

CUPE Local 1004

Policy Manual: Staff Relations

Table of Contents

- 1. Staff Relations Committee**
- 2. Staff Collective Agreements**
- 3. Staff Selection Guidelines**
- 4. Short Term Relief – Business Agents**
- 5. Authority for Hiring and Firing**
- 6. Scheduling Staff Vacations And Other Extended Leaves**
- 7. Staffing Levels**
- 8. Business Agent Reports**
- 9. Staff Complaints**

1. STAFF RELATIONS COMMITTEE

(a) Committee Composition

This committee will be composed of at least one Table Officer and two Executive Board Members. The Table Officer will be the chair of the committee.

(b) Committee Appointment

The committee will be appointed following the Annual General Membership meeting by the Executive Board.

(c) Committee Eligibility

No member of the Executive Board may sit on this committee if they have a conflict of interest or a perceived conflict of interest and that member must immediately declare the conflict and remove themselves from the committee.

(d) Financial Matters

The Secretary-Treasurer will be brought in where necessary when issues of finance and benefits are being discussed.

2. STAFF COLLECTIVE AGREEMENTS

The terms and conditions of employment pertaining to each person proposed for employment shall be fully and clearly stated in a resolution adopted by an executive board meeting. (Bylaws Article 28)

3. STAFF SELECTION GUIDELINES

The Union supports in principle the concept that union staffing needs to be met from our ranks if possible.

4. SHORT TIME RELIEF – BUSINESS AGENTS

(a) The Union shall draw upon experienced and active shop stewards and executive members to fill short term relief assignments when any of the business agents are absent from their normal duties for a period of one week or longer.

(b) Table Officers shall not serve as Business Agents more than three (3) weeks per calendar year. (Bylaws – Article 28)

(c) The criteria that the Staff Relations Committee shall apply to the appointment of such individuals to such relief assignments shall be members of the Union who have demonstrated their commitment to the Union by the following:

- (i) Regular attendance at Union meetings
- (ii) Active shop stewarding work
- (iii) Participation on union committees
- (iv) Participation in union education with such courses pertinent to business agent work (grievance handling, conflict resolution, accommodations, etc.)
- (v) Current or past participation as a member of the Executive Board

- (vi) Currently holds a position as a Unit Chair in one of the sectors requiring coverage.
 - (vii) Driver's license and access to a vehicle
 - (viii) Cellphone
 - (ix) Previous business agent experience
 - (x) Have successfully completed an interview and deemed qualified to act as a business agent.
- (d) Short term relief business agents shall be evaluated by the President, relevant Business Agent and National Representative following each work assignment. Factors to be considered shall include, but not be limited to:
- (i) Strong representation skills
 - (ii) Strong understanding of labour relations
 - (iii) Punctuality and attendance at required meetings
 - (iv) Attendance at union membership meetings
 - (v) Strong communications and interpersonal skills
 - (vi) Appropriate attire
- (e) Short term relief assignments will be offered to currently appointed relief business agents on a rotation basis. If an assignment is refused, it will be offered to the next relief business agent on the list. The next assignment will be offered to the relief business agent who is next on the list after the relief business agent who accepted the assignment.
- (f) The Staff Relations Committee shall determine how many relief business agents will be maintained on the list and ensure there is sufficient coverage as required.

5. AUTHORITY FOR HIRING AND FIRING

Authority for hiring, firing and/or suspensions will be the responsibility of the Executive Board on the advice of the Staff Relations Committee.

6. SCHEDULING STAFF VACATIONS AND OTHER EXTENDED LEAVES

(a) Business Agents

The President is responsible for ensuring that business agent vacations are scheduled in accordance with the following:

- (i) There will be two (out of the three) regular full-time Business Agents scheduled to work at all times except between Christmas and New Year's Eve (i.e. no more than one Business Agent can be on vacation or other leave at any given time. Exceptions may be allowed by the President for one day instances where two may be on vacation at the same time.
- (ii) Vacation leave requests will not be approved where it would alter or prevent bargaining or arbitration dates from proceeding.
- (iii) No vacation will be approved for a Business Agent who is assigned to work with a bargaining unit that is involved in a labour dispute.
- (iv) The employer reserves the right to refuse to authorize or delay vacation if approving it would adversely affect operation of the Union.
- (v) Business Agents going on vacation or other leave are responsible for ensuring that all

their work is as up to date as possible and in a location and format that someone else could pick it up, if that becomes necessary.

(b) Clerical Positions

The President is responsible for ensuring that clerical vacations are scheduled in accordance with the following:

- (i) The office staff must schedule their vacation so that no more than one of them is off at the any given time. Exceptions may be allowed by the President for one day instances where two may be on vacation at the same time.
- (ii) The employer reserves the right to refuse to authorize or delay vacation if approving it would adversely affect operation of the Union.
- (iii) Office staff going on vacation or other leave are responsible for ensuring that all their work is as up to date as possible and in a location and format that someone else could pick it up, if that becomes necessary.

7. STAFFING LEVELS

Any changes in union staffing levels, whether permanent or temporary (for periods exceeding three months) must have membership approval, prior to implementation.

8. BUSINESS AGENT REPORTS

Business Agents shall make a short verbal report to each Membership meeting regarding activity in the bargaining units they are responsible for. If they will be absent, they shall submit a short written report to be read at the Membership meeting.

Business Agents shall also submit a written report to Executive Board meetings and provide a short verbal report when requested.

9. STAFF COMPLAINTS

The Staff Relations Committee and its members are responsible for resolving staff and member complaints that involve CUPE 1004 staff. Staff and members shall direct complaints to the President or a member of the Staff Relations Committee.