

Resources for Supervisors of AFSCME Employees

Navigating Supervisory Responsibilities for AFSCME-Represented Staff

Supervising staff represented by [American Federation of State, County and Municipal Employees \(AFSCME\) Council 5](#) requires familiarization with operational rules that heavily emphasize seniority, shift structures, safety standards, and clear scheduling protocols. AFSCME covers a broad spectrum of state roles, including craft, maintenance, service, technical, law enforcement and healthcare non-exempt employees.

Use this guide to access essential administrative tools, key resources, and contact information for managing AFSCME-represented team members.

1. Key Contractual Focus Areas for AFSCME

When managing AFSCME staff, operational precision around schedules and seniority is critical:

- **Seniority & Shift Bidding:** AFSCME agreements rely heavily on state and classification seniority for shift selection, vacation approvals, overtime distribution, and layoff procedures.
- **Overtime & Call-In Protocols:** Mandatory vs. voluntary overtime rules are strictly defined. Ensure you follow the designated rotation lists and call-in procedures outlined in the agreement.
- **Rest Periods & Safety Equipment:** Specific articles govern uniform allowances, safety gear requirements, hazard pay, and mandatory rest periods.
- **Grievances & Representation:** AFSCME stewards actively represent employees during investigations and step-1 grievance proceedings. Always coordinate with your agency HR before responding to formal grievances.

2. Primary Resources for Supervisors

Approved Contracts & Enterprise Support

- **Approved Contract:** Access official agreements for all AFSCME units (Units 2, 3, 4, 6, 7, and 8) via the [MMB AFSCME Contract Portal](#) (or check union local information on the [AFSCME Council 5 Contracts Page](#)).
- **MMB Labor Relations Master Portal:** Find general state bargaining agreements, summaries, and pay grids on the [MMB Labor Contracts & Pay Plans Page](#).
- **Agency Labor Relations Officers:** Crucial for guidance on seniority roster determinations, overtime queue administration, and disciplinary actions.
- **Agency Safety Officers:** Partner with safety officers regarding AFSCME health and safety committee standards and OSHA compliance.
- **Enterprise Talent Development (ETD):** [MMB Enterprise Talent Development](#) offers supervisory Training courses covering professional employee management and contract administration.



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AFSCME Union Contacts

Resource	Detail
Official Website	afscmemn.org
Main Office Phone	(651) 450-4990 or (800) 652-9791
General Email	Council5@afscmemn.org
Contract	AFSCME Contracts
Field Representatives	Contact the main office to identify the specific Field Representative assigned to your agency location.

3. Supervisory Action Steps

1. **Maintain Updated Seniority Rosters:** Ensure posted classification and state seniority lists are accurate and up to date.
2. **Follow Overtime Equalization Lists:** Keep clear, transparent logs of overtime offers and refusals as required by the contract.
3. **Respect Representation Rights:** If a meeting may result in disciplinary action, pause and accommodate the employee's request for an AFSCME steward.

Reminder for MMA Members:

If you have questions about your supervisory authority, job duties, or contract boundaries while managing staff across bargaining units, reach out to your [Middle Management Association \(MMA\) Business Representative](http://mmamn.org) at mmamn.org or call (651) 222-3811.

