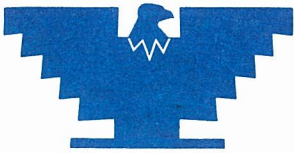


UNITED FARM WORKERS OF AMERICA, AFL-CIO



INSTRUCTION

UFW INSTRUCTION 2:0001

TO: Executive Board Members, Department, Division
Branch and Section Heads, All Staff Persons

FROM: Cesar E. Chavez, President

DATE OF ISSUE: 3 January 1977

EFFECTIVE DATE: 3 January 1977

SUBJECT: Personnel policies and Procedures Manual for
Volunteer Staff Persons

REFERENCE: (a) Constitution of the United Farm Workers of
America AFL-CIO
(b) UFW Instruction 1:0002 dated April 1, 1976
regarding Code of Conduct

Purpose:

To delineate the distinctly separate roles of UFW Union Member,
UFW Volunteer Staff Person, and UFW Supporter; and

To establish in writing the personnel policy guidelines for UFW Staff
Persons.

Background:

The purposes of the Union include:

"...to guarantee to every farm worker the
dignity and freedom which are the right of
every human being."

"To promote the development and main-
tenance of health, welfare and on the job
safety practices..."

"...to improve the wages and working con-
ditions of farm workers..."

"To promote industrial peace and develop a more harmonious relationship between employees and employers..."

Consistently and effectively accomplishing these purposes requires the combined efforts of the Union Members (almost all of whom are employed as farm workers), Union Volunteer Staff Persons (some of whom are also Union Members) and Many UFW Supporters (individuals and organizations). This has been and continues to become an increasingly effective working team.

However, as the Union wins more elections and negotiates more contracts there is also an increasing responsibility to effectively carry out the spirit of the commitments made between the workers and the employers. This makes it increasingly important that each person understands and is proficient in accomplishing their respective roles. When one person has more than one role (such as Union Member and Staff Person) it is vital that they be constantly aware of which role they are in at each point in time.

Part Three - Membership, Articles VIII through XXI of Reference (a), the Constitution of the United Farm Workers of America AFL-CIO, specifies in considerable detail the obligations and rights of each Union Member.

However, it has been recognized for some time that most of the policies and procedures dealing with the role of the Volunteer Staff persons have not been in writing or at least have not been pulled together into one easily understood and used manual.

It has also been recognized that as the Union has grown the need for a written manual of personnel policies and procedures has also grown.

There is a recognized need for written policies and procedures dealing with the role of the Volunteer Staff Person (who contributes their time and talents on a formalized full time basis) and separate policies and procedures dealing with the role of the UFW Supporter (who contributes their time and talents on a more informal part time basis).

Scope and Application:

This directive, and the UFW Volunteer Staff Persons Personnel Manual it initiates, applies to all UFW Volunteer Staff Persons and those supervising them as such. It applies fully, but only in their role as Staff Persons.