



# NEW MEMBER HANDBOOK

## An orientation



Canada Employment  
and Immigration Union

Syndicat de l'Emploi et de  
l'Immigration du Canada



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# WELCOME TO YOUR UNION!



You are now a member of the  
Canada Employment and  
Immigration Union (CEIU)!

Your union represents workers  
at Employment and Social  
Development Canada, the  
Immigration and Refugee Board as  
well as at Immigration, Refugees  
and Citizenship Canada, where  
members provide support and  
services to Canadians.

This handbook will help you  
navigate your new union  
membership and provide basic  
information about what the union  
does and how you can get involved  
and stay informed!



# YOUR UNION

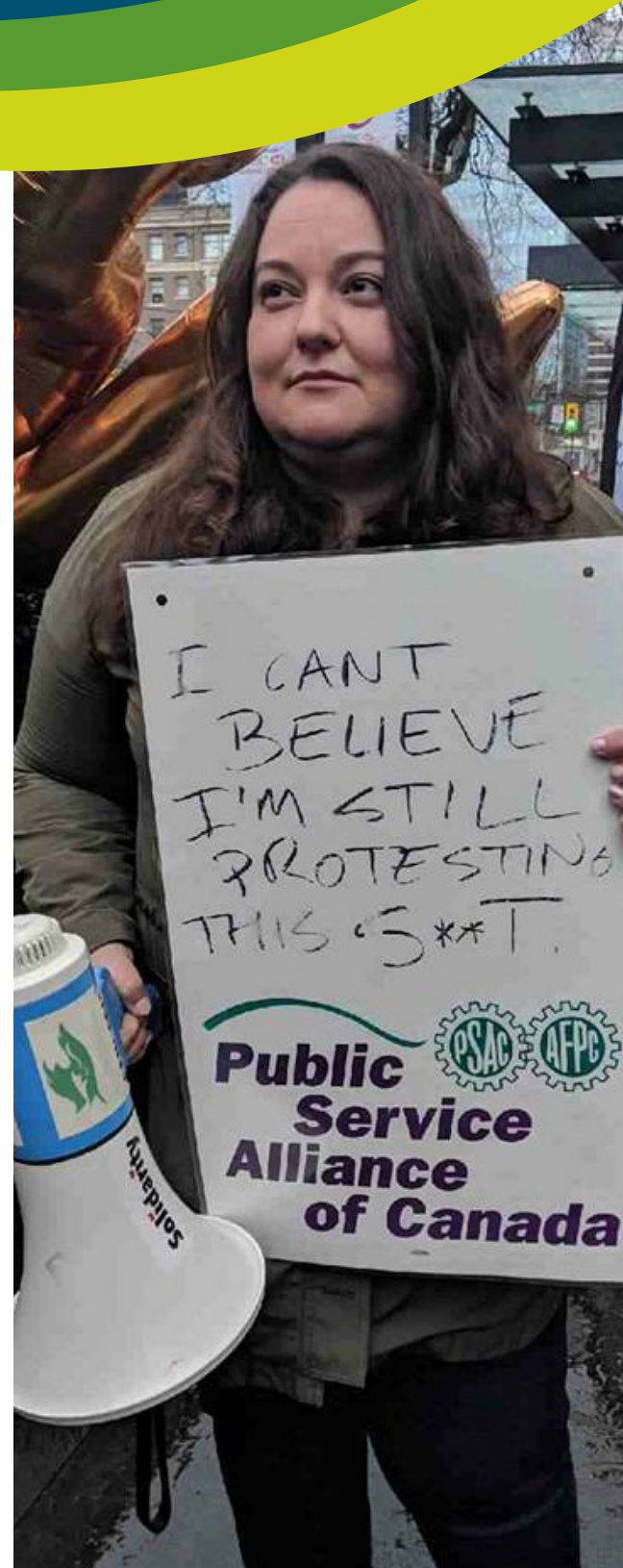
Both the Public Service Alliance of Canada (PSAC) and the Canada Employment and Immigration Union (CEIU) are your union! They just have different responsibilities.



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada



CEIU  
SEIC





# PUBLIC SERVICE ALLIANCE OF CANADA (PSAC)

PSAC is your bargaining agent, they are responsible for negotiating new collective agreements.

The Public Service Alliance of Canada was founded in 1966. It currently represents upwards of 230 000 members nationally, from varying types of workplaces, across the government, but also in many private and semi-private workplaces.

PSAC is comprised of 15 components, such as CEIU, and is governed by the National Board of Directors, on which CEIU's National President sits.

The PSAC's main responsibilities are bargaining and mobilization. It's also important to recognize the important role that the PSAC plays in basic and advanced union training. They also represent grievances at adjudication and are responsible for leading large scale national campaigns on social justice issues.





# CANADA EMPLOYMENT AND IMMIGRATION UNION (CEIU)

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The Canada Employment and Immigration Union joined the PSAC as one of its components on November 6, 1977, however, we can trace our unions roots back to the 1950's.

Currently, we represent over 35 000 members who work for Employment and Social Development Canada, Immigration, Refugees and Citizenship Canada and the Immigration and Refugee Board of Canada. We are the largest component at the Programs and Administration (PA) bargaining table – the largest bargaining table on the continent.

Nationally, we are comprised of over 160 locals. Most of your contact with our union will be at your local level and with CEIU. Sometimes you will interact with your regional or national offices. CEIU has eight regions, with six Regional Union Offices and one National Office. To find your regional office, visit our website at [https://www.ceiu-seic.ca/contact\\_regional\\_union\\_offices](https://www.ceiu-seic.ca/contact_regional_union_offices). National Office and Regional Union Offices have different responsibilities outlined on the following pages.

## CEIU NATIONAL

The National Office is located in Ottawa, Ontario. Many services are available through National Office, but the offices of the National President and the National Executive Vice-President are also on site.

It's important to note that the National Office currently houses the Regional Union Office of the National Capital Region as well some staff who support the Ontario region.

The branches that are located at National Office include finance and administration, engagement, equity and human rights, communications as well as occupational health and safety.

## CEIU REGIONAL

There are Regional Union Offices (RUOs) in Moncton, Montreal, Vancouver, Mississauga and Winnipeg. National Office also houses the RUO for the National Capital Region.

National Union Representatives (NURs) and regional administrative assistants work in these offices. However, some staff work from home in places like Edmonton. Their services include primarily representation as well as union education, but they are also available for advice and support to members.



# MY CONTACT INFORMATION

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Local Number:

Local President:

Local E-mail:

National Vice-President - Regional:

National Vice-President - Human Rights:

National Vice-President - Women's:

Other Relevant National Vice-Presidents:

My Regional Union Office:

Regional E-mail:

# YOUR COLLECTIVE AGREEMENT

**Your collective agreement is the Program and Administrative Services (PA) Agreement negotiated between Treasury Board and the Public Service Alliance of Canada.**

**The collective agreement covers just over 93 000 members who work in a variety of federal government departments.**

Many things that can be found in your collective agreement are relevant on a day-to-day basis such as:

- Hours of work
- Leave provisions
- Grievance process
- Rates of pay
- Protections against discrimination
- and many, many more protections and benefits.

It's important to note that not all of your working conditions are outlined in the agreement. Many other laws, policies and documents have an impact on your workplace. The Federal Public Service Labour Relations Act outlines the negotiation process, the Public Service Employment Act guides staffing, part 2 of the Canada Labour Code sets out health and safety protections and the Canadian Human Rights Act ensures every person is treated equally. Finally, there are employment standards that vary depending on your province of employment.



# OTHER UNION BENEFITS

## There are multiple other advantages to being a member of our union.

Take a few minutes and check these out:

- 10 000\$ Group Life Insurance with Coughlin
- Insurance Discounts (Home and Auto AGR La pers.)
- BMO Mastercard Program
- Union Savings Program
- Scholarships for children of CEIU members
- Other benefits like summer camps for union members' children, in some regions

Other benefits are not necessarily official, but are definitely beneficial to the membership.

For example, often times members benefit from training that is offered by the union. Furthermore, the union will also often have social events and they're a great way to get to know your colleagues!

It's also important to know that active members on your local executive are available for advice and support, especially when you first start your employment! Reaching out for assistance and to ask questions is encouraged. Oftentimes, they are the best at providing orientation. Their advice is helpful, especially when it comes to things "not to do" in your position, such as consulting the files of family members or friends.



# WHAT YOU CAN DO

## YOUR UNION CARD

One of the most important things that you can do as a member is fill in your membership card!

### Why sign the card?

When you are offered your position, you automatically benefit from the working conditions outlined in the collective agreement.

However, you do not access all union benefits until you've signed your card and provided your contact information. Your contact information allows us to provide you updates on the work of the union

Here are a couple of things that you gain access to once you submit your completed card:.

- Union training, basic and advanced
- Union events, such as General Meetings for your local
- Participation in conferences and conventions
- All of the union benefits outlined on page 8
- The right to vote in some instances.

### How do I sign?

Head over to <http://psacunion.com/rand> and fill in the card! You will submit the card once, and receive it again, by e-mail, to sign it. Make sure you complete both steps!





# SELF-IDENTIFICATION

Both the Union and the Employer use a questionnaire to ask members/employees to self identify as members of different equity groups.

**We encourage people to fill in both. These forms are incredibly important.**

At CEIU, they allow us to communicate directly with equity-seeking members on issues of importance as well as give access to events and voting for the National Vice-President for Human Rights. You can find our form on our website. At CEIU, the following equity groups can self-identify: women, racially visible members, members with disabilities, the LGBTQ2S+ community and members who are First Nations, Inuit or Métis.

From our point of view, having the data available from the workplace means that we can hold our Employer accountable! We can push them to ensure employment equity and proper representation. Treasury Board allows the same groups to selfidentify as CEIU.







# HOW TO GET INVOLVED

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A union is only as strong as its membership and depends on members actively getting involved. There are so many different tasks that you can take on to support your union. Every little bit helps.

Here is a quick list of examples, but definitely not an exhaustive one:

- staying well informed on union issues
- attending general meetings and union events
- participating in union education
- participating in the work of a local, regional or national committee
- running for an elected position (local, regional or national)
- being a delegate to a conference and or a convention





# WHEN TO CONSULT A UNION REPRESENTATIVE

Sometimes when you are new to a workplace, it's difficult to know the ins and outs of all policies and procedures, let alone the content of your collective agreement.

The general rule: when in doubt, reach out!

Just a couple of instances to consult:

- you are declined something you believe you have a right to in your collective agreement i.e. leave
- you are asked to attend a disciplinary meeting with management
- you feel you are being treated unfairly or are the victim of harassment and/or discrimination



# THE LABOUR MOVEMENT

Since the PSAC was founded in 1966, there has been substantial changes to the working conditions of public service employees.

We sometimes take for granted everything that now appears within our collective agreement as well as provincial employment standards. Occasionally, we forget that oftentimes what is negotiated in the public sector does filter down to the private sector.

Here are some examples of things the labour movement has advocated for that now exist for everyone in society:

- the 40 hour workweek
- the 8 hour workday
- breaks
- paid vacation
- pensions
- pregnancy and parental leave
- occupational health and safety
- anti-discrimination rules
- workers' compensation
- the right to collective bargaining
- anti-sexual harassment laws
- and many other benefits

**The more progress that the union makes,  
the more progress society makes.**





# RESOURCES

Canada Employment  
and Immigration Union:  
<https://www.ceiu-seic.ca/>

Public Service  
Alliance of Canada:  
<https://psacunion.ca/>

PA Collective Agreement  
and Information:  
[https://psacunion.ca/  
pa-group](https://psacunion.ca/pa-group)

PSAC Union Benefits:  
(Insurance, travel, etc.)  
[https://psacunion.ca/  
benefits](https://psacunion.ca/benefits)

National Joint Council:  
(healthcare and directives)  
<https://www.njc-cnm.gc.ca/>



CEIU-SEIC.ca

