

# NAVIGATING THE CLINE AND ASSOCIATES PREMIUM WEBSITE

## Introduction.

We are providing these instructions so that you can make the most out of the Cline & Associates Premium Website. If you take the time to read through these instructions, you should develop a good understanding of what materials we have posted here and how to locate them.

## Overview.

Your subscription and access rights allow you to explore and use the wide ranging information that we have posted on this website. The website materials are organized into “folders.” Clicking onto a folder heading allows you to explore whatever subfolders are contained under that subject heading.

The website folders and menus are built on a “tree” system. Each folder Heading is indicated with a +. **Clicking on the + allows you to open the next level of subfolders and view its contents.** You can open up multiple folders at the same time by clicking on each + that you want to have open for viewing.

The website is divided into **4 major sections:**

- **Reports on Request** – Information that you may acquire from Cline and Associates databases by completing the applicable Report request menu
- **Information on Demand** – Information that we have posted into the system of folders that you can acquire on a 24/7 basis on your own by exploring the folders.
- **Webcasts** – Webcasts and webinars that we conduct.
- **Representation Requests** – A link to a form which you can submit asking for specific assistance from Cline & Associates.

The **Reports on Request** folder gives you access to over **2000 distinct reports** through on-line menus to each of our three databases: The **Demographic Database**, the **Compensation Database**, and the **Contract Term Database**. As you go

through this folder you'll see a number of menus. These menus are online forms which are used to request your reports. You submit an online customized report request based on your needs and within 7 days in most cases, you should receive the requested reports.

The **Information on Demand** folder allows you to explore and acquire information on a 24/7 basis on your own by browsing through each of the various subfolders. This part of the Website is divided into 7 sections:

- Statewide CBAs
- CPI Data
- Statewide Compensation and Benefit Surveys
- Newsletter Archive
- PERC and Interest Arbitration Cases
- Books on Demand
- Reference Materials

The **Webcast** folder is where we post the webcasts that we do from time-to-time on breaking developments. You will receive notice when a webcast is occurring.

The **Representation Requests** folder includes a link to a form allowing you to make a request for assistance. If you would like legal representation, advice, or assistance in acquiring customized information, please complete the request for information and someone from our team will contact you.

The website has some other features that allow you to explore it efficiently and powerfully. It contains a **search tool** that will enable you to search the titles as well as the content of the site. By the fall of 2011 we will also be adding more functionality to the website that will allow you to navigate even better. We will be adding built in links between the various folders that contain materials on similar topics. Clicking on these **“related content” links** will allow you to move to those additional materials.

By following these general instructions, you should find the Website to be very user friendly. With a little bit of practice with the search tools and the index listing, we hope that you will find that you can easily navigate around the website to locate exactly the information you want. Should you encounter difficulties in your searching, feel free to contact our office during daytime hours (206.838.770 or toll free at 1-877-694-2525) or email our general assistance account at [clinelawfirm@clinelawfirm.com](mailto:clinelawfirm@clinelawfirm.com).

These instructions apply to the Website generally. Next we will turn to the particular instructions and explanations that apply to each of the various forums. Each Folder contains specific information relating to those pages. For each Section of the Website, look for the top folder which should contain instructions for “Navigating” that particular section

## Reports on Request.

These instructions explain how to acquire information from our databases. There are two main databases that we run reports from.

The first database is our ***Demographic and Compensation Report database***. This database allows you to acquire information necessary to select or evaluate ***comparables***. It also provides you detailed information about the ***compensation and benefits*** in the databases. The database contains information on hundreds of different demographic, compensation and benefit fields both ***currently and also historically***. The database contains the ability to generate “customized” reports that allows you to evaluate information by historic parameters, single comparables or sets of comparables, or by comparing two or more distinct database parameters.

The second database is our “***Contract Term Reports***” database. This database allows you to view ***the actual labor contract language*** from each of your identified “comparables” for up to ***127 distinct CBA sections***. We have constructed a database that allows us to “bookmark” labor contracts that in turn generates a breakout of labor contracts into these unique sections. This database allows you to study the actual contract language of your comparables on any unique section and compare that to your own CBA language.

This information can be acquired by submission through ***menus***. By clicking on the heading for each of the Report subfolders, you will be led to the link that allows you to open up a Menu form. Each menu form contains your contact information and a request for the list of “comparable” jurisdictions that you want information on. If you have not yet identified the “comparables,” you might want to start first by running a demographic report to determine what jurisdictions might be most comparable. Each menu then presents you with a long list of reports that you may acquire. Click on the box for each report you seek and then ***hit submit***. Once we acquire your request, we will attempt to provide you the requested information within a week.

The Menu system was principally created for the use of Premium Website Subscribers relying on self-help who did not have the benefit of Cline and Associates retainer coverage. For those retained clients, a direct request using these menus is available, but we recommend first contacting the attorney assigned to your contract negotiations for assistance in identifying comparables and selecting relevant reports.

## Information on Demand.

The **Information on Demand** folders allows you to explore and acquire information on a 24/7 basis on your own by browsing through each of the various subfolders. The part of the forum is divided into 7 sections:

- Statewide CBAs
- CPI Data
- Statewide Compensation and Benefit Surveys
- Newsletter Archive
- PERC and Interest Arbitration Cases
- Books on Demand
- Reference Materials

Navigating the Information on Demand Section should be made easy by learning the intuitive “tree” system. Each folder is matched with a +. Clicking on the + opens that folder and allows you to see its subfolder content. By drilling down through the sequence of +’s, you can find the content of each subfolder.

These instructions apply generally to all 7 Information on Demand Sections. Each of the 7 Sections is preceded with its own set of Navigation instructions particular to that Section.

### Statewide CBAs.

In this folder, Cline & Associates has attempted to *collect* and post the public safety labor contracts throughout the state. The contracts are organized by **jurisdiction** in alphabetical order. The **applicable bargaining units** (police, fire, corrections, dispatch, support, etc.) are each posted to the jurisdiction employing the bargaining unit. If there is a bargaining unit CBA you cannot locate, please email us at [clinelawfirm@clinelawfirm.com](mailto:clinelawfirm@clinelawfirm.com). We will attempt to locate that contract and forward it to you.

**Special district employers**, like Fire Districts and Regional 911 Centers, have their own set of folders. Firefighters and dispatchers working for cities or counties, however, have their contracts posted to the respective City or County.

We have worked diligently and at some expense to ensure that we have the latest CBAs. Review the **contract status** folder, and you should be able to find the information that we have on the status of expired CBA's.

We post only the most recent CBA, but we maintain an offline set of **historic CBAs**. We generally have previous contracts for most bargaining units, in some cases as far

back as 15 or more years, so if you have a request for an expired CBA contract, please e-mail us at [clinelawfirm@clinelawfirm.com](mailto:clinelawfirm@clinelawfirm.com). We will attempt to locate that contract and forward it to you.

## **CPI Data.**

In this folder, you should find both the **current and some historic CPI data**. Explore the reports in the folders, and you should see some comparisons between various CPI indices over various points in time. We update this from time-to-time with the latest data.

## **Statewide Compensation and Benefit Surveys.**

This folder is organized by year with the most recent year at the top. The previous year generally has only **wage and wage settlement** information but moving forward, we will be adding additional reports for a **wide range of compensation and benefit** issues.

## **Newsletter Archive.**

The newsletter is archived by year. Each volume year has an index organized by issue date and topic.  
To view an issue:

1) Open the volume and locate the issue you would like to view.

2) Hover your computer mouse over the newsletter title and left-click the computer mouse.

Having trouble with your user names and passwords:  
*Please email us at [clinelawfirm.com](mailto:clinelawfirm.com). We will forward you your current user name and password.*

*I have entered the current username and password, but the document will not open:*  
If you are having trouble retrieving the newsletter, or any documents from the forum (pdf file type), please make sure you have a current version of Adobe Reader by clicking Get Adobe Reader.

## **PERC and Interest Arbitration Cases.**

One of the most powerful tools on our website is the **Case Summaries** that we have prepared on PERC decisions and interest arbitration decisions. We have organized the decisions into **detailed outlines**. Explore the outlines and you should hopefully be able to find the legal topic that you are searching for. It takes a little bit of work and patience, but hopefully you will find that there is logic built into the outline structure.

You should be able to link from the outline to the case. The PERC cases have **headnotes with hyperlinks** to the section of the decision discussing particular points. The interest arbitration decisions will be retrofitted with this feature as well in the near future.

## **PERC Decisions.**

We have catalogued virtually all PERC decisions since the origin of the agency in the 1960s. Until 2001, PERC indexed their cases into headnotes which PERC staff wrote using a national numbering system. But PERC stopped doing this in the fall of 2001 and since then there is no publicly available case indexing system for PERC decisions. Although you can search decisions on PERC's website, their rudimentary search tools available, make it difficult to locate cases on the particular issue you are usually researching, and to see the pre-2001 headnotes, you generally have to have a subscription to the Book Publishing Co. PERC Reporter.

When we set up our Premium Website, one of our major goals was to create a **proprietary search vehicle** for PERC decisions that we could make accessible to our clients and premium subscribers. We reviewed but quickly discarded the national numbering system that PERC had utilized. We created our own outline system which we believe involves a more intuitive and easy to navigate structure. All of the Cline & Associates' created headnotes (those going back to 2001) were written for this new outline structure. We took the print PERC head notes and created a crosswalk document that allowed us to transfer their headnotes into our outline structure.

Virtually all PERC unfair labor practice decisions have been catalogued in this decision bank. There are a limited number of representation/election decisions which have not yet been catalogued but which we intend to do so in the near future.

## **Interest Arbitration Decisions.**

We have commenced drafting interest arbitration case summaries, but they are a work in progress. We have summarized the last several years of interest arbitration decisions. We have an organized **outline system**, which you should be able to navigate to help identify the concept that you are looking for. When you find that concept in the outline, you can find all Washington interest arbitration decisions that have been summarized. Then, you click on the case summary to take you to that decision.

Over the course of the next year or two, our goal will be to summarize the remaining interest arbitration decisions and install the hyperlinked headnotes that we have installed on the PERC cases.

## **Books on Demand.**

At this point, we have the two books written by Jim Cline posted on the website. Jim is currently working on further books, and those will be installed, once published.

The ***Member Handbook*** is a short pocket-size book written with your rank-and-file members in mind. Clients and Premium Website Subscribers have permission to circulate the Member Handbook to their individual members.

The ***Representatives Manual*** is a detailed summary of the nuts and bolts that negotiating team members, shop stewards, and Board members need to know. The book contains a ***detailed outline*** and that outline is posted on the website. Clicking on the applicable number on the website should take you via a ***hyperlink to the full text***.

To navigate the Books on Demand section efficiently, please change your Adobe Acrobat settings as follows: Go to programs, select Adobe Acrobat, click on Edit, Preferences, Internet Options, check box "display pdfs and browsers," and then okay. This will ensure that you will go to the specific page of the book chapter that you are seeking.

The detailed outline used in the Representatives Manual is identical to the detailed outline in the "Cases and Legal Materials" contained in the "Reference Library." Therefore, if you find the concept you are looking for in the Representatives Manual and want more information, you can navigate over to the Cases and Legal Materials folder and locate ***additional information using the same index number***.

## **Reference Materials.**

There are two categories of "**Reference Materials**" — "**Cases of Legal Materials**" which is a wide range of collected articles and reference materials involving legal and discipline matters and "**Special Materials**" which are a wide range of reference materials covering issues you might face in contract negotiations, enforcing your working conditions, or preparing for an interest arbitration.

Like the other materials, these materials are set up in an indexing system, and you can navigate the various subfolders. As explained earlier, the website folders and menus are built on a "tree" system. Each folder Heading is indicated with a +. ***Clicking on the + allows you to open the next level of subfolders and view its contents.*** You can open up multiple folders at the same time by clicking on each + that you want to have open for viewing.

## Cases and Legal Materials.

There is one important feature of the Cases and Legal Materials that makes it much easier to navigate — ***the Cases and Legal Materials folder has an indexing system identical to the chapter heading for the Representatives Manual.*** So when you find a subject that you are looking for in either Cases and Legal Materials or under the Representatives Manual, you should be able to move from one folder to the other to acquire more information on that topic.

Each topic is broken into 4 categories of information: ***Laws and Regulations, Articles, Newsletter Articles and Cases.*** As you will find, there is not necessarily information in each of these categories for every topic but that is how the information is currently allocated, and we intend to keep building and expanding on the materials posted here. If there is information contained in that category, there is + in front of the category, and if there is no +, then those subfolders are currently empty.

***Laws and Regulations*** are generally hyperlinks to applicable state and federal laws and regulations. ***Articles*** are hyperlinks to articles posted on the outside website, such as Americans for Effective Law Enforcement that you might find useful. ***Newsletter Articles*** are articles that have been published in the Cline & Associates' newsletter and have been classified into this Index. ***Cases*** are links to court or arbitration decisions. (At this stage of the website development, there are not very many cases posted, but we will be adding pertinent cases over time.

## Special Materials.

The materials that we are posted under the "Special Materials" are primarily the types of documents and information that you might use during contract negotiations or interest arbitration. The materials are divided into 7 categories: ***Wages, Benefits, Economics, Demographic/Comparability, Working Conditions, Special Interest Arbitration Exhibits, and Negotiations.***

Sometimes the links lead you to ***outside databases*** that provide you additional information, such as reports from State Department of Revenue. Keep in mind, that often the information you can recover from these databases are also available more immediately through a Cline & Associates' database report.

Often in a folder, you will find a link to a report that is copy written and is in the possession of the firm. Because of copyright law restrictions, we cannot post these documents to the website, but single copies of the documents are available to you upon request from the firm — simply email us at [clinelawfirm@clinelawfirm.com](mailto:clinelawfirm@clinelawfirm.com) .

## Webcasts.

We intend to start offering webcasts on developing new cases and breaking developments as they occur. These will be posted to the website, and you will receive notice of new postings. Eventually, we hope to be able to offer interactive webcasts and webinars as our service expands.

### **Representation Requests.**

Often the easiest way to reach this is simply by e-mail, but we have provided a contact option directly on the website. Simply follow the links to the "Information Request Form" and a form will open. Then, complete the information on the form and submit. You will then be hear from Cline & Associates shortly.