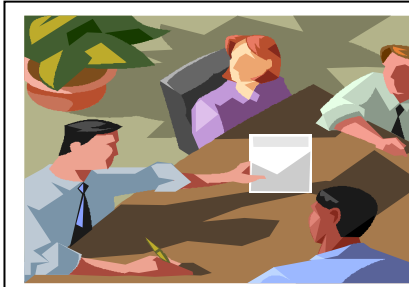


Industrial Relations Practices ... in Unionized and Non-Unionized Establishments (*Ninth of a nine-part series on Industrial Relations*)

In 2004, the Bureau of Labor and Employment Statistics (BLES) conducted the second round of the BLES Integrated Survey (BITS) in coordination with DOLE Regional Offices. The BITS is a nationwide survey covering a sample of around 6,000 non-agricultural establishments employing 20 or more workers. It aims to provide integrated data sets on employment patterns, industrial relations practices and occupational injuries at the workplace as basis for policy planning and program formulation.

This report focuses on practices on balancing work and family life, flexible work arrangements, workers' participation in decision-making and grievance handling in 3,291 unionized and 20,863 non-unionized establishments in 2003.



... as to balancing work and family life

Most of the unionized (65.4%) and non-unionized establishments (61.5%) implement work and family programs. Also a fairly large proportion (5 out of 10) of these establishments allow extended maternity leave without pay and extended paternity leave without pay. About 3 out of 10 allow flexible work arrangements.

Compared to non-unionized establishments, more establishments with unions grant additional leave benefits to take care of sick family members (47.4 vs. 38.9%), and implement family planning/reproductive health programs (37.1% vs. 20.2%). In contrast, non-

unionized establishments are more generous than unionized in allowing special work arrangements to workers with sick/elderly family members (23.5% vs. 15.3%) and women workers with newly born child (22.6% vs. 11.5%). The same proportion provide facilities for employees with children (6.2% each).

... as to flexible work arrangements

A total of 1,021 unionized and 7,134 non-unionized establishments adopt flexible work arrangements. Sliding flexible work schedule, more popularly known as flexi-time, is the most common practice in establishments with union (44.4%) and those without union (51.4%). The second most common work flexibility arrangement

is compressed workweek which is adopted in 37.7 percent of establishments with union and 30.3 percent of establishments without union.

Nearly one third (30.7%) of the non-unionized establishments implement on-call arrangement while almost the same proportion of unionized establishments provide career breaks to their employees. Very few unionized and non-unionized establishments adopt job sharing (11.0% vs. 14.7%). The least preferred work arrangement is teleworking (0.2% vs. 3.1%).

... as to workers' participation in decisionmaking

In proportion to their respective totals, the top three mechanisms where workers participate in decisionmaking in unionized establishments are grievance machinery (65.1%), safety and health committee (61.1%) and Labor-Management Council/Committee (LMC) (54.4%). Meanwhile, in non-unionized establishments, the three venues of interaction are safety and health committee (44.7%), suggestion scheme (38.8%) and quality and productivity circles (28.4%).

... as to means of pursuing grievances

In nearly half of unionized establishments, employees usually air grievances verbally to their supervisors/shop steward or file written complaint with the assistance of the union (49.0% each). A comparatively large number likewise, air grievances verbally/directly to any union official (44.4%) and to other responsible persons in the company (37.7%).

In most non-unionized establishments, employees air grievances verbally either through other responsible persons in the company (63.4%) or through their supervisor/shop steward (61.6%).

About 3 out of 10 establishments responded that employees pursue their grievances by directly filing a written complaint. Only a few (11.5%) mentioned that grievances are filed with the assistance of co-employees.

... as to mode of settling grievances

More than half of the unionized establishments reported that grievances are resolved either by top management (52.1%) or at the level of the immediate supervisor (50.5%). Some 47.1 percent utilized the grievance machinery. The rest of the establishments reported grievances are resolved through the LMC (32.5%) and by a union official (23.0%).

For non-unionized establishments, most grievances were settled either at the level of top management (69.9%) or immediate supervisor (59.0%). Only a few used grievance machinery (8.1%) or LMC (5.1%) in settling grievances.

... as to mode of settling unresolved grievances

In unionized establishments, the most common practice is to refer unresolved grievances for voluntary arbitration (65.6%). Some 25.9 percent elevate grievances to DOLE Regional Offices.

The same practice was observed in non-unionized establishments. Only a few however, among unionized (9.4%) and non-unionized (8.8%) bring these grievances to compulsory arbitration.

FOR INQUIRIES:

Regarding this report contact **LABOR RELATIONS STATISTICS DIVISION at 527-3000 local 319**
 Regarding other statistics and technical services contact **BLES DATABANK at 527-3000 local 317**
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 Website at <http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph> for other statistical
 Information

**NUMBER AND PERCENT SHARE OF ESTABLISHMENTS EMPLOYING 20 OR MORE
WORKERS BY SELECTED PRACTICES IN UNIONIZED AND NON-UNIONIZED
ESTABLISHMENTS, PHILIPPINES: 2003**

PRACTICES	With Union		Without Union	
	Number	Percent	Number	Percent
Balancing Work and Family Life				
TOTAL	3,291	100.0	20,863	100.0
Implements work and family programs	2,151	65.4	12,832	61.5
Allows extended maternity leave without pay	1,776	54.0	11,619	55.7
Allows extended paternity leave without pay	1,709	51.9	10,589	50.8
Adopts flexible work arrangements	1,021	31.0	7,134	34.2
Implements family planning/reproductive health programs	1,221	37.1	4,214	20.2
Grants more leave benefits to care for sick family members	1,559	47.4	8,122	38.9
Allows extended paternity leave with pay	872	26.5	4,445	21.3
Allows extended maternity leave with pay	780	23.7	5,626	27.0
Allows worker with sick/elderly family a special work arrangement and necessary wage adjustment	502	15.3	4,899	23.5
Allows woman worker with newly born child a special work arrangement and necessary wage adjustments	378	11.5	4,714	22.6
Provides facilities for employees with Children	204	6.2	1,288	6.2
Flexible Work Arrangements				
TOTAL	1,021	100.0	7,134	100.0
Sliding flexible work schedule (flexi time)	453	44.4	3,670	51.4
Compressed workweek	385	37.7	2,164	30.3
On-call	167	16.4	2,191	30.7
Career break	303	29.7	1,437	20.1
Job-sharing	112	11.0	1,049	14.7
Teleworking	2	0.2	224	3.1
Mechanism for Workers' Participation				
TOTAL	3,291	100.0	20,863	100.0
Safety and Health Committee	2,011	61.1	9,324	44.7
Suggestion Scheme	1,379	41.9	8,087	38.8
Quality and Productivity Circles	1,323	40.2	5,929	28.4
Grievance Machinery	2,142	65.1	4,202	20.1
Productivity Improvement Committee	1,320	40.1	5,816	27.9
Joint Committee/Task Forces	857	26.0	3,589	17.2
Labor-Management Council/Committee (LMC)	1,789	54.4	3,100	14.9

Note: Details may not add up to totals due to multiple responses.

**NUMBER AND PERCENT SHARE OF ESTABLISHMENTS EMPLOYING 20 OR MORE
WORKERS BY SELECTED PRACTICES IN UNIONIZED AND NON-UNIONIZED
ESTABLISHMENTS, PHILIPPINES: 2003 (Continued)**

PRACTICES	With Union		Without Union	
	Number	Percent	Number	Percent
Means of Pursuing Grievances				
Total	1,983	100.0	10,341	100.0
The employee airs his/her grievance verbally/directly thru his/her supervisor/shop steward	972	49.0	6,366	61.6
The employee airs his/her grievance verbally/directly to other responsible persons in the company	747	37.7	6,559	63.4
The employee himself/herself files a written complaint/notice of grievance	679	34.2	2,858	27.6
The employee files a written complaint/notice of grievance with the assistance of co-employees	,148	7.5	1,185	11.5
The employee airs his/her grievance verbally directly to any union official	881	44.4	-	-
The employee files a written complaint/notice of grievance with the assistance of the union	971	49.0	-	-
Mode of Settling Grievances				
Total	1,983	100.0	10,341	100.0
Resolved by top management	1,033	52.1	7,233	69.9
Resolved by the immediate supervisor	1,002	50.5	6,105	59.0
Through the grievance machinery	934	47.1	840	8.1
Through the Labor-Management Council/Committee	645	32.5	530	5.1
Resolved by a union official	457	23.0	3	0.0
No policy	1	0.11	60	0.5
Mode of Settling Unresolved Grievances				
Total	1,472	100.0	6,206	100.0
Voluntary Arbitration	965	65.6	4,077	65.7
DOLE Regional Office	381	25.9	1,977	31.9
Compulsory Arbitration	138	9.4	547	8.8
National Conciliation and Mediation Board (NCMB) (union files a notice of strike or request for preventive mediation)	375	25.5	-	-

Note: Details may not add up to total due to multiple responses.