ab...', 'week 2 - jjhk...', and 'week 3 - htc...'. The 'week 1 - ab...' section is selected, showing a page titled 'Lecture on .....'. The main content area of the note includes the date and time 'Friday, August 25, 2017 11:13 AM', followed by text: 'Here you can type up, or add as an image, yo', 'You can also add slides from Study Direct,', a PowerPoint icon, 'Digital tools for study...', 'links to videos etc.', and 'Here is a photo of paper notes using phone a'. At the bottom of the sidebar, there are buttons for '+ Notebook', '+ Section', and '+ Page'.

# Staying Organized:

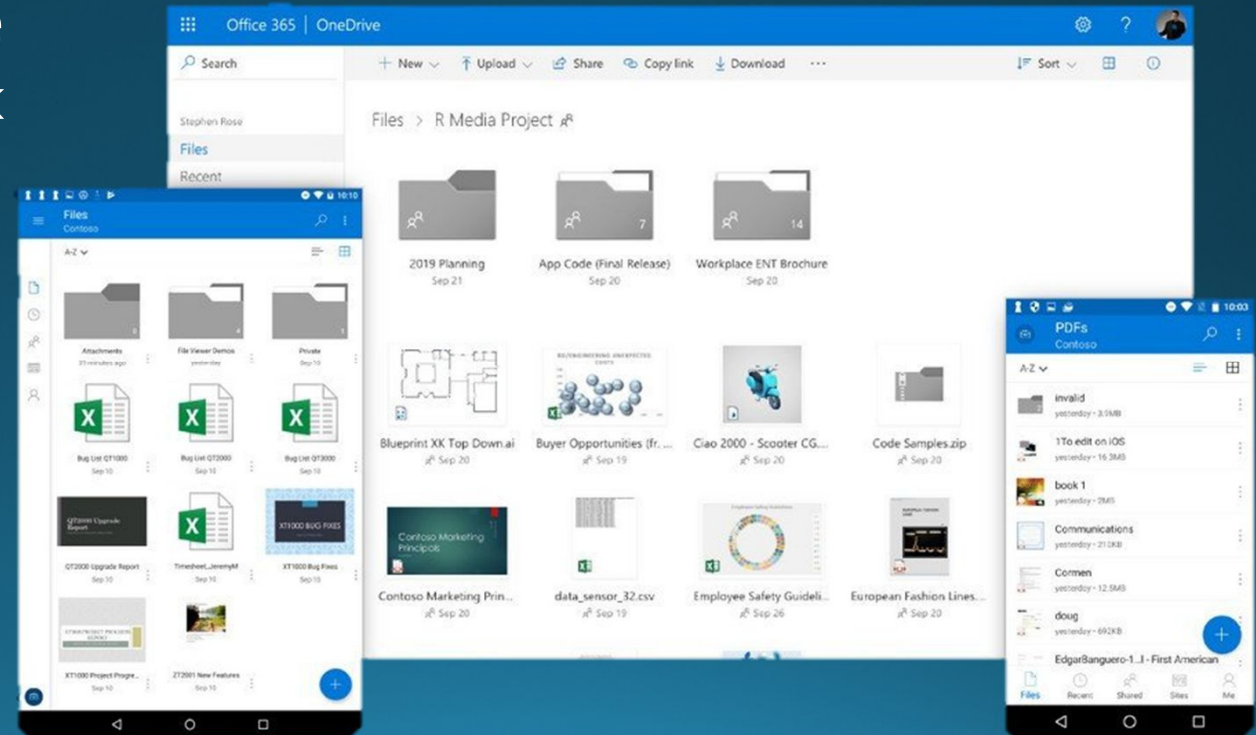
OneDrive



Google Drive



- Save all your files
- Access your files from phone and computer
- Scan documents from your phone
- Create sharable folders with a link



# Staying Organized:



Professional scheduling made easy

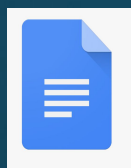
Doodle is a fast and easy way to find out people's availability to schedule a meeting

Table Calendar

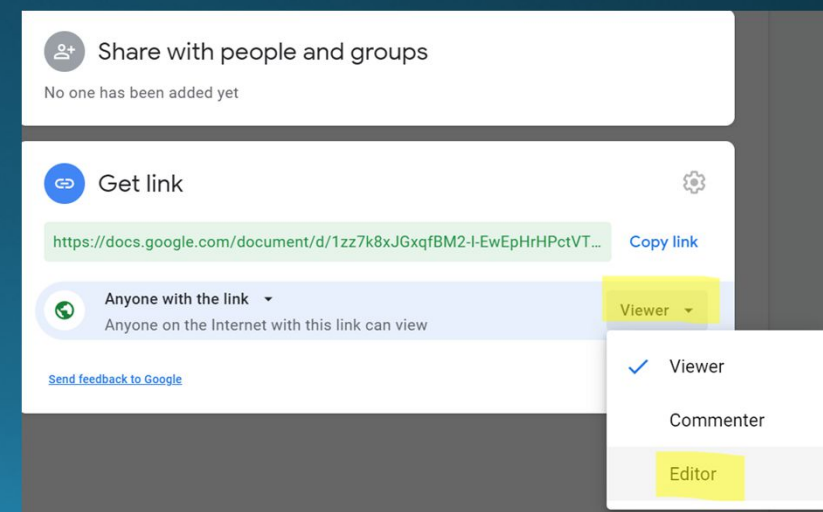
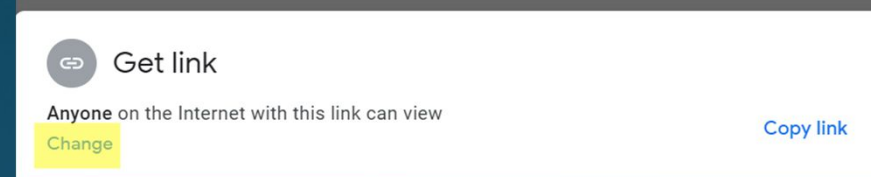
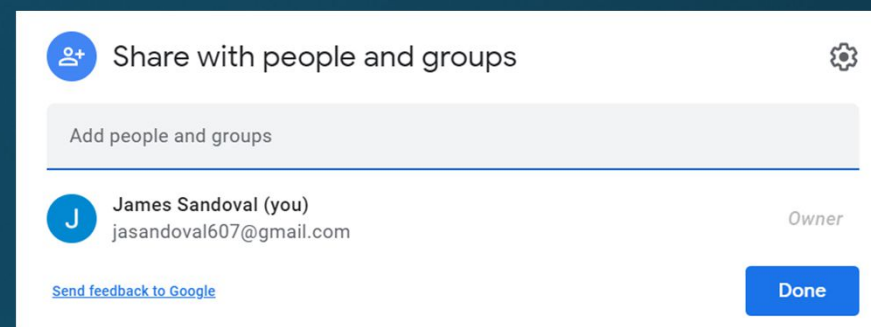
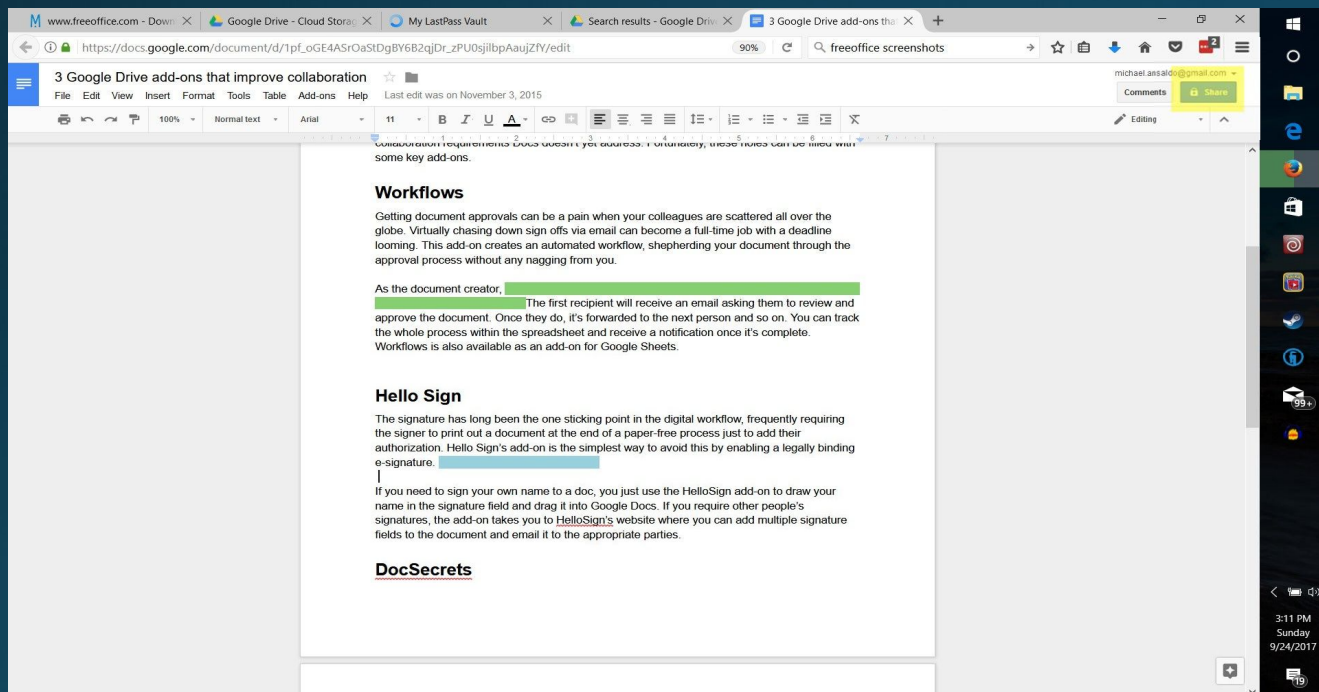
	Oct <b>15</b> TUE	Oct <b>16</b> WED	Oct <b>17</b> THU	Oct <b>18</b> FRI
	09:00 10:00	09:00 10:00	09:00 10:00	09:00 10:00
4 participants	✓4	✓3	✓3	✓4
<input type="text" value="Enter your name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon Hills	✓			(✓)
Leonard Cooper	✓	✓	(✓)	✓
Martin Bruun	✓	(✓)	✓	✓



# Staying Organized: Google Docs

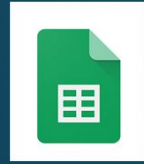


- Collaborate on a live document with others
- Access document from phone or computer



# Staying Organized:

## Google Sheets



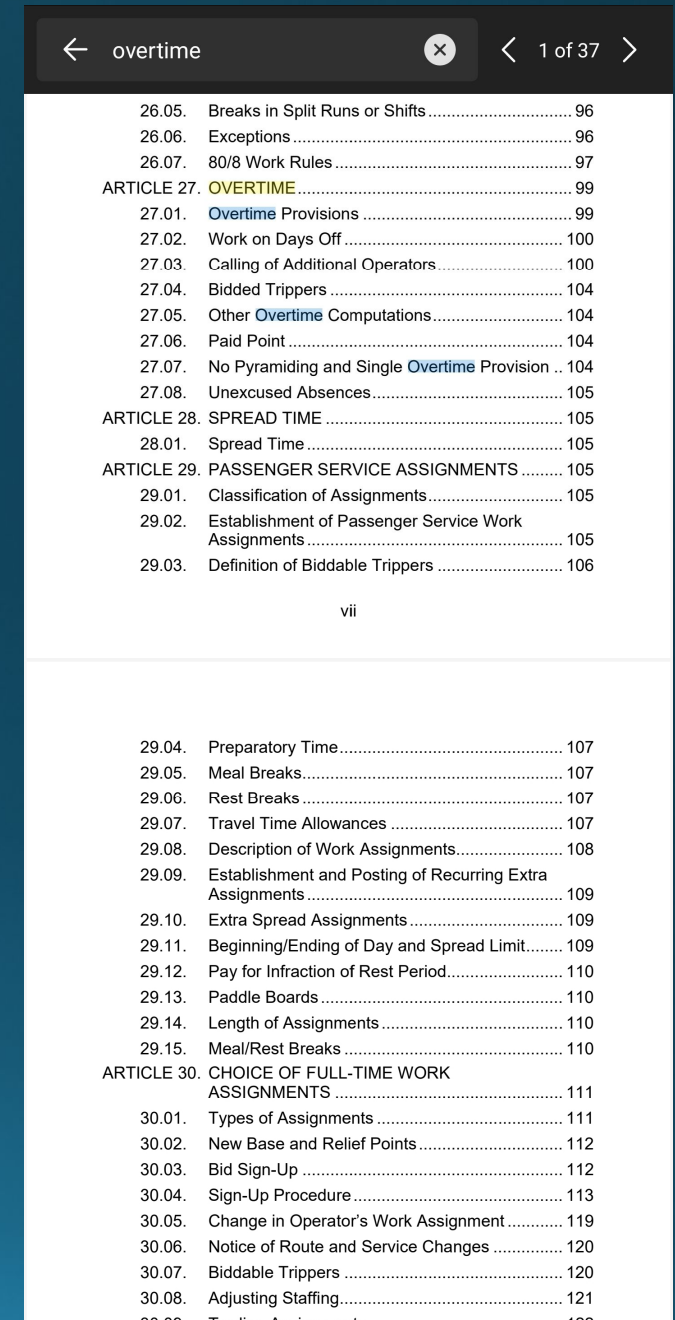
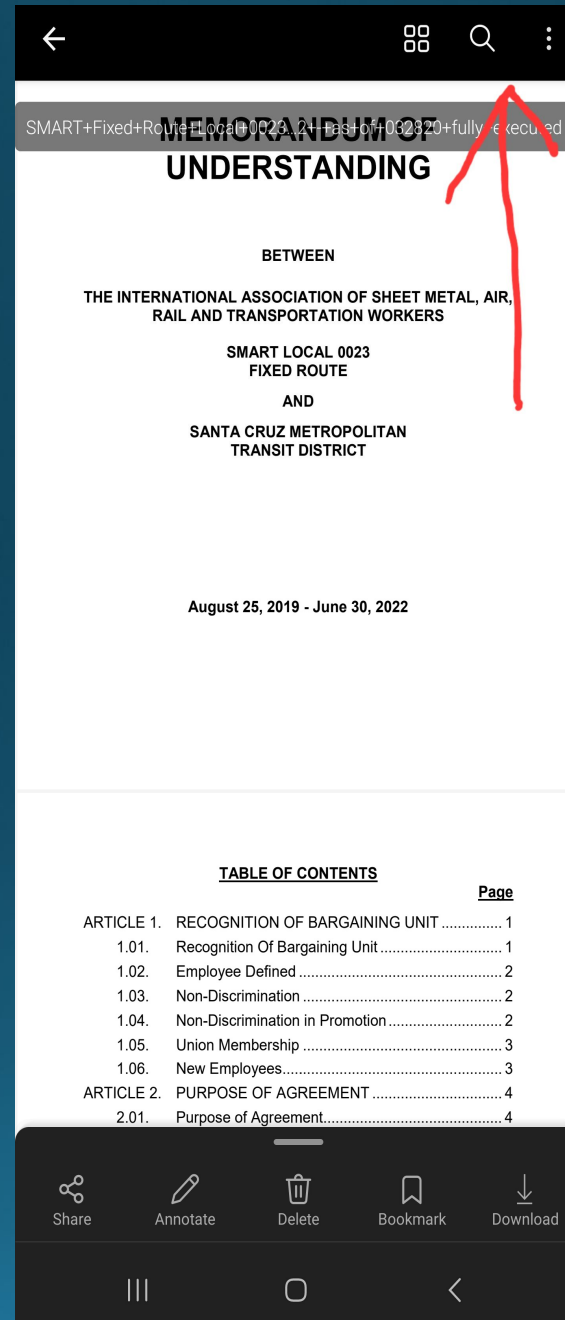
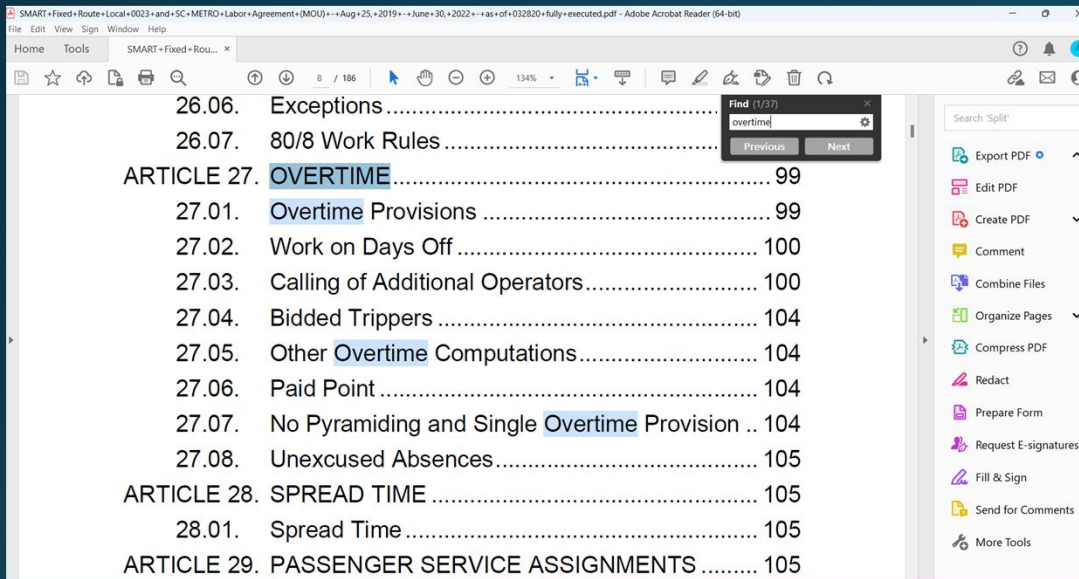
- Collaborative Spread Sheets

A screenshot of a Google Sheets spreadsheet in a web browser. The browser tabs show "Example Sheets Add-on" and "Example Sheets Add-on - Google". The address bar shows "https://docs.google.com/spreadsheets/d/". The spreadsheet has a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". Below the menu bar is a toolbar with various icons for undo, redo, and formatting. The spreadsheet grid shows columns A, B, C, and D, and rows 1 through 12. Cell A1 is selected. On the right side, an "Example Sidebar" is open, containing a text box with the value "1" and two buttons labeled "Pull" and "Put". The sidebar title is "Example Sidebar" with a close button (X). At the bottom of the sidebar, there is a small Google Sheets icon and the text "Sheets Add-on Template by Google". The bottom of the spreadsheet shows a sheet tab labeled "Sheet1".

# Staying Organized:

Keyword search PDFs on phone or laptop

Ctrl + F



# Staying Organized:

## Tools for Contract Negotiations

The screenshot shows a spreadsheet titled "SMART Proposals" with the following columns: Number #, Article/Section, Summary, Submitted?, Date/Time, Notes, and T.A?. The rows are numbered 1 through 34. The spreadsheet is currently empty.

The screenshot shows a spreadsheet titled "SMART Wage Increase Calculator" with the following columns: Current top wage, 1st year, 2nd year, 3rd year, 4th year, and 5th year. The rows are numbered 1 through 11. The spreadsheet contains the following data:

	A	B	C	D	E	F
1	<b>SMART Wage Increase Calculator</b>					
2	Fill in your current top pay in box "A4". For percentage increase, make sure "1.0" is in front. For example, for a 2% increase for the 1st year, type in "1.02" in box "B6". Then type in percentage increases for each year after for box "B7" through "B10"					
3	Current top wage	1st year	2nd year	3rd year	4th year	5th year
4	33.40	34.24	35.95	37.03	38.88	40.82
5	1st year percentage increase	1.025				
7	2nd year percentage increase	1.05				
3	3rd year percentage increase	1.03				
9	4th year percentage increase	1.05				
0	5th year percentage increase	1.05				
1						

These tools can be found on SMART University

# Staying Organized:

# Compare Documents

Compare Result 2 - Word

File Home Insert Draw Design Layout References Mailings **Review** View Help PDFescape Desktop Creator

Editor Spelling and Grammar Thesaurus Word Count Proofing Read Aloud Check Accessibility Translate Language New Comment Next Delete Show Comments Previous Comments Track Changes All Markup Show Markup Reviewing Pane Tracking Accept Reject Previous Next Compare Protect Hide Ink Linked Notes

AutoSave Off Save Can't Undo Can't Repeat Track Changes Show All Quick Print

Original Document

Original Document (utulaboragreement - Comparison)

Revised Document (SMART+Fixed+Route+Local+0023+and+SC+METRO+Labor+Agreement+(MOU)+--+)

medical treatments such as, but not limited to, prenatal care, physical therapy and chemotherapy, or who is required to be absent as a result of a chronic illness or disease as verified by a licensed medical practitioner. ~~B. Absences will be counted as follows:~~

**B. Absences will be counted as follows:**

- One (1) day equals one (1) absence.
- Two (2) or more consecutive workdays equals one (1) additional absence. ~~C.~~
- A partial day's absence (any part of the Operator's work day) equals one half (0.5) absence.

~~C.~~ Progressive Discipline:

Progressive discipline shall be applied for excessive absenteeism. An Operator maintaining a balance of greater than sixty (60) hours of Sick Leave shall not be subject to discipline under this Section.

- When an Operator has had twelve (12) counted absences during a floating 365 calendar day period ~~she the Operator~~ will be given a caution notice.

This exception is designed for an Operator who must undergo pre-scheduled medical treatments such as, but not limited to, prenatal care, physical therapy and chemotherapy, or who is required to be absent as a result of a chronic illness or disease as verified by a licensed medical practitioner. B. Absences will be counted as follows:

- One day equals one absence.
- Two or more consecutive workdays equals one additional absence. C.

Progressive Discipline:

Progressive discipline shall be applied for excessive absenteeism. An Operator maintaining a balance of greater than sixty (60) hours of Sick Leave shall not be subject to discipline under this Section.

- When an Operator has had twelve (12) counted absences during a floating 365 calendar day period she will be given a caution notice.
- Seventeen (17) counted absences within a floating 365 calendar day period will result in a written warning to the Operator for violation of the attendance policy.
- Twenty (20) counted absences within a floating 365 calendar day period may subject

Word also has a feature to where you can compare two documents and it will extract all differences  
- "Review" Tab then select "Compare"

# Useful Information and Resources Document



## Useful Information & Resources

### Must-read Union books:

#### Your Properties Collective Bargaining Agreement

Just Cause – A union guide to winning discipline cases  
<https://labornotes.org/store/just-cause>

The legal rights of union stewards  
<https://labornotes.org/store/legal-rights-union-stewards>

How to win past practice grievances  
<https://labornotes.org/store/how-win-past-practice-grievances>

No contract, No peace!  
<https://labornotes.org/store/no-contract-no-peace>

FMLA Handbook  
<https://labornotes.org/store/fmla-handbook>

The Labor Law sourcebook  
<https://labornotes.org/store/labor-law-source-book>

The Union Steward's Complete Guide. A survival manual.  
<https://labornotes.org/store/union-stewards-complete-guide-3rd-edition>

More books:  
<https://labornotes.org/store/books>

## Useful Websites/Apps SMART TD

SMART TD Website  
<https://smart-union.org/>

- Find many useful documents, trainings, templates, etc.

SMART University  
<https://smwia.sharepoint.com/sites/SMARTUniversity>

- Training videos for officers
- Member educational videos
- Templates and Resources

SMART TD APP  
<http://smart-union.org/mobile>

- Find out who your local union officers are & contact them
- Find out when and where your local meeting is
- Find out what benefits are available, including insurance, and discounts exclusive to SMART-TD members
- Access SMART news and related articles.
- Report an unsafe work condition
- Get answers and know who to contact when questions and issues arise.
- Plus, a breakdown of your dues and much more

SMART New Hire Kits

- SMART New hire kits have applications, dues authorization forms, informational trifolds, SMART merch, etc.
- Request New Hire Kits from the SMART TD supply department.

SMART Directory  
<https://smart-union.org/members/contact-smart-td-directory/>

This document can be found on SMART University

IT IS POSSIBLE FOR YOU TO LEARN HOW TO USE THESE TOOLS!



# TIPS



- Take good notes
- Always leave a paper trail
- Follow up emails
- Keep a record of **EVERYTHING**
- Jab, punch, upper cut method
- **NEVER** stop learning
- Keep members well informed
- Do not give up



# Any Questions?

- *All SMART University modules or for training and guidance purposes only. While all locals, committees and boards must operate within the SMART Constitution and follow applicable State and Federal Laws, they may function in a manner that is slightly different. Therefore, if questions arise, please contact your Local officers, General Chairmen or State Director of jurisdiction if clarity is needed.*

