



LOCAL OFFICER HANDBOOK

Your go-to guide



Canada Employment
and Immigration Union

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

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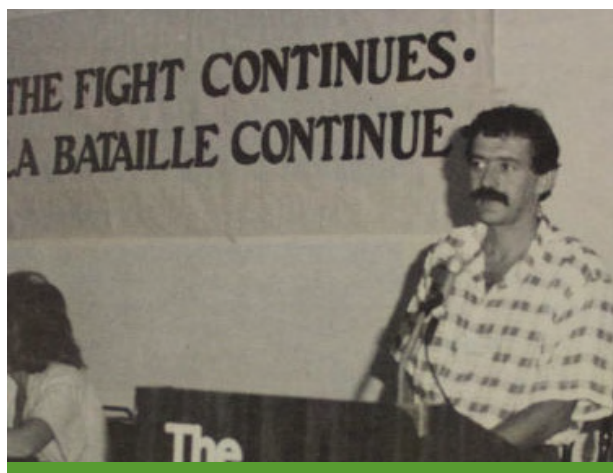
OUR HISTORY

The Public Service Alliance of Canada (PSAC), as the name implies, is an alliance of various unions of public sector workers, among them the Canada Employment and Immigration Union (CEIU).

CEIU came into existence in November 1977, when the Economic Security Employees' National Association (ESENA) and the Manpower and Immigration Union merged. Over the years, both unions had led the fight for changes in administrative practices and for improved benefits, wages, and working conditions for their respective members. When a large majority of those members voted to support the formation of the Canada Employment and Immigration Union, CEIU officially came into existence on November 6, 1977.

CEIU currently represents members at Employment and Social Development Canada, the Immigration and Refugee Board, and Immigration, Refugees and Citizenship Canada.

CEIU members have always been willing and ready to stand for what they believe in. Our members have been at the forefront of many bargaining rounds. We have come through it all with a good record and all our achievements bear witness to the dedication of our members, who have given their expertise and time to make the union a voice to be reckoned with.



What we have today is because of their work in the past; what we achieve in the future will depend upon you and your fellow members across the country.



STRUCTURE AND ORGANIZATION

Your National Executive

The National Executive is composed of eighteen members:

- a) A full-time elected paid National President;
- b) A full-time elected paid National Executive Vice-President;
- c) A National Vice-President from each region of Canada except Quebec and Ontario;
- d) Two (2) National Vice-Presidents from each of the regions of Ontario and Quebec;
- e) A National Vice-President, who shall be a woman, from each of the following areas:
 - i. Western Canada, comprised of the regions of British Columbia/ Yukon Territory, Alberta/Northwest Territories/Nunavut, Saskatchewan-Manitoba and Ontario;
 - ii. Eastern Canada, comprised of the regions of Newfoundland/ Labrador-Nova Scotia, New Brunswick-Prince Edward Island, Quebec and the National Capital Region (NCR).
- f) A National Vice-President for the Immigration and Refugee Board;
- g) A National Vice-President for Immigration, Refugees and Citizenship Canada;
- h) A National Vice-President for Human Rights



Roles and Responsibilities

The Role of the National Executive:

The National Executive is vested with all executive powers of the union for the period between National Conventions.

As a body, the National Executive is responsible for approving the yearly budget of the union, has the power to make policies and regulations as necessary for the administration of the affairs of the union, and has the authority and is responsible for establishing committees necessary for studying and recommending on matters for the effective functioning of the union and for carrying out its objectives and mandates.

The National Executive holds in-person meetings at least twice annually.

The Role of the National President:

As the Chief Executive Officer of CEIU, the National President is the official spokesperson for the union. They work full-time out of CEIU's National Office.

They preside at the National Convention and all meetings of the National Executive. They also have the right to participate at any meeting or gathering of members.

They also are the representative of CEIU at the National Board of Directors of PSAC and report to the National Executive following each meeting.

They report to the National Executive on their activities and report to the National Convention on the affairs of the union, the activities of the National Executive, and on committees that have been established by the National Executive or the National President.

The National President retains the right to interpret the union's By-Laws and Regulations. They are also responsible for the financial and administrative operation of the union and for ensuring that the National Executive, the regions, and the locals carry out the directives and policies established by the CEIU National Convention or the National Convention of the PSAC.

They also have the right to delegate whenever and wherever required and they perform any other duties considered to be within their authority.

Role of National Executive Vice-President:

As Alternate Chief Executive Officer of the union, the National Executive Vice-President acts in the office of the National President in the event of their incapacity or unavailability.

They attend all meetings of the National Executive. They report on their portfolio and activities to the National Executive and to the National Convention.

They participate in any committees created by the National Executive to which they have been named. They also have the right to attend any and all meetings or gatherings of members.

In general, they fully inform and consult the National President to ensure a united voice. They perform the duties assigned to them by the National President or the National Executive.

They are responsible for the administration of the affairs of the union, including but not limited to leasing of premises, management and control of purchasing, and staffing and allocation of work at the National Office and in the Regional Union Offices, all in conjunction with the National President and the respective National Vice-President(s).

Role of the National Vice-Presidents:

The roles of the National Vice Presidents vary based on their regional responsibilities or portfolios.

In general, the National Vice-Presidents attend all meetings of the National Executive, participate in committees created by the National Executive, preside in committees of the National Convention, and inform and consult with the National President.

National Vice-Presidents should also be aware of the needs of the members in their jurisdiction, bring those needs to the attention of the National Executive, and submit semi-annual written reports on their activities. They act for or assist the National President when needed.

The National Vice-Presidents also inform their locals of activities in their jurisdiction and submit written reports on their activities at each annual meeting of local presidents.

Different National Vice-Presidents also have different roles depending on whether they represent members from a region, an equity group, or a specific department.

National Vice-Presidents with Regional Responsibilities

National Vice-Presidents with regional responsibilities also represent the union in discussions with regional departmental officials, see to the union affairs in their region, hold an annual meeting with all presidents of locals in their region, and generally oversee the administration of the region.

National Vice-Presidents for Women's Issues:

The National Vice-Presidents representing equity groups or departments promote policies and programs that encourage the full participation of the members they represent.

The National Vice-Presidents for Women's Issues prepare policies, demands, and resolutions that move women's issues to the forefront of the union's priorities and focus on deconstructing barriers that woman face in the union and the workplace. They co-chair the CEIU National Women's Committee and aid in establishing Regional Women's Committees. They meet with the Chairs of the Regional Women's committees at least once annually.

National Vice-President for Human Rights:

The National Vice-President for Human Rights prepares policies, demands, and resolutions that move human rights issues to the forefront of the union's priorities and focuses on deconstructing barriers that members from human rights groups face in the union and the workplace. They chair the CEIU National Human Rights Race Relations Committee and aid in establishing Regional Human Rights Race Relations Committees. They meet with the representatives of the four human rights groups at least once annually.

National Vice-President – Immigration and Refugee Board and National Vice-President – Immigration, Refugees, and Citizenship Canada:

The two departmental National Vice-Presidents, for IRB and IRCC, ensure that the National Executive is aware of the issues faced in their respective departments. They sit on National Committees, such as LMCCs, and they help in organizing the IRB and IRCC locals.

National Committees

There are several national committees that carry out the work of CEIU. At present, six committees address issues of a national nature.

Human Rights and Race Relations Committee

This committee focuses on exploring, developing, and reviewing human rights and race relations initiatives. They review CEIU policies and employer departmental policies. They respond to concerns relating to human rights issues and monitor and evaluate the progress of CEIU, both as a union and an employer, on issues of human rights. The committee is chaired by the National Vice-President for Human Rights and holds a tri-annual conference in which they elect the members of the committee. The committee is comprised of members from the following equity groups: First Nations/Métis/Inuit, members with disabilities, the LGBTQ2+ community, and racially visible members.

Women's Committee

The National Women's Committee is responsible for women's education and development, selecting delegates to the National Women's Conferences, and building awareness of the committee and its priorities. They review policies within the union and employer departments, monitor progress on women's issues, respond to concerns relating to women's issues, make recommendations to the National Executive, and review bargaining demands or Convention resolutions. They also work for equitable representation and encourage the increased participation of women at all levels of the union. The committee is chaired by the National Vice-Presidents for Women and is comprised of one representative from each region.

Young Workers Committee

The National Young Workers Committee deals with young worker issues and rights in the union and the workplace. They aim to build and strengthen the relationship and involvement of young workers with CEIU. The committee promotes fair and equitable participation and access for young workers to all levels of the union, regardless of age or employment status.

They develop and review initiatives to promote and support the rights of young workers. They forge links with other unions or coalition partners within the community. The committee members represent each of CEIU's eight regions, with two members co-chairing the committee.

Call Centres' Committee

This committee advises and makes recommendations to the National Executive on all matters related to call centres. The committee develops call centre action plans and strategies regarding policy and procedures, legislative changes, health and safety, working conditions, coalition building, media relations, and bargaining demands among others. The committee is comprised of members from different call centre locals across the country.

IRCC and IRB Committees

There are also two departmental National Committees: the IRCC Advisory Committee and the IRB Committee. The role of these committees is to advise and make recommendations to the National President, the National Executive Vice-President, and the National Executive on issues relating to their respective departments.

CEIU's Offices

CEIU National Office

As the chief executive officer, the National President is responsible for the administration of the union. The President is responsible for a great many activities and must necessarily delegate some roles to ensure the efficient functioning of the entire organization. The National President is aided in their responsibilities by the National Executive Vice-President as well as staff at the National Office and in the Regional Union Offices.

The offices of the National President and National Executive Vice-President are located at the CEIU National Office.

Many services are also available through the National Office, such as finance and administration, communications, and membership engagement. National campaigns, consultations, and communications always stem from the National Office.

The National Office also house the Regional Union Office for the National Capital Region.

CEIU Regional Union Offices

CEIU provides services to the membership not only through the National Office, but also through five Regional Union Offices (RUO) located in Moncton, Montreal, Mississauga, Winnipeg, and Vancouver.

The National Union Representatives (NUR) are based in the RUOs and are the union's official representatives in the front line of action. The organization depends on them to utilize their talents and experience to the best advantage of our members. They represent members on appeals, they advise and represent members on grievances, they assist local officers in organizing their locals, provide training, and are available to members, locals, and National Vice-Presidents at all times for advice and assistance.

Through the provision of competent and highly trained staff, ultimately responsible to the National President, CEIU provides the best representation possible for all of our members.

The Local Union

The local union is the foundation for CEIU. Locals are formed with the approval of the CEIU National Executive, providing they meet the requirements of the CEIU By-laws.

Generally speaking, locals are organized for offices under the control of a manager, as part of an identifiable headquarters operation, or based on work location.

The local looks after matters that concern members on a day-to-day basis at their

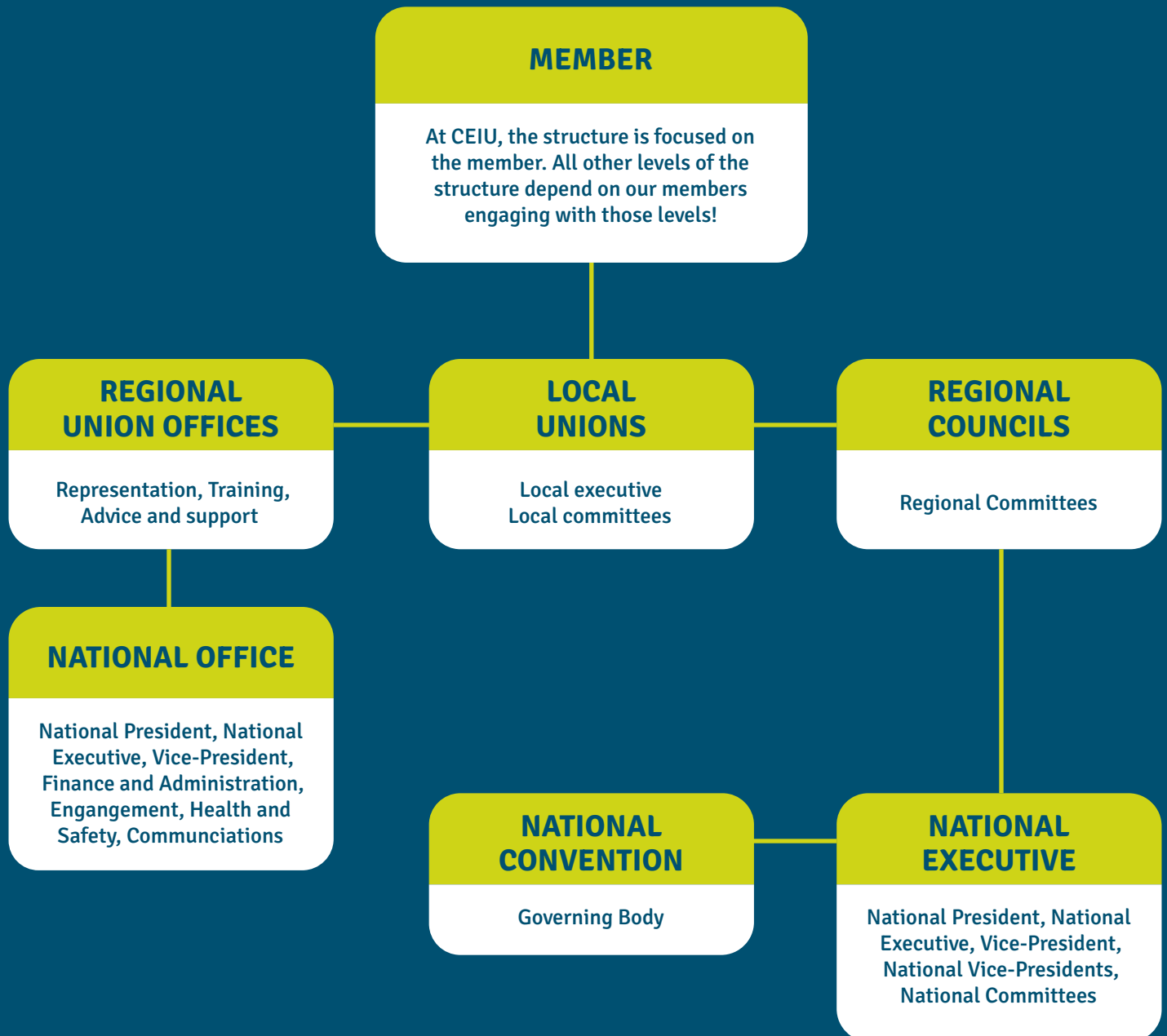
workplace. The local derives its authority from the CEIU By-laws and elects its own officers, elects or names its own stewards, may make regulations to the Local Rules as listed in the National By-laws, determines its own dues, and is responsible for the functioning of CEIU at the workplace.

When a local is organized properly, it can do a great deal for the members and can ensure a good working relationship exists between the union and management. A strong local is the result of a great deal of work by local officers and members.



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OUR STRUCTURE





UNION DUES AND SERVICES

Union dues are automatically deducted from members' pay cheques.

Union dues are set by three levels and may vary from local to local. PSAC dues are set by the triennial convention of the PSAC and CEIU National dues are determined by the CEIU convention.

At the local level, each local sets its dues depending upon their needs. The amount deducted from members' pay cheques equals the total of PSAC, CEIU, and local dues.

While members are generally aware that dues are deducted from their pay cheques, they are not always aware of the services those dues provide. The most visible service is representation on grievances or appeals, but not all members need such assistance.

There are many services that are not so readily visible, such as regular problem solving meetings between the union and senior management at the Regional and National levels, liaising with the press to have our views made known, maintaining membership accounting, and many other activities which seek to ensure employment and economic security for our members.

The following list gives some idea of the many services provided by the union.





PSAC Services

PSAC:

- is the bargaining agent for all CEIU members. Personnel from PSAC head up the negotiating teams and provide research data for the collective bargaining process.
- handles all adjudication procedures.
- provides invaluable data relating to appeals and grievances for use by CEIU.
- provides Shop Steward, Local Officer, and other training.
- Part of the dues paid to PSAC go to the Canadian Labour Congress as dues for our affiliation. Some money is also put into an Emergency Fund for use in strikes or related matters of an emergency nature.

CEIU National Services

National Office:

- arranges for the dispersal of funds for Conferences, Executive Meetings, and other union gatherings, and makes all of the arrangements for National Conventions.
- provides support services to all five Regional Union Offices.
- makes representations to the Departments on all matters affecting our members.
- plans and coordinates national projects, programs, and policies, as well as coordinates the activities of the whole organization.
- holds meetings between personnel from the senior levels of the Departments and the union.
- plans and undertakes specific training and educational programs to supplement those already supplied by PSAC.
- maintains accurate membership and accounting records.

CEIU Regional Union Office Services

Regional Union Offices:

- provide representation services by National Union Representatives.
- provide administrative assistance to the National Vice-President(s) in the regions.
- provide training for local officers and stewards.
- keep National and Regional Officers advised of current affairs in the regions.
- assist in the organization of the National Vice-Presidents conference for local presidents.



Services from the Local Union

Services vary from local to local depending on their size and activity, but generally a local is expected to provide the following services:

- Representation of members at the first level of the grievance procedure.
- Local officers attend and represent the local at Labour Management Consultation Committee (LMCC) meetings.
- The local maintains up-to-date membership accounting.
- Provides information for members by circulating the CEIU Newsletter, CEIU Bulletins, Regional Newsletter, or local information bulletins.
- Organizes meetings of the local regularly.
- Maintains contact with the CEIU Regional Union Office and National Vice- President(s).

In addition to those major services listed above, CEIU also provides other services. Your union dues are utilized in the best possible fashion and administered by those you have elected to supply services which you and your fellow members have decided are necessary for a modern and progressive union. By providing the services which you have requested, CEIU has become, without a doubt, one of the more progressive components in PSAC.



GOVERNANCE

Your National Convention

The National Convention is the supreme governing body of the union. It is held every three years to review the progress of the union, elect officers, and set policy.

The Convention allows CEIU members to take an active role in the union. Members are asked to submit resolutions that could have a lasting impact on their union. These resolutions will be received, studied, and presented (with or without recommendation) to the National Convention in order to be debated. The recommendations and presentation is carried out by a resolutions committee.

The location and time of the convention is decided by the National Executive and the National President is required to issue a call to the Triennial National Convention to all locals.



By-Laws:

National By-Law 11 sets out the details and functioning of the National Convention. It includes everything from the process for resolutions to the details on delegate entitlement. It also establishes timelines and reporting responsibilities following Convention.

Elections:

Elections for the following positions are held at Convention: National President, National Executive Vice-President, and Alternate to the National Executive Vice-President. Nominations can be made up to the time of the election from the Convention floor.

The other national officers are elected regionally or by the members they represent before the National Convention. The Convention confirms the election of all National Vice-Presidents and their alternates.

Delegates:

Delegate entitlement is outlined in the National By-Laws. CEIU calculates entitlements based upon electoral districts. Each electoral district is allocated a portion of the regional entitlement based on the most recent membership numbers. Members are asked to submit nomination forms should they wish to attend the Convention. Each region, upon receipt of the names of the nominees, shall conduct an election within the electoral districts. The nominees with the highest number of votes shall be the delegates to the Convention in descending order until the district quota is filled. Alternate delegates will be selected from the remaining nominees in order.

Resolutions:

Resolutions to Convention are the way to make fundamental changes to our union. Resolutions may be submitted by locals, by the National Executive, or by any official national, regional, or district meeting of members.

When resolutions are received, they are studied by committees who make a recommendation to the Convention floor. There are three convention committees: By-Laws, Finance, and General Resolutions. The By-Laws Committee receives any resolutions regarding CEIU's National By-Laws; the Finance Committee receives anything regarding our Financial Guidelines; and the General Resolutions Committee receives anything regarding policies, positions, and programs or anything that would move forward to the PSAC National Convention.

PSAC National Convention:

The highest governing body of the PSAC is the triennial convention. The convention is composed mainly of delegates elected from the components and from directly chartered locals. The members of the PSAC National Board of Directors make up the remainder of the voting delegates. The convention is responsible for setting union policy and for electing the National President and the National Executive Vice-President of the Alliance Executive Committee.

IN THIS SECTION....

YOUR LOCAL UNION

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b. Membership Meetings

c. Administering the Local

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ii. Finances

iii. Membership lists

iv. Local Union Management Consultation Committee

v. Local Joint Occupational Health and Safety Committee

d. Union Activism - Definitions and Ideas

i. Your rights to union activism

ii. Supporting your bargaining team

iii. Job actions

iv. Rallies and protests

v. Strike FAQ

vi. Political Activism



LOCAL COMPOSITION

EXECUTIVE OFFICERS

Your local executive will vary in size depending on your membership.

Every local at CEIU must have the following positions: Local President, Local Vice President(s), Secretary, and Treasurer. In some cases, the Secretary and Treasurer can be combined into one position.

All locals should also consider having a local election officer to oversee elections.

Let's take a look at the important roles and responsibilities of each:

Local President

- Coordinates the work of the Local
- Presides at membership meetings as well as local executive meetings
- Interprets rules of order while chairing
- Represents union at Local Union-Management Committee meetings
- Is an ex-officio member of all Local union committees
- Attends CEIU's annual regional Local president's meeting
- Is the chief spokesperson of the Local

Local Vice-President

- Steps in for the President when needed
- May have specific committees or special projects (i.e. training)
- May also function as the Chief Shop Steward, in the absence of one

Secretary	<ul style="list-style-type: none"> ▪ Is the main administrative officer of the local union ▪ Maintains up-to-date membership list ▪ Handles local correspondence ▪ Maintains meeting minutes
Treasurer	<ul style="list-style-type: none"> ▪ Manages local finances ▪ Maintains financial records, pays bills and collects and deposits funds in local bank account ▪ Prepares monthly financial statements ▪ Presents Local reviewed annual financial statement at membership meeting ▪ Is one of two official signers for local
Stewards	<ul style="list-style-type: none"> ▪ Ensures that the Employer is respecting the collective agreement ▪ Answers members' questions about their working conditions and the collective agreement ▪ Prepares first level grievances and represents members ▪ Informs the local executive of any issues in the workplace

Some locals choose to add other positions to their local executive by way of their local regulations. These positions can include Chief Steward, stewards, women's representative, human rights representative, etc.

If a local has stewards, they are often the first contact a member has regarding an issue in the workplace and will work on lower-level grievances with members.

If the local has a representative for women or human rights, they will focus on issues relevant to the group that they represent and may also be involved on a regional level, with women's or human rights committees. If the local has a health and safety representative, that person is responsible for ensuring healthy and safe working environments for members.



MEMBERSHIP MEETINGS

Membership meetings are the cornerstone of the work done by the local. Membership meetings allow members to fully participate in their union. Just as the National Convention is the supreme governing body of CEIU, a membership meeting is the same to a local union. All of the important decisions that need to take place within the structure of a local union, generally need to be approved by the membership at a membership meeting.

There is a minimum requirement to hold two annual membership meetings. The details of the meeting must be announced ten working days in advance. These meetings must also meet the quorum requirements, which should be included in each local's regulations. All members of the local executive are elected at these meetings, all expenses are approved, and the local executive is expected to report on their activities.

Only members in good standing may attend a meeting. If a member has not previously signed a union membership card, then they would need to do so in order to access the meeting.

Membership meetings should have a clear agenda. Routine business, such as approving minutes, should be done efficiently to maintain the engagement of the membership and encourage members to attend in the future.





ADMINISTERING THE LOCAL

Local Assessment Tool

As a local officer, you have the important responsibility of determining the health of your local union. This can be overwhelming, but here is a list of questions that you can ask yourself regularly to ensure that your local is thriving!

Administration:

- ☐ Do you have a current member list?
- ☐ Do you have updated regulations?
- ☐ Do you hold an annual general meeting? Is it well-attended?

Union Positions:

- ☐ Are all your union positions filled?
- ☐ Do you have stewards?

Communication:

- ☐ Do you have an effective communication tool? Is it one that allows you to reach all members of your local union?
- ☐ Are you varying the way members get information? (desk drops, e-mail, union board, etc.)

Participation:

- ☐ Are there often opportunities for members to give input?
- ☐ Do members participate in campaigns or actions in the workplace?
- ☐ Do you have active committees? H&S? LMCC? HRRR? Women's? Young Workers?
- ☐ Are there opportunities for marginalized workers within your local?
- ☐ How do you welcome new members?



By-Laws and Regulation 22:

CEIU's National Regulations lay out the framework for most union business, especially local union business. At CEIU, Regulation 22 is the de facto by-laws for all local unions. The regulation covers everything from meetings, elections, local dues, finances, and the roles and responsibilities of local officers.

The by-laws set timelines and requirements for all locals and all local officers should be familiar with them.

Finances:

As a local executive, you must ensure that the finances of your local are up to date. Financial statements should be reviewed by members of the executive before they are approved by the general membership. They should be properly submitted to the membership meeting for approval and then sent to CEIU's National Headquarters and the relevant National Vice-President(s).

Should a local fail to submit financial statements for any given year, the local dues for that local would be withheld until the financial statement is submitted and would be released in full upon

Membership Lists

Every month, CEIU receives a list of our members from PSAC. This list includes the names of all CEIU members and the amount of dues remitted. It can sometimes contain inaccuracies. The list is received at National Headquarters and is reviewed by staff before it is sent out to the local union so that local officers can do their own checks.

This list can be overwhelming when looking at it for the first time. Here are some things to be aware of:

Reading the Membership Listing Computer Print-Out:

In general, the computer print-out provides the local with necessary statistical information, such as the number of members in the local, and the total dues paid to the local, to CEIU, and to PSAC by the members of the local.

The Computer print-out allows local officers to verify the accuracy of the names and dues remitted. If there are discrepancies, the local is to inform National Headquarters.

The print-out also indicates which members are still Rand, alerting the local to have those members sign union cards.

The computer record of membership is divided into two sections:

- The first section provides fourteen (14) columns of information. Column 1 is the first column on the left-hand side of the print-out headed by the title Paylist No. Columns 2 to 14 follow consecutively left to right.
- The second section provides a summary and totals of the information provided in the first section.



Here are some helpful explanations about each of the columns!

PAYLIST	<p>The payroll is composed of the Department code (3 digits), the payroll number (4 digits) and the Pay office number (2 digits). The department code is used by the system to validate the combination Component/ Department.</p> <p>The payroll and pay office codes are used by the check-off clerks to assign members to the proper local. The pay office number identifies the DPWGS pay office from which the member is being paid.</p> <p>They are as follows: 08- Halifax ; 25- Montreal; 34- Toronto; 36-NCR; 62- Edmonton; 66- Vancouver</p>
MEMBER NAME	Member's surname, the initials (up to three) follow the surname.
I.A.N.	Is a seven-digit number with two letter prefix (AX for DPWGS) which is a unique internal agency number used by the employer for dues deductions. The system will recognize a member either by this IAN or by the PSAC ID.
PSAC ID	Is an identification number given by the PSAC membership system to a new member (Rand or Full). This number is unique within PSAC and the system will recognize a member by it. This is the number printed on PSAC membership card.
R	<p>"R" indicates a Rand Deductee;</p> <p>"S" indicates that membership has been revoked either voluntarily or otherwise;</p> <p>"F" indicates the member is Full;</p> <p>"N" indicates the member is not expecting any mailing from PSAC.</p>
BARG GROUP	Is the five-digit bargaining group code, also called Bargaining Unit Designator (BUD). Bargaining groups are those for which the PSAC is the Bargaining Agent. Some of the entries may have blanks in this area, indicating that we have not yet been advised of the member's correct BUD number.

CLASSIFICATION/ LEVEL	Identifies the classification and level of the member.
SALARY	The salary is the first step of the salary scale of each classification, and it is the salary used to calculate correct monthly dues.
PSAC	PSAC, and the figure above it, is the monthly PSAC dues rate. In the column, it is the PSAC's portion of dues, as distributed by the system.
COMP	COMP, and the figure above it, is the monthly deduction for CEIU dues. In the column, it is the Component's portion of dues, as distributed by the system.
LOCAL	LOCAL, and the figure above it, is the monthly deduction for the Local concerned. In the column, it is the local's portion of dues, as distributed by the system. Since Locals may set their own deduction rates, this may vary from zero on up or it could be a percentage rate.
MISC	MISC, and the figure above it, is a fourth distribution on monthly dues which is used by some Components for regional council dues.
CURR DEDN	Is the current union dues deduction from the member for the month of the report?
EXCEPTION	Is the area provided to print exceptions or error messages. See "Exception Messages" below.

EXCEPTION MESSAGES	
NEW DEDUCTEE	The member is paying dues for the first time, and we had previously received a Payroll Identification Form (PIF) from the pay clerk.
NEW DEDUCTEE - NO PIF	The member is paying dues for the first time and we had not previously received a PIF.
REINSTATED	Member starts paying dues again after being deleted or auto-deleted
AUTO DELETED	Manual deletion of a member. Member was transferred. For the effective month of transfer, the “FR” and “TO” messages will appear in the respective Components checkoff books. The following month, the member will appear only in the “TO” Component and/or Local with no message.
DELETED	Is the current union dues deduction from the member for the month of the report?
WRONG COMPONENT	When our system reads the information on the MUD (monthly update data provided by DPWGS tape), it will try to validate the department code and the Component match. If not valid in our system, the member will get that message and their name will appear on a “wrong Component” report indicating that a transfer has to be done.
XX TIMES OUT	Indicates the number of months for which we have not received dues for the member.
NAME CHANGE	Indicates a name change. A new plasticized card will be sent to that member if the member is Full.
WAS TIMES OUT	Indicates that a member who had not paid dues the previous month(s) starts paying again.
CHG CLASSIFICATION CHG OF HOURS/ CHG DEPT./ CHG BUD	Indicates a manual change to the classification, the hours of work, the department and/or the BUD.

“MUD CLASS CHG” ”MUD HOURS CHG” ”MUD DEPT CHG” ”MUD BUD CHG”	Indicates the classification, the hours of work, the department, or the BUD have been changed further to information received on the MUD tape (received from DPWGS).
“PENDING”	Indicates that the financial transaction(s) for this member appear on the Pending report. On the Pending report, we see all the transactions which were not expected by our system - e.g.: unauthorized refund issued by the pay office. These transactions will be adjusted to the Component’s rebate via Final dues distribution report (previously called Adjustment Sheets) which is sent monthly to the Components.
“PSAC RATE CHG”	Change to the PSAC dues rate
“COMP RATE CHG”	Change to the Component dues rate
“LOCAL RATE CHG”	Change to the Local dues rate
“MISC RATE CHG”	Change to the Regional dues rate
“CLASS. RATE CHG”	Indicates a change to the classification salary
“MDUE (X)”	Indicates multiple dues deductions and the multiple is based on calculations made by our system.
“UNAL D 10.00”	Indicates that the member was over deducted \$10.00 of dues. For Source 2 members, the system will issue a refund on the next change tape, unless there is also the message “no auto refund”.
“SHT D 10.00”	Indicates that the member was under deducted \$10.00 of dues. The system will pick up arrears in the next change tape unless there is also the message “no auto arrears”.

RAND NOW FULL	Indicates that the member signed an application for a membership card and their status has been changed to Full. (The “R” has been taken from the “R” field.)
DEDN = RFND	The member was both deducted and refunded the same amount of dues in the same month.
NO AUTO ARR/ NO AUTO REF	<p>This means that the system will not automatically pick up arrears or issue refunds. We get this message when the member is in the unallotted local (XXXXX).</p> <p>“Post A 10:00”: received arrears of \$10.00 which were expected by the system.</p> <p>“Post R 10:00”: received a refund transaction of \$10.00 which was expected by the system.</p> <p>This means that the system will not automatically pick up arrears or issue refunds. We get this message when the member is in the unallotted local (XXXXX).</p> <p>“Post A 10:00”: received arrears of \$10.00 which were expected by the system.</p> <p>“Post R 10:00”: received a refund transaction of \$10.00 which was expected by the system.</p>
MUD NOT FOUND	For members not appearing on the MUD tape submitted by DPWGS.
NEW MUD RECORD	Member appears for the first time on the MUD tape submitted by DPWGS.
SUSP. NOW RAND SUSP. NOW FULL	Indicates that the member’s membership suspension is over, and he/she was given back the status he/she had before the suspension occurred.

Local Committees

Locals can have a multitude of committees, including those correlated with national committees such as Human Rights or Women's Issues. The following committees are required:

Local Labour Management Consultation Committee:

Often referred to as an LLMCC, this committee allows the local and management to discuss workplace issues. The goal of LLMCCs is to address these issues before they affect employees and workplace morale.

Meetings of the LLMCC take place regularly and have been a part of the culture at CEIU since 1978, when both the union and management agreed to consultation committees.

Nowadays, the Public Service Labour Relations Act sets guidelines for the committees. The LLMCC leads to better communication and ensures that issues are dealt with in the most effective and timely manner possible.

Three levels of these committees exist: local, regional, and national. The committee should have an equal number of members from both the union and management. At the local level, there are generally direct supervisors or managers and local officers on the committee. Meetings are usually held on a monthly basis, but the frequency of meetings depends on the local and management.

Minutes should be kept for each and every consultation committee meeting, regardless of the level.

Under no circumstance do these committees have the right to make changes to the Collective Agreement. Issues that have started their progress through the grievance process should also not be discussed.

As a local officer, you must prepare for LLMCCs. Ideally, a membership meeting should take place shortly before an LLMCC to allow members to bring forward their questions and concerns. Following the meeting, feedback should be given to all members of the local as soon as possible.

If a local issue cannot be resolved, it may be referred to the regional or eventually the national level.

Local Joint Occupational Health and Safety Committee:

A health and safety committee is responsible for ensuring that union members have a healthy and safe workplace. A joint union-management health and safety committee is required by law under the Canada Labour Code, Part II for any workplace with 25 or more employees.

Union members choose their representatives on the committee. The committee receives and addresses health and safety complaints, identifies workplace hazards, and ensures that the workplace is safe for all.

**DO YOU HAVE A HUMAN RIGHTS RACE RELATION
CONCERN?
WHO DO YOU CONTACT?**

**YOUR LOCAL EXECUTIVE
TO BE BROUGHT TO LUMCC**

**REGIONAL HRRR, RACIALLY VISIBLE, 2SLGBTQIA+,
INDIGENOUS OR PERSONS WITH DISABILITIES
REGIONAL COMMITTEES**

- **LOOKING TO CONNECT WITH MEMBERS WHO
SHARE SIMILAR LIVED EXPERIENCE**
- **TO BE BROUGHT TO PRESIDENTS AND/OR NVPS**

**YOUR REGIONAL NVPS
TO BE BROUGHT TO REGIONAL UMCC**

**NATIONAL HUMAN RIGHTS
RACE RELATION
COMMITTEE MEMBER REPS
OR NVP FOR HUMAN RIGHTS
TO BE BROUGHT TO THE NE
AND/OR NATIONAL UMCC**



UNION ACTIVISM

Union activism is the way members demonstrate their support for CEIU campaigns and their bargaining team. The only way that the employer can gauge union support is by union activism.

When we stand together and carry out job actions, we show the employer we mean business!

Your rights to union activism

When you participate in job actions, you are protected by your collective agreement, under the no discrimination article.

Article 19: no discrimination

19.01 There shall be no discrimination, interference, restriction, coercion, harassment, intimidation, or any disciplinary action exercised or practised with respect to an employee by reason of age, race, creed, colour, national or ethnic origin, religious affiliation, sex, sexual orientation, gender identity and expression, family status, marital status, mental or physical disability, membership or activity in the Alliance or a conviction for which a pardon has been granted.



Supporting your bargaining team:

Most actions taken by unions and their members are in support of the bargaining process and demands at the bargaining table. It is always important for the Employer to know that members support their bargaining team and bargaining demands. The collective agreement

is the cornerstone of a union. When you wear bracelets, use a frame on your social media photo, or put a poster in your cubicle, you're sending a clear message to your employer that you stand with your union.

Job action:

A job action is any action taken by employees, on a temporary basis, to ensure their demands are met or their opinions heard. This may take the form of work to rule or even strike.

Job action may also be known as pressure tactics, which are actions taken by union members to pressure the employer to agree to our demands. Many types of pressure tactics can be used and each local or bargaining unit may choose to use a tactic that works for their membership.

There are many examples: wearing a specific color on the same day, wearing something visible like a bracelet, displaying union campaign materials, posting on social media, or even observing a moment of silence. Plant gating, handing out leaflets outside your workplace, is a common union tactic as well. Pressure tactics can escalate and may eventually lead to a work-to-rule campaign or even a work stoppage.

Pressure tactics can also demonstrate how supportive the membership is of their union and bargaining demands.

Work to rule:

Work to rule means doing the minimum required by your work contract. In Canada, work to rule is considered strike action, even though it is not the traditional strike action we are used to seeing.

As employees, members often go above and beyond to serve Canadians. During a work to rule campaign, you would do the strict minimum of what is required of your job. A member would work their regular hours, take their lunch when it is scheduled, and accomplish only their regular tasks. They would follow all employer policies, procedures, and directives precisely. This removes any flexibility in the workplace and makes it difficult for the employer.

Rallies and protests:

A rally is a large gathering in support of an issue. A protest is a large gathering against an issue. These large gatherings demonstrate support for the union and can increase bargaining power. They are meant to bring members together and

solidify the union's position, while rallying members in a cohesive manner. Sometimes, rallies are organized around bargaining issues. Other times, rallies are focused on a social issue or a government decision.

Strike FAQ

Strike is the ultimate means by which union members demonstrate their support for their bargaining demands. When there is an impasse at the bargaining table, a strike vote is taken and, if members support it, strike action can be taken.

Types of strike action:

General strike	A general strike is a cessation of work by all PSAC members in a bargaining unit.
Rotating strike	A rotating strike is a series of surprise, up to day-long work stoppages of all bargaining unit members at various strategic geographic locations. (i.e.- Ontario members on Monday, Quebec members on Tuesday, etc.) General strike pay provisions apply.
Strategic strike	A strategic strike is a work stoppage by a limited number of members of a bargaining unit at a limited number of locations. The strategic strike includes up to 10% of the members of a bargaining unit. Strategic strikes are designed to have the greatest impact on the employer's operation. Strategic strikes are approved by the leadership of the union based on plans of action. Strategic strike pay provisions apply.

Frequently Asked Questions

We voted yes to a strike action, now what?

You have clearly demonstrated to your employer that you are supportive of your bargaining team demands and your union in general. Sometimes the simple action of obtaining a strike mandate means that a strike is avoided because the employer feels the pressure and comes back to the bargaining table. A strike mandate sends a message and gives power to the union. Sometimes strike action is necessary if there is an impasse at the table, but this decision is made with the utmost care. PSAC's leadership will develop a plan and determine when, where, and for how long strike actions will happen.

Do I get paid during a strike?

Your strike pay will vary depending on if you work less than or more than 20 hours a week. You will be paid a non-taxable flat amount for every day that you are on the picket line as long as you are present for four hours. The modalities around strike pay are governed by Regulation 6 of the PSAC Constitution. During a strategic strike, strike pay would be 60% of a member's gross salary. Should you have financial difficulties during a strike, PSAC has a Hardship Fund to help.

Will I have access to dental and other benefits coverage when on strike?

Based on current employer policy, employees on strike will continue to receive coverage under the Public Service Group Benefit Plans. However, Treasury Board is entitled to change this approach.

If my substantive position is one bargaining unit (eg: PA) but I am presently in an acting position in another bargaining unit (eg: TC) do I vote in the PA unit strike vote or the TC unit strike vote ?

You are required to vote with the bargaining unit in which your acting position is included, not the bargaining unit of your substantive position.

What does it mean to be an essential employee?

An essential employee is someone who occupies a position that has been designated as providing an "essential service." Employees identified as occupying essential positions are prohibited from participating in any strike. Occupying an essential position means you cannot stop work and engage in the strike, but you remain able to support your co-workers before and after work and during lunch breaks by joining them on the picket line.

Since you are occupying an essential position, you cannot legally withdraw your services from work, but you should not perform any of the work ordinarily performed by the people who are on the picket line.

Political Activism

CEIU members have essentially the same political rights as other citizens; however, due to their oath of employment, they must be careful not to disclose any matter that comes to their attention through their work.

They can help to pressure politicians during and after election campaigns by working on

political action committees. Political rights give CEIU members the option of working to fire their employer. It's an option not enjoyed by private sector workers.

These rights and responsibilities are outlined in the Public Service Employment Act.



IN THIS SECTION....

YOUR COLLECTIVE AGREEMENT AND RECOURSES

a. Grievance Procedure

i. Adjudication

b. Classification Grievances

i. Statement of Duties (Job Content Grievance)

ii. Classification Grievances

c. National Joint Council Grievances

d. Canadian Human Rights Act Complaint

e. Staffing Complaints

f. Internal Conflict Management System

g. Labour Management Consultation Committees





GRIEVANCE PROCEDURE

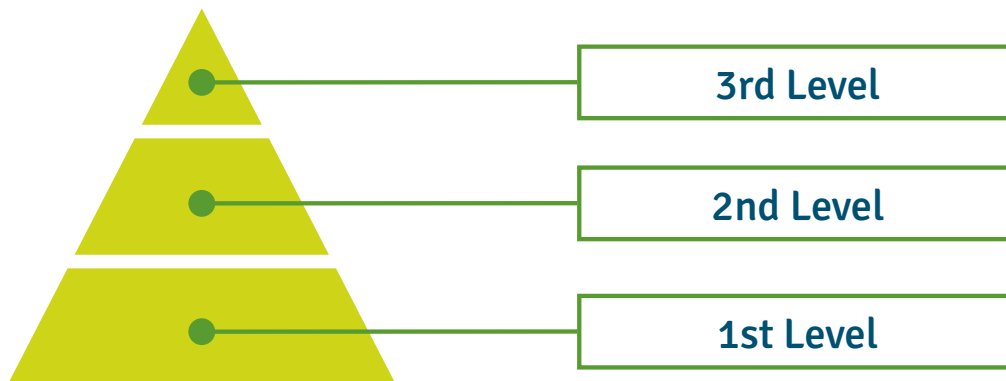
Grievances are written complaints against management by one or more employees or a union concerning an alleged breach of the Collective Agreement or an alleged injustice. The procedure for the handling of grievances is defined in Article 18 of the PA Collective Agreement. The last step of the procedure, for those grievances that are within jurisdiction of the Federal Public Sector Labour Relations and Employment Board, is usually adjudication. The right to grieve is a right enshrined in law and in collective agreements.

The first thing to do when you have a problem at work is to consult a shop steward. Stewards are integral. They investigate, consult with National Union Staff, file, and represent at the 1st level of the grievance process for individual and group grievances. They also receive grievance replies and transmit denials to level 2 where applicable. They also forward all relevant documents to the Regional Union Office.

Your steward has been trained to write and present grievances. Your steward also knows where to get expert advice if it's needed. The grievance procedure isn't difficult; however, there are right ways and wrong ways to do things. It is a formal process with strict timeframes for those seeking recourse. You wouldn't go to court without a lawyer; similarly, you shouldn't file a grievance without consulting a steward.

Grievances in some cases may not be the solution to the problem. This is particularly true in cases where the local manager has set the policy or has made the initial decision. There are cases that are not covered by the Collective Agreement such as deployments, personal harassment, staffing actions, and superannuation. It is important to sit down with your shop steward and talk to them about your concerns, what you would like to have as a corrective action, and what possible actions can be taken.

The Process



1st Level

- 25 working days from the incident to submit the grievance to management
- Grievance hearing is scheduled, generally shop steward represents the grievor and manager hears the grievance.
- Management then has 10 days to reply
- If the response is satisfactory the grievance stops here.
- If the grievor is not satisfied, or a reply is not issued within 15 days, the grievor should talk to the steward about what other action could be undertaken to resolve the issue.

If both parties decide that the grievance should be sent on to the next level, then:

2nd level

- A transmittal form must be submitted within 10 days from the date of receipt of the reply from the 1st level, or within 15 days if no reply is issued
- The grievance at this level will generally be presented to Regional Management by a
- National Union Representative or a member trained to represent grievances
- Regional Management has 10 days to reply
- If the grievor is satisfied with the response the grievance stops here.

If no reply is issued or the response is not satisfactory then:

3rd level

- Timeframes are 10 days from the date of receipt of the reply from 2nd level to transmit to 3rd level
- The grievance will generally be presented to the Associate Deputy Minister or a National Management Representative by a CEIU National Union Representative.
- Management has 30 days in which to reply.
- If the grievor is satisfied or if the grievance is non-adjudicable, the process stops here.
- If the grievance is denied or adjudicable it may be referred by the NUR to the PSAC
- within 40 days for their consideration to refer and offer representation before the FPSLRB.



Adjudication

When grievances are not successful through the internal levels of the departmental organization, there may be the option for it to be referred to a third party for adjudication. The third party is the FPSLREB.

Grievances may be referred by a CEIU National Union Representative to PSAC for their review and possible representation at a hearing. PSAC handles grievances that deal with the interpretation or application of the Collective Agreement or a related arbitral award or disciplinary action resulting in suspension or a financial penalty or termination of employment or demotion pursuant to paragraph 11(2)(f) or (g) of the Financial Administration Act (reference Section 209 of the Federal Public Service Labour Relations Act (FPSLRA)).

The jurisdiction of the FPSLREB to adjudicate on

grievances is limited by legislation. PSAC also does not take all cases forward; their decision to refer is based on the merits of the case.

Grievances at this level are heard by an adjudicator who is appointed by the FPSLREB. Management is represented at this level by the Treasury Board, and the employee is represented by PSAC in most cases. In the case of a grievance dealing with a disciplinary action as described above, the employee may choose any representative they wish. The bargaining agent or the employee has 40 calendar days in which to refer the grievance to adjudication from when the final level reply is issued. There is no specified time limit in which an adjudicator must render their decision. Most cases which are referred to this level take several years to be heard if a settlement is not reached in the interim.



CLASSIFICATION GRIEVANCES

When members have questions about whether or not they are being properly compensated for their work, statement of duties grievances and classification grievances are key to seeking redress.

If a member feels that their job is not appropriately classified, they should first attempt to obtain a complete and accurate work description or statement of duties. Having any missing duties added to the work description may prompt a reclassification of their job.

A member's right to grieve the classification of their position is triggered when there has been a recent classification action affecting their position, such as a cyclical review. Going through the statement of duties grievance process will create a trigger to file a classification grievance.

When you feel it, file it.

The date that a statement of duties grievance is filed can play a major role in the determination of retroactive pay that may result from a reclassification. When there is a delay in filing the statement of duties grievance, the employer can use the later date that the grievance was filed – as opposed to the date that the member assumed extra duties – to limit retroactivity. With that in mind, members should always file their grievances at the earliest opportunity.



Statement of Duties

Job Content Grievances

The “Statement of Duties” clause common to PSAC collective agreements gives members the right, upon request, to be provided with a complete and current statement of their duties and responsibilities.

Depending on the circumstances, it may be appropriate for a member to file a statement of duties grievance when:

1. the duties they are performing are not accurately reflected in the work description for the position; or
2. when a member has never seen his or her work description and wants to see it.

In the latter case, it might seem to make sense for the member to ask to see their work description before filing a grievance, but remember our advice: “when you feel it, file it,” because the member’s rights are only triggered once the grievance has been filed.

If the member feels that the received work description does not accurately reflect the duties that they are performing, or that duties and responsibilities have been overlooked or omitted, the member should file a grievance. Make sure the grievance is filed within the time limits set out in the collective agreement and that the grievance is worded properly.



Documentation:

The member will be required to specify the duties and responsibilities they feel are missing from the statement of duties. This list should be given to the National Union Representative. It is not to be attached to the grievance form.

A work description is not simply a list of tasks. The work description should describe the various functions that the member performs in the course of their job. The information filed in support of the grievance should be simple, clear, and concise. The member will also have to provide evidence that the additional functions being performed are being performed regularly and at the request or under the direction of the employer.

Special considerations for generic work descriptions:

In PSAC's view, a national generic work description must capture all of the functions of positions listed under it. We want to avoid the necessity of creating addendums that only apply to certain regions or centers. If a particular region or center is required to perform unique job functions, those functions should be reflected in the body of the generic work description itself. We feel this is the best and only way to protect our members' long-term interests.

Mediation:

Ideally a statement of duties grievance should be handled through the mediation process. We strongly recommend engaging the departmental Informal Conflict Management System (ICMS) process, preferably at the final level of the grievance procedure. Experience has proven that ICMS/mediation achieves better results than adjudication.

Mediation is also the best forum to deal with

"effective date" issues. If a mediated settlement on job content is reached, the effective date should be included as part of the Memorandum of Agreement (MOA).

Adjudication:

Experience shows that seeking to resolve statement of duties grievances at adjudication is an uphill battle. Adjudicators are not generally interested in developing a nuanced understanding of a grievor's job.

Instead, they are looking for clear, concise evidence of a problem with the work description. In addition, adjudicators are reluctant to impose an effective date beyond 25 days before the date the grievance was filed.

Impact of a new work description on classification:

Having duties added to a work description is a success in itself, but it does not guarantee that the position will be reclassified upwards. Upward reclassification is extremely difficult to achieve.

Once this process has been completed, the work description must be reviewed and a new classification decision rendered whether or not any changes were made to the work description.

Receipt of that written notification constitutes notice of a classification action on the member's position and serves as the trigger to file a classification grievance. Members under the Federal Public Service Labour Relations Act (FPSLRA) have 35 calendar days from the date they receive the notification to submit a classification grievance.

Statement of Duties

Classification Grievances

To file a classification grievance, there has to be a classification “action” on the position. As noted above, for members who went through the job content process, the trigger for a grievance is the receipt of the written notification of a classification decision. If job content is not an issue, the trigger to grieve is when the member gets notice from the employer of a classification review affecting their position.

Grievances of this nature should not be filed until PSAC has had an opportunity to review the facts of the case and to give advice on whether they feel the grievance would be successful. The decision of the employer in a classification grievance is final and binding until there has been a significant change of duties. It is vitally important to ensure that the grievance is filed as early as possible to allow CEIU and PSAC to review the grievance to determine the possibility of success or detriment.

Recommended grievance wording:

- I grieve the classification of my position.
- Corrective Action Requested:
- That my position be reclassified upwards effective X date.

While we believe that effective date should be dealt with through the job content grievance process where applicable, we continue to recommend that the effective date be repeated in the classification grievance wording on corrective action.

Hearings for classification grievances are conducted by Classification Grievance Committee/s (CGC). The CGC is made up of three employer representatives. The decision of the CGC is final and binding and is not adjudicable. There are three possible outcomes from the CGC:

There are three possible outcomes from the CGC:

1. Rating is confirmed
2. Reclassification upwards (including a change in group and/or level)
3. Reclassification downwards (including a change in group and/or level)

PSAC does not provide representation in all cases — only when plausible, defensible arguments can be made for an upwards reclassification. The classification standards used to evaluate positions were developed by the employer and we are restricted to making arguments based on those standards. Keeping that in mind, where arguments for an upward reclassification can be made based on those standards, PSAC will provide representation.



NATIONAL JOINT COUNCIL (NJC) GRIEVANCES

Not all matters pertaining to working conditions and benefits are negotiated into collective agreements. There are a number of other areas such as government travel, relocation expenses, isolated posts allowances, etc., which are negotiated through the mechanism of the National Joint Council. The NJC Grievance process is a very successful example of alternate dispute resolution which has been in place for many years.



NJC Grievances

The grievance process is established through NJC By-Law 15. There are three levels in the NJC grievance process. The criterion for assessing grievances is whether the member has been treated within the intent of the directive.

The procedure for the handling of grievances relating to matters of the NJC Directives is as follows:

Submitting the Grievance

An individual or group grievance can be filed if the grievance relates to a directive or policy which has been deemed to be part of the grievor's collective agreement. Refer to Article 7 of the PA Collective Agreement for a list of applicable directives.

Time Limit:

A member may submit a grievance no later than the 25th working day after the date on which the employee is notified orally or in writing or on which the employee first becomes aware of the action or circumstance giving rise to the grievance. (NJC By-Laws 15.1.6 & 15.1.7)

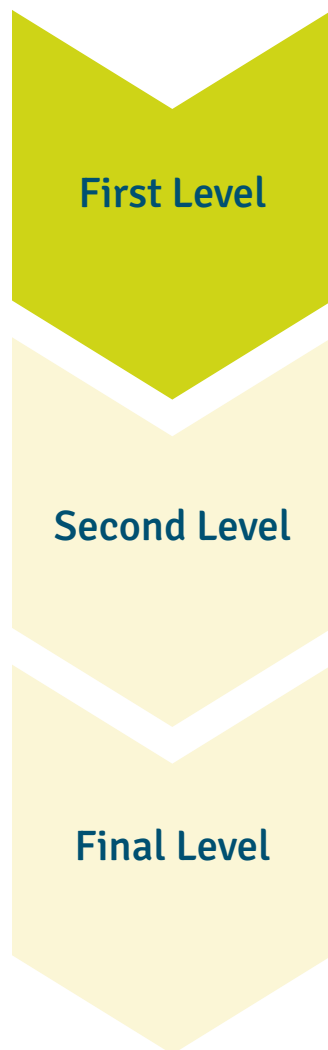
How to submit:

- The same grievance and transmittal forms as the regular grievance process can be used.
- Write NJC on the top of the grievance form.
- The member must have the union sign off on NJC grievances.
- It is best practice to submit via email and keep a copy of the email in the grievance case file.

Who to submit to: The member's immediate supervisor

The first level and/or the second level may be waived upon the written consent of the employer and the bargaining agent. Keep a copy of this agreement on the grievance case file.

Time limits may be extended at the first and second levels upon written consent of the employer and bargaining agent. Keep a copy of this agreement on the grievance case file.



First Level

The NJC By-Laws specifically identify hearings as part of the grievance process. Once the grievance is submitted, a hearing is scheduled for a mutually agreed upon time. There is no time limit as to when a hearing must be held.

Union Representative:

The union representative must be a Shop Steward or Local Executive member since it is the bargaining agent who must carry the grievance forward to its completion.

Employer Representative:

The employer representative is the management representative who hears the first level in the normal grievance procedure.

Employer's Response Time Limit:

The Employer shall reply to an employee's grievance within 10 working days after the date the grievance is heard at the first level

Transmitting to Second Level Time Limit:

After having received the written reply from the employer, the member has 10 working days in which to transmit their grievance to this level. If the employer has not replied to the grievance, the member has 10 working days within which to transmit the grievance to the second level after the last day the employer was required to reply to the grievance.

Who to submit to: The first level employer representative or the member's immediate supervisor.

Second Level

The NJC By-Laws specifically identify hearings as part of the grievance process. Once the grievance is submitted, a hearing is scheduled for a mutually agreed to time. There is no time limit as to when a hearing must be held.

Union Representative:

The union representative is a CEIU National Union Representative.

Employer Representative:

The employer representative is the Departmental Liaison Officer (DLO) from the Board's/Department's Headquarters in Ottawa.

Employer's Response Time Limit:

The Employer shall reply to an employee's grievance within 15 working days after the date the grievance is heard at the second level.

Transmitting to Final Level Time Limit:

After having received the written reply of the employer, the member has 10 working days in which to transmit their grievance to this level. If the employer has not replied to the grievance, the member has 10 working days within which to transmit the grievance to the second level after the last day the employer was required to reply to the grievance.

Who to submit to: The NUR submits the transmittal form to the DLO. The DLO submits it to the NJC Executive Committee through the NJC General Secretary.





First Level

Second Level

Final Level

Final Level

At a final level NJC hearing, committee members from both management and bargaining agent sides who co-developed the directive weigh whether or not the directive has been applied as they intended. While there is sometimes disagreement between the parties about intent, much more often both sides reach a consensus about how an employee should have been treated. This process is very different from conventional final-level hearings where only one side --- management hears and decides the issue.

Final-level hearings are fact-finding inquiries designed to discover whether an employee has been treated within the intent of the directive. The member is not present at these hearings only the union representative and the employer representative. There may not be a hearing scheduled, the NJC Executive Committee may come to a decision based on the written materials submitted.

Union Representative:

The union representative is a CEIU National Union Representative..

Employer Representative:

The employer representative is determined by the Board/Department.

Final Levels Time Limit:

The NJC By-Law identifies time limits for different stages within the final level process. However, there is no time limit for conducting a hearing or rendering a decision. The decision of the Executive Committee is sent via a letter of the General Secretary to the DLO. The DLO must immediately transmit the decision to the member and the NUR.

Referring to Adjudication Time Limit:

If the member is not satisfied with the final level decision or the DLO has not forwarded the decision within 30 working days of the date of the General Secretary's letter, the member may, with the approval of CEIU, refer the grievance to PSAC for their consideration to refer to adjudication. CEIU has 10 business days to send a referral to PSAC.

Adjudication

PSAC, as the bargaining agent, must consent for the grievance to be referred to adjudication. They will assess the grievance to determine if they will refer the grievance to adjudication. One main challenge the grievance may face is that PSAC was a party to the decision rendered at the final level.

Union Representative:

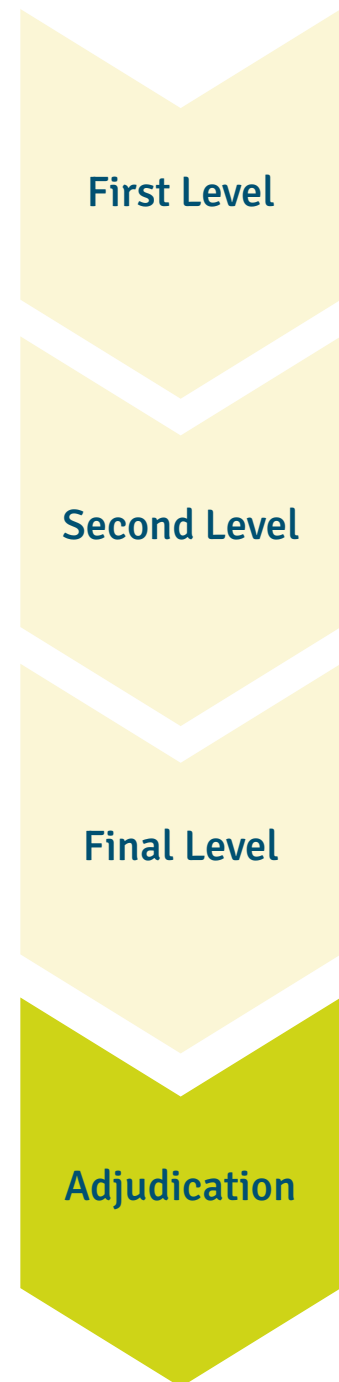
The union representative is a PSAC Representative.

Employer Representative:

The employer representative is determined by the Board/Department. It generally includes a lawyer and a labour relations representative.

Referring to Adjudication Time Limit:

PSAC has 40 calendar days from when the member received the final level decision to refer a grievance to adjudication. If referred, it will be conditionally referred and the PSAC can withdraw support at any time.





CANADIAN HUMAN RIGHTS ACT COMPLAINT

How does this work?

Anyone filing a grievance against discrimination as listed in the Canadian Human Rights Act can also file a letter of complaint with the Canadian Human Rights Commission (CHRC). Note that the CHRC will not consider a complaint until the grievance process has been exhausted, but the complaint should still be submitted before the time limit. The time limit for filing a complaint is one year from the date the complainant became aware of the discrimination.

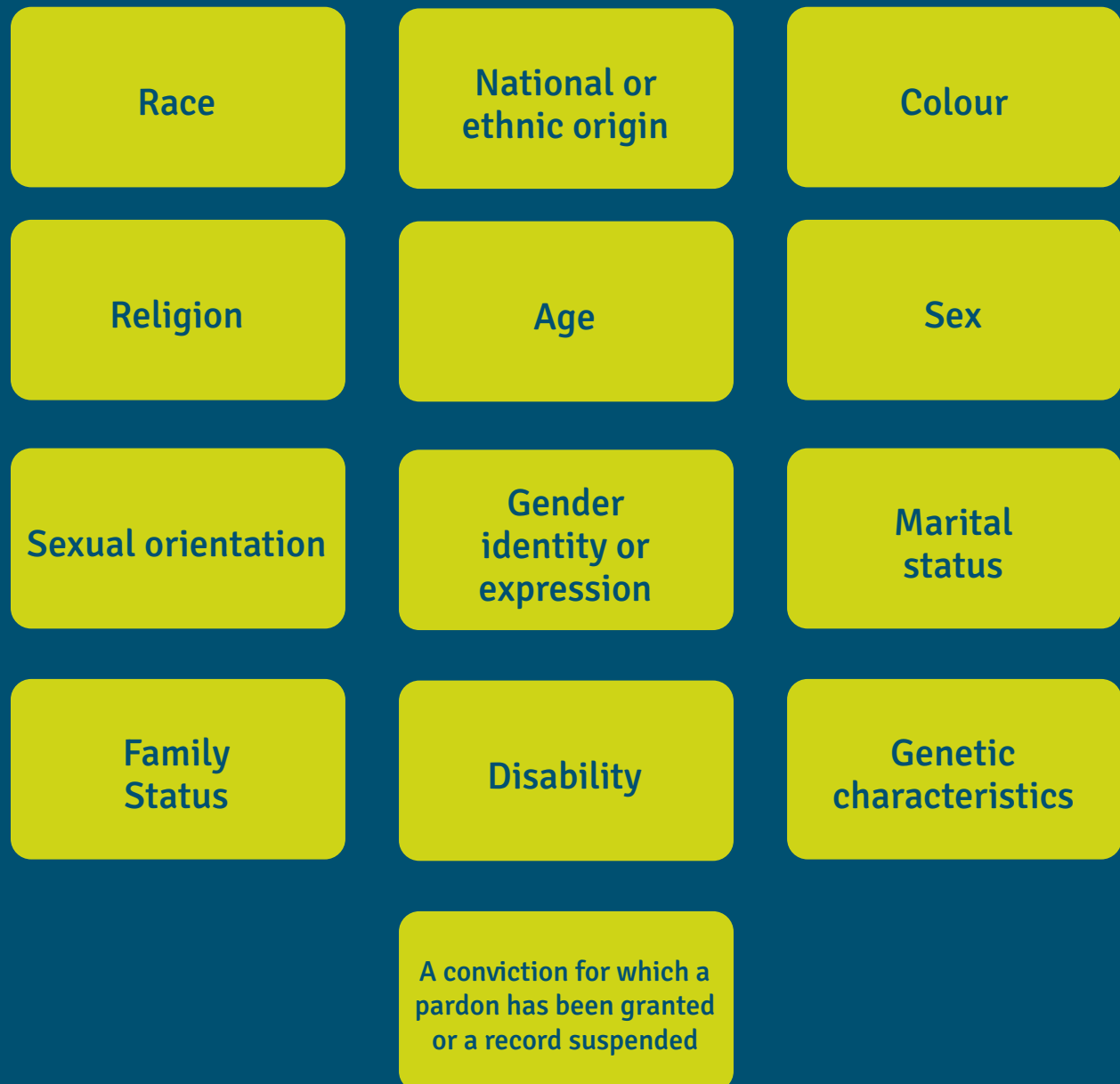
A complaint submitted to the Commission about discrimination in the workplace is made about a particular situation involving the employer and it is the employer that will have to respond to allegations about any actions undertaken under its supervision.

The Act is an act of the Federal Parliament of Canada and applies to federal government departments and agencies and other federally regulated organizations.



What are the grounds?

Being an evolutive law, the protection provided by the Act has added grounds covered over the years. For now, there are thirteen different grounds of discrimination based on:



Who supports these complaints at CEIU?

Members who have questions with regards to Commission complaints can reach out to a CEIU NUR in their region to get additional details and counsel with regards to their situation. CEIU does not provide direct representation to members on these complaints. However, in

some circumstances, following a review of the situation, the NUR may refer the member to PSAC, who may provide representation.

What Happens Next?

Once a member files a complaint, it will be held “in abeyance” (put on hold) until the grievance procedure (including adjudication if applicable) is exhausted. Once it is exhausted, the member can ask the Commission to revive the complaint. If the CHRC accepts the complaint, they will do an investigation. At any time during this process, the Commission can either dismiss the complaint or refer it to the Canadian Human Rights Tribunal for a hearing.

*It is important to note that most instances of discrimination in the workplace can be entirely dealt with through the grievance process (up

to and including adjudication). Therefore, once the grievance procedure has been exhausted, the CHRC may consider the matter resolved and decide not to investigate the complaint.

For more information about filing a complaint with the Canadian Human Rights Commission, refer to the Commission’s website: <https://www.chrc-ccdp.gc.ca/en/complaints/how-file-a-complaint>.



STAFFING COMPLAINTS

Staffing appointments in the Federal public service are administered by the Public Service Commission (PSC), in accordance with the Public Service Employment Act (PSEA). To dispute appointments, the Act outlines two separate processes to dispute internally and externally.

Internal Appointments

Staffing Complaint:

This process requires a formal complaint with the Federal Public Sector Labour Relations and Employment Board (FPSLREB). The complainant has 15 calendar days after the Notice of Appointment is posted to file their complaint, no exceptions to this deadline. An official Notice of Appointment can result from an advertised process with a pool of candidates or from an unadvertised process in which there is no such pool. If there is no Notice of Appointment, the complaint cannot be filed. The complainant must be within the Area of Selection. In order to be successful in a staffing complaint, “compelling” evidence of an abuse of authority is required. The *Tibbs v DND* case defines what constitutes an abuse: improper intention (bad faith); inadequate material (lack of evidence); and/or improper result (unreasonable, discriminatory).

External Appointments

PSC Investigation:

The request for an investigation is through the Public Service Commission on the basis of error, fraud, omission, or improper conduct made by the employer or candidates during a staffing process. You will need to provide substantial information about your concerns for the PSC to consider investigating. Requesting an investigation does not mean the PSC will automatically investigate. They will review the request and determine if an investigation is warranted. Therefore, it is important to provide as much information as possible in the request to have the best chance to attaining an investigation.

Types of Complaints:

The PSEA outlines the grounds for complaints:

- Internal appointments (s.77), a person who was not appointed or proposed for appointment can file a complaint by reason of “abuse of authority”
- Respondent abused its authority in the application of merit
- Respondent abused its authority in the choice of process (advertised vs non-advertised)
- Complainant not assessed in the official language of their choice
- Lay-offs (s.65), abuse of authority in the selection of the complainant for lay-off (board may interpret and apply the Canadian Human Rights Act (s.65(7))
- Revocation of appointment (s.74), unreasonable
- Application of corrective action (s.8.3), abuse of authority

Examples of Circumstances Giving Rise to Claims of Abuse of Authority:

- Statement of Merit Criteria and Job Opportunity Advertisement Assessment
- Choice of process (advertised, non-advertised)
- Where delegated managers/assessment boards have restricted or “fettered” themselves in the exercise of their discretion
- Personal favouritism
- Bias
- Discrimination

Tips for filing a complaint

- Before filing a complaint, it would be best if the member requested or had an informal meeting to resolve the issues involved in the staffing process
- A complainant must be filed within 15 days of a Notice of Appointment. The timelines are strict. Typically, the Notice of Appointment will outline the deadline for filing a complaint.
- Complainants should use forms via the FPSLREB website.
- Once the form is submitted online, a copy of the Notice of Appointment must be sent to the Board. The instructions for doing so will be included on the complaint form.



INFORMAL CONFLICT MANAGEMENT SYSTEM

Workplace conflict resolution procedures – whether grievances, formal harassment complaints, human rights complaints, etc. – can sometimes be lengthy and tedious. In some cases, we might want to favor a faster and more efficient approach to quickly resolve a conflict, and prevent it from escalating. With this mindset, Informal Conflict Management Systems (ICMS) have been implemented throughout all departments and agencies of the federal public service.

ICMS may take many forms from informal conflict resolution (coaching, mediation, facilitation, etc.) to counselling and training sessions offered to promote conflict resolution skills in the workplace. ICMS is a way to promote a managerial culture based on honest and interest-based discussions to seek constructive solutions to conflicts.

The “informal” aspect of the process does not detract from its relevance and credibility. When used properly, ICMS can be highly effective in preventing escalation or even resolving a conflictual situation.

Informal processes shift the rigidity of formal processes – often solely focused on the strict application of labour law – towards a dialogue centered on the personal values and interests of our members. A simple and honest face-to-face discussion can sometimes go far.

Despite the apparent benefits of a quick and

effective informal conflict resolution process, ICMS is only one tool for solving workplace issues. The nature of some conflict (eg, a harassment complaint) might make it inadvisable to have both parties at the same table, especially when our member is still experiencing trauma. Other times, despite good intentions to openly communicate, there may be stiffness and refusal to listen. ICMS is not the right tool for every situation. Informal conflict resolution remains voluntary and any party involved is free to stop the process. ICMS do not put a stop to nor replace formal procedures in progress (for example: a grievance), which may remain in abeyance throughout the informal process.

Finally, since the Federal Public Sector Labour Relations Act (FPSLRA) of 2005, all departments and agencies are required to have ICMS offices implemented. Every federal employee has access to free, confidential, and voluntary conflict management services through their department ICMS practitioners.



CONSULTATION WITH MANAGEMENT

What is a L.M.C.C?

LMCC stands for Labour Management Consultation Committee and is a process for the union and management to sit down and discuss, on a regular basis, problems which occur in the workplace, which, if left unresolved, could cause unrest and poor morale amongst employees.

Objectives

The objectives of these committees are to:

- a) establish a better degree of communication between Management and Staff;
- b) improve morale among staff through a sense of participation and a feeling of common purpose, and
- c) identification and resolution of problem areas.



Composition – Local, Regional and National

In order to accomplish these objectives, three levels of committees were set up - local, regional, and national. The composition of these committees is usually as follows.

Local Level

At the local level, management is represented by the local level manager and members of the management team, while on the union side are the local president and two other officers. Meetings are held on a monthly basis.

Regional Level

At the regional level, the Assistant Deputy Minister or Director General are present, and the union is represented by the appropriate National Vice-Presidents. National Vice-Presidents may decide to have National Union Representatives join them. Regional committees meet monthly.

National Level

At the National Committee which meets four times a year, the Deputy Minister and their Executive Directors are present for management, and the Union officers are the National President, National Executive Vice-President, Union staff members and occasionally National Vice-Presidents.

Procedures

All committees - national, regional, and local - meet during normal working hours. Advance notice of agenda items will be exchanged between the parties at least one week in advance. Minutes of every meeting will be kept and signed by a representative of both sides and circulated. The committees do not have the authority to alter or amend any collective agreements. In addition, a matter which is already under grievance should not be discussed at a LMCC.

Preparation at the Local Level

All officers at all levels of the union should prepare in advance for an LMCC meeting. In the case of locals, the membership should be canvassed and their concerns noted and researched. Officers attending the meeting should meet beforehand and decide who the spokesperson for each item will be.

Following the meeting, feedback should be given the members as soon as possible. Items which are discussed at the local level and which are not resolved can be referred by either union or management to the regional level, and if unresolved there, they go to the next National LMCC.

A LMCC is a means for management and the union to try to resolve problems. It is not a confrontation situation, but a discussion between all involved to make the working environment better for all.

Items

What are suitable items for discussion? These could vary from office to office depending on the local situation, but here are a few which have been noted and resolved:

1. The scheduling of vacation leave.
2. Delays in receiving pay cheques.
3. Office too hot in summer or too cold in winter.
4. Parking.
5. Changes in organizational structure.
6. Introduction of new programmes or systems.
7. Fire, drills and other safety problems.

Our experience with LMCC's has been excellent and many potential problems have been resolved before they became serious. Your Union and your Departments are fully committed to the full use of LMCC's, and you are encouraged to actively participate. Should you require any assistance or help in this matter, your CEIU Regional Union Office will respond immediately.

National Particularities by Department

Every department organizes their consultation committees in a different way. Since ESDC is much larger than IRB or IRCC, they have two additional National Sub-Committees to their National LMCC, one focused on Human Resources and the other on Services. The members that join each of these department-specific consultation committees are generally some combination of National Officers and Union staff where needed.



IN THIS SECTION....

COLLECTIVE BARGAINING



- a. Relevant Legislation**
- b. Bargaining Demands**
- c. The Local's Role**
- d. PSAC National Bargaining Conference**
- e. The Negotiation of a Collective Agreement**
 - i. The PSAC team**
 - ii. The Treasury Board Team**
 - iii. Negotiations**
 - iv. Arbitration**
 - v. Conciliation**



COLLECTIVE BARGAINING

The collective agreement guides most of the work that is done with the membership.

At the expiration date of the collective agreement, the Union sits down with the Employer to engage in the process of collective bargaining.

CEIU is not considered the bargaining agent. PSAC is the entity that negotiates on behalf of all CEIU members.





RELEVANT LEGISLATION

Two Important Acts

There are two important Acts that members should be aware of when discussing bargaining: the Financial Administration Act and the Federal Public Sector Labour Relations Act.

The Financial Administration Act

Whereas CEIU and PSAC have Constitutions, Regulations and By-Laws, the employer, the Government of Canada, uses the Financial Administration Act (FAA) to guide their collective bargaining process. The Financial Administration Act is like the Public Service Terms and Conditions of Employment Regulations. The FAA provides the cornerstone of the legal framework for financial management within the Government of Canada.

Under the FAA, the Treasury Board has authority over financial management and other matters relating to the use of public resources. This is done by approving financial and management policies, allocating financial resources, and overseeing departmental performance.

The Federal Public Sector Labour Relations Act

The Federal Public Sector Labour Relations Act (FPSLRA) is the document that is normally referred to as a labour code, but it governs the Federal Public Service. It outlines the process around certification of a union, negotiating or re-negotiating a collective agreement, essential services, a grievance process, and the dispute resolution options available under the FPSLRA, such as arbitration and conciliation.



BARGAINING DEMANDS

As a local officer of your union, you play an important role in the bargaining process. As discussed in the previous section, the grievance process allows members to file a grievance if they believe that an article of the collective agreement has been disregarded or improperly applied in the workplace. These grievances give each local officer an idea of the issues that commonly come up in their local union.

Bargaining demands come directly from CEIU members. The bargaining process is generally run by the PSAC, but CEIU plays a role in the demands process.

The National President of PSAC will issue an input demand, which asks PSAC members from a specific bargaining unit to submit bargaining demands. The demands are submitted directly to PSAC, after which the National Headquarters of CEIU reviews and prioritizes the demands that are submitted.





THE LOCAL'S ROLE



There are some obvious things the local can do which will assist in the collective bargaining process:

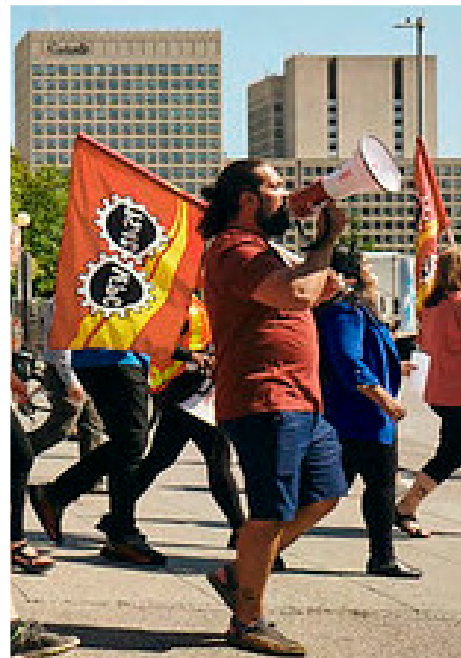
- Form a bargaining demands committee to solicit bargaining demands from the membership.
- Have a special meeting to consider and adopt bargaining demands. The committee should research the demands as best they can, so as to provide the meeting with information on the demands.
- When the adopted demands are sent to CEIU National Office, use the official form which is sent with the Call for Bargaining Demands. Be sure to fill the form out as completely as possible particularly by listing justifications for the demands.
- When negotiations are underway, try to ensure that newsletters, bulletins, or other communications regarding the negotiations are made fully available to your membership.
- When ratification votes are held, ensure that all members of the bargaining group receive a voting kit.



PSAC NATIONAL BARGAINING CONFERENCE

There are a few other ways that CEIU contributes to the bargaining process. The first is by sending delegates to the National Bargaining Conference. Secondly, members can run for a position on the Bargaining Committee.

The National Bargaining Conference serves two purposes: prioritizing bargaining demands and electing a new bargaining committee.





THE NEGOTIATION OF A COLLECTIVE AGREEMENT

The PSAC Team

On the PSAC negotiating team, the members are required, during caucuses, to comment on and vote for or against the Alliance positions to be taken during the negotiations. It is essential that the members of the team be familiar with the issues involved and the wishes of their component. In addition, bargaining team members are expected, at negotiations, to comment upon and cite factual cases which have been the experience of the membership and which can be used in support of PSAC's position at the table.

The PSAC research officer is a very important member of the team. It is the officer's task to obtain the facts and to present statistical data to back up the union's demands.

In addition, the employer's proposals must be carefully analyzed to determine their ramifications. The PSAC negotiator theoretically has a very simple job, which in reality is hard to achieve. The negotiator must try to get the most that can be achieved from the employer. Beyond that, the negotiator is responsible to the membership through PSAC leadership and its representatives.

For tactical reasons, the negotiator is the sole spokesman for PSAC during negotiations, except when a team member is requested to illustrate a problem, since the only way that the Alliance can present a solid collective front is by speaking with one voice - both literally and figuratively.

The Treasury Board Team

The chief negotiator for the Treasury Board team comes to the table with a mandate beyond which they cannot negotiate unless their mandate is revised. The negotiator is supported by a Treasury Board pay specialist who provides the negotiator with information on pay and other matters

designed to counteract data presented by PSAC. Other members of the team are representatives of the various departments who are able to cite their experiences concerning the administration of the last collective agreement.



Negotiations

At the first meeting of the two negotiating teams, usually the demands are briefly explained. The two groups do not rant and rave at each other, but typically approach the issues with a certain degree of apprehension, fully aware that the best settlement either side can hope to achieve would be a negotiated one, rather than one forced upon them by a third party.

Negotiations tend to follow a pattern in which PSAC will read, explain, and clarify the intention of its proposals. The employer will then explain its proposals. The purpose of these early meetings is primarily to provide each party with an opportunity to study their opponents, to evaluate each others knowledge of the issues, and to transmit messages and signals to the other side regarding the priority issues.

Following the initial meetings, the employer usually makes a counter-offer which, as often as not, is gratuitously small. If the employer makes a fair or reasonable first offer, PSAC may reject it with the result that the employer's negotiating team will find itself with no alternatives at hand and would then be forced to admit lack of success and perhaps break off negotiations.

The same can be said of PSAC's initial demands

since they do allow for movement. If that flexibility were not there, then the team would be forced to return to the membership to try to seek a new mandate.

Counter-offers and revised positions will be presented by both parties for many meetings until eventually, negotiations progress to a point where there are only a few items left to be negotiated. The PSAC side will have held on to those items considered priority items. At this point in time, the PSAC negotiator will indicate to the employer that there is very little room for movement. A final position will then be presented to the employer for their consideration.

If PSAC and the employer's positions are relatively close together, then a concerted last-ditch effort will be made to achieve a settlement. If all goes well, a settlement is reached. If no agreement can be reached, then either arbitration or conciliation will be applied for.

Arbitration

If a bargaining unit is on the arbitration route, then upon application, the FPSLREB appoints a three-person tribunal to arbitrate the dispute. The chairman is selected by the Board with the employer and union each being represented by a person listed with the FPSLREB. The tribunal holds hearings at which both sides make representations regarding the matters in dispute. The tribunal listens, questions, and retires to decide what kind of binding award will be made. The author of the report is the chairman. The employer and union representatives on the tribunal simply advise the chairman as to their parties' demands.

Since an arbitrable award is binding, there is no need for ratification by the membership. PSAC does provide an information booklet for all members of the bargaining unit regarding the terms of the new agreement.

An advantage to the arbitration route is that there is no risk of a possible strike since the

award is binding upon the two parties.

A major disadvantage, however, is that under the FPSLREB, only four issues can be submitted to the arbitration tribunal. These are: rates of pay, hours of work, leave entitlements, and standards of discipline and conditions of employment. Other issues such as job security, grievance procedure, suspension, performance review, etc., are not arbitrable.

The arbitration process is most often used for bargaining units where a large percentage of members – often more than 80% - are designated as essential workers, and cannot strike. The members of any specific unit can also request arbitration if they feel that would be beneficial, but the employer must also agree to this process.

Conciliation

If a bargaining group is on the conciliation route when negotiations break down, the Chairperson of the FPSLREB, upon application of the parties, recommends the establishment of a public interest commission (PIC) to conciliate the matters in dispute. Each party to the dispute then names a representative to be a member of the Board.

Usually, before a Conciliation Board is named, the FPSLREB will, with the agreement of the parties, try to assist in settling the dispute by naming a mediator to meet with the parties. If the mediator is unsuccessful, then the dispute is presented to the Conciliation Board.

Both parties to the dispute present briefs to the board and explain their respective positions. The chairman, utilizing the parties representatives on the board, then usually attempts to conciliate by meeting both parties separately. Such action may achieve an agreement, but as often as not, it is necessary for a report to be produced by the board listing their recommendations for a settlement. The report is not binding on the parties - either side can reject it.

On the PSAC side, once the report is received, it is sent to the membership via the components, and they are asked to vote to either accept or reject the report. If the report is accepted and if the

employer also accepts it, then an agreement can be signed. If the members accept the report, but the Treasury Board rejects it, then a strike vote could be held, or negotiations could be renewed. If the report is rejected by the membership, then a strike vote is called by PSAC.

The major advantage to the conciliation route is, unlike arbitration, any item that may be included in a collective agreement can be submitted to conciliation. The major disadvantage is that under the FPSLRA, the employer may designate employees as being essential to the safety and security of the country, and thus restricted from taking part in a work stoppage. While designations can be challenged before the FPSLREB, the process is long and tedious and often not very successful.

As a result, the employer can often forestall the possibility of a successful strike by designating enough members to make a total work stoppage almost impossible to achieve.

IN THIS SECTION....

PSAC AND THE BROADER LABOUR MOVEMENT



a. The Public Service Alliance of Canada

b. The National Joint Council

c. The Structure of Labour in Canada

i. The Canada Labour Congress

ii. Provincial and Territorial
Federations of Labour

iii. District Labour Councils



THE PUBLIC SERVICE ALLIANCE OF CANADA

In 1966, the two largest national organizations representing federal public service employees - the Civil Service Federation of Canada and the Civil Service Association of Canada - joined together to form the Public Service Alliance of Canada (PSAC). The merger came about because the federal government had indicated that it would bring forth a Bill to sanction collective bargaining in the public service. The two major organizations joined together to simplify the bargaining process and to lend strength through numbers to their future demands from the government.

In 1967, Collective Bargaining was instituted with the passage of the Public Service Staff Relations Act, the Public Service Employment Act, and an Act to amend the Financial Administration Act. In September 1967, the Alliance submitted its first contract demands to the Treasury Board involving a contract for

the Heating, Power, and Stationary Plant Group. Since then, it has been involved in bargaining on behalf of many other groups, including our members who are primarily part of the PA bargaining table.

In addition to negotiating the contracts in cooperation with the various components which make up the Alliance, they also represent us when grievance decisions may be sent to adjudication before the Federal Public Service Labour Relations and Employment Board.

The Alliance is also involved in membership education and runs a number of courses for local officers and stewards. In addition, PSAC publishes newsletters, social media posts, and press releases regarding our members. It also manages larger national campaigns that may affect a group of members.

Convention and Governance

CEIU has representation at the Triennial PSAC Convention by way of delegates elected by the National Convention of the union. All components are eligible to elect delegates. The delegate entitlement per component can be found in the PSAC Constitution.

At the PSAC National Convention, the President, as well as the National Executive Vice-President are elected by the membership. The other National officers, Regional Executive Vice-Presidents (REVPs), are elected at the Regional Conventions for each of the seven regions.

The President, National Executive-Vice-President, and the seven REVPs then form the Alliance Executive Committee (AEC). The AEC manages the day-to-day affairs of the Alliance between meetings of the National Board of Directors and the National Convention.

The National Board of Directors (NBoD) is comprised of all members of the AEC in addition to the National Presidents of every PSAC component, including CEIU. The National Board of Directors is the governing body between Conventions, meaning all important decisions are debated and adopted by the NBoD.





THE NATIONAL JOINT COUNCIL

The National Joint Council of the Public Service of Canada, better known as the NJC has been in existence since 1944.

In the days prior to collective bargaining, the NJC had a very important function. Most problems between the employer and the employees could be discussed and resolved within the NJC.

When collective bargaining was initiated in the public service, the role of the NJC had to change somewhat since its previous function was largely replaced by a series of collective agreements. Even so, service-wide matters of considerable import were thought to be beyond the capabilities of the collective bargaining system, and therefore were retained by the NJC as the forum in which matters could be discussed and reforms instituted, if necessary.

There is a chairperson and a co-chairperson (chairpersons) of the Council. The chairperson

is appointed by the President of the Treasury Board. The co-chairperson is appointed by the bargaining agent. In addition, there is a general secretary selected by the Council as a whole, who cannot be a member of Council. The chairman and co-chairman preside at alternate meetings. Separate meetings are held by the employer and bargaining agent sides, who then make proposals to the Council.

Individual unions may also propose matters directly to the Council for consideration. The Council may study any subject that is not a matter for collective bargaining, but which affects the well-being and/or efficiency of federal employees. It may make recommendations to the appropriate executive body of the Government.

Decisions are arrived at by consensus. There are no motions and no formal voting procedures, so it is not necessary that the membership of the sides be equal.

Some topics covered by the NJC:

- Health Insurance i.e. the Public Service Health Care Plan, the Public Service Dental Care Plan and the Disability Insurance Plan.
- A multitude of directives including the Isolated Posts Directive, the Bilingualism Bonus Directive, the Travel Directive, the Occupational Health and Safety Directive, the NJC Relocation Directive and many, many others.
- The rates and allowances associated with NJC Directives.

The Council holds quarterly meetings and special meetings as required. An Executive Committee maintains activities on an on-going basis.





THE STRUCTURE OF LABOUR IN CANADA



CANADIAN LABOUR CONGRESS

THE CLC

CEIU, through its membership in PSAC is also affiliated with the Canadian Labour Congress. CLC plays a key role in representing and assisting unions and union members across Canada.

Those active in the labour movement in Canada often say that organized labour cannot gain all its objectives over the bargaining table. While collective bargaining on wages, working conditions, etc. remains the basis of union activity, there are many other areas in which a modern labour movement is active.

This is often accomplished through central labour organizations which bring together a number of unions with common interests and objectives. The expression “in unity there is strength” applies to cooperation among unions, just as it does to cooperation among individuals in a single union.

The major national organization in Canada is the

Canadian Labour Congress. The Canadian Labour Congress (CLC) devotes a major part of its efforts to matters of national importance.

The CLC is a “union of unions”. Organized as a voluntary federation, it is a means of working together in matters of common interest. The various affiliated unions finance the CLC through dues based on the size of their membership.

The CLC at the national level, and the federations and councils at their levels, act as the voice of labour and frequently speak for workers as a whole, regardless of whether or not they are members of trade unions.

This is particularly true in representations that are made with regard to such social measures as unemployment insurance, worker's compensation, pension legislation, etc.

The CLC conducts an extensive educational program in which some 50,000 trade union members take part annually. Advanced training for union staff and members is provided, which offers programming relating to the concerns of the labour movement internally and its participation in Canadian society. The Labour College of Canada offers a unique general education program for future trade union leaders.

In addition to determining matters of policy, the conventions of the CLC are the final authority in the affairs of the organization, electing the officers and determining various other matters.

Provincial or Territorial Federations of Labour

In each of the ten provinces there is a Provincial Federation of Labour, chartered by the CLC. With regards to the Territorial Federations of Labour, Yukon has their own and the Northwest Territories and Nunavut share a federation. These are composed of locals of CLC affiliated unions in the province or territory, and they devote their attention to matters that normally fall within provincial jurisdiction.

District Labour Councils

In the same way, there are, in over 100 communities across Canada, Labour Councils created by unions in the community and devoting their attention to matters of concern to their own area.





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