

**The Rights
of Factory
and Office
Trade Union
Committees**

Moscow, 1971

THE RIGHTS OF FACTORY AND OFFICE TRADE UNION COMMITTEES

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Supreme Soviet
on September 27, 1971*

1. The factory, plant or office trade union committee, elected according to the Rules of the relevant Trade Union, represents the interests of the factory and office workers of enterprises, institutions or organisations in the spheres of production, labour, everyday life and culture and enjoys the rights of a juridical person.

2. The factory, plant or office trade union committee provides for the participation of factory and office workers in the management of production through general meetings, production meetings and conferences and various forms of public activity of the factory and office workers.

The management of the enterprise, institution or organisation must ensure that factory and office workers have the opportunity to take part in the management of production. Administrative staff members at enterprises, institutions and organisations must consider in good time the critical remarks and proposals made by factory and office workers, and must keep them informed of what has been done.

3. The factory, plant or office trade union com-

mittee takes part in planning production, in drafting plans for the introduction of new technology and also in drafting the capital construction plans of the enterprise, institution or organisation. It is also involved in the plans for building and repairing housing and amenities as well as for the social development of the workers as a body.

4. The factory, plant or office trade union committee, acting on behalf of the workers, concludes a collective agreement with the management of the enterprise or organisation, exercising systematic control over the timely fulfilment of the measures stipulated by the collective agreement, and providing, in co-operation with the management, for the fulfilment of obligations under the collective agreement.

5. The distribution of the material incentives fund and the fund for welfare and cultural purposes and housing construction as stipulated, as well as the endorsement of the estimates for the expenditure of these funds, is carried out by the management of the enterprise or organisation jointly with the factory, plant or office trade union committee.

Redistribution of means between the material incentives fund and the fund for welfare and cultural purposes and housing construction, within the set limits, is effected by the management with the consent of the factory, plant or office trade union committee.

The size of bonuses and other forms of encouragement, material aid, and remuneration on the basis of annual results of the work of the enterprise or organisation, paid out of the material incentives fund, is determined by the management of the enterprise or organisation jointly with the factory, plant or office trade union committee.

The factory, plant or office trade union committee, jointly with the management, approves the estimate for the use of the enterprise's funds for better cultural and welfare facilities for the workers and the improvement of production, as well as for the payment of individual bonuses and lump-sum payments.

6. The itemised list of the projects to be constructed at the expense of the fund of the enterprise or organisation and the consumer goods fund, as well as the itemised list of projects concerned with labour protection, safety measures and factory hygiene are endorsed by the manager of the enterprise or organisation with the consent of the factory, plant or office trade union committee.

7. The factory, plant or office trade union committee has the right to hear reports of the enterprise, office or organisation managers on the fulfilment of the production plans, the obligations under the collective agreement and measures for the organisation and improvement of working conditions and of the cultural and welfare facilities for the factory and office workers, and insists on the elimination of the shortcomings observed.

If necessary, the factory, plant or office trade union committee asks the bodies concerned to remove or punish administrators who fail to fulfil the obligations under the collective agreement, or are given to bureaucratic methods and procrastination, or violate labour legislation.

In appointing people to managerial jobs at the enterprise, institution or organisation, the management must take into account the opinion of the factory, plant or office trade union committee.

8. The factory, plant or office trade union committee presides over production conferences and

conducts general meetings, systematically checking the fulfilment of their decisions and the proposals made by the factory and office workers; jointly with the management of the enterprise or organisation regularly convenes production-technical and economic conferences and meetings of the best workers, which discuss the enterprise's technological progress and economic development and map out measures for eliminating shortcomings in the operation of the enterprise, organisation, individual shops, departments and other sections.

The factory, plant or office trade union committee jointly with the management organises socialist emulation and the movement for a communist attitude to work, and sums up the results, selecting the winners and conferring challenge banners and honorary diplomas on the workers of the best shops, departments, teams and other sections of the enterprise or organisation, having the best workers entered in the Roll of Honour and the Book of Honour and granted cash bonuses, and widely popularising the results of the socialist emulation and spreading progressive know-how.

All the bonus funds allocated in connection with the socialist emulation are expended by the enterprise or organisation managers with the consent of the factory, plant or office trade union committee.

9. The factory, plant or office trade union committee in every way promotes inventions and rationalisation and exercises control over the timely introduction of those inventions and rationalisation proposals that have been accepted. Jointly with the management of the enterprise or organisation, it looks into the factory and office workers' complaints about the rejection of

their rationalisation proposals as well as complaints concerning the method of remuneration for the rationalisation proposals and inventions accepted and the period of time over which it is paid.

10. The factory, plant or office trade union committee submits to the higher economic and Soviet bodies proposals concerning the improvement of the operation of the enterprise, institution or organisation, as well as concerning the working conditions and the provision of material and cultural amenities for the workers. The bodies mentioned are to consider the proposals and inform the factory, plant or office trade union committee about the results of such consideration.

11. The daily routine of the enterprise, institution or organisation is fixed by the management with the consent of the factory, plant or office trade union committee on the strength of the standard rules endorsed in accordance with the established procedure.

12. With the consent of the factory, plant or office trade union committee, and within the rights of the enterprise or organisation, the management:

- a) fixes the piece- and time-rate systems of wages;
- b) draws up the lists of occupations which make the workers who are paid on the basis of time worked, eligible to be paid at the piece-rate or to draw a monthly salary instead of being paid on the time rate;
- c) draws up the lists of occupations and jobs paid at the rates established for those working in hot shops and on arduous jobs, unhealthy jobs and very arduous and unhealthy jobs, in keeping with the standard lists of such occupations and jobs in each branch of production;
- d) rates jobs and grades workers in keeping with the current skill-grading handbooks, and fixes the

wage rates of workers in new occupations on analogy with similar jobs mentioned in the handbooks, notifying the higher body accordingly;

e) approves the rules concerning the payment of bonuses to the workers and employees of the enterprise or organisation, and monetary rewards in connection with the results of work for the year, out of the fund derived from the profit made by the enterprise or organisation;

f) decides in which category shops, sections, departments, farms and other parts of the enterprise or organisation must be placed to provide for adequate remuneration of managerial, engineering, technical and office personnel, as well as to which category they must be transferred in connection with the changed volume of production in keeping with indicators approved in the usual way;

g) introduces and revises output quotas (time quotas), standard operation quotas, and quotas of factory and office workers;

h) endorses, in cases stipulated by the law, reduced output quotas for young workers joining the enterprise or organisation upon leaving schools of general education and vocational schools and courses or after a period of on-the-job training;

i) permits the workers, if expedient, to combine professions, and allows extra payment for combining professions, in accordance with the law.

13. The factory, plant or office trade union committee sees to it that the management of the enterprise, institution or organisation observes labour legislation and the safety and factory hygiene rules and standards, and properly applies the established terms of payment for work and deduction of taxes from the wages and salaries of the factory and office workers.

No new or reconstructed project serving a production purpose can be put into operation without permission of the bodies in charge of state sanitary and technical inspection, trade union technical inspectors and the factory, plant or office trade union committee of the enterprise, institution or organisation which is to put the project into commission.

14. With the consent of the factory, plant or office trade union committee, and within the rights of the enterprise, institution or organisation, the management:

a) draws up, on the basis of the sectoral quotas, the lists of jobs and professions which entitle the workers to free work clothes, footwear and other means of personal protection, makes specified quantities of special soap (and in specified cases also detergents and neutralisers) available to the factory and office workers;

b) draws up, in accordance with medical indications, lists of jobs and professions on which a worker is to receive milk or other special equivalent foods;

c) draws up lists of jobs which preclude a fixed interval for rest or meals and establishes the order in which food may be taken and the place for it;

d) allows the working time of factory and office workers engaged at continuously operating enterprises, institutions and organisations, as well as in individual lines of production, shops, sections, departments and on some jobs which make it impossible to keep to the standard working day or week fixed for the given category of workers and employees, to be calculated so that the total working time over the estimated period should not exceed the normal hours;

- e) establishes leave priorities;
- f) approves the shift time-tables under the five-day working week;
- g) fixes the duration of extra leave granted to those with irregular working hours in accordance with labour legislation, and with the list of jobs involving irregular hours approved by the respective ministry (or, in the case of workers of enterprises, institutions or organisations under ministries and departments of the republics, or under local authorities, by the Council of Ministers of the Union Republic) with the consent of the trade union body concerned;
- h) engages workers in the 15 to 16 age group;
- i) allows the holding of more than one job in the instances sanctioned by labour legislation.

15. Should labour protection rules omit to mention certain requirements which must be observed in order to provide for safe working conditions for some job, the management of the enterprise, institution or organisation, with the consent of the factory, plant or office trade union committee, takes steps to ensure complete safety.

16. Labour protection instructions laying down the rules of work and behaviour in the factory and on building sites are worked out and approved by the management of the enterprise, institution or organisation jointly with the factory, plant or office trade union committee.

17. Individual factory and office workers may be asked to work overtime or on their days off in exceptional cases stipulated by the law in force and only with the approval of the factory, plant or office trade union committee.

18. No factory or office worker may be dismissed from an enterprise, institution or organisation by the

management without the preliminary consent of the factory, plant or office trade union committee, except in such cases as are stipulated by the law of the USSR.

19. The factory, plant or office trade union committee settles labour disputes when the labour disputes commission has failed to resolve them to the satisfaction of both parties, as well as considers the complaints of factory and office workers against its decision. The trade union committee can either let the decision stand or cancel it, taking a resolution on the substance of the dispute.

The factory, plant or office trade union committee, whether on its own initiative or at the public prosecutor's protest, will quash the decision of the commission if it contradicts the legislation in force and take a resolution on the substance of the dispute.

20. The factory, plant or office trade union committee considers complaints against any decisions of the management in the matter of compensation to be paid by the enterprise, institution or organisation to a factory or office worker on account of bodily injury or any other injury to health connected with work.

21. The factory, plant or office trade union committee insures the workers and employees of the enterprise, institution or organisation, grants social insurance benefits, makes available to the factory and office workers accommodation at sanatoria, holiday homes, and tourist and recreation centres, and distributes vouchers for special meals for people on medical diets, sends workers' children to Young Pioneer camps and checks the standard of the medical care available to the factory and office workers, and their families.

With the approval of the factory, plant or office trade union committee, the management makes available to factory and office workers accommodation at holiday centres, sanatoria, guest houses, tourist centres and vouchers for trips, paid for out of the funds for social and cultural undertakings and housing construction.

The factory, plant or office trade union committee, jointly with the management, prepares the papers necessary for granting pensions to factory and office workers and their families and submits them to the relevant bodies, solves the problems of the employment of disabled persons, and sends its representatives to the social security bodies to take part in the granting of pensions to the factory and office workers.

The factory, plant or office trade union committee sees to it that the enterprise, institution or organisation makes social insurance contributions in due time, resorting to compulsory exaction of such contributions, if need be.

Should the factory, plant or office trade union committee find that a factory or office worker has suffered an industrial injury or developed an occupational disease as a result of a violation of labour protection or safety rules by the management, the factory, plant or office trade union committee takes a resolution, which is binding on the management, that the enterprise, institution or organisation must refund to the state social insurance budget the money paid out in temporary incapacity benefits on account of the injury or disease.

22. The factory, plant or office trade union committee checks the fulfilment of the plans for the construction of housing and communal amenities

and supervises the way in which the housing, utilities and catering establishments are used. The trade union committee representative is included as an equal member in the commission which accepts the houses to be tenanted by the factory and office workers of the enterprise, institution or organisation as well as buildings and installations which are to provide cultural and everyday amenities for them.

23. Living quarters in the houses belonging to state, co-operative and public bodies are made available under a joint decision of the management and the factory, plant or office trade union committee, and approved by the Executive Committee of the Soviet of Working People's Deputies. The entire floor space built at the expense of the fund for social-cultural undertakings and housing construction, the enterprise's fund, the consumer goods fund, and other means at the disposal of the enterprise which may, under the law, be channelled to housing construction, is distributed in conformity with a list approved by a joint resolution of the management and the factory, plant or office trade union committee, and of which the Executive Committee of the Soviet of Working People's Deputies has to be informed.

24. The factory, plant or office trade union committee, jointly with the management of the enterprise, institution or organisation, takes steps to ensure women the privileges and benefits they are entitled to by law, to protect their health and to provide better and more healthy conditions of work and everyday life for them.

25. The factory, plant or office trade union committee and the management of the enterprise, insti-

tution or organisation consider questions concerning the payment of bonuses to young factory and office workers, the distribution of housing and hostel accommodation for them, labour protection and dismissal of young workers, and expenditures on the development of cultural and sports activities jointly with the representative of the Young Communist League Committee of the enterprise, institution or organisation.

26. Some of the means allocated centrally to housing construction for the enterprise may be expended on building pre-school children's establishments by a joint decision of the management and the factory, plant or office trade union committee.

27. The factory, plant or office trade union committee exercises public control over state and co-operative shops and catering establishments serving the factory and office workers of the enterprise, institution or organisation. The mark-up on foodstuffs and the working hours of the canteens, snack-bars, shops and stalls situated on the premises of the enterprise, institution or organisation are fixed with the participation of the factory, plant or office trade union committee.

28. The enterprise, institution or organisation must allow the factory, plant or office trade union committee the free use of the necessary rooms, furnished, heated, lighted, cleaned and looked after, for the use of the committee and for meetings of the factory and office workers. The management provides the factory, plant or office trade union committee with free means of transportation and communication.

The buildings, rooms, installations, parks and gardens intended for the cultural, educational,

health-building, sports and recreational activities of the factory and office workers of the enterprise, institution or organisation and their families, as well as the Young Pioneer camps, belong to the enterprise, institution or organisation and are made available free of charge to the factory, plant or office trade union committee. Buildings, rooms and installations rented by the enterprise, institution or organisation for the above-mentioned purposes are also made available to the trade union committee free of charge.

The buildings, rooms and installations mentioned in this article, as well as the Young Pioneer camps, are run, maintained, heated, lighted, cleaned, looked after and equipped by the enterprise, institution or organisation.

The equipment and furnishings to be bought for the premises placed at the disposal of factory, plant or office trade union committees by enterprises, institutions and organisations as well as for conducting cultural, educational, health-building, sports and recreational activities of the factory and office workers and their families, and the equipment and furnishings for the Young Pioneer camps, are decided upon by the manager of the enterprise, institution or organisation jointly with the factory, plant or office trade union committee within the means allotted to these purposes.

The enterprise or organisation hands over gratuitously to the trade union committee and other public organisations—transferring it from its own books to those of the trade union committee—cultural, household and sports equipment bought by the enterprise at the expense of the enterprise's fund, consumer goods fund, the social-cultural undertak-

ings and housing construction fund, and bonuses in connection with the socialist emulation.

The factory, plant or office trade union committee sees that the buildings, premises, installations, parks and gardens placed at its disposal, as well as Young Pioneer camps are used properly and kept in good order. It also organises cultural, educational, health-building and sports activities of the factory and office workers and their families.

29. The factory and office workers released from their jobs at the enterprise, institution or organisation upon being elected to the factory, plant or office trade union committee are reinstated in the former job (office) or, should it be filled, are appointed to an equivalent job (office) at the same, or—granted the workers' consent—at another enterprise, institution or organisation.

30. The factory and office workers elected to the factory, plant, office or shop trade union committee, and not released from their production jobs, cannot be put on other jobs or subjected to disciplinary action without the preliminary consent of the factory, plant or office trade union committee, and chairmen of such committees and trade union organisers, without the consent of the higher trade union body.

Chairmen and members of factory, plant or office trade union committees who continue in their production jobs can be dismissed by the management, in conformity with the usual procedures, only if the higher trade union body approves. Trade union organisers may be dismissed by the management only with the consent of the higher trade union body.

31. The present rules hold good also for the shop trade union committees of an enterprise within the

terms of reference of the shop trade union committee.

The factory, plant or office trade union committee which is large enough to enjoy the status of a district trade union committee may surrender some of its rights as a factory, plant or office committee to shop trade union committees.

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О ПРАВАХ ФАБРИЧНОГО, ЗАВОДСКОГО,
МЕСТНОГО КОМИТЕТА ПРОФЕССИОНАЛЬНОГО СОЮЗА
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