

COMMUNITY OF INTEREST CHECKLIST



A. JOB DUTIES

1. Describe the duties of the employees at issue.
2. Describe the similarities in the types of work performed by the employees.
3. Do part-time employees perform job functions similar to those of full-time employees? Explain.
4. Are any employees performing the same kind of work as employees excluded from the proposed unit?
5. Do any employees require special equipment or uniforms in the performance of their duties?

B. QUALIFICATIONS/TRAINING/SKILLS

1. Describe the educational background, training or other qualifications (including licensing or certification) required.
2. Describe the skills required for the positions or classifications in the proposed unit.
3. Do certain jobs require particularized training in a specific area, e.g., plumbing, carpentry, etc.? Do any of the jobs at issue require a formal apprenticeship program?

C. WORK LOCATION

1. Where do employees report to work? Describe the similarities/differences in the physical work environments.
2. Do any employees work at remote worksites?
3. Are there quarantined or security sections of some work locations?

D. HIRING/SUPERVISION/DISCIPLINE

1. By what method are the employees hired? Do they have probationary periods? Explain.

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2. Describe the supervisory structure of the employer. Do employees have common lines of supervision?
3. Do they have similar reporting relationships with higher authority?
4. Describe the system(s) for assignment of work for the employees.
5. Are the employees subject to similar personnel practices?
6. Are the employees subject to similar grievance and/or disciplinary procedures?

E. INTEGRATION/INTERCHANGE

1. Describe the inter-relationship of the employees' work functions. Are the work functions dependent upon each other, or is the work separate and unrelated? Is an employee in one job able to fill-in for or replace an employee who is absent or late?
2. Describe the degree of daily contact among the employees.
3. Are the employees eligible for promotions/transfers to other positions with the employer? Are transfer, job training and upward mobility programs similar? Explain.
4. Do the employees have similar degrees of interaction with students?
5. Are there common areas where employees meet, such as lunchrooms, breakrooms, etc.? Do these areas have limited access? Do employees share parking facilities?
6. Are skills learned in one job transferable to other jobs? Explain.

F. WAGES AND HOURS

1. Describe the method(s) of compensation for employees. Are there major differences? Are they paid on a salary or hourly basis? What is the funding source for this compensation? Explain.
2. Describe the pay periods used. Weekly? Semi-monthly? Monthly?
3. Describe the rates of pay in the proposed unit. Is there an established salary schedule? Is there a system of automatic salary progression?
4. Is the compensation for part-time or substitute employees determined as a proportion of that received by regular full-time employees?

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5. Describe the method(s) of overtime payment among the employees. Are there differences?
6. What are the established hours or shifts of employment? Are they similar to other employees?
7. Do part-time or substitute employees work the same hours as regular employees? Do they work at the same time of day?
8. Are employees employed on a 12-month or part-year basis? Describe the differences in work-year lengths.
9. Are employees subject to employment contracts? Similar contract lengths?
10. Do employees maintain a similar expectation of continued employment? Explain.
11. Do employees have similar availability of extra duty or overtime assignments?
12. Are employees similar in their eligibility for supplemental pay?

G. FRINGE BENEFITS

1. Are employees covered by the same benefit plans, e.g., health insurance, sick leave, retirement plans, vacations, etc.? Describe the plans.
2. Do substitute or part-time employees receive the same fringe benefit coverage or the proportional equivalent?
3. Are employees covered by similar layoff provisions and/or seniority lists?
4. Are employees similar in their ability to accumulate leaves and other benefits?