

UFCW Guide to Contracts on the Web

Prepared By the UFCW International



The screenshot shows the UFCW login interface. At the top, there is a dark blue header with the UFCW logo and the text 'a VOICE for working America'. Below the header is a 'LOGIN' button. The main content area is a light gray box containing a login form. The form has two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'remember me on this computer'. To the right of the checkbox is a 'Login' button. Below the 'Login' button are two links: 'Register As A New User' and 'I Forgot My Password'.

The UFCW's **Contracts on The Web** is a text-searchable contract database covering over 500,000 UFCW members. The site includes a sampling of contracts in a variety of UFCW-represented industries. Contracts on the Web allows you to quickly retrieve specific contracts according to a variety of search criteria. Contracts are easily opened in a Microsoft Word or PDF format and available for printing. Full-Text contract searching allows the user to review contracts for specific language. **Contracts on the Web** allows you to do the following:

- Find contracts for a specific Industry
- Find contracts for a specific Employer
- View sample contract language
- View suggested contract language

Accessing Contracts on the Web

Go to the UFCW Locals' SharePoint site, click on the National Bargaining tab to access the site for Contracts on the Web and the Contract Directory. Enter your user name and password.

New users can register for access by clicking on the "Register As A New User" link. If you are approved by UFCW, you will receive a confirmation e-mail with the username and password that you selected.

The following is the introductory screen for **Contracts on the Web**:

UFCW
a VOICE for working America

HOME CONTENTS SEARCH USERS REPORTS FAVORITES PREFERENCES LOGOUT

DATABASES

- Contracts
- Contracts Archive
- Suggested Contract Language
- Spanish Contracts
- Spanish Contracts Archive

LINKS

- COTW User Guide
- Help Documentation
- Provide Feedback

WELCOME TO THE UFCW ONLINE DATABASE SITE

FULL-TEXT WEBSEARCH DATABASES

Database	Records	Date
Contracts	847	7/29/2016
Contracts Archive	876	7/26/2016
Spanish Contracts	14	10/7/2015
Spanish Contracts Archive	26	7/31/2015
Suggested Contract Language	50	3/9/2016

UTILITIES

- [Provide Feedback](#)
- UFCW Contract Directory**

Search all local union contract records and download contract if available.

How to Use Contracts on the Web

The contract database consists of five individual databases:

- Contracts
- Contracts Archive
- Translated Contracts
- Translated Contracts Archive
- Suggested Contract Language

WELCOME TO THE UFCW ONLINE DATABASE SITE

FULL-TEXT WEBSEARCH DATABASES

Database	Records	Date
Contracts	1704	10/19/2016
Contracts Archive	908	10/19/2016
Spanish Contracts	14	10/7/2015
Spanish Contracts Archive	26	7/31/2015
Suggested Contract Language	50	9/9/2016

UTILITIES

- [Provide Feedback](#)
- **UFCW Contract Directory**

Search all local union contract records and download contract if available.

Contracts database

To access the Contracts database, click on the “Contracts” link. This will bring up a list of regions as well as a link to suggested contract language. Click on an individual region to show an alphabetical list of contracts for that region. Click on an individual contract to open up a screen of contract information and PDF or Word versions of each contract.

Contracts Archive

Click on the “Contracts Archive” link to bring up a list of expired versions of contracts found in the database. Follow the same steps as above in order to view each contract.

Translated Contracts

Click on the “Translated Contracts” link to bring up a list of regions that have had their contracts translated into other languages. Click on an individual contract to open a screen of contract information and PDF or Word versions of each contract.

Translated Contracts Archive

Click on the “Contracts Archive” link to bring up a list of expired versions of contracts found in the database. Follow the same steps as above in order to view each contract.

Suggested Contract Language

Click on the “Suggested Contract Language” link to bring up an alphabetical list of suggested contract language clauses.

Contract Field information



Click on the Fields icon on the lower left-hand side of each contract displayed to bring up a screen of basic contract information as seen below:

CONTRACT NUMBER	007162
MASTER NUMBER	103
MASTER NAME	FAIRWAY LOCAL 1500
ULTIMATE PARENT	BERNSTEIN, SCHMULKA
EMPLOYER	BERNSTEIN, SCHMULKA
UFCW REGION	1
UFCW LOCAL	0342
CITY	BROOKLYN
STATE	NY
INDUSTRY	
NAICS NUMBER	0
BEGINNING DATE	3/30/2015
ENDING DATE	4/1/2018
BARGAINING UNIT SIZE	5
BARGAINING UNIT DESCRIPTION	PRODUCTION, MAINTENANCE, OFFICE CLERICAL
ENGLISH/SPANISH	ENGLISH
TITLE	BERNSTEIN, SCHMULKA - 0342 - BROOKLYN, NY - 007162 - 4/1/2018

Printing and Saving



Click on the PDF icon on the bottom left of each contract screen to open, print and/or save a copy of the agreement.

To print in PDF format double-click on the link to the PDF version and click **Open**. Once the document is open, click the print icon the PDF toolbar. To save a PDF, click on **File** in the open document, click **Save a Copy**, choose where you would like to save the document on your hard drive, and rename it.

Search Page

One can search the entire **Contracts on the Web** bargaining agreement database, including the bodies of contracts as well as all field information. Click on the Search Page link on the left of the **Contracts on the Web** screen to load the search page.

CONTRACTS

KEYWORD SEARCH

CONTRACT NUMBER

MASTER NUMBER

MASTER NAME

ULTIMATE PARENT

EMPLOYER

UFCW REGION

UFCW LOCAL

CITY

STATE

INDUSTRY

NAICS NUMBER

BEGINNING DATE

ENDING DATE

BARGAINING UNIT SIZE

BARGAINING UNIT DESCRIPTION

ENGLISH/SPANISH

TITLE

Use simplified search syntax.

Type a word or phrase in the Keyword Search box then click on the blue Search button. Upon completion of the search a Hit List will be displayed.

The screenshot shows a search results page with a yellow sidebar on the left containing navigation links like 'DATABASES', 'Contracts', and 'LINKS'. The main content area displays search results for the keyword 'holiday premium'. At the top, it says 'Query (597 results)' and 'Keyword Search: holiday premium'. Below this is a table with columns 'Hits' and 'TITLE'. The first result is '14 VARIOUS EMPLOYERS OF THE GREATER ST. LOUIS (FRONT END) - VARIOUS - MULTI-CITIES, MULTI-STATES - MULTI - 5/8/2018'. The text of this result is highlighted in yellow and contains the phrase 'holiday premium'. Other results include '10 MULTICARE MEDICAL CENTER - 0021 - TACOMA, WA - 036001 - 2/28/2018', '10 WALT DISNEY WORLD COMPANY - 1625 - LAKE BUENA VISTA, FL - 037385 - 9/21/2019', and '10 KROGER COMPANY - 0075 - TOLEDO, OH - 000659 - 3/23/2019'. Each result also has a snippet of text, some of which is highlighted in yellow.

The Following types of advanced searches are supported by **Contracts on the Web**:

- Boolean Searches
- Proximity Searches
- Numeric Range Searches
- Date Range Searches

Boolean Search

These are special words that show a relationship between two words/phrases. There are three Boolean Operators you can use with **Contracts on the Web**:

- And
- Or
- Not

For example, to retrieve a list of all Kroger or Safeway agreements in **Contracts on the Web**, type "Kroger or Safeway" in the employer name search box and click on search.

CONTRACTS

	<input type="button" value="SEARCH"/>	
CONTRACT LANGUAGE	<input type="text"/>	
CONTRACT NUMBER	<input type="text"/>	
MASTER NUMBER	<input type="text"/>	
MASTER NAME	<input type="text"/>	
ULTIMATE PARENT	<input type="text"/>	
EMPLOYER	<input type="text" value="Kroger or Safeway"/>	<input type="button" value="INDEX"/>
UFCW REGION	<input type="text"/>	
UFCW LOCAL	<input type="text"/>	
CITY	<input type="text"/>	
STATE	<input type="text"/>	
INDUSTRY	<input type="text"/>	
NAICS NUMBER	<input type="text"/>	
BEGINNING DATE	<input type="text"/>	
ENDING DATE	<input type="text"/>	
BARGAINING UNIT SIZE	<input type="text"/>	
BARGAINING UNIT DESCRIPTION	<input type="text"/>	
ENGLISH/SPANISH	<input type="text"/>	
TITLE	<input type="text"/>	
	<input type="button" value="SEARCH"/>	

Proximity Search

A proximity search looks for words or phrases that are close to each other. Suppose you want to search for the words "steward" and "training". You could simply search for "steward training" but you might miss related phrases like "steward grievance training". A proximity search will allow you find these.

To conduct a Proximity Search type the word "near" between two words or phrases you're looking for. For example, typing "steward near training" in the document search field will return every occurrence of "steward" that is within 10 words of "training." The default is 10 words. However, you can change this by specifying the range. If you want to make the Proximity Range broader or more narrow you can set the number of words within which **Contracts on the Web** will search. To do this, enter a number for the range after "near" as follows: "steward near (3) training". In this case we are looking for the word "steward" only when it is within 3 words of "training." By making the range narrower one can eliminate instances where "steward" has nothing to do with "training."

CONTRACTS

SEARCH

KEYWORD SEARCH **INDEX**

CONTRACT NUMBER

MASTER NUMBER

Numeric Range Searching – Beginning and Ending Dates

A numeric range search looks for numbers that fall within a larger group (or range) of numbers. Users may use a variety a search types to find contracts that fall within a specific date range.

Date Range Search

A date range search looks for dates that fall within a larger group (or Range) of dates. The range is entered into the date field of an advanced search form. There are two ways to set the range: By entering a date range operator between two numbers, or by entering a date range operator and a single number.

BEGINNING DATE

ENDING DATE and

In the example above, a search is performed of all contracts with end dates between January 1 and December 31, 2017 (using the search operator “between”). Users can also perform date range searches using other search operators such as:

- On
- Not on
- Before
- Not before
- After
- Not after

INDUSTRY	on	HOME FURNISHINGS STORES
	not on	LEGAL SERVICES
	before	MISCELLANEOUS CHEMICAL PROJ
NAICS NUMBER	not before	<input type="text"/>
BEGINNING DATE	after	<input type="text"/>
	not after	
ENDING DATE	between	<input type="text" value="1/1/2017"/> and <input type="text" value="12/31/2017"/>

Search Results

BARGAINING UNIT SIZE

After you have entered your Search Term(s) and clicked on the Search Button, you will be shown a list of hits. For instance, a search on bargaining units more than 10,000 would return the following screen:

Query (12 results)

BARGAINING
UNIT SIZE: more than 10000

Hits	TITLE
0	SHOP RITE SUPERMARKETS, INC. - 1262 - MULTI-CITIES, NJ/NY - 000196 - 10/21/2023
0	KROGER - VARIOUS - MULTI-CITIES, MULTI-STATES - MULTI - 8/1/2015
0	KROGER COMPANY - 0075 - CINCINNATI, OH - 004869 - 6/16/2018
0	KROGER COMPANY - 0227 - LOUISVILLE AREA, KY - 008897 - 4/4/2015
0	KROGER COMPANY - 0876 - DETROIT AREA, MI - 009757 - 3/25/2017

Contracts on the Web tells you the total number of hits and how many documents along with the expression you used at the top of the search query results screen:

Query (12 results)
BARGAINING
UNIT SIZE: more than 10000

Click on any contract header on the search results page to open an individual contract screen.

You can return to the search results at any time by clicking on the Results tab at the top of the screen. Your search results will remain until you conduct another search.

To Download Search Results in an Excel Spreadsheet:

1. Click the Excel icon in the upper right of the Query Results screen. 

Do you want to open or save **QueryResults.xml** (438 KB) from **ufcw-contracts.org**?

Open Save  Cancel 

2. Choose either Open or Save to open spreadsheet or save the document to your computer.

If you have any further questions regarding the use of the Contract Directory System, please do not hesitate to contact Jay Pascucci in the UFCW International Union's Strategic Resources Department.