



# HANDBOOK







# Local 748 Handbook

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## CONTENTS

To be added later

## DISCLAIMER

### IMPORTANT

We, the Executive, have put this handbook together to be used as a quick reference guide **ONLY**. This guidebook **DOES NOT** supersede the terms and conditions of the Collective Agreement. This guidebook is not intended to be the official Union response to enquiries.

This handbook is a simple guide to tell you where to look in the Collective Agreement. Under the simplified explanation, we have added the corresponding article and page number for you to find where the Article of the Collective Agreement is mentioned in the Collective Agreement language.

The purpose of this handbook is to give you a starting point, and help you become familiar with your Collective Agreement. Understanding what is written in the Collective Agreement will help you understand your rights and responsibilities.

It is also important to note that some positions fall within a letter of understanding, meaning that some rules listed in this guidebook – such as: hours of work, overtime, etc. – may be different. Please refer to the Letter of Understanding found at the end of the Collective Agreement to see if your position applies.

A copy of your Collective Agreement can be found:

[CUPE 748 Website](#)

[SD8 Website](#)

## WELCOME

Congratulations! We are thrilled to welcome you to our membership, Local 748.

Our local is full of so many interesting people. We are full of knowledge and wonderful stories. Our union does not consist of people who just work in K-12. Many of these people are, themselves, dedicated lifelong learners. You are blessed with wonderful coworkers that undoubtedly will develop into valuable friendships. You will learn lessons, laugh and possibly shed a tear or two. You are now a member of our wonderful Union family.

For some of us, it's been a while since we were new to Union life. While we try not to use acronyms, we often find ourselves doing just that. Please feel free to stop us anytime and we will happily provide a definition.

(It's inevitable that we, as the executive, will use them. If so, here are a list of some of them)

### **CA - Collective Agreement**

- The Agreement between the Employer and the Union and is a legally binding document while it is in effect we have no right to strike.

### **LOU - Letter of Understanding**

- Is an attachment to the Collective Agreement. It is agreed to by the Employer and the Union and added to the Collective Agreement between bargaining. It will either be renewed, amended and renewed, deleted, or put into the Collective Agreement during the next round of Bargaining .

### **MOA - Memorandum of Agreement**

- Is the Collective Agreement before it is ratified (voted on to accept or reject) by the membership

### **SSEC - Support Staff Education and Adjustment Committee**

- A provincial committee that manages the distribution of education funds for skills enhancement for support staff

### **BCPSEA - British Columbia Public School Employers Association**

- The Association that the School Board is held accountable to.

**LIF - Learning Improvement Fund**

- It has been taken out of the Collective Agreement and is now funded by the ministry, it is not a given and could be removed.

**KDC - Kootenay District Council**

- As a council of CUPE locals in the Kootenays, they provide education and support to other CUPE locals and try to promote the Union movement.

**WKLC - West Kootenay Labour Council**

- As a council of all Unions in the West Kootenays, they try to promote the Union movement in the West Kootenays

**CLC - Canadian Labour Congress**

- Has a long history of improving workers' everyday lives they run the West Kootenay Labour Council in the Kootenays as well they provide schooling for Union members through workshops and weeklong schools

**BCFED - British Columbia Federation of Labour**

- Has a long history of improving workers' everyday lives they provide schooling for Union members through workshops

**JEIS - Joint Early Intervention Services**

- The JEIS committee consists of CUPE members, District Human Resources and a Dejardin Health Care Management Specialist. When an Employee of the School District is off for 6 days or more, a member of the JEIS committee will call them and explain the process. The Dejardin representative will direct you to fill out the necessary authorization forms.
- It is mandatory that you cooperate as it could also affect your medical leave with the employer. There is a timeline for completing the forms and should you need to go on long term leave, it could impact any long term leave.
- Even if you are off on worksafe or an ICBC claim you need to do this to protect yourself.

HR - Human Resources

SD - School District

BO - Board Office

CDCC - Creston and District Community Complex

RDCK - Regional District of Central Kootenay

## WHO WE ARE

CUPE Local 748 represents over 400 support staff members. (School District)

- Aboriginal Youth Worker & Liaison
- Accounts Payable Clerk
- Auditorium Facility Operator
- Bus Driver
- Chef
- Chef Helper
- Clerical Assistant
- Courier
- Custodian
- Custodian Lead Hand
- Data Entry Clerk
- Education Assistant
- Equipment Operator
- French Language Tutor
- General Operations Foreman
- Grounds person
- Industrial “A” Gasfitter
- Information Technology Technician
- International Program Assistant
- Journeyman
- Labourer
- Library Resource Assistant
- Maintenance Worker
- Payroll Clerk
- Noon Hour Supervisor
- Payroll & Benefits Coordinator
- Speech Language Pathology Assistant
- Secretary
- Student Services Coordinator
- Transportation Coordinator
- Technology Coordinator
- Trades Worker
- Youth and Family Worker
- Transportation Coordinator Assistant

School District 8 spans a large area across the Kootenays, encompassing Creston, Kaslo, Slocan, Nelson and Salmo ([map](#)). We are the front-line workers! We are, without a doubt, the glue that holds School District 8 (Kootenay Lake) together. Our contributions extend far beyond keeping our facilities clean, functional and running smoothly. CUPE 748 members organize courses, create amazing student activities as well as answer all sorts of questions. There is so much more to Cupe than just being “Support Staff”.

Our union executive is made up of your fellow co-workers and are elected yearly and bi-yearly. You can find an updated list of executive members on our [website](#).

We have General Membership Meetings five times per year. Notices are posted on the CUPE board at each facility at least 10 working days in advance. If you are not finding your notices being posted, please notify an executive member.

## CUPE STRUCTURE

While associated with both [CUPE National](#) and [CUPE BC](#), our local has autonomy and is free to conduct its own governance, namely: bargaining on its own behalf, overseeing its own due structures, and electing its own executive.

“CUPE is a democratic union. Members determine what the union does, how it operates, what stands it takes on issues and what goals it sets for the future at the local level through their local, provincially through CUPE BC and nationally through CUPE National.”<sup>1</sup>

## HOW OUR UNION HELPS YOU

Your CUPE Local 748 executive members are here to represent you, as well as bargain and negotiate on your behalf. We are here to help, support and offer support related to our collective agreement. We are here to defend and help protect your rights, as well as rights defined by legislation.

We do not represent our members in all of these, however these are laws that apply in all workplaces<sup>2</sup>

- Human rights
- Health and safety
- Worker’s compensation
- Labour standards or employment standards
- Labour relations/trade unions
- Pension benefits

## HOW UNIONS HAVE BENEFITTED THE WORKPLACE



<sup>1</sup> CUPE BC (2011) About CUPE, Retrieved April 7, 2017 from <http://www.cupe.bc.ca/infoabout-cupe>

<sup>2</sup> CUPE Steward Handbook (2011). Ottawa, ON: Canadian Union of Public Employees

1. Unions gave us the weekend
2. Unions gave us fair wages and relative income equality
3. Unions helped end child labour
4. Unions won widespread employer-based health coverage
5. Unions spearheaded the fight for the Family and Medical Leave Act



**Collective bargaining gave *everyone*:**

- 40 hour workweeks
- Overtime pay for required work beyond 8 hours a day
- Unemployment compensation when you've lost your job through no fault of your own
- Paid vacation days
- Paid holidays
- Safety and training standards for workers

Without unions, without collective bargaining and workers sticking together, employers would dictate working conditions, hours, wages, and benefits without any input from the workers.

And without unions, there would be no Canadian middle-class. There would be the rich and the poor — no in-between.

-unions have helped keep non-union companies more honest by just their mere presence has made them (non-union) companies pay a competitive wage to recruit workers to their companies.<sup>3</sup>

While commonplace today, the social benefits, to only name a few:

- Benefits
- Overtime
- Vacation Pay
- Safety Standards
- Maternity and Paternity Leave

Were hard-fought-for and won by the sacrifice and resolve of past unionists, to whom we are greatly indebted.

For more information, check-out the [History of Labour in Canada](#)

**A WORLD WITHOUT COLLECTIVE BARGAINING**

To say unions are an important part of society would be putting it mildly. A future without unions would be bleak.

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<sup>3</sup> Taken from David Murray's Blog

Without unions and the collective bargaining process, society would be a lot worse off.

If there weren't any unions, we would most likely see higher poverty rates, higher workplace accidents and death rates, and few good quality jobs.

[...] Through the power of collective bargaining, unions lead to a lower level of poverty, a more inclusive workplace, and pay equality to make society better for everyone.

Excerpt from article: The Benefits of Collective Bargaining<sup>4</sup>

#### COLLECTIVE AGREEMENT

The Collective Agreement is a set of rules agreed to by our union and employer. Be sure to earmark any parts that are relevant to you or your position.

It is crucial for you to take the time to read this document and know your rights. Not **always** Just because the employer or other co-worker says something does not make it certain. It is **NOT** the responsibility of the executive to inform you of your rights. It is **YOUR** responsibility to know your collective agreement. The more you understand the collective agreement, the stronger we are collectively as a union.

Be sure to earmark pages/sections that are important or pertain to you and your position. ~~As stated above, we have inserted comment sections below each section for you to write your notes in.~~

Example:

Your principal has asked you to stay an hour longer to attend a meeting. They state they are going to keep track of your extra hours worked instead of putting it on your timesheet.

#### COMMITTEES

<sup>4</sup> Cooper, S (n.d.). The Benefits of Collective Bargaining. Retrieved from CUPE Local 2773 Handbook

As shown in Article 5.03

Your manager would be wrong.

You are represented on the following committees:

Locally:

- Bylaws & Policy Committee
- Job Description Job Evaluation
- District Pro-D
- Sub-Unit Bargaining Committee
- EFAP
- Joint Safety Advisory Committee
- Budget Committee
- Joint Communication with Employee
- Education
- DPAC
- Sub-Unit Strike Committee
- Provincial Bargaining Committee
- Social Committee
- Duty to Accommodate Committee
- CUPE regional
- JEIS
- Health & Safety
- Finance/Operations
- Grievance Committee
- Negotiating Committee
- Local Strike Committee
- Goodwill Committee

CUPE Regional Committees

- Kootenay District Council
- West Kootenay Labour Council
- Kootenay Area Regional Presidential Committee

Provincially:

- K-12
- EA Committee
- Executive
- SSEAC
- Pension
- CUPE BC
- Education Committee
- Solidarity

When beginning your position, you can't just be dropped in and **be** expected to know everything. You need an adequate amount of training. You are eligible for training if new or changed work processes are introduced into your position. Your manager should identify and discuss any learning opportunities, support and/or training required to perform the job duties with you and the members of your department

Articles 3.01, 3.02, 3.03, 16.04, 16.05

Your date of hire is your first day worked.

All new hires have a probationary period of 60 shifts worked.

After completion of your Probationary period, you are considered a temporary employee.

You become a regular employee when you are awarded a posting.

## BREAKS

**You are entitled to breaks**, regardless of your workload.

**One** 15-Minute Breaks in an over 3 hours **and up** to 5.5-hour workday:

Two 15-minute paid rest periods **in an eight-hour shift**. One in each ½ of your shift.

Lunch:

If you are scheduled more than 4 hours entitles you to **one** 30-60-minute **unpaid** break.

## RETURNING TO WORK

You must give one-weeks' notice prior to returning from illness or injury. **Two-weeks' notice must be given when returning from a general leave.**

Article 18.07

## SHIFT PREMIUM

All CUPE employees are entitled to shift premiums Article 10.02. Shift break down as per Schedule B.

## IMPORTANT FACTS ABOUT BENEFITS

Do you know?

## Blue Cross Drug Card:

1. The government may change the generic drugs which are currently covered at any time.
2. Some Drugs require you to request Special Authorization from your Doctor

Check with your pharmacist before filling your prescription. Here is the [link](#).

## PAY SCHEDULE

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We are paid every other week. Pay schedule located on SD8 website. Also look at Schedule A in your CA.

## PERSONAL VEHICLES

CA: PAGE 21

Personal vehicles are covered under Article 10.13.

There are many things you need to think about before using your personal vehicle. If you do decide to use your own vehicle for work you must ensure that you understand all of the possible ramifications. While it is in the Collective Agreement your executive is asking you to make sure that you are covered.

## OVERTIME

PAGE

Overtime must be pre-approved by your manager and is defined as any hours worked in excess of normal hours of work.

Overtime versus Offer of work

Overtime: Article 11.02

### Example 1

You hold a regular posting working 5 hours per day. The employer **insists** you stay an extra 2 hours to complete the ministry documentation.

The employer **MUST** pay you 2 hours of Overtime or allow you to bank your overtime.

### Example 2

You hold a regular posting working 5 hours per day. The employer **requests** you stay an extra 2 hours to complete the ministry documentation.

If the employer **requests** you to stay, you may choose to do so or not. This is paid at straight time. This is called an offer of work.

Banked Time: Article 11.08

You have the right to bank all overtime or offer of work hours.

Always document banked hours on your timesheet. A Manager cannot make deal with employees that contravene the CA. That is a violation of Article 5.03.

Did you know?

For every instance of secret banking, the School District can be fined up to \$2,500.00 per instance and lose their EI rebate a portion of which, the local receives. If you are asked to do this, please contact your Executive IMMEDIATELY.

## BEREAVEMENT

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Grieving the loss of a loved one is difficult.

In the event of a death in the immediate family, any employee (regular, temporary or spares in call) – not on a leave of absence without pay – are eligible for bereavement leave with pay for a maximum of five (5) consecutive working days (one of which must be the day of the funeral).

## PERSONAL CIRCUMSTANCE LEAVE/SICK LEAVE

PAGE 32

We are fortunate to have something in place, in the event that a loved one becomes severely ill.

It is critical that you take of yourself, while taking care of loved ones. These situations are extremely stressful which could result in a medical condition. Stress leave itself is not considered a medical condition, nor can you access your sick bank for stress leave.

Article 14.11

If you're a regular or term employee, you are eligible for personal circumstances leave with pay of three (3) days for tending to and/or arranging for the care of a member of the employee's immediate family.

## JOB POSTINGS

Did you know?

The employer must post all vacant and new positions within ten (10) days of the vacancy or the creation of a new position. All postings after closure are to be awarded within ten (10) working days. The employer must notify the union if the positions can not be awarded within five (5) working days.

Any vacant positions less than thirty (30) days are not considered a posting. This would be an offer of work as per the callout Appendix D.

Did you know?

All temporary postings in excess of six months must be reposted as a regular position.

CALL OUT

PAGE 89 & 90

This can be found in Appendix D

This procedure has been developed to streamline the process of calling employees for casual work in a fair, equitable and cost-efficient manner. The intent of this procedure is to offer casual work on a seniority basis to qualified employees for work of less than thirty (30) shifts in duration to allow them to:

- Increase their earnings (extra hours, higher rate, etc.)
- More favorable working hours
- Gain experience in another area they are qualified in

An offer of casual work over and above regularly assigned hours up to full-time equivalent or to replace employees who are absent due to illness, leave, vacation or other similar circumstances.

You can participate if:

Employees holding posted positions provided:

- The work is in a classification other than their posted position
- Work in their own classification if the work provides an increase in hours and/or rate of pay

**TO BE ELIGIBLE FOR EXTRA WORK, YOU MUST HAVE SIGNED UP FOR THE CUPE CALL OUT REGISTRATION. THIS MUST BE DONE YEARLY!! THIS YOU CAN BE FOUND THE LINK TO APPLY ON THE MAKE A FUTURE WEBSITE UNDER INTERNAL POSTINGS.**

Did you know, Marshaling Point is another term for site seniority.

What is site seniority?

Site seniority pertains to your work site only.

If there are multiple employees of the same classification at your site who have more favorable working hours or area, you may exercise your rights to replace them as long as you are the most senior and qualified.

## OCCUPATIONAL HEALTH AND SAFETY

Here are your 3 basic rights the you have as a worker:

1. THE RIGHT TO KNOW about hazards in the workplace, how to identify them and how to protect yourself
2. THE RIGHT TO PARTICIPATE in the safety program
3. THE RIGHT TO REFUSE unsafe work without job loss or other penalty

You have the right to refuse what you believe is unsafe to you or another worker. If you believe work is unsafe for yourself or another worker, you are required to report the unsafe condition to your supervisor (WorkSafeBC section 3.12).

The [M17 Threat Violence Report](#) provides documentation for the employer to be able to fulfill their due diligence in regards to employee safety. It is extremely important that this documentation be completed and submitted to the employer.

The [6A form](#) Workers Report of Injury or Occupational Disease must be filled out and submitted to your employer, if you sustain any type of injury at work. Please look at the [WorkSafeBC website](#) for more guidelines. Remember to report the incident through Teleclaim @ **1-888-WORKERS** (1.888.967.5377) or visit your physician/chiropractor.

The [M4](#) form Safety Hazard Report is for near misses as well as any safety hazard you find within your workplace.

The [M11](#) form Bus Conduct Report for recording the particulars of an offence that occurs on a school bus.

## EFAP

As employees, we are very lucky to have the [Employee and Family Assistance Program](#) (EFAP) available to us.

EFAP is **confidential** information, counselling, consultation and referral service designated to provide eligible employees and their eligible family-members professional

assistance to address a wide range of personal, family and work-related concerns in the form of counselling, financial and legal services, wellness services, individual consultation, and critical incident stress management services.

Below is a list of a few things that EAFP covers:

- Addictions and Mental Health and Emotional coaching
- Parent coaching
- Physical Health and Wellness coaching
- Eldercare coaching
- Financial education
- Legal consultation
- Mid-life and Retirement coaching

EFAP services are designed to help employees resolve concerns that are interfering with personal or work life functioning.

Our EFAP is called FSEAP (Family Services Employee Assistance Programs) and can be accessed at: [www.hwrc-fseap.ca](http://www.hwrc-fseap.ca) or 1-800-667-0993 (English Toll Free)

It is important to note that this service is completely confidential. No one at SD8 will know that you have accessed any of the services provided by FSEAP. There is a usage report provided to SD8, however no names are used. All employees who receive benefits are covered under EFAP.

## MANAGEMENT RIGHTS

Your management has the right to manage. However, the right to manage shall not be contrary to any provision of our collective agreement.

## GRIEVANCES

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No one is perfect. Sometimes we make mistakes.

If your manager flags a behavior or performance issue that she/he feel needs addressing, hopefully she/he will provide you with clearly defined expectations. Always keep in mind, you have the right to have a Shop Steward present, even if it means putting the meeting on hold and calling a Shop Steward, Chief Shop Steward, Vice President or President.

Do you know?

You are your grievance. Without your input, documentation and participation, your union representatives are put at a disadvantage when attempting to resolve your issues.

When information and problem-solving does not occur at the onset, grievances become complicated and difficult to resolve.

#### Article 26.01

As you are part of the process, it is important that you discuss the problem with your supervisor first. This is known as Stage 1 of the grievance process. After this discussion, if you still feel the issue has not been addressed, then contact your union representative. You are required to provide detailed information and we suggest you complete the Grievance Fact Sheet IMMEDIATELY after your meeting with the supervisor. Find a copy of your grievance fact sheet [here](#). If it is established that there is a violation of our collective agreement, your representative will then move this issue to Stage 2.

Once a grievance is filed, the grievance becomes the property of Local 748.

## HARRASMENT

PAGE 4

The union and SD8 agree to zero tolerance on harassment.

### EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behavior that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all union members deserve dignity, equality and respect.

## BYLAWS

Should you wish to have a copy of Local 748 Bylaws, please contact any one of the executive members.

Due to the privacy aspect of these bylaws, we will not be posting them on our website.