
Member's Handbook



Hamilton. Our City. Our Union.



@cupelocal5167

John C. Munro
HAMILTON
INTERNATIONAL AIRPORT
Fire, Security & Maintenance



Good Shepherd
Faith in people.

**Women Services, Family Centre
& Reaching Home Division**



Hamilton

**City Inside
City Outside
Macassa Lodge
Wentworth Lodge**



**Royal
Botanical
Gardens**



St. Matthew's House
Where Hope Lives

818 King St E. Hamilton, ON L8M 1B2

Phone: 905-522-0917

Fax: 905-522-4011

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.

Please visit the website for more information:

www.cupe5167.org

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 November 2022

Jodi Coville Executive Administrator

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Please return this Member's Handbook to:

IMPORTANT CONTACT INFORMATION:



@cupelocal5167

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 4000+ 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 it 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 & Reaching Home)
- 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 Members, 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!

CUPE National
700, 000
Members

CUPE Ontario
280, 000
Members

CUPE Local
5167
4000
Members

5167 belongs to CUPE 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.

CUPE Local 5167 is 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.

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 assist in answering questions, resolving workplace issues, attending meetings with members and filing grievances when needed.

The **Executive** is a total 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:

www.cupe5167.org/bylaws

CUPE National Constitution and Parliamentary Procedures at:

<https://cupe.ca/cupe-constitution>

<https://cupe.ca/parliamentary-procedure>

MEMBERSHIP: WHAT DO I NEED TO KNOW?

Are you a member in good standing?

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 new member application form (they are available on the website under Members TAB – Member Orientation/Members in Good Standing PAGE)
- Members must pay an initiation fee (Our local is keeping it at the lowest amount, \$1 as per our bylaws)
- Member must take oath of membership; it is on the application form.
- 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.

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 4th Monday of the month at 6pm at the



Union Hall or ONLINE (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: <https://cupe.ca/parliamentary-procedure>

Seniority A listing of workers in order of length of service or time worked. The Collective Agreement will provide the rules of when seniority matters for things like vacation and promotions. Seniority is usually applied across the bargaining unit, but not between bargaining units. Seniority is unique to unions.

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 2022.

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

City: Article 14 – Posted March 1st and September 1st 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 31st of January and July each year (260 days is 1 year)

Lodges: Article 13 – Posted February 1st 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)

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 the union Executive Administrator regarding

discrepancies. You will need to be clear and have documentation to support an inquiry.

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 week 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 approximately \$80k a year to CUPE Ontario.

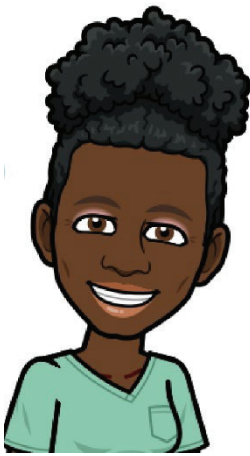
Union dues pay for affiliation fees, full time officers, union leaves for members, union education for members, office administration, etc. The additional deduction per week is directed to the defense fund, which is used in the event of strike aversion, grievances and arbitration costs. The greater the 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.

<p>PRESIDENT (Full Time) Organizational Lead Local Spokesperson/Political Action Unit Lead (City) Signing Officer / Finance Committee Member</p>	<p>VICE PRESIDENT (Full Time) Chief Steward Signing Officer / Finance Committee Member Unit Lead (Airport, DARTS, Good Shepherd, Lodges, RBG, SMH)</p>
<p>EXECUTIVE ADMINISTRATOR (Full Time) Communications/Records Website/Social Media Signing Officer/Facilities Member Supports Finance Committee Member Newsletter Committee Chair Bylaws Committee Chair Office Coordinator and Staff Supervisor</p>	<p>UNIT VICE PRESIDENTS Each Unit has a Vice President (Airport, DARTS, Good Shepherd, Lodges, RBG, SMH) (City Inside and City Outside) (Full Time) Unit specific issues Grievance Committee Chairs Bylaw Committee Member Education Committee Member</p>
<p>TREASURER Budget and Finance Lead Signing Officer Finance Committee Chair</p>	
<p>SECOND VICE PRESIDENT (Full Time) Health/Safety STD/LTD/WSIB Accommodations /Return To Work</p>	<p>EQUITY & DIVERSITY COORDINATOR Equity Committee Chair: responsible for issues regarding Human Rights, Equity, Diversity and Solidarity.</p>
<p>EDUCATION COORDINATOR Education Committee Chair Coordinating member education Finance Committee Member</p>	<p>SOCIAL PLANNING COORDINATOR Social Committee Chair Lead participation in Labour Day Plan and carry out social opportunities for members to engage with their union.</p>

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



CUPE Local 5167 owns the union hall.

We will be moving due to the LRT, stay tuned!

COMMITTEES & TRUSTEES

Election Committee

Term runs from January to June of uneven years to run the online Executive biannual elections. All other elections are done online by the Executive Administrator. Members are elected to 5 positions and 2 alternates.



By Law Committee

Term runs July 2021 to June 2023 and every 2 years thereafter. The By Law Committee meets to review and make changes to the by laws as required. Members are able to submit bylaw amendments or new language to the



Chair. Any changes made to the existing by laws must be presented to membership and be voted on at 2/3 approval. 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, 2021 to October 31, 2023 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 2021 to June 2023 and every 2 years thereafter. Members at Large term runs from November 1, 2021 to October 31, 2023 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:

- Education Coordinator
- 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, 2021 to October 31, 2023 and every 2 years thereafter. The Equity Committee looks to build engagement with members, equity seeking groups and provide information and education.

Equity & Diversity



Committee members:

- Equity & Diversity
Coordinator, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH

Finance Committee

Term run July 2021 to June 2023 and every 2 years thereafter. Members at Large term runs from November 1, 2021 to October 31, 2023 and every 2 years thereafter. The Finance Committee meets to review the previous years expenses and set the next years budget.

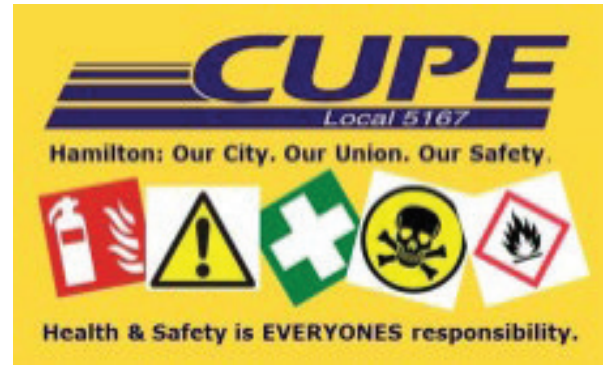


Committee members:

- Treasurer, Chair
- Executive Administrator
- President
- Vice President
- Education Coordinator
- 3rd Year Trustee
- Member At Large

Health and Safety Committee

Term runs from November 1, 2021 to October 31, 2023 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:

- 2nd Vice President, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH

Social Committee

Term runs from November 1, 2021 to October 31, 2023 and every 2 years thereafter. This committee organizes social events and participation in the annual labour day parade.



Committee members:

- Social Planning Coordinator, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH

Trustees

Each term is a 3-year term. Nominations occur every April. An election happens each year for the 3rd 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 2021 to June 2023 and every 2 years thereafter. The Sergeant At Arms sign members into the general membership meetings and assist with keeping order.

- Sergeant At Arms
- Sergeant At Arms

Campaign Action Ad Hoc Committee

Any time a campaign request is submitted to general membership for approval it will address committee requirements as per the bylaws.



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 www.cupe5167.org
- Register for eblasts that come right to you
- Follow 5167 on social media:
 - ✓ Facebook
 - ✓ Twitter
 - ✓ Instagram
 - ✓ youtube
 - ✓ TikTok

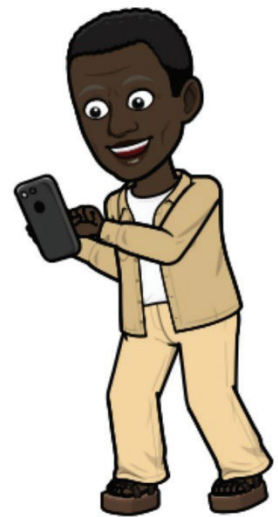


A screenshot of the CUPE Local 5167 website homepage. The header includes the CUPE Local 5167 logo and navigation links: HOME, UNION BOARD, ABOUT, UNITS, MEMBERS, CAMPAIGNS, CONTACT US, and a search icon. The main heading is 'Hamilton. Our City. Our Union.' Below this is a row of six icons: a rainbow fist, a tan fist, a red fist with a feather, the CUPE Local 5167 logo, a blue fist, and a black fist. A red arrow points from a red-bordered box labeled 'Search Feature' to the search icon in the header. Below the icons are three promotional cards: 1. 'SAM 27' dinner draw with contact info for coville@cupe5167.org. 2. 'Social Committee Food Drive for Food Share' with contact info for Ruth Graves at graves@cupe5167.org. 3. 'ONLINE Voting' with a 'Click HERE to register to: Online Voting VOTE' button and a link to register for membership email blasts.

There is a lot of information on the website!

(*subject to change based on needs and developments)

- **HOME PAGE:** Hot topics
- **UNION BOARD TAB:** Virtual union board (postings), COVID updates and COVID resources
- **ABOUT TAB:** Executive, History, Staff, Stewards, Committees & Trustees, Bylaws, Policies & Forms
- **UNITS TAB:** Collective Agreements and unit specific information
- **MEMBERS ZONE TAB:** You will find supports and benefit links, member orientation, member in good standing, opportunities for education, member advantages, union dictionary, Health and Safety, WSIB, labour links and this member's handbook!
- **POLITICAL CAMPAIGNS TAB:** Current political campaigns
- **CONTACT US:** Local phone, fax, email contacts



Virtual Union Board



Stay connected
to your union!



@cupelocal5167

Online Voting

ONLINE ELECTION

DON'T FORGET TO REGISTER TO VOTE BY EMAILING: vote@cupe5167.org @cupelocal5167

Put the name of the election in the SUBJECT BOX

eMail: self nomination to office@cupe5167.org

REGISTRATION **VOTE**

CUPE
Local 5167
Hamilton. Our City. Our Union.

You must be a member in good standing to vote.

A posting will go out via union boards, social media, eblast and the website announcing elections for various positions or processes.

To register to vote for EACH* election or process you will email:

vote@cupe5167.org

Please ensure you are emailing from your personal email only.

You will be asked to include the following:

Make sure you pay attention as there can be several votes at one time.

Subject Box: This will be identified on the posting i.e., JHSC Roads North

In the body of the email provide:

Full Name:

Phone number:

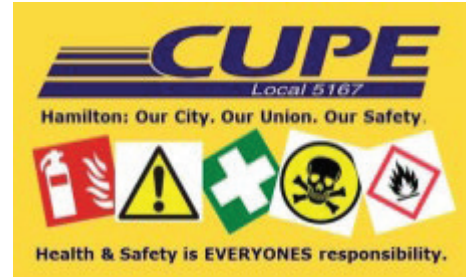
Unit:

The link will be sent to your personal email you registered from on the day of the vote from simplyvoting.com.

***You must register each time there is an election.**

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/>

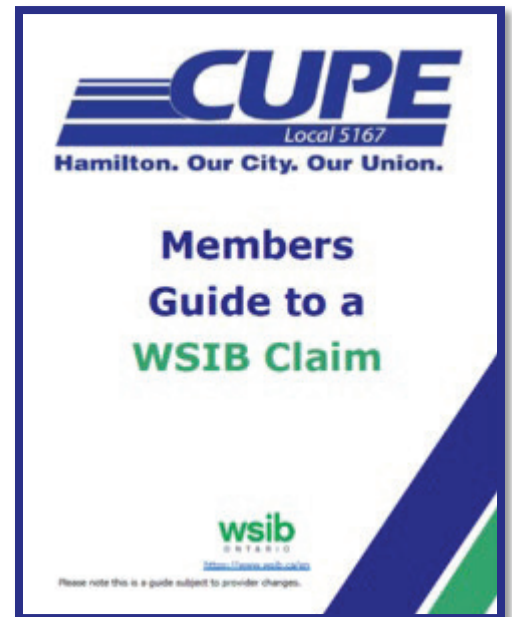
If you have any questions or concerns, contact the 2nd Vice President.



WORKERS SAFETY AND INSURANCE BOARD (WSIB)

WSIB provides wage-loss benefits, medical coverage and support to help people get back to work after a work-related injury or illness. **In the event a person is injured on the job, they need to report the injury to their supervisor right away.**

CUPE Local 5167 has a guide to assist members through their claim process. If your claim is approved, you may be eligible for WSIB benefits, including benefits for lost pay and help to recover and return to work.



Employee Responsibilities:

- Report the accident/incident immediately
- Seek medical care if required
- Advise the Health Care Provider that the injury/disease is work related
- Stay in contact with your Employer throughout your recovery period
- Cooperate and provide information/documentation as required
- **Complete the Form 6**
- Write down what happened and keep records
- It is VERY IMPORTANT THAT YOU KEEP COPIES OF ALL FORMS, AND ANY OTHER DOCUMENTATION INVOLVED WITH YOUR CLAIM.

WHO SHOULD I CALL FOR WHAT?

Union



- If you are called in by your employer for a meeting, ask if it is about or can lead to discipline; you should have union representation.
- To file a grievance when the Collective Agreement has been violated.
- All grievances are managed by the unit vice president and the grievance committee.
- Any union related questions (Collective Agreement).

Location Stewards



The Location Steward shall act as the Union's representative at the workplace and shall ensure that member issues are dealt with, and grievances are filed if the employer fails to comply with the terms of the Collective Agreement.

Stewards can attend meetings with the employer that are about discipline or can lead to discipline. They can file a grievance to dispute the discipline or another violation.

Employer

- Calling in sick (supervisor)
- Scheduling vacation (supervisor)
- Workplace issues (start with supervisor)
- Payroll inquiries (HR)
- Pension & Benefits (HR)
- Human Rights/Harassment Complaints (HR)
- Employee Assistance Program



Joint Health & Safety Committee

JHSC is composed of worker and employer representatives.

JHSC is a legal requirement under Section 9 of OHSA – Occupational Health & Safety Act.



If you see or know of any health and safety issues, report them to your supervisor immediately. Also inform your worker representative so they are aware and follow up accordingly. Know your rights!

Labour Management Committee

If your location does not have one, call your unit vice president to see about implementing one.



LMC is composed of worker and employer representatives. The LMC looks at discussing workplace issues and finding solutions. Your worker representative will participate at bi-monthly meetings, collect agenda items from workers in your location, and share information. If you identify a workplace issue like workload, process issue, etc., talk to your LMC representative.



Keeping notes is a good practice! It is better to have them and not need them than need them and not have them!

Dates/times, what happened, witnesses, incidents, letters, mileage, expenses, phone calls, conversations and/or direction from employer, etc. In addition, keep copies of all documents. The best way to avoid problems is to keep notes. You may use these for performance appraisals or if something happens in the workplace. It is recommended you keep a notebook in chronological order (earliest date to the current date of /notes/activities). This will provide support and credibility for potential issues that may arise. Most people are unable to remember all the specifics of events for long periods of time.

WHAT IS POLITICAL ACTION?

political action noun : 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 <https://www.merriam-webster.com>

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

MEMBERSHIP RESPONSIBILITIES CHECKLIST:

As a new member to 5167 you need to ask yourself some questions and ensure you are meeting your responsibilities.

Membership checklist:

- Are you a member in good standing?
- Have you reviewed your Collective Agreement?
- Have you registered for 5167 eblast?
- Have you checked out the 5167 website?
- Have you taken the Membership eLearning orientation? (Review your Collective Agreement it may allow for this on employer paid time).
- Do you know who your Unit Vice President is?
- Do you know who your location stewards are? (You may not have one at your location so check in with your Unit Vice President)



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 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. 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!**



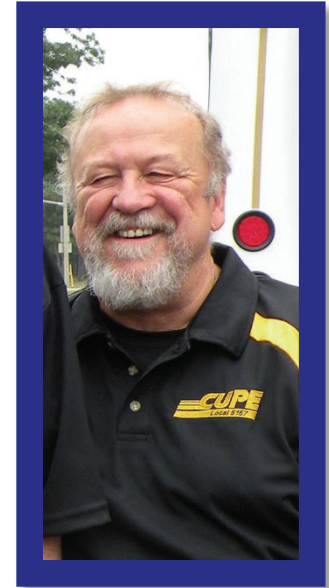
WHAT HAS THE UNION EVER DONE FOR ME?

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?"



CUPE
Local 5167
HAMILTON. OUR CITY. OUR UNION.

