

OSBCC Survey Questions:

This survey will be used to show you how to analyze bargaining survey results

1. How many years have you been a CUPE member? *(Check one)*

- 0-4
- 5-9
- 10-14
- 15-19
- 20 or more

2. It is important for my union to negotiate an increase in vision care coverage. *(Circle one)*

Strongly Disagree		Neither Agree or Disagree		Strongly Agree
1	2	3	4	5

3. Which animal(s) do you believe make the best pet(s)? *(Check all that apply)*

- Birds
- Cats
- Dogs
- Fish
- Other *(Please Specify):* _____

Thank you for completing this survey!

You can find more information about bargaining surveys at www.CUPE.on.ca

Common Topics of Discussion for School Board Bargaining Surveys:

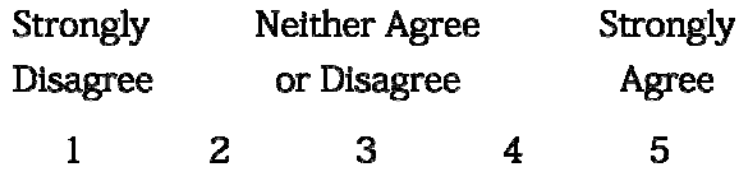
- Wages
- Benefits
- Scheduling
- Part Time Worker Issues
- Leaves of Absence
- Health & Safety
- Contracting Out
- Training
- Job Security
- Stress/Workload
- Seniority Rights
- Supervision
- Vacations
- Sick Leave

Key Tips for Good Surveys

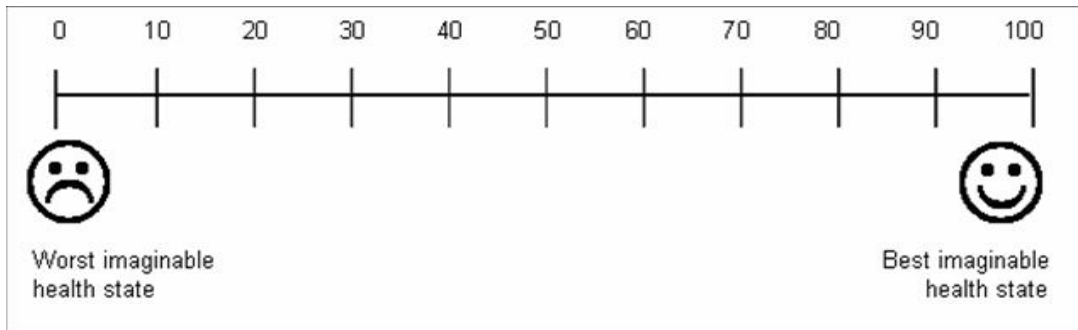
- Start your survey with the most interesting questions first
- Make the questions unbiased
- Don't assume that people are familiar with the current situation
- Don't use acronyms
- Make sure each question asks only one question
- Provide current context for each question
- Make the design simple
- Try to make questions impersonal
- Use clear and simple language and grammar
- Don't use too many open-ended questions
- Don't ask people to think too far back in the past
- Keep questions as short as possible
- Avoid 'branching' questions wherever possible. Try not to use branching on paper surveys.

Survey Question Types:

5-point Likert Scale:



Visual Analogue Scale:



Single-choice Question:

How many years have you been a CUPE member? *(Check one)*

- 0-4
- 5-9
- 10-14
- 15-19
- 20 or more

Open-Ended Survey Question:

Do you have any other comments regarding Health & Safety?

Quiz Question #1: How would you improve this question?

The employer has proposed instituting a reduction of paid staff hours in your unit, however the work expected of each staffperson will remain the same. How many paid hours do you think should be reduced per day?

0-1 1-2 2-3 3-4 4-5 5+

Quiz Question #2: How would you improve this question?

The current maximum for vision care is \$1500 every two years, and the current maximum for dental care is \$2000 every two years. The union should negotiate an increase to this amount.

Strongly Disagree	1	Neither Agree or Disagree	2	3	4	Strongly Agree	5
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Quiz Question #3: How would you improve this question?

It is important to improve provisions to fund child care for members.

Strongly Disagree		Neither Agree or Disagree		Strongly Agree
1	2	3	4	5

Quiz Question #4: How would you improve this question?

Please rate the importance of improving the following items from 1 to 5, 1 being least important and 5 being most important:

Wages Health Benefits Job Security Workload Seniority Rights

Quiz Question #5: How would you improve this question?

The union has been actively looking forward to bargaining an increase to sick day provisions so that members can take more sick days off per year.

How many days have you taken off sick last year? _____

Quiz Question #6: How would you improve this question?

There are now better methods in place in order to file for vacation days.
How much better do you feel the new methods are?

Much Worse		Not Better or Worse		Much Better
1	2	3	4	5

Your Common Questions:

Create 2 or 3 general questions that you think would be worth asking the membership. Design the questions to be answered in a survey using one of the Survey Question Types:

Your Local-Specific Question:

Create at least one local-specific question (a question that would probably only be relevant to the members of your local), and share it with your group members. Design the question to be answered in a survey using one of the Survey Question Types. See if your group members have any suggestions:

How to Structure Your Survey:

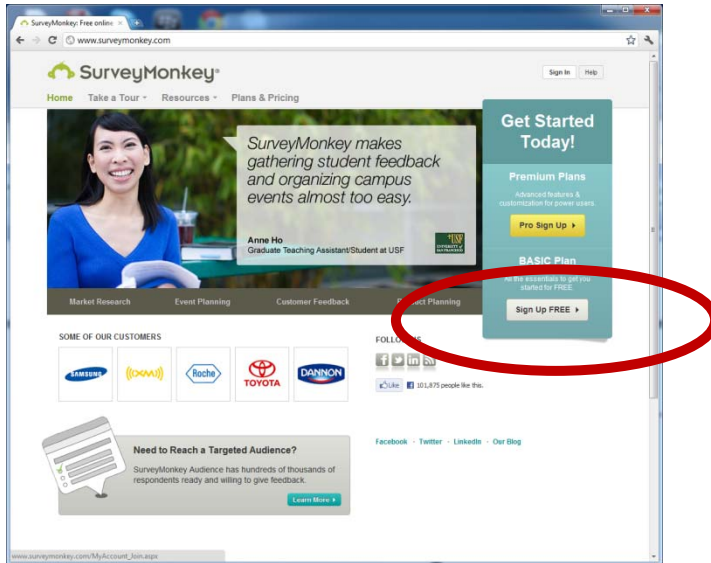
Introduction) Start with a cover letter from the committee explaining:

- Why the survey is important
 - What the data will be used for
 - Will the data be held confidential
 - The timelines around bargaining and other information which the average member may not know
- 1) Ask for personal (but not necessarily identifiable) information
 - 2) Begin the survey questions with the most interesting or important questions
 - 3) Continue adding in questions, and use different Survey Question Types to break up a long survey
 - 4) Try to leave open-ended questions for the end of the survey
 - 5) Add a 'Thank You' statement with information on where to visit to learn more.

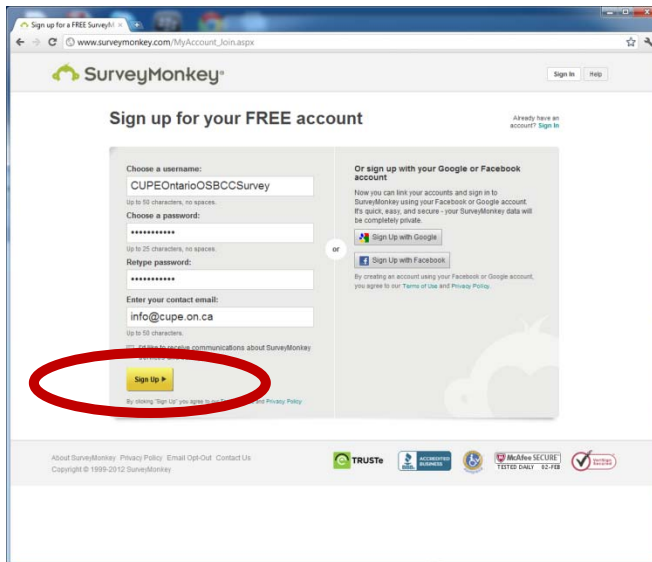
Survey Monkey Walkthrough:

How to get started on Survey Monkey account and build your first survey:

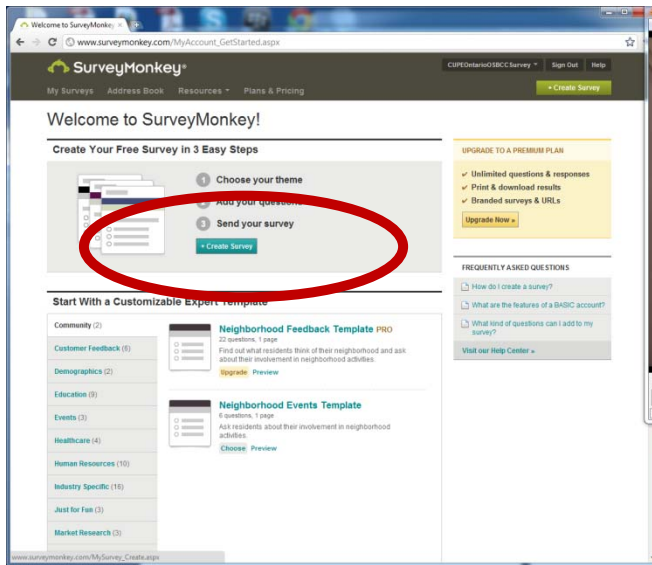
- 1) Visit www.SurveyMonkey.com
- 2) Click “Sign up Free”



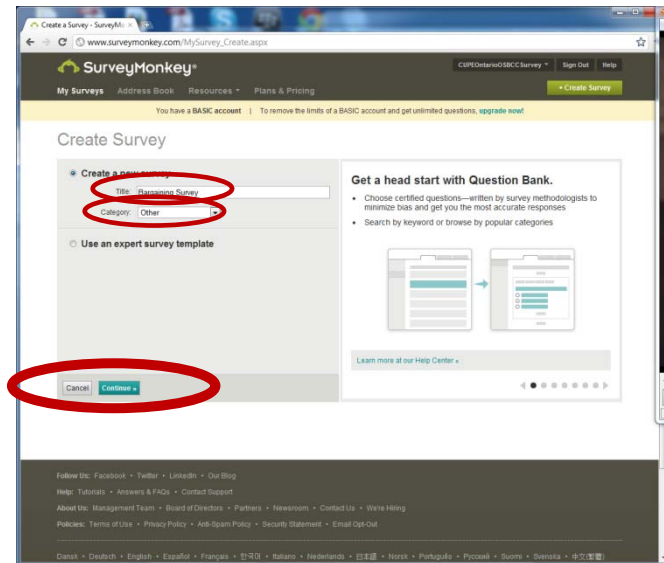
- 3) Enter in your information and click “Sign Up”. Use a union e-mail address, not a personal one.



- 4) Click on “Create Survey” to make a new survey.



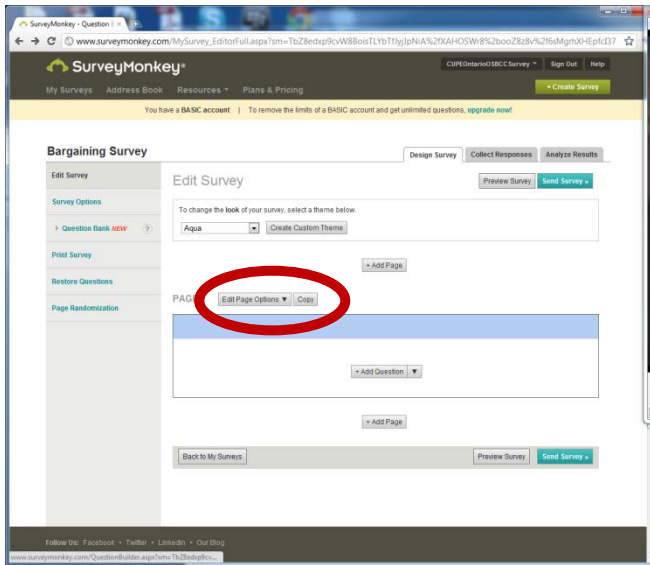
- 5) Enter a name for your survey (such as Bargaining Survey 2012), and select “Other” as the category. Then click “Continue”



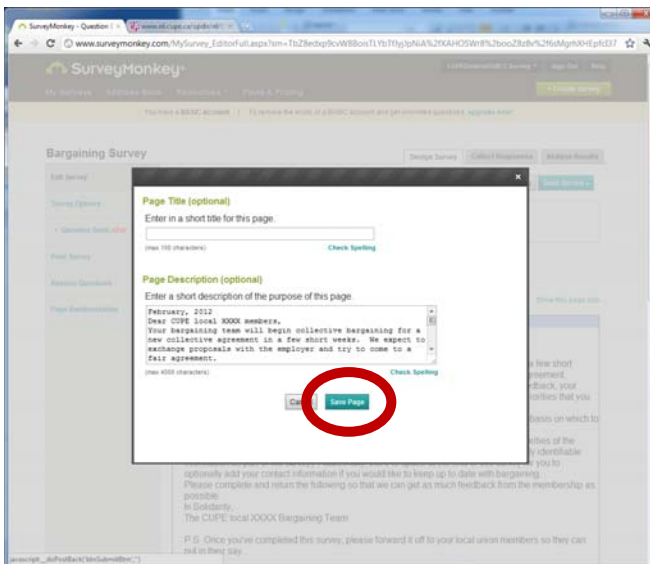
- 6) You’ve now set up the beginning of your survey. From here you have many options!

To Add a Cover Letter:

- 1) To enter in your Cover Page text, click the arrow by “Edit Page Options” and select “Edit Page Information”

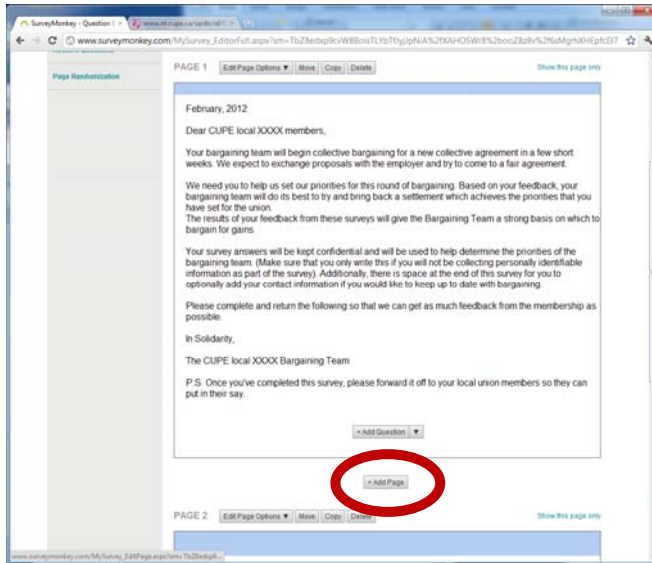


- 2) Under ‘Page Description’, add the text for your cover letter, then press “Save Page”

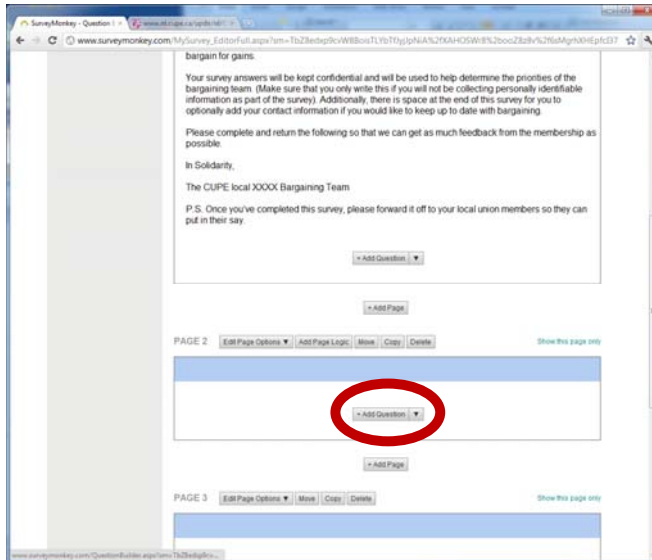


To Add Questions:

- 1) Click on “Add Page” to start a blank page.

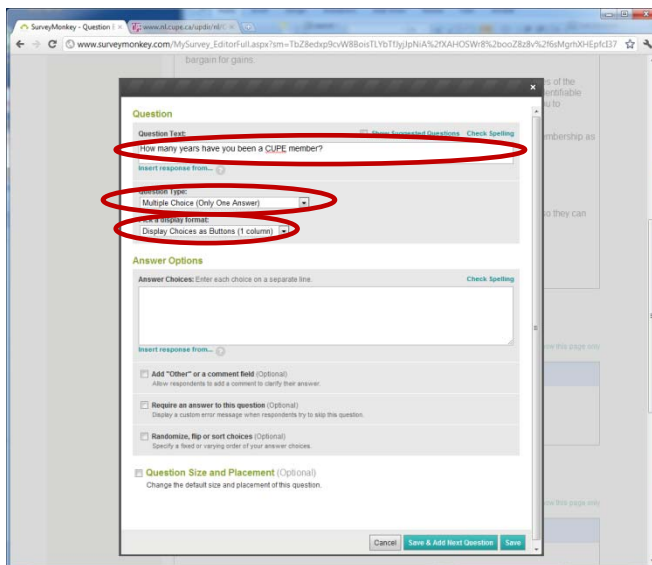


- 2) Under the section called “Page 2”, click “Add Question”

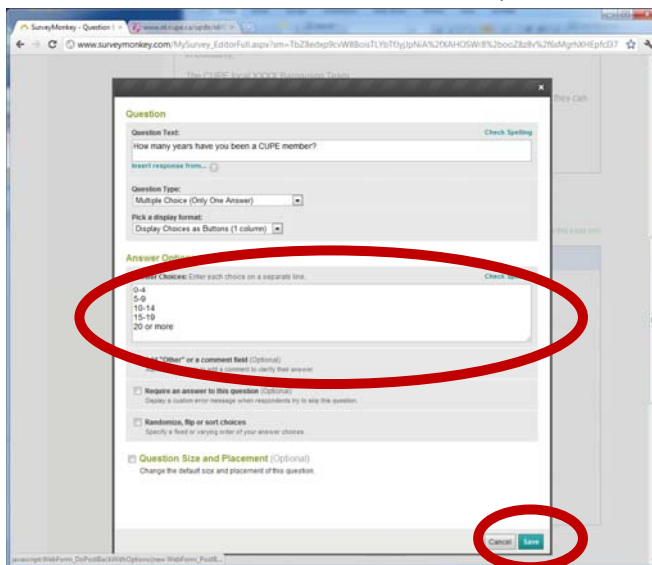


Example: How to add a Multiple Choice question:

- 1) In the box “Question Text:” write the text for your question (For example “How many years have you been a CUPE member?”).
- 2) Then, under “Question Type:” select either “Multiple Choice (Only One Answer)” or “Multiple Choice (Multiple Answers)” depending on if your question can have only one or more than one answer.

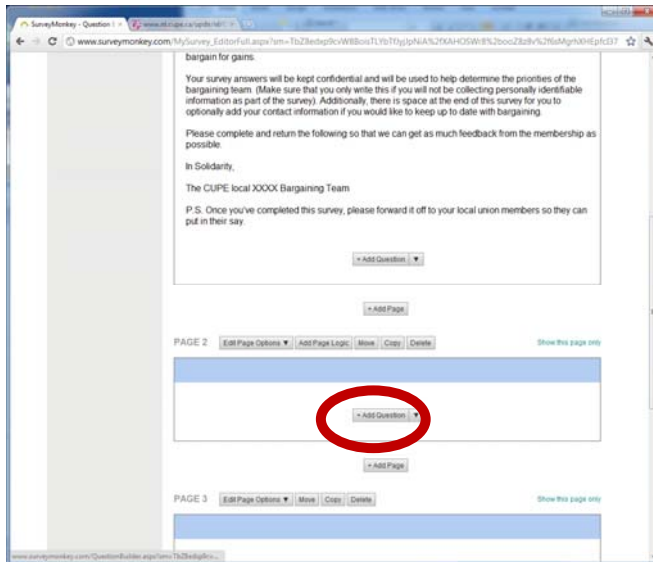


- 3) In the box “Answer Choices”, write each possible answer on each line, then hit “Save”

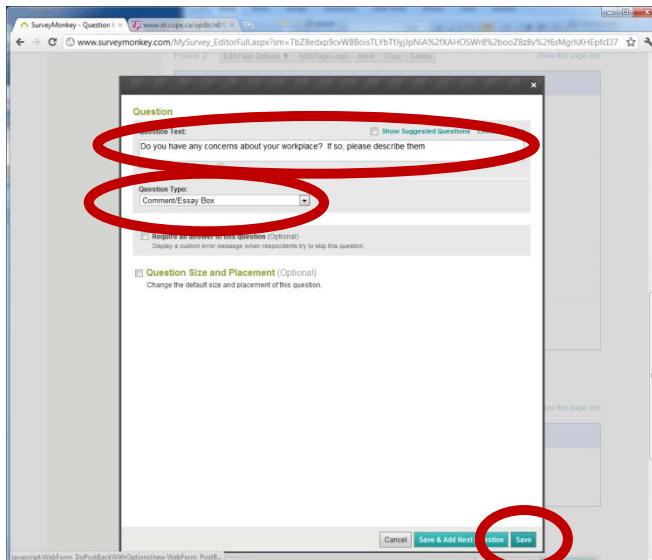


Example: How to add an Open Ended question:

- 1) On your page, click on “Add Question”

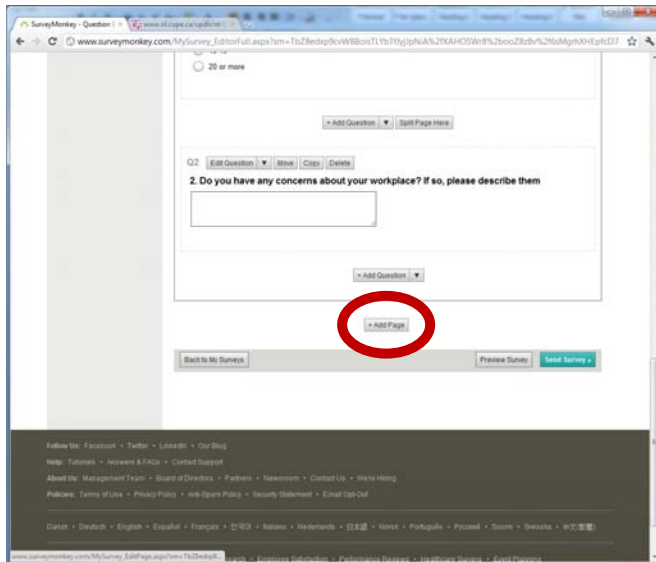


- 2) In the box “Question Text:” write the text for your question (For example “Do you have any concerns about your workplace? If so, please describe them”).
- 3) Then, under “Question Type:” select “Comment/Essay Box”
- 4) Finally, hit “Save”

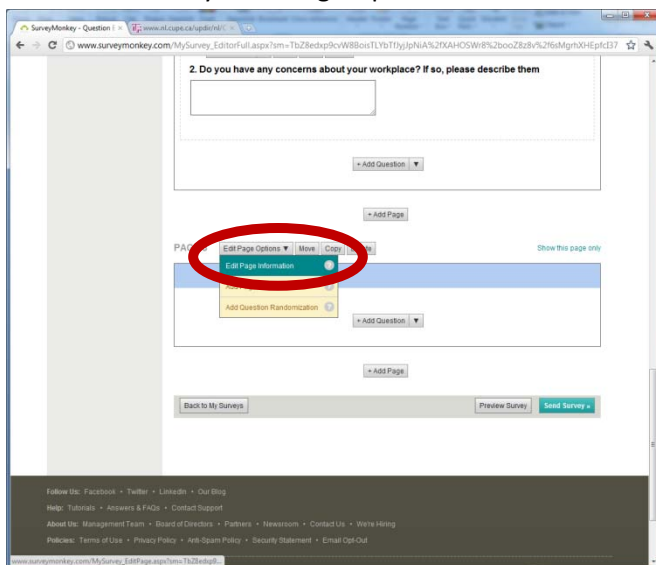


To add a Thank You statement:

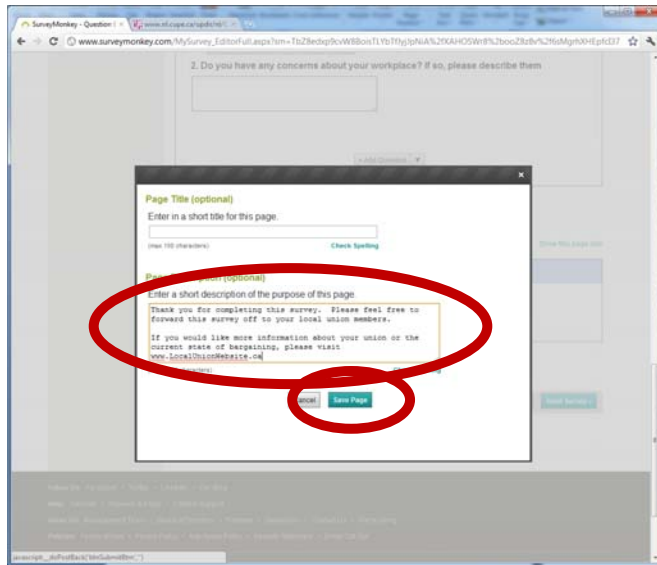
- 1) Click on “Add Page” to start a blank page.



- 2) Click the arrow by “Edit Page Options” and select “Edit Page Information”

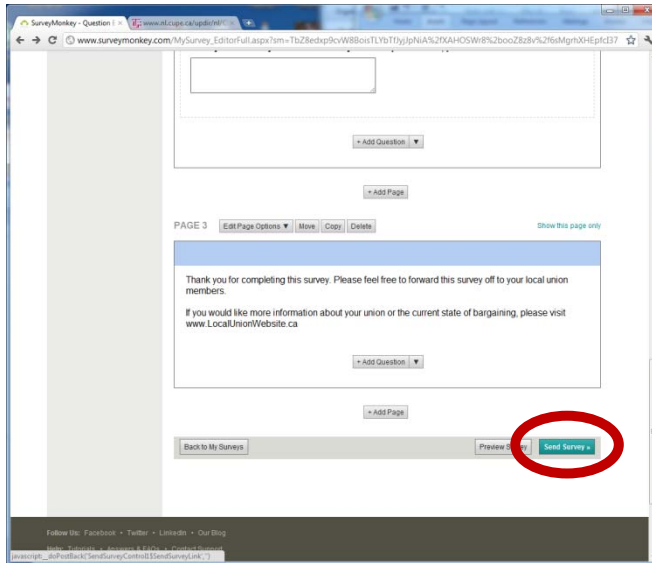


3) Enter your Thank You statement in the box “Page Description”, and click “Save Page”

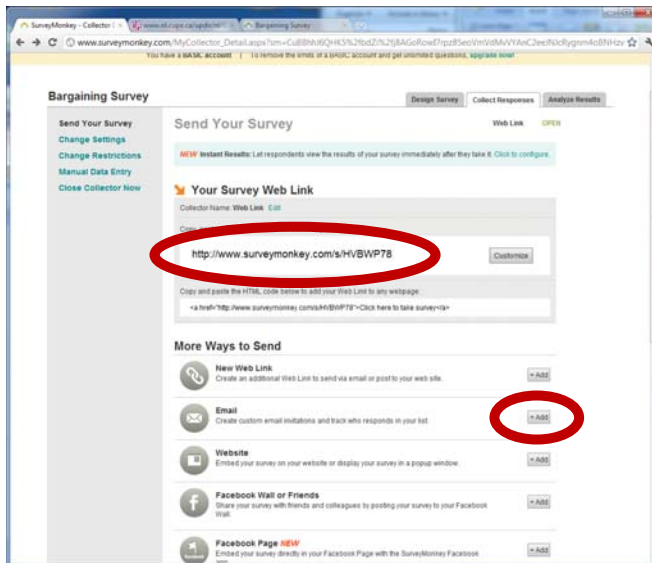


To Finalize and send the survey:

- 1) At the bottom of your survey page, click “Send Survey”

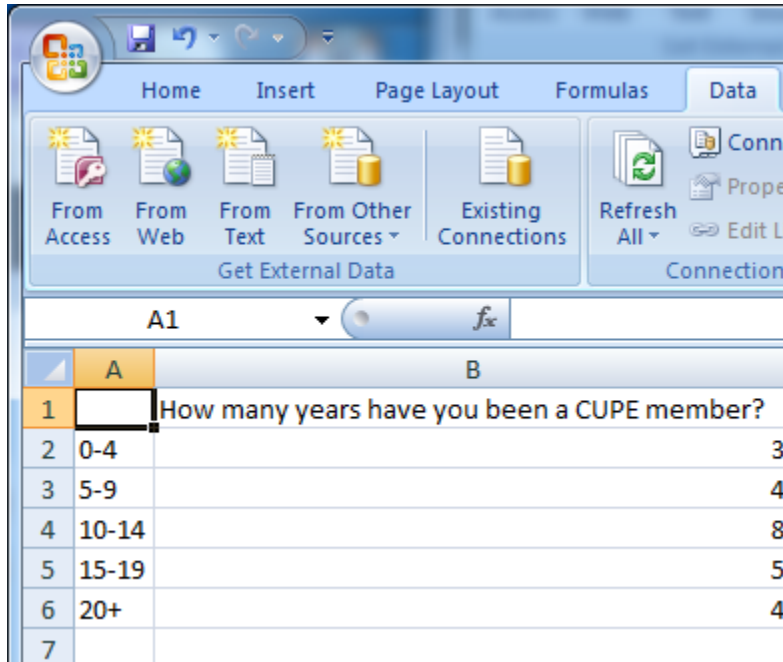


- 2) The Survey Web Link will appear on your screen. You send people that link and they will be able to write the survey you just made. You can also e-mail the survey by clicking “+Add” by the e-mail icon.



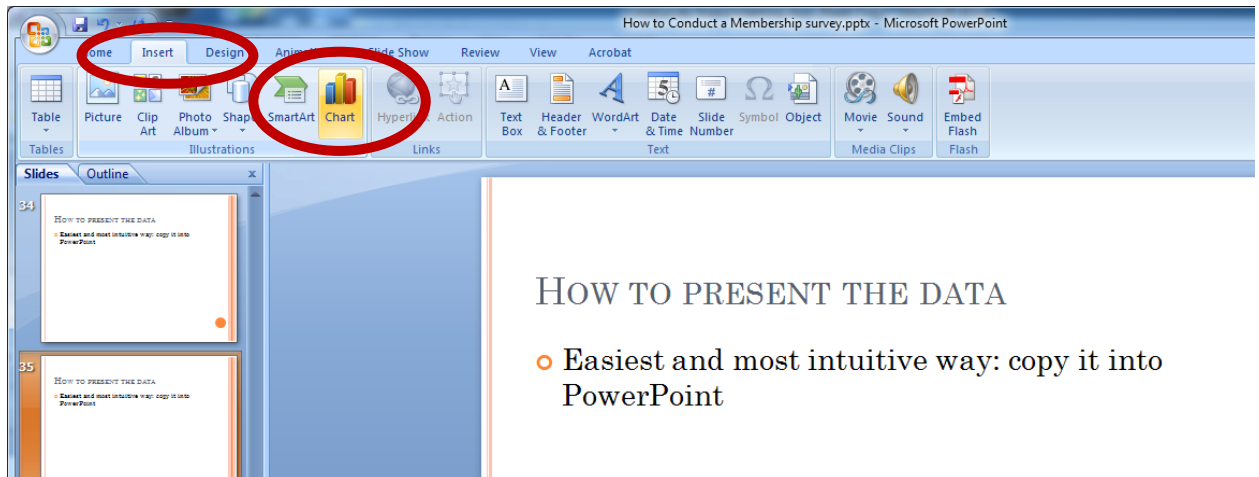
How to show your results in a PowerPoint presentation from Excel:

- 1) Export your data into an Excel spreadsheet. Depending on how you implement your survey there will probably be an “Export” or “Export to Excel” button. You can also manually type in the data into excel.

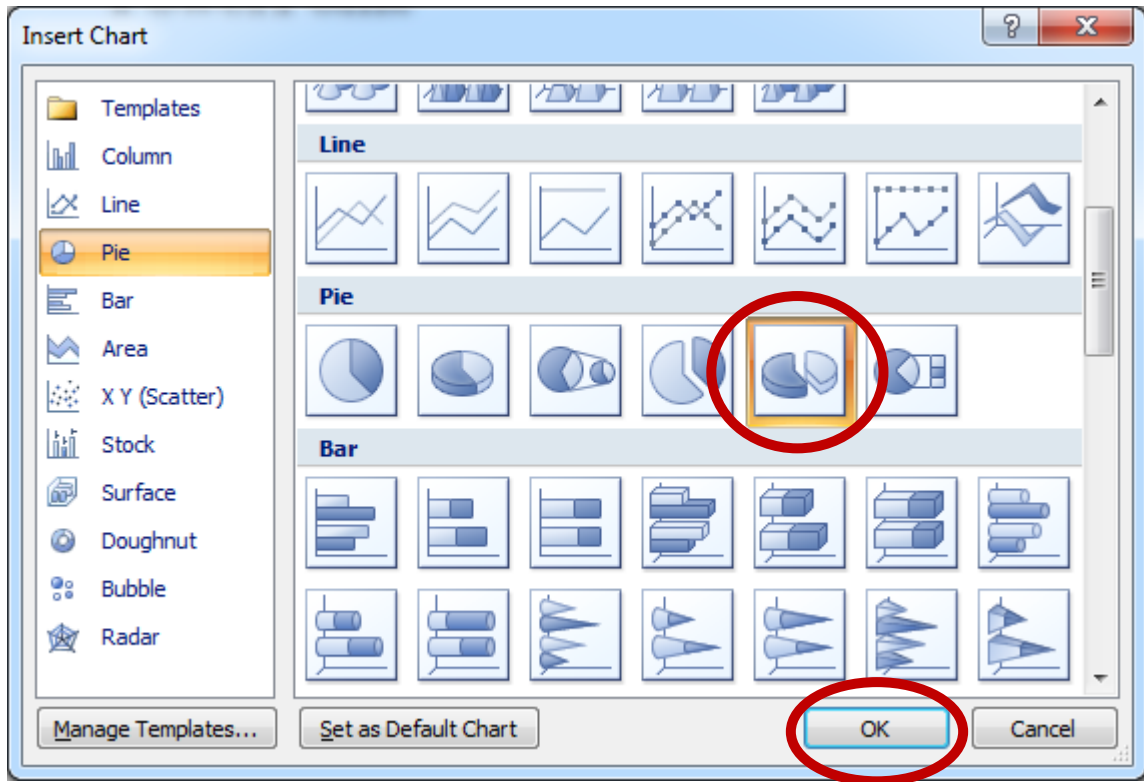


	A	B
1		How many years have you been a CUPE member?
2	0-4	3
3	5-9	4
4	10-14	8
5	15-19	5
6	20+	4
7		

- 2) Open up PowerPoint and click the “Insert” tab, and then the “Chart” button



- 3) Select your type of graph and press “OK”. Here we are selecting a 3D Pie Chart



- 4) Another Excel window will automatically open

	A	B	C	D	E	F	G
1		Sales					
2	1st Qtr	8.2					
3	2nd Qtr	3.2					
4	3rd Qtr	1.4					
5	4th Qtr	1.2					
6							
7							
8		To resize chart data range, drag lower right corner of range.					
9							
10							
11							

- 5) Copy and paste the information from your survey into the new excel spreadsheet.

The screenshot shows two tables in an Excel spreadsheet. The left table, titled 'Workshop Responses.xlsx', contains survey data. The right table contains quarterly sales data.

A	B	C
1	How many years have you been a CUPE member?	
2	0-4	3
3	5-9	4
4	10-14	8
5	15-19	5
6	20+	4

A	B	C	D	E	F	G
1	Sales					
2	1st Qtr	8.2				
3	2nd Qtr	3.2				
4	3rd Qtr	1.4				
5	4th Qtr	1.2				

Text boxes in the image: 'Copy this selection' points to the survey data table. 'Then Paste into cell A1' points to the sales data table. A note at the bottom right says: 'To resize chart data range, drag lower right corner of range.'

- 6) Now just switch back to your PowerPoint window and your chart will be updated!

NOTE: You can sort your data before you paste it from largest to smallest if you want the slices of the pie to go sequentially from largest to smallest

Cover Page Sample text (taken partly from the CUPE Gaining Ground Bargaining Survey):

February, 2012

Dear CUPE local XXXX members,

Your bargaining team will begin collective bargaining for a new collective agreement in a few short weeks. We expect to exchange proposals with the employer and try to come to a fair agreement.

We need you to help us set our priorities for this round of bargaining. Based on your feedback, your bargaining team will do its best to try and bring back a settlement which achieves the priorities that you have set for the union.

The results of your feedback from these surveys will give the Bargaining Team a strong basis on which to bargain for gains.

Your survey answers will be kept confidential and will be used to help determine the priorities of the bargaining team. **(Make sure that you only write this if you will not be collecting personally identifiable information as part of the survey).** Additionally, there is space at the end of this survey for you to optionally add your contact information if you would like to keep up to date with bargaining.

Please complete and return the following so that we can get as much feedback from the membership as possible. You can find local updates or find bargaining timelines at www.LocalUnionWebsite.ca

In Solidarity,

The CUPE local XXXX Bargaining Team

P.S. Once you've completed this survey, please forward it off to your local union members so they can put in their say.

Thank You Sample text:

Thank you for completing this survey. Please feel free to forward this survey off to your local union members.

If you would like more information about your union or the current state of bargaining, please visit www.LocalUnionWebsite.ca