# Member's Handbook















Accessible Transit Operators Workgroup Logistic Specialists Workgroup



#### City Unit

Inside Workgroup Outside Workgroup

Lodge Unit

Macassa Workgroup Wentworth Workgroup



Women Services Workgroup Family Centre Workgroup













www.cupe5167.org

818 King St E. Hamilton, ON L8M 1B2

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office@cupe5167.org



KEEP CALM AND CALL YOUR UNION! This handbook is meant as an orientation for CUPE Local 5167 members to familiarize themselves with their union and available supports.

# 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 (Toronto and Brantford) in 1858.

Source: Canadian Labour Congress, Armand Roy

**Printed October 2020** 

Jodi Coville Executive Administrator

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# Please return this Member's Handbook to:

# **IMPORTANT CONTACT INFORMATION:**











www.cupe5167.org

# **CUPE Local 5167 office**

818 King Street East Hamilton, ON L8M 1B2

Phone: 905-522-0917 Fax: 905-522-4011

Email: office@cupe5167.org

My Unit Vice President is:
Phone:
Email:
My Location Stewards are:

# **WELCOME TO CUPE LOCAL 5167**

# Hello, welcome to CUPE Local 5167!

Congratulations on your new employment. You are now part of a 4200-member strong union!

**CUPE Local 5167** is a composite local.

That means we have more than one unit, employer, and Collective Agreement. In fact, we have 7 units, 6 employers and 8 Collective Agreements.



Let's get started and talk about what CUPE is, what is means to be a union member, and the world of labour!

# Our 7 units and employers are:

- Hamilton International Airport
- City of Hamilton (Inside & Outside)
- City of Hamilton Lodges (Macassa & Wentworth)
- DARTS (Disabled & Aged Regional Transportation System)
- Good Shepherd (Women's Services & Family Centre)
- RBG (Royal Botanical Gardens)
- SMH (St. Matthew's House)

# WHAT IS THE UNION?

Unions were formed to advocate for democratic and collective action to



improve working conditions and the standard of living for all workers. Members work together to advance security and dignity in the workplace. Members choose to get involved in their union and can become union representatives such as Executive Officers, Stewards and various committee members. They all work towards better working conditions,

addressing workplace issues and supporting members to manage their relationship with the employer.

#### Unions are:

- ✓ The state of being united.
- ✓ By joining 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
- vacation
- benefits
- scheduling hours

## **HOW DOES CUPE WORK?**

We belong to **CUPE National** (Canadian Union of Public Employees), there is 700,000 members across Canada.

CUPE has more than 2,363 locals and chartered organizations across the country; ranging in size from 20 to 20,000 members. CUPE membership's collective payroll is over \$21.8 billion!

700, 000
Members

280, 000 Members 5167 4200 Members

National, the largest union in Canada.
They provide various supports and resources to the local.
For example, they facilitate CUPE
Education and 5167 has 2 National Reps.

CUPE OD (Ontario
Division) is the
political wing of
National. You may be
aware of campaigns
like Time to Care,
Keep Hydro Public or
Communities Not
Cuts. We pay
affiliation fees to both
National and OD.

overseen by elected
Executive Officers that
make up the Executive
Board. There is local
bylaws that outline
the rules and operation
of the local. 5167 is
one of the 5 largest
locals in Ontario.

CUPE Local 5167 is

# **LOCAL LEADERSHIP**

# Membership That's you!

# **Location Stewards**

# **Executive Board**

# **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.
YOU ARE THE UNION!

A Location Steward is an elected representative in the workplace. They assists in answering questions, resolving workplace issues, attending meetings with members and filing grievances when needed.

of 16 elected
representatives. 6 of
them are Full Time
positions. Each role is
responsible for a
portfolio and delivering
services to Members. We
will break down these
positions further.

# **CUPE Local 5167 Bylaws**

The CUPE Local 5167 Bylaws are the rules set out in conjunction with CUPE National Constitution on how the local will operate.

You can find the CUPE Local 5167 Bylaws at:

http://cupe5167.org/resources/bylaws/

You can find the CUPE National Constitution at:

https://cupe.ca/cupe-constitution

# MEMBERSHIP: What do I need to know?

# Blue Card - Did you sign one after October 2018?



There is a distinction between being a dues paying member and being a member in good standing:

# **Dues paying member:**

Everyone under the scope of a CUPE

Local 5167 Collective Agreement is a dues paying member. Dues are collected off each paycheck. This allows members access to the grievance process, all your rights under the Collective Agreement, and the right to vote in strike and ratification votes.

# Member in good standing:

A member in good standing is equally entitled to the rights noted above with the addition of being eligible to run for union positions (executive, steward, committee, etc.) to vote in local elections, budgets, by-laws, and motions made at the general membership meetings (GMMs).

# EVERY CURRENT MEMBER OF CUPE LOCAL 5167 MUST COMPLETE THE FOLLOWING STEPS MOVING FORWARD

There are four steps to the process of becoming a **member in good standing**:

- Member must fill out and sign a blue card, which is then signed by a steward or executive officer
- Member must pay an initiation fee (Our local is keeping it at the lowest amount, \$1)

- Member must take oath of membership given by a steward or executive officer
- Membership must approve the application at a General Membership Meeting

Once all these steps have taken place, you will be a **member in good standing.** 

We understand that some of the steps in this process took place in some units years ago **prior** to CUPE Local 5167 being formed, but the practice has not been consistent.

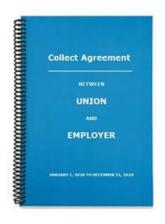
We encourage you to come out to a general membership meeting (GMM) to complete the 4 noted steps or come by the office to become a **member in good standing**. You can find more information on our website at www.cupe5167.org, where you can register for email blasts as well.

# PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO COMPLETE THE STEPS TO BE A MEMBER IN GOOD STANDING TO BE ABLE TO PARTICIPATE IN ANY ELECTIONS/LOCAL BUSINESS MATTERS.

We apologize for this inconvenience, but we are required to follow the proper process. Our local runs on the involvement of its members; our system is democratic and your participation matters!

# You need to know you have a Collective Agreement and a Union!

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



Request a copy of your Collective Agreement or download it from the website. It is important to be familiar with your rights and responsibilities.

**General Membership Meetings (GMM)** are the 4<sup>th</sup> 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. Attend and bring a friend who is also a member!



GMM's are conducted in compliance with Bourinot's Rules of Order. That means there is parliamentary procedures, a list of rules used to help run meetings democratically and efficiently. You can find more information about CUPE's Parliamentary Procedures at: <a href="https://cupe.ca/parliamentary-procedure">https://cupe.ca/parliamentary-procedure</a>

**Seniority** A listing of workers in order of length of service or time worked. Employers often use seniority to decide who will be promoted, laid off or recalled. Seniority is usually applied across the bargaining unit, but not between bargaining units.

**What can impact my seniority?** Sick time does not impact seniority, nor does parental leave. Most unpaid time, leave of absences or time out of scope will impact seniority.

What is service time? The length of time you have worked for an employer. Benefits such as vacation are often linked to length of service. A member who works at the Lodges and then leaves to work for the City would keep their years of service in-tact provided there is no break in service; (same Employer) however, they do not carry over their seniority between Collective Agreements.

The Employer tracks seniority and service; the union is provided with the lists as outlined in the Collective Agreements as of October 2020.

**Airport:** Article 11 – Posted in January each year (260 days is 1 year)

**City:** Article 14 – Posted March 1<sup>st</sup> and September 1<sup>st</sup> each year (260 days is 1 year)

**DARTS:** Article 15 – Posted in January each year (260 days is 1 year)

**Good Shepherd:** Article 11 – Posted by the 31<sup>st</sup> of January and July each year (260 days is 1 year)

**Lodges:** Article 13 – Posted February 1<sup>st</sup> each year (1830 hours is 1 year)

**RBG:** Article 13 – Posted in January each year (260 days is 1 year)

**SMH:** Article 12 – Posted January and July each year (1820 hours is 1 year)

A

It is your responsibility to check your seniority!! If you find a discrepancy you must address it within the timelines of your Collective Agreement. Look to the article about seniority and the article about filing a grievance. Please contact your Employer or the union Executive Administrator regarding discrepancies.

**Union Dues** are a percentage of your regular earnings. Dues are deducted by the employer and forwarded to the union. As of 2020, CUPE Local 5167 is paying the lowest dues of 1.53% (there has been no increase in over a decade) plus \$2.00 per pay for the defense fund.

We are required to pay affiliation fees to CUPE National and CUPE Ontario. We send over a million dollars a year to CUPE National and under \$100k to CUPE Ontario.

Union dues pay for affiliation fees, 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, grievance and arbitration costs. The greater the resources we have the better bargaining position the union is in.



# **LOCATION STEWARDS**

Find out who your workplace Location Steward and Unit Vice President is.

This information can be found on the website, or you can ask your coworkers.

#### What do Stewards do?



**Update the union boards** – The union office sends communications to the workplace for the union board. This is one way of keeping members informed of union activities. There should be a list of when the general membership meetings are, recent communications, etc.

There should only be CUPE Local 5167 postings on this board.
Please note there is a union board on the website and communications are posted on social media as well.

**Provide information and education –** Location Stewards can answer questions or pass along information on what happening in the union,

especially when bargaining is around the corner.

**Resolve workplace issues** – Location Stewards and Executive will often have conversations with Supervisors or Managers about issues as they arise. If it cannot be resolved and there is a violation of the Collective Agreement, a grievance can be filed, or we can look into other options.

**Note Taking** – Stewards or Executive will attend meetings with members and take notes containing information about the meeting.

# THE EXECUTIVE BOARD AND PORTFOLIOS

The Executive Board consists of 16 elected representatives. There are 6 full time officers that are booked off from their regular employment, as agreed to in their Collective Agreements.

PRESIDENT (Full Time)	VICE PRESIDENT (Full Time)
Organizational Lead	Chief Steward
Local Spokesperson	Signing Officer /
Unit Lead (City)	Finance Committee Member
Signing Officer /	Unit Lead (Airport, DARTS, Good
Finance Committee Member	Shepherd, Lodges, RBG, SMH)
EXECUTIVE ADMINISTRATOR	UNIT VICE PRESIDENTS
(Full Time)	Each Unit has a Vice President
Communications/Records	(Airport, DARTS, Good Shepherd,
Website/Social Media	Lodges, RBG, SMH)
Signing Officer /	(City Inside and City Outside)
Finance Committee Member	(Full Time)
Newsletter Committee Chair	Unit specific issues
Bylaws Committee Chair	Grievance Committee Chairs
Office Coordinator and Staff Supervisor	Bylaw Committee Member
	Education Committee Member
TREASURER	
Budget and Finance Lead	
Signing Officer	
Finance Committee Chair	
SECOND VICE PRESIDENT (Full Time)	EQUITY VICE PRESIDENT
Health/Safety	Equity Committee Chair: responsible
STD/LTD/WSIB	for issues regarding Human Rights,
Accommodations /Return To Work	Equity, Diversity and Solidarity.
3 <sup>RD</sup> VICE PRESIDENT	4 <sup>TH</sup> VICE PRESIDENT
Education Committee Chair	Political Action Committee Chair
Coordinating member education	Member Mobilization
Finance Committee Member	

# **COPE 343 STAFF**

CUPE Local 5167 employs 3 staff members that are unionized COPE 343. Our staff are essential in running the local operations of the union.

- Financial Assistant
- Administrative Assistant Full Time
- Administrative Assistant Part Time





# **COMMITTEES & TRUSTEES**

#### **Election Committee**

Term runs from January 2021 to December 2023 and every 2 years thereafter. Members are elected from each unit. In the event there is no candidate from the unit, that position becomes a Member At Large. The Election Committee runs the bi-annual Executive Board elections and support other votes as needed.

One member from each unit:

- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd

- Lodges
- RBG
- SMH
- Alternate 1 any unit
- Alternate 2 any unit

# **By Law Committee**

Term runs July 2019 to June 2021 and every 2 years thereafter. The By Law Committee meets to review and make changes to the by laws as required. Any changes made to the existing by laws must be presented to membership and be voted on. After this process, they are sent to the National Executive Board (NEB) for approval. Once approved by NEB then they are active.

Committee members:

- Executive Administrator, Chair
- President
- Vice President
- Airport VP
- City Inside VP
- City Outside VP

- DARTS VP
- Good Shepherd VP
- Lodges VP
- RBG VP
- SMH VP

# **Communications Committee**

Term runs from November 1, 2019 to October 31, 2021 and every 2 years thereafter. The Communication Committee is tasked with putting out a quarterly newsletter to engage membership. That includes contests!

Committee members:

- Executive Administrator, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH



# **Education Committee**

Term follows July 2019 to June 2021 and every 2 years thereafter.

Members at Large term runs from November 1, 2019 to October 31, 2021 and every 2 years thereafter. The Education Committee meets regularly to decide on who will be approved for CUPE Education. There are budgetary and criteria that must be met in accordance with the policy.

#### Committee members:

- 3<sup>rd</sup> Vice President, Chair
- President
- Vice President
- Airport VP
- City Inside VP
- City Outside VP

- DARTS VP
- Good Shepherd VP
- Lodges VP
- RBG VP
- SMH VP
- Members At Large (2)

# **Equity Committee**

Term runs from November 1, 2019 to October 31, 2021 and every 2 years thereafter.

Committee members:

- Equity Vice President, Chair
- Airport
- City Inside
- City Outside
- DARTS

- GoodShepherd
- Lodges
- RBG
- SMH



### **Finance Committee**

Term run July 2019 to June 2021 and every 2 years thereafter. Members at Large term runs from November 1, 2019 to October 31, 2021 and every 2 years thereafter. The Finance Committee meets to review the previous years expenses and se the next years budget.

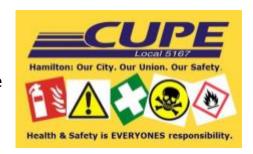


## Committee members:

- Treasurer, Chair
- Executive Administrator
- President
- Vice President
- 3<sup>rd</sup> Vice President
- 3<sup>rd</sup> Year Trustee
- Member At Large

# **Health and Safety Committee**

Term runs from November 1, 2019 to October 31, 2021 and every 2 years thereafter. Members must be a JHSC Member in their workplace. The H&S Committee meets to provide opportunities for learning and safer workplaces.



# Committee members:

- 2<sup>nd</sup> Vice President, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd

- Lodges
- RBG
- SMH



# **Political Action Committee (PAC)**

Term runs from November 1, 2019 to October 31, 2021 and every 2 years thereafter. This committee organizes events and political action.

Committee members:

- 4th Vice President, Chair
- Airport
- City Inside
- City Outside
- DARTS

- Good Shepherd
- Lodges
- RBG
- SMH



## **Trustees**

Each term is a 3-year term. An election happens each year for the 3<sup>rd</sup> year term in May. The Trustees meet a few times a year to review the finances. After the fiscal year is complete, they are responsible for submitting a report to CUPE National.

- Trustee
- Trustee
- Trustee



# **Sergeant At Arms**

Term runs July 2019 to June 2021 and every 2 years thereafter. The Sergeant At Arm sign members into the general membership meetings and assist with keeping order.

- Sergeant At Arms
- Sergeant At Arms

# In union there is strength - Aesop

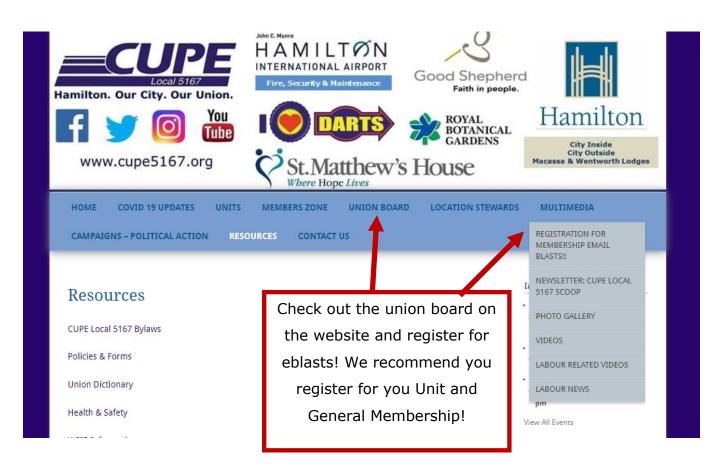
## **HOW DO I STAY CONNECTED TO MY UNION?**

# There are many ways to stay connected to your Union.

- Come to a General Membership Meeting (GMM)
- Chat with your Location Steward
- Call your Unit Vice President
- Check out the Union Board in your workplace or on the website
- Visit the website <u>www.cupe5167.org</u>
- Register for eblasts that come right to you
- Follow 5167 on social media:
  - ✓ Facebook
  - ✓ Twitter
  - ✓ Instagram
  - √ youtube







#### There is a lot of information on the website!

(\*subject to change based on needs and developments)

- **HOME PAGE:** Hot topics
- **HOME TAB:** Executive, Staff, Committees & Trustees, Local History
- COVID 19 UPDATES TAB: Information about legislative directives and procedures, employer information regarding COVID 19
- **UNITS TAB**: Collective Agreements and unit specific information
- MEMBERS ZONE TAB: You will find supports and benefit links, opportunities for education, member advantages and this member's handbook!
- UNION BOARD TAB: Virtual union board
- LOCATION STEWARDS TAB: Find out who your Steward is, materials for Location Stewards, grievance forms, etc.
- MULTIMEDIA TAB: Register for eblast, newsletters, videos, and photo gallery
- POLITICAL CAMPAIGNS TAB: Current political campaigns
- RESOURCES: Bylaws, local policies and forms, union dictionary,
   Health and Safety, WSIB, labour links
- CONTACT US: Local phone, fax, email contacts

# **HEALTH & SAFETY**

Ontario's Occupational Health and Safety
Act (OHSA) gives workers rights. It sets out
roles for employers, supervisors, and workers
so they can work together to make workplaces
safer.



Each workplace 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. Most workplace locations will have a **Joint Health and Safety Committee** (JHSC). 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.

https://www.labour.gov.on.ca/english/hs/

If you have any questions or concerns, contact the 2<sup>nd</sup> Vice President.







# WHAT IS POLITICAL ACTION?

political action <u>noun</u>: action designed to attain a purpose by the use of political power or by activity in political channels specifically: such action by organized labor through recognized political means (as participation in party organization, in elections, and by lobbying) —contrasted with direct action <a href="https://www.merriam-webster.com">https://www.merriam-webster.com</a>

As a union it is important that we organize our efforts as working people to make our voices heard by our elected public officials regarding municipal, provincial and federal politics/issues.

Becoming politically active can often seem overwhelming – there are so many issues that need to be addressed!

#### WHAT ISSUES SHOULD I GET INVOLVED WITH?

- One that is important to YOU
- One that is important to your neighbours, family, or community
- One that is important to your colleagues
- One that is important to your clients

#### **TYPES OF POLITICAL ACTION ISSUES:**

- Your unit specific issues (i.e./ CUPE National Fix Long Term Care campaign directly impacts the work of our Lodge Unit members or when your Collective Agreement is being bargained, supporting the bargaining team)
- Labour related issues (OFL \$15 and Fairness is about ensuring all workers earn a living wage)

- Social justice issues (Black Lives Matters is about bringing attention and action to the racial inequities that impact black people; for example, why are young black men experiencing such high rates of police brutality?)
- Public service issues (CUPE Ontario Communities Not Cuts campaign is about protecting our public services such as healthcare, education and community services)
- We are all constantly juggling work, family, and social responsibilities.
   Adding "political action" to our to-do lists may seem like just one more thing we have to do! But remember you are not alone and there are various levels of involvement. You decide how much time you have to commit.

#### WHAT CAN I DO TO BE POLITICALLY ACTIVE?

 Stay up to date and aware of current issues and participate in the associated political action events



- Talk to your neighbours and co-workers about political action issues
- Join an organizational committee or council in your community
- Speak out and attend organizational town hall meetings or forums
- Attend rallies and protests
- Sign online and hardcopy petitions (often they take a few seconds as campaigns have done the work)
- Write to your City Councillor (Municipal), MPP (Provincial) or MP (Federal) about a political action issue (often they take a few seconds as campaigns have done the work)
- Go a step further and meet with your local government representatives

- Share information on social media
- Run for a position in your union or community, there are many opportunities out there!
- **VOTE!!** Make an informed vote about who is representing you at the municipal, provincial and federal levels!!



# The most important action you can take is to VOTE!

- Vote for your City Councillors
- Vote for you Provincial Representatives
- Vote for your Federal Representatives
- Vote for you Union Representatives

#### YOUR VOTE IS YOUR VOICE!

"Bad officials are elected by good citizens who do not vote."

George Nathan was an American editor and critic.

# "Someone struggled for your right to vote. Use it."

Susan B. Anthony was an American suffragette, reformer, and anti-slavery activist known for her work for women's rights.

"To make democracy work, we must be a nation of participants, not simply observers. One who does not vote has no right to complain."

Louis L 'Amour, American Novelist

# **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 and us 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. What does your Collective Agreement say?
- Policies & Procedures: Ask your Supervisor where to find any
  Employer policies and procedures that may apply to you as an
  Employee. For example, Code or 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. Keep a notebook at home for yourself,
  note the good and what needs improvement in the workplace. This can
  help with potential workplace issues and performance reviews.
- Call your Union Vice President to ask questions!

## WHAT HAS THE UNION EVER DONE FOR ME?

My name is **Ed Thomas** - I am a **retired member** of **CUPE Local 5167 and Labour Activist.** 

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. Over the years I have had several members ask me the question:

# "What has the Union ever done for me?"

Well, when I started with the City of Hamilton, I was only making \$5.00 an hour. There was very little shift premium, and a weekend premium was non-existent.



I had seven (7) statutory holidays. I had to work eight (8) years before I was granted two (2) weeks' vacation. Sick time was based on a credited system. Members would receive 1 and 1/2 days a month in a sick leave bank. I did not have a drug and dental plan. I did not have a vision care plan. Seniority language was very weak and overtime rates were low.



The Union has fought and negotiated with the Employer for changes which resulted in improving my quality of life and now yours! The strong Collective Agreement City of Hamilton members have today has taken decades to progressively negotiate.

So, when you ask "what has the Union done for me? **Think about it.** Now, I ask you "What have you done for your Union?



