**Instructions for Mock Arbitration**

The rules set in this outline are for negotiations between the International Brotherhood of Electrical Workers (IBEW) Local 3 and the CAC Company. These rules have been prepared, and each party has agreed to arbitrate the labor contract after face to face negotiations were delayed. List rules and their method of application:

**1. Part I** – You will be provided with:

a) The demographics of the employees working for CAC Company will include: length of service, pay rates, titles, and age.

b) Current contract will cease on the last day of the month

c) Demands of labor and issues which will be part of the arbitration

d) Items and issues the organization if willing to take to arbitration

e) Items the company will not consider

You will provide current total cost of labor for the new contract which includes: paid time off, benefits, and wages. Also, you will explain the cost of a new contract labor and if all demands were met, and detail the labor cost for the company if successful in arbitration.

**2. Part II** – As the IBEW representative, you will provide specific reasons why each contract demand is listed and what items are not negotiable (Itemized demands will be given to you).

**3. Part III** – As the Arbitrator, you will prepare an Arbitration Agreement Checklist for CAC and IBEW, and a summary of decisions on the contract issues and state conclusions based on the facts of the case. Make sure to give specific reasons for your decisions.

**Part I A – Here are the company demographics**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Job Title** | **Current Hourly Pay Rate** | **Length of Service** |
| 1 | Receptionist | $10.00 | 4 years |
| 2 | Office Administrator | $15.00 | 7 years |
| 3 | Word Processor | $9.00 | 2 years |
| 4 | Accounts Payable Clerk | $10.00 | 6 years |
| 5 | Mailroom Clerk | $8.00 | 3 years |
| 6 | HR Administrator | $20.00 | 10 years |
| 7 | Administrative Assistant | $25.00 | 9 years |
| 8 | Administrative Clerk | $11.00 | 1 year |
| 9 | Sr. Administrative Assistant | 26.00 | 7 years |
| 10 | Electrician I | $24.00 | 5 years |
| 11 | Electrician II | $27.00 | 7 years |
| 12 | Electrical Maintenance | $16.00 | 8 years |
| 13 | Electrical Maintenance | $16.50 | 9 years |
| 14 | Driver | $14.50 | 8 years |
| 15 | Warehouse Rep | $20.00 | 7years |
| 16 | Warehouse Rep II | $22.00 | 9 years |
| 17 | Stock Clerk | $10.50 | 3 years |
| 18 | Data Specialist | $30.00 | 4 years |
| 19 | Purchasing Clerk | $20.00 | 8 years |
| 20 | Purchasing Clerk | $30.00 | 10 years |
| 20 |  |  |  |
|  |  |  |  |

**Part I - B** - The current contract will expire at the end of the month between CAC and IBEW workers. The employee benefits are listed below for those who have complete their 90 day trial period.

The contract includes the following benefits:

|  |  |  |
| --- | --- | --- |
| **Vacation Time** | | |
|  | | *Years of Service* |
| 1 week | | 1 |
| 2 weeks | | 7 |
| 3 weeks | | 12 |
|  | |  |
| **Sick time** | | |
| 1 sick day | 6 months | |
|  |  | |

**Benefits** – CAC Company provides only an HMO for health and a DMO for dental. The company will pay the employee's benefits costs at 55%, and family coverage paid by employees.

**Work schedule** – CAC Company work schedule is six days a week, Monday through Saturday. Employees hours in the warehouse are from 6 am to 4 pm, hours for field workers 7 am to 4 pm. Workers in the office work Monday through Friday from 8 am to 5 pm, with one hour for lunch (unpaid).

**PART 1 C - Arbitration’s demands for labor and issues are listed below:**

1. Changes to the accrued vacation time:

|  |  |
| --- | --- |
| **Vacation Time** | |
|  | *Years of Service* |
| 1 week | 1 |
| 2 weeks | 2 |
| 3 weeks | 5 |
| 4 weeks | 7 |
| \*Carried over from year-to-year | |

2) Change to sick time policy:

|  |  |
| --- | --- |
| **Sick time** | |
| 1 sick day | Per month |
| \*Sick days carried from year-to-year | |

3) Add Personal Time Off policy:

a. Monthly personal time - employees allowed 5 hours each month.

4) Benefits

a. Employee benefits paid by company to 70% of the cost

b. Family coverage paid by company at 50%

c. Employees can choose HMO or PPO

d. Employees will have life insurance paid by company equal to annual salary

e. Employees and family vision plan paid by company will be as employees at 70% and family coverage at 50%

f. The company will provide Tuition reimbursement to employees attending school in the interest of the business as shown below:

A = 100% paid   
B = 75% paid   
C = 50% paid

5) Work Schedule

a. Warehouse work schedule starting from 6 am to 7 am,

b. Office staff work schedule starting from 8 am to 5 pm or 8:30 am to 4:30 pm

**PART 1 D - Items and issues that the company will take to arbitration are listed below:**

The company decides to change the vacation policy as follows:

|  |  |
| --- | --- |
| **Vacation Time** | |
|  | *Years of Service* |
| 1 week | 1 |
| 2 weeks | 3 |
| 3 weeks | 7 |
| \*1 week vacation to be carried from one calendar year to another.  \*Vacation must be used in the calendar year | |

The company decides to change sick time policy as follows:

|  |  |
| --- | --- |
| **Sick Time** | |
| 1 day | 2 months |
| \*Sick days to be used in a calendar year, no carryover. | |

The company decides to change personal time off policy as follows:

|  |  |
| --- | --- |
| **Personal Time** | |
| 1 hour | Per month |
| \*Sick days to be used in the calendar year, no carryover. | |

The company offers a Life Insurance policy to employees.

The company will initiate a tuition reimbursement plan.

**PART 1 - E - The CAC Company will not consider during negations or arbitration are as follows:**

1. Changes to the medical insurance to remain as HMO paid by company at 55%, and family benefits at 100%

2. Company will not issue cafeteria plan for benefits

3. Company will not issue offering a vision plan

4. Company will not issue any changes to the work schedule

**PART III** – Arbitration Agreement Checklist

You will use the following document attached below to input information for Arbitration Agreement Checklist:

|  |  |
| --- | --- |
| **ARBITRATION AGREEMENT Checklist** | |
| Name of 1st Party: |  |
| Name of 2nd Party: |  |
| Paragraph summary of dispute: |  |
| Arbitrator(s) names: |  |
| State of Arbitration: |  |
| Arbitrator(s) compensation: |  |