

CUPE Local 1004



STAFF RELATIONS COMMITTEE POLICY

STAFF RELATIONS COMMITTEE

PURPOSE

The purpose of the Staff Relations Committee is to support the Executive Board in carrying out its responsibilities and obligations as the employer of staff of CUPE Local 1004. To ensure consistency, all employment related matters concerning staff must be directed through the Staff Relations Committee. Individual Executive Board members do not have authority to direct, supervise, and impose discipline.

The Committee will:

1. Ensure compliance with all collective agreements, employment legislation, and workplace policies.
2. Serve as the liaison between the Executive Board and staff on employment-related matters.
3. Review and make recommendations to the Executive Board regarding:
 - Collective agreement administration and interpretation
 - Employee relations and workplace concerns
 - Staffing requirements and organizational structure
 - Recruitment, hiring and orientation of staff
 - Performance management processes
 - Professional development and training opportunities
 - Workplace accommodation and return-to-work matters
 - Workplace health, safety and employee wellness matters
4. Maintain strict confidentiality regarding personnel matters and ensure sensitive employee information is handled in accordance with relevant privacy legislation.
5. Ensure employment decisions are made fairly, consistently and objectively, and in accordance with established policies and legal obligations.

COMMITTEE COMPOSITION

The Staff Relations Committee will consist of the Recording Secretary and two (2) other members of the Executive Board appointed by the Recording Secretary. The Recording Secretary will be the Chair of the Committee.

APPOINTMENT

Committee members will be appointed by the Recording Secretary, following each Annual General Membership Meeting and will serve until the next Annual General Membership Meeting.

COMMITTEE ELIGIBILITY

Members of the Executive Board appointed to the Staff Relations Committee must be free from any actual, potential, or perceived conflict of interest in matters before the committee. Any committee member who identifies, or is determined to have, an actual, potential, or perceived conflict of interest regarding a matter under consideration will immediately

disclose the conflict to the Committee and will withdraw from all discussions, deliberations, recommendations, and decisions related to that matter.

AUTHORITY FOR HIRING, DISCIPLINE, AND DISMISSAL

The Staff Relations Committee will review and make recommendations on matters related to hiring, discipline, and dismissal of employees. Final decision-making authority rests with the Executive Board. In all disciplinary matters, the Local will apply the principles of progressive discipline, recognizing that corrective action must be fair, reasonable and proportionate.

MEETINGS

The Committee will meet as required to address employment related matters. Meetings dealing with confidential personnel matters will be conducted in camera and records of such discussions will be maintained securely.

CONFIDENTIALITY

Employment related matters concerning employees of CUPE Local 1004, including but not limited to staffing issues, disciplinary matters, performance concerns, grievances, investigations, accommodations, workplace disputes, or any other personnel matters, are deemed confidential. Such matters will be addressed exclusively through the Staff Relations Committee and, where required, the Executive Board.

The Local as an employer, has legal obligations to protect employee privacy, maintain confidentiality, and ensure that employment matters are managed through appropriate processes consistent with the collective agreement and applicable employment legislation. Under no circumstances will confidential employment-related matters concerning staff be discussed, debated, or addressed at a general membership meeting.

RESPECT FOR THE COLLECTIVE AGREEMENT

The Local recognizes the collective agreements as the documents which establish the wages, benefits, rights, responsibilities, and working conditions of unionized staff. The Staff Relations Committee, Executive Board, and all representatives acting on behalf of the Local will administer and apply the collective agreement consistently, and in good faith.

RESPECTFUL WORKPLACE

The Local is committed to maintaining a respectful workplace for all staff. Committee members and Executive Board members will conduct themselves professionally and will not engage in conduct that undermines staff, interfere with staff responsibilities, or create a hostile or disrespectful work environment.