



Members Handbook



Rescue Fire, Security &
Maintenance



Women's Services



Welcome to CUPE Local 5167!



CUPE Local 5167 represents approximately 4000 Members and is a composite Local consisting of six units:

- Hamilton International Airport
- City of Hamilton (Inside & Outside)
- DARTS (Disabled & Aged Regional Transportation System)
- GSWS (Good Shepherd Women's Services)
- City of Hamilton Lodges (Macassa & Wentworth)
- RBG (Royal Botanical Gardens)

**Remember a Union is only as strong as the
Members and active participation!!**

What is a Union?

- ✓ The state of being united.
- ✓ By joining together; there is strength in numbers, so **we can have a voice in the workplace.**
- ✓ Unions negotiate contracts with the employer for things like:
 - a fair and safe workplace
 - better wages
 - retirement plans
 - paid sick leave
 - benefits
 - scheduling hours



Did you know...

Before 1859, all the unions seem to have been purely local, except for the Amalgamated Society of Engineers (ASE) a British union that established its first Canadian branch in Montreal in 1853, **a second in Hamilton in 1857**, and two more in (Toronto and Brantford) in 1858.

Source: Canadian Labour Congress, Armand Roy

How does CUPE work?

CUPE National

CUPE Ontario

CUPE Locals

We belong to **CUPE National** (Canadian Union of Public Employees), 627000 Members across the country. CUPE has more than 2,363 locals across the country, ranging in size from 20 to 20,000 members. CUPE membership's collective payroll is over \$21.8 billion

CUPE Ontario Division: **CUPE Ontario** (OD) is the political wing of Canada's largest union, in the country's most populated province. With more than 240,000 members, **CUPE Ontario** is a formidable political voice.

The **unionization rate** in Ontario is approximately 28% and for Canada it is 31%.

(Source: [HRSDC calculations based on Statistics Canada, Labour Force Historical Review 2009](#))

How does CUPE Local 5167 work?

Membership (That's You!!)

Stewards (Representation in the Workplace)

Executive Board (Elected Representatives that oversee the operations of the Union, governed by by-laws)

CUPE Local 5167 has merged and changed throughout the years to gain additional Members dating back to 1918.

“The Labour Gazette states that City of Hamilton employees were chartered as a union in 1918 with the American Federation of Labour, as the Civic Employees Union Local 16208”.

The Rise of Local Five in Hamilton – by Ed Thomas

The average **unionized worker earned \$4.97 an hour more** than a non-union worker in 2012.

(Source: Canadian Labour Congress)

What is Union Membership?

Member Participation is the foundation of who we are as a Union. A Union in which many Members participate is far stronger than one in which a few Members do all the work. In order to maintain the strength of our Collective Agreements we must maintain our **solidarity** as a Union.

YOU ARE THE UNION!

General Membership Meetings (GMM) are the 4th Monday of the Month at 6pm at the Union Hall (except for the month of December).

GMM is how the Membership decides on the business of the local.



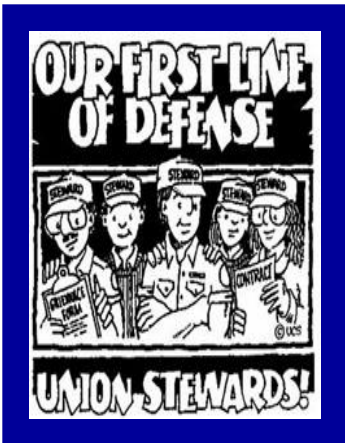
3.1. The highest legislative and policy-forming body shall be the General Membership Meeting (GMM).

(Source: CUPE Local 5167 Bylaws)

Stewards

A **Union Steward** assists in answering questions, resolving workplace issues, and filing grievances when needed.

A grievance is defined as a violation of the collective agreement. A **grievance** is a process that is unique to labour law. The process is built into a collective agreement. It is the way that one party to a collective agreement enforces its rights under the agreement, if the other party doesn't do what it is supposed to do.



“As a steward, your role is to watch and listen to **what’s happening in your workplace**; on behalf of your local. As part of this role, you will want to inform the executive of issues that the local needs to deal with in bargaining; watch for early warning signs of privatization or contracting out; and stay alert for other problems.”

(Source: CUPE Steward Handbook, p 5)

Executive Board

There are **6 Full Time Officers** (President, Vice President, Executive Administrator, 2nd Vice President, City Inside Vice President and City Outside Vice President) and **a total of 15 Executive Board Members** (Treasurer, 3rd Vice President, 4th Vice President, Equity Vice President and Unit Vice President – Airport, DARTS, GSWS, Lodges, RBG). Each is responsible for a portfolio and delivering services to Members.

We have 3 **Office Staff** that are Members of the Union COPE 343 (Canadian Office of Professional Employees).

Checkout the website for information, pictures, supports and media at: <http://cupe5167.org>

3.2 Between General Membership Meetings, the highest authority shall be the Executive Board. Executive Board decisions shall be reported to the General Membership.

(Source: CUPE Local 5167 Bylaws)



Good Jobs Rally Oct 2014

Paul Moist, CUPE National President,
Maude Barlow, Council of Canadians Chairperson and
Sandra Walker, President CUPE Local 5167

Union Dues are a percentage of your regular earnings. Dues are deducted by the Employer and forwarded to the Union. Your dues pay for things like affiliation fees to CUPE National and CUPE Ontario, full time officers, union leaves for Members, union education for Members, office administration, etc. The additional deduction per week is directed to the defense fund, which is used in the event of strike aversion and arbitration costs.

Member Communication:

Each work location should have a **Union Board** that will have union postings and information.

You can also visit the website as there is a virtual union board: <http://cupe5167.org>



In addition each location is required to have a **Health and Safety Board**. Under the OHSA, a copy of the Occupational Health and Safety Act (OSHA) should be posted in the workplace. It is a mutual responsibility for EVERYONE to prevent workplace illness and injury.

Workers have the right to:

- Know about workplace hazards and what to do about them.
- Participate in solving workplace health and safety problems.
- Refuse work they believe is unsafe.

<http://www.labour.gov.on.ca/english/hs/index.php>



Employee Reminders:

- **Contact Information:** In the event you move or your contact information changes, always contact your employer first and your union second! It is **YOUR responsibility** to update them of any contact changes.
- **Reporting In:** Know how you are to communicate any absences. What is the expectation? Are there forms you are to provide? Ask your supervisor.
- **Policies & Procedures:** Ask your Supervisor where to find any Employer policies and procedures that may apply to you as an Employee. For example, Code of Conduct, Appropriate Dress, etc. **It is important to know your rights and responsibilities.**
- **Notes:** It is always helpful to have notes on any situations or issues that arise in the workplace.



Know your Collective Agreement!

A **Collective Agreement** is an agreement made between the Employer and the Union to outline the rights and responsibilities for each party to guide the working relationship.

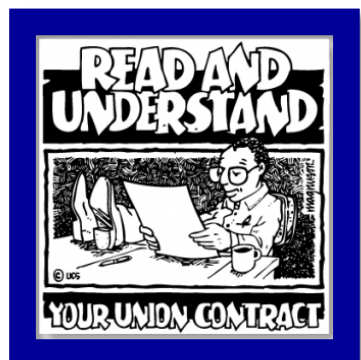
Read your Collective Agreement to get details about:

- Sick pay/benefits Article: _____
- Vacation/vacation pay Article: _____
- Seniority Article: _____
- Transfer requests Article: _____
- Scheduling Article: _____
- Grievance procedures Article: _____
- Leave of absence Article: _____
- Clothing Allowance/Uniforms Article: _____

* Please note all may not apply and not an inclusive list

The Union assists you to manage your relationship with the Employer.

You can call the Union office at: 905-522-0917 to request a copy of your Collective Agreement or visit the local website at <http://cupe5167.org> to download a copy.



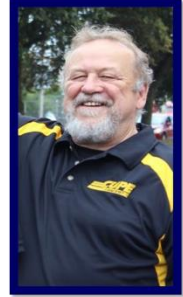
The World of Labour



CUPE Local 5167 Hamilton: Our City. Our Union	http://cupe5167.org/
CUPE National	http://cupe.ca/
CUPE Ontario (OD)	http://cupe.on.ca/
Hamilton & District CUPE Council (HDCC)	http://hamilton.cupe.ca/
Canadian Labour Congress (CLC)	http://canadianlabour.ca/
Hamilton District Labour Council (HDLC)	http://hamiltonlabour.ca/
Ontario Federation of Labour (OFL)	http://ofl.ca/

What has the Union Ever Done for Me?

My name is **Ed Thomas** - I am a **retired member of CUPE Local 5167**. I started working for the old City of Hamilton on July 7, 1977 as a labourer for the Streets & Sanitation Department. I worked for the City for 30 years.



I have heard a number of members ask "What has the Union ever done for me?"

Well, when I started with the City I was only making \$5.00 an hour, there was very little shift premium and weekend premium were non-existent. I had 7 statutory holidays, and had to work 8 years before I was granted 2 weeks' vacation. Sick time was based on a credited system of being awarded 1 1/2 days a month that was put into your sick leave bank. However, I had to work the whole month (without taking time off) in order to get the 1 1/2 day credited to my bank. I didn't have a drug and dental plan. Seniority language was very weak. Over time pay was less. I didn't have a vision care plan.

The Union has pushed and negotiated with the Employer for these changes which resulted improving my quality of life.

So, when you ask "what has the Union done for me? **Think about it.**

IMPORTANT INFORMATION

You can reach us at the CUPE Local 5167 office:

818 King Street East
Hamilton, ON
L8M 1B2

Phone: 905-522-0917
Fax: 905-522-4011
Email: office@cupe5167.org

Website: <http://cupe5167.org>



My Unit Vice President is: _____

Phone: _____

Email: _____

My Location Stewards are:
