



# CUPE LOCAL 37

## ORIENTATION PACKAGE

**CUPE** / *Canadian Union  
of Public Employees*

# CUPE Local 37 Orientation

## What we're going to cover.



- Brief explanation of the Union's role and how we connect with the City and the workplace.
- Specific City policies that may affect you immediately.
- Answer questions you may have.
- Get interested members to sign up for a membership card.

# Who is the Union? & What does the Union do?



- You and I are part of CUPE Local 37.
  - Full-Time Officers represent you.
- Bargaining agent for the City of Calgary – Outside Workers.
- Maintains the Collective Agreement with the City and makes sure we and the City follow that agreement.
- Provide an avenue to communicate your concerns.

# THE JOB STEWARD



- Front line contact for collective agreement issues.
- Links the membership with the Union.
- Communicates concerns to the City and the Union.
- Are you interested in being a Job Steward for your area?
  - Communicator or higher.
  - Simple endorsement from co-workers.

# WHAT'S IN IT FOR YOU



Benefits	Non Card-carrying Members	Card-carrying Members
Representation	✓	✓
Access to the Grievance Procedure	✓	✓
Healthy Workplace	✓	✓
Receive proper compensation for work assigned	✓	✓
Voting Rights		✓
Union Meetings with door prizes		✓
Union Functions / Union Benefits (ex. Children's Christmas Party, Retirement Banquet, Open House, SWAG)		✓
Discounts (Union Hall rentals, Mark's Work Warehouse)		✓

## Rand Formula

- Formulated by Judge Ivan Rand in 1946.
- Requires the payment of dues at source because it is absolutely fair that each employee pay for any gains obtained by the Union and for the service it renders in its application of a Collective Agreement.
- Introduced in Canadian Labour in 1977.
- Union membership is not mandatory, but it obliges the payment of dues in exchange for services rendered by everyone by the Union.

# Events of the Local



- Retirement Banquet
- Stampede Breakfast
- Christmas Open House
- Children's Christmas Party and Gift
- Union Oriented Educational Days

# BASIC CITY POLICIES



- Clause 5.11 – Inability to Report
- Valid Driver's Licence
  - Vehicle accidents and the new policy
- Safety (Right to Refuse)
- Substance Use and Use of Prescription Drugs
- Scrounging/Scavenging
- Violence in the Workplace

# Inability to Report



- Clause 5.11

It shall be the responsibility of the employee to notify his exempt supervisor, or stipulated contact, no less than 30 minutes prior to his start time where practicable, of his inability to report to work. The employee, when unable to notify of his inability to report, shall provide reasons acceptable to the City.

Whenever practicable, when an employee is ready to return to work, he shall notify his exempt supervisor, or stipulated contact, on the work day previous to the actual day of return.

Employees commencing shifts that start at or after 1200 hours shall be required to give no less than 2 hours notice prior to their starting time.



# Valid Driver's Licence



- You must have your licence on you when you are driving a City vehicle.
- You must tell your foreman if you don't have your licence. They cannot let you drive until you have the card in hand.
- Please make sure you check your licence to ensure it is valid. Operating a City vehicle without a valid licence will lead to discipline.
- Accidents can equal discipline.
  - No more point system by Fleet. Managed by the work units individually.

# Right To Refuse

1 of 2



- Here's how YOU can refuse unsafe work...

1. Don't do the work.
2. Tell your employer, supervisor or another designated person as soon as possible what you're refusing to do, and why.
3. Your employer must investigate and take action to eliminate the danger.
  - ✦ This may include the employer finding a qualified worker to do the work, or implementing controls.
4. Unless the danger is fixed immediately, the employer must prepare and provide you with a report once their investigation is complete that explains the actions they took to address the danger.
5. Connect with the Occupational Health & Safety (OHS) Contact Centre if your employer won't stop work you think is dangerous.
6. Do other work that your employer assigns you in the meantime, providing:
  - ✦ You can reasonably do it.
  - ✦ It's safe.
7. Review the written report your employer gives you about their investigation into the danger, and the actions they are taking to fix it.
8. Connect with the OHS Contact Centre if you think your employer hasn't corrected the situation.

# Right To Refuse

2 of 2



Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:

- Workers must continue to be paid while a work refusal is being investigated.
- Employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right.
- Employers must investigate the matter in cooperation with the Joint Worksite Health and Safety Committee or Health and Safety Representative, if applicable.
- Employers cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation.
- Other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk.

# Substance Use Policy & Prescription Drugs



- Very strict guidelines for substance use.
  - You must come to work in an unaltered state.
  - Your foreman must react to a complaint against you that alleges your compromising workplace safety.
  - You must inform your supervisor if you have an issue of substance use.
  - Prescription drugs are not exempt from this policy.

# Workplace Theft



- Scrounging or scavenging is considered theft from the City of Calgary. Be very aware of your actions. What you see as recycling, can be seen by others as theft.
- Nothing is too small. Get a feel for your department's methods and follow their leadership.
- Remember that your job is more important.

# Violence in the Workplace



- Violence is not tolerated in the workplace.
- If it is a co-worker, do not engage in a physical/verbal assault.
- If it is a citizen, refer them to 311.

# Social Media - Facebook, etc.



- It is extremely important that you do not, under any circumstances, use Social Media, such as Facebook, Twitter, TikTok, Snapchat, LinkedIn, Instagram, Clapper, etc. for any type of work-related negative messages. Our members have been disciplined for this and we don't want any further disciplines to be handed out by the City for this reason!

# BASIC CITY POLICIES (CONT'D.)



- Employee and Family Assistance Program (EFAP)
- Benefits
- Attendance Support
- Smoking
- Near Misses
- Cell phones



# E.F.A.P.



- Employee and Family Assistance Program (EFAP) – LifeWorks
- 1-877-700-1424
- Totally confidential. Designed to help you help yourself in a stressful or difficult time.

# Benefits



- Please refer your benefit questions to Human Resources @ 403-268-5800.
  - M.E.B.A.C.  
(Municipal Employee Benefit Association of Calgary)
    - Health and Dental
    - Green Shield
    - Sick and Accident

# Attendance Support



- Your attendance is important for your continued employment with the City as well as your seniority in the union.
- As a new hire, you are in a probationary phase and missing time can equate to termination.
- If there is a chance of layoffs, your missed time will be adjusted when you are rehired. This may affect how you are selected for future positions as they become available.

# Smoking, Cell Phones, & Near Misses



- You are not permitted to smoke in any City vehicles or buildings. If you wish to curb your smoking, the City has methods in place to help you.
- You are not allowed to talk on any cell phone while driving. Personal calls can be seen as unproductive to daily work and discipline can result. Use voice mail, and be responsible to your employer.
- You must report Near Misses.

# GENERAL MEETINGS



On the second Tuesday of every month,  
except July and August, at the Union Hall,  
beginning at 7:00 p.m.

Job Steward Meetings are the 3<sup>rd</sup>  
Wednesday of every month, at 7:00 p.m.,  
at the Union Hall.

# Contacting Your Union



## **Address:**

5112 – 3<sup>rd</sup> Street SE  
Calgary, AB T2H 1J6

**Phone:** 403-269-5333

**Fax:** 403-264-5093

**E-mail:** [cupe37@cupe37.ca](mailto:cupe37@cupe37.ca)

**Website:** [www.cupe37.ca](http://www.cupe37.ca)

**Facebook Page:** CUPE Local 37

## **Office Hours:**

Monday-Thursday: 7:00 a.m. to 4:30 p.m.

Friday: 7:00 a.m. to 4:00 p.m.

# Questions?



## FAQ

Union Dues = 1.65% of gross earnings.

Negotiations are currently ongoing.

Grievance Procedures.

Collective Language.

Remember if you have a question,

**"CALL THE HALL"**