



# **CUPE LOCAL 882**

(last updated April 26, 2024)



# *Welcome to* CUPE LOCAL 882

## **TH of Membership**

*I promise to support and obey  
the constitution of this Union.*

*To work to improve the economic  
and social conditions of other members and other  
workers.*

*To defend and work to improve the democratic  
rights and liberties of workers.*

*That I will not purposely or knowingly harm or  
assist in harming another member of the Union.*

Once accepted, a member continues as a member in  
good standing while employed within the jurisdiction  
of the Local Union unless the member loses good  
standing under the provisions of the Constitution.

**Meetings every 2<sup>nd</sup> Wednesday of each  
month (no meetings July & August)**

**Time:** 5:00 pm

**Location:** CUPE Office - 3050 2 Avenue W  
Use the East door

**Door prizes:** given each meeting.

*Attend 7 meetings from January to December  
and receive a gift. 2013 Jackets; 2014 tote  
bags; 2015 travel toiletry bag; 2016 CUPE  
mug/gift cards; 2017 Bunny Hugs; 2018  
Cooler backpacks were given out;  
2021-docking station and bluetooth speaker*

## **EQUALITY STATEMENT**

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour 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 behaviour 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 in our union.

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

# *What is a Union?*

- It is a part of a group of organized workers that are a part of a larger, interconnected organization which is the Canadian Union of Public Employees or CUPE. We ALL work together to secure benefits and rights in the workplace. By definition we are a “Union”.
- **Why Do We Need Unions?**
- We need unions because they are one of the few ways that workers can have a say on the job and influence society. Our society is democratic to a degree, but it is not set up to respond to the average worker's concerns and daily life. When people come together with a common goal in mind, they are far more powerful than when they try to reach goals by themselves. When working people act together they have a better chance of getting what they need at work, from government and in their communities.
- Some of the minimum benefits you now receive from an employer result from the fights unions have won for their members' wages, benefits and working conditions over the last 1000 years.
- Through "collective bargaining" and by lobbying governments with other members of the community, unions were able to force governments to set minimum standards of pay, hours of work, overtime, holiday pay and health and safety regulations. This resulted in minimum standards' legislation in every provincial, territorial and federal area of work. Unions were also involved in developing human rights gains and legislation. These gains are now under attack by right wing governments across the country.
- The following standards have become the basic minimum rights within many workplaces and are now required by law in most provinces. These standards exist because of the bargaining gains that unions achieved over the years and because unions have lobbied for employment standards law. These standards include:
  - minimum wage laws
  - hours of work (daily and weekly)
  - overtime pay
  - vacation pay
  - basic health and safety rules
  - workers' compensation
  - basic anti-discriminatory laws in human rights legislation
  - severance pay
  - unemployment insurance benefits
  - maternity and parental leave benefits
  - pension benefits



# Who is in CUPE Local 882?

Our local consists of workers from different backgrounds, skill sets, education levels, race, religion, etc. Our sisters and brothers, that what we refer ourselves as, are found throughout different departments of the City.

Found in:

Aquatics – Frank Dunn Pool, Kinsmen Water Park

Recreation- Alfred Jenkins Field House, City Playgrounds, Kinsmen Skateboard & BMX Park

Concessions – Art Hauser, Arenas

City Hall – Public Works, Community Services, Planning & Development Services & Bylaw, City Clerks, Information Services, Corporate Services (Customer Service & Payroll), Financial Services (Taxation, Water, Assessment, Accounts Payable, Accounts Receivable, Asset Management)

Margo Fournier Art Centre

E.A. Rawlinson Centre

Tourism

*(There are approximately 50 permanent and 60 to 70 non-permanent staff)*

## What is a Collective Bargaining Agreement (CBA)?

- It is an agreement between the employer (City of Prince Albert) and the local, which are rules that all members are required to follow in an effort to maintain a harmonious workplace (Article 1-Preamble). There are also other rules and policies that the employer has in place that are outside the Collective Bargaining Agreement that all employees of the City of Prince Albert are expected to follow.

## What's in this CBA?

Many things are covered in the CBA such as:

- Article 3.01 Bargaining Unit  
Outlines those positions which are not part of the collective. Otherwise known as Out of Scope/management.

The schedules with our wages are located at the end of the CBA and the classifications IN our local. Anyone in a classification under the schedules is a Local 882 member. Both Non-Permanent and Permanent are listed. Each year has a chart to follow as rates of pay change per pay band and on an employees anniversary date up to 5 years (for example page 47).

Hours of work, EDO's, over time, seniority, benefits, sick bank, illnesses in the family, bereavement leave, breaks, training, vacation time, grievance procedures, maternity leave, additional duty pay, callback, etc. What isn't covered in the CBA, may be in the employers policies or protocols.

## Union dues

- Are monthly dues of 2.0% of your pay. (Bylaws Section 9(c) ) this is voted by the membership.

# What benefits does a member receive?

## **Benefits are negotiated through the Collective Bargaining Process.**

- As a Union Member you have the Right to work with the City of Prince Albert, as a non-union member you cannot be employed within your work unit, as this a negotiated condition.
- As a Union Member you have the Right to make suggestions for change to the Collective Agreement. The Bargaining Committee sends a questionnaire to all members prior to bargaining asking for opinions, wants, needs. Please submit on time, as this is used by the committee to determine what to bargain for.

## **Health Benefits? If so, when?**

Article 20 – Employee Benefits highlights

The employer has the right to choose the benefit provider as long as it follows this Article. If any changes are to be made, they must be negotiated with the Executive Committee or at bargaining.

## **20.02 Municipal Employees' Pension Plan**

All employees, union and out of scope join.

## **20.03 Group Benefits**

As temporary staff, you are entitled to dental and health care benefits but there are conditions, such as:

- Cannot be a full time student (usually students are still under their parents plans) this is because once you are laid off there is no way for deductions to be collected.
- An employee must work a full year, accumulating 780 hours in 26 consecutive weeks then they are entitled to half benefits of dental and health.
- Once an accumulation of 1560 hours is achieved then 100% coverage for dental and health benefits.

## **Article 17 Sick Leave**

17.09 Sick Leave – non-Permanent Employees

- a) Recreation employees, which is where aquatics staff is grouped into, need in excess of 600 hours from the date of hire to receive sick leave and it will be on a prorated basis.

## **17.10 Sick Bank**

This is for all employees. How does this apply to you? We all contribute days, as non-permanent of course you will contribute less hours than a permanent. You will have had to work the year before so that you made a contribution of time to be able to access the sick bank. There is a formula that is followed. If you are interested HR can go into further details.

**This is a Short Term Disability STD** – Applications to the Sick Bank are handled by the Sick Bank Committee. At present, there are 2 Union members who are voted in and 2 Management representatives.

Very seldom is this used but it has provided assistance to those that have needed it otherwise they would not have any income.

During the last year the Union Executive and the Union Sick Bank members met to discuss issues and concerns of potential misuse raised by a few members. The application process was reviewed and a new application was developed and agreed upon with management.

After 12 months on the Sick Bank an employee can apply for **Long-term Disability (LTD)** benefits.

***Change can also happen during a current contract as well.***

## What is a grievance?

Article 17 - Grievance Procedure

### 7.01 Definition of Grievance

A grievance shall be defined as any difference or dispute between the Employer and any employee(s) or the Union.

We strive to settle things before going to a grievance level. Once a grievance goes to the Grievance Committee, the Union owns it. Steps are followed as outlined in the CBA.

### **How does the union help you if you are disciplined?**

There is a progressive discipline policy that all City employees are to follow. If you feel that you should not have been disciplined, whether written notice, etc., that is when you should talk to someone from the Executive – usually the Shop Steward, Vice-President or President.

- *You are expected to be responsible to be at work for your shifts, in a timely manner and to be professional at all times.*
- *If you are late? Why and are there extenuating circumstances.*
- *Missing shifts? Why and are there extenuating circumstances.*
- *Bad behaviour at work? Why*

If you are not meeting expectations without just reason, it makes it hard to argue a defense case. Remember the “union” is a group of workers which the Executive represents.

**You are responsible for your own actions.**

## What are my rights as a union member?

- *As a member in good standing with Local 882 you have the right to work with the City of Prince Albert.*
- *You are afforded the rights as outline in the CBA and any other laws or legislations that may be applicable.*

### **How does being a part of a union when you are 16 – 20 years old help you in the future?**

As with any job, whether it be part of a union collective or with a private business, you gain experience and training which can be beneficial for you for future employment, career, & education throughout life.

### **Can you transfer into a different Local?**

*NO. Each Union Local negotiates their own contract with their employer.*

Example: Our employer is the City of Prince Albert, but if you are a CUPE member with the hospital then your employer is the Prince Albert Parkland Health Region who would have different rules, regulations, policies and CBA.

However, if the CUPE locals are with the same employer, such as the City, then you would be able to transfer over your years of service, benefits, and vacation date, but that has nothing to do with CUPE or the locals, that is due to the fact that you are with the same employer. Within the locals, seniority does not transfer.

# Union Executive!!!

Consists of members within the Local who are voted in by the membership to represent ALL Local 882 members on issues in the workplace that affect our members, and to ensure that our committees function effectively. Position descriptions are given through the 882 BYLAWS.

## Who is on the Union Executive?

- President: Cheryl Clayton
- Vice President: Thomas McIntosh
- Treasurer-Secretary: Mae Birkland (Interim)
- Recording Secretary: Mat Derworiz
- Shop Steward: Craig Langlois

## What does “Union Executive” mean?

An executive board/committee is required for all locals as per the CUPE Constitution. Our Local Executive consists of the above positions.

Note: Work, meetings, etc are done on your own personal time. For any reason it is done during work hours, special leave is granted by the employer and the Union pays back the employer for hours missed. However, this doesn't apply to Union-Management business. For example, if the meeting is between the a union member and City Management, and has to do with labour relations, a special leave is still required but the employer pays your time.

## What does the Executive Committee do?

Hold monthly labour management meetings that are held with the President, Vice President, and the City's HR Team to discuss job postings, members on probation, proposed changes to the workplace (such as reorganizations), job descriptions, new positions, etc. as well as any issues that come up that need to be addressed that are between a union member(s) and management.

The President, Vice President and Shop Steward address any concerns from the membership and work to find a resolve, whether these are issues between the members themselves or issues with members and management.

The Secretary-Treasurer ensures that all members are paying their dues, pays our bills, prepares the treasurer's report and supplies the gift cards for our membership meetings, basically is in charge of our money.

The Recording-Secretary takes minutes at our meetings, sends out notices to the membership, helps prepare information for meetings and other secretarial duties.

# Committees

**Positions are voluntary, and nominees are voted in at monthly membership meetings by the members.**

- All members are welcome to nominate another member or themselves for any position on the committees when a position becomes vacant.
- Executive Committee (all positions) – Receive an Honorarium
- Bargaining Committee (President, Recording Secretary, 4 members at large) - Receive an Honorarium, A CUPE Union Rep
- Sick Bank Committee (2 members)
- Grievance Committee (Vice-President , 2 members)
- Occupational Health Committee (2 members)
- Social Committee (4 members/1 Executive)
- Trustees (3 members – no Executive) – Honorarium
- Website Maintenance

All or most of the Committees have alternate seats.

# Getting Involved!

- Getting involved is entirely up to you. What are you passionate about? What is your comfort level?
- Attending membership meetings. Be informed on what's happening in labour management.
- Be social, get to know other members other than your immediate co-workers, what jobs do they do?
- Ask good quality questions.
- Workshops are offered through CUPE. The Union Executive strongly encourages any member to attend the Introduction to Shop Stewarding. This workshop gives you an overview of what the union is all about.
- Put your name forward to sit on Committees.
- Help keep your co-workers informed. Emails received from CUPE National, CUPE Sask, or from our CUPE Rep, are sent out to members by Executive.  
Note: all emails and communications are now sent to a member personal email and not their City email. If you haven't provided Executive with your personal email yet, please do so to stay up to date & informed.
- Read and get to know your CBA.
- Don't hesitate to contact your Executive for any reason.



# Structure of the Local 882 Union

## OTHER COMMITTEES

### TRUSTEES

**Kerry McCullough**  
(3Years)  
Chief Clerk  
Financial Services  
306-953-4334

**Meaghan Kristoffersen**  
(2 Years)  
Accounting Clerk  
Financial Services  
306-953-4334

**Debbie St.Amand**  
(1 Year)  
Accounting Clerk  
Financial Services  
306-953-4334

## GENERAL MEMBERSHIP



## EXECUTIVE COMMITTEE

**PRESIDENT**  
**Cheryl Clayton**  
Secretary II  
Community Services  
306-953-4804  
306-960-7290

**VICE-PRESIDENT**  
**Thomas McIntosh**  
Assessment  
Appraiser  
Financial Services  
306-953-4327

**SECRETARY - TREASURER**  
**Mae Birkland - Interim**  
Accounts Payable  
306-953-4321

**RECORDING - SECRETARY**  
**Mat Derowiz**  
Arts & Cultural Programmer  
Margo Fournier Arts Centre  
306-953-4811  
306-940-7115

**SHOP STEWARD**  
**Craig Langlois**  
Head Theatre  
Technician  
E.A. Rawlinson Centre  
306-765-1274  
306-981-5156

## OH&S COMMITTEE

**Chelsey Sorokan**  
Recreation  
Programmer  
Community Services  
306-953-4848

**Kerry McCullough**  
Chief Clerk  
Financial Services  
306-953-4343

## CITY MANAGER-EMPLOYEE AWARDS COMMITTEE

**Milan Walters**  
Chief Clerk  
Financial Services

## BARGAINING COMMITTEE- TBD

President  
Recording Secretary  
4 Members at Large TBD  
Union Representative

## SICK BANK COMMITTEE

**Milan Walters**  
Chief Clerk  
Financial Services  
306-953-4324

**Jonathon Vis**  
Building Inspector  
PDS  
306-953-4

## Joint Job Evaluation (JJE) Committee

Cheryl Clayton  
Steve Numedahl  
Kerry McCullough  
**Alternates -** McKenzie Acton  
Thomas McIntosh

## SOCIAL COMMITTEE

Cheryl Clayton (Chair)  
Steve Nemedahl (Co-Chair)  
McKenzie Acton  
Leanne Fyrk  
Meaghan Kristoffersen  
**Alternates -** Thomas McIntosh, Kadin Henry

## GRIEVANCE COMMITTEE

**Thomas McIntosh**  
Assessment Appraiser  
Financial Services  
306-953-4327

**Milan Walters**  
Chief Clerk  
Financial Services  
306-953-4324

**Lorraine Hamel**  
Secretary  
Public Works  
306-953-4900

**Steve Numedahl**  
(Alternate)  
Eng.CAD T  
Public Works  
306-953-4921

**WEBSITE MAINTENANCE**  
Leanne Fyrk  
Secretary  
Financial Services  
306-953-4316

# What are Bylaws and why does a union have them?

- These are required under the CUPE Constitution and is explained under the Preamble of our Bylaws as:

*Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.*

- Our Bylaws have been recently updated and approved by CUPE National.
- Any changes to the Bylaws must be in line with the Constitution, must be voted on at a membership meeting, and must be approved by CUPE National.

## How to access it?

- On the Local's website [www.882.cupe.ca](http://www.882.cupe.ca)
- Executive Members
- UPCOMING FOR 2024:

# 882.cupe.ca

Our website has been recently updated and is always growing and evolving.

## **What can you find there?**

- News & updates
- Events & Rallies
- Upcoming Meetings
- Social Activities
- Pictures
- Links & Resources
- Upcoming training & workshops
- Committee updates such as OHC (Occupational Health and Safety)
- Committee member contact information
- The current Collective Bargaining Agreement and what it means
- Union Bylaws

If you would like to be a part of the Website Committee let your Executive know. Note: this is a volunteer position and work is done on your own time.

If you have new ideas, anything to add or that you would like to see, please contact Leanne Fyrk in Financial Services at [lfyrk@sasktel.net](mailto:lfyrk@sasktel.net) or 306-953-4316.

# CODE OF CONDUCT

The Code of Conduct was designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not to replace them.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy. However, lessons can still be taken from the following:

*The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.*

*CUPE is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and cooperation will be the basis of all our interaction.*

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.
- **Harassment is objectionable behavior, which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour that targets an individual or group and which threatens that person or persons' mental and/or physical well-being.**



## BRAIN REWIRING

*Your brain will constantly rewire itself to suit the information that you feed into it.*

*If you constantly complain, gossip, find excuses, etc., it will make it much easier to find things to be upset about, regardless of what is happening around you; it will make it much easier to find a reflection of those things around you.*

*It takes practice, but over time, this is a very powerful way to reshape your reality.*