



**CUPE** / Canadian Union  
of Public Employees

# CUPE Local 37 Orientation

## What we're going to cover.



- Union's role and how we connect with the City and the workplace.
- Specific City policies that may affect you immediately.
- Answer questions you may have.
- Sign-up with a membership card.

# Who is the Union? & What does the Union do?



- You and I are all part of CUPE Local 37.
  - Full-Time Officers represent you.
- Bargaining agent for the Outside Workers of the City of Calgary.
- Works in tandem with the City to ensure that the Collective Agreement is adhered to.
- Provide an avenue to communicate your concerns.

# THE Shop Steward



- Front-line contact for collective agreement issues.
- Links the membership with the Union.
- Facilitates communication between the Union and the City.

# WHAT'S IN IT FOR YOU



Benefits	Non Card-carrying Members	Card-carrying Members
Representation	✓	✓
Access to the Grievance Procedure	✓	✓
Healthy Workplace	✓	✓
Receive proper compensation for work assigned	✓	✓
Voting Rights		✓
Union Meetings with door prizes		✓
Union Functions / Union Benefits (Children's Parties & Gifts, Retirement Banquet, Open House, SWAG)		✓
Discounts (Union Hall rentals, AIM Home & Auto Insurance, etc.)		✓

## Rand Formula

- Formulated by Judge Ivan Rand in 1946.
- Requires the payment of dues at source because it is absolutely fair that each employee pay for any gains obtained by the Union and for the service it renders in its application of a Collective Agreement.
- Introduced in Canadian Labour in 1977.
- Union membership is not mandatory, but it obliges the payment of dues in exchange for services rendered by everyone by the Union.



# Events of the Local



- Retirement Banquet
- Stampede Breakfast
- Holiday Open House
- Children's Holiday Gift Give Away,  
Children's Winter Festival
- Union Guided Education Days
- Social Groups and Activities

# Inability to Report



- Clause 5.10

It shall be the responsibility of the employee to notify their Exempt Supervisor, or stipulated contact, no less than 30 minutes prior to their start time where practicable, of their inability to report to work. The employee, when unable to notify of their inability to report, shall provide reasons acceptable to the City.

Whenever practicable, when an employee is ready to return to work, shall notify their Exempt Supervisor, or stipulated contact, on the workday prior to the actual day of return.

Employees commencing shifts that start at or after 1200 hours shall be required to give no less than 2 hours notice prior to their starting time.

# Valid Driver's Licence



- You must have your licence on you when you are driving a City vehicle.
- You must tell your foreman if you don't have your licence. They cannot let you drive until you have the card in hand.
- Please make sure you check your licence to ensure it is valid. Operating a City vehicle without a valid licence will lead to discipline.
- If you haven't already, please register for automatic reminders from your registry.
- Accidents can equal discipline.
  - We strongly urge our members to appeal all incidents.



# Right To Refuse

1 of 2



- Here's how YOU can refuse unsafe work...

1. Don't do the work.
2. Tell your employer, supervisor or another designated person as soon as possible what you're refusing to do, and why.
3. Your employer must investigate and take action to eliminate the danger.
  - ✦ This may include the employer finding a qualified worker to do the work, or implementing controls.
4. Unless the danger is fixed immediately, the employer must prepare and provide you with a report once their investigation is complete that explains the actions they took to address the danger.
5. Connect with the Occupational Health & Safety (OHS) Contact Centre if your employer won't stop work you think is dangerous.
6. Do other work that your employer assigns you in the meantime, providing:
  - ✦ You can reasonably do it.
  - ✦ It's safe.
7. Review the written report your employer gives you about their investigation into the danger, and the actions they are taking to fix it.
8. Connect with the OHS Contact Centre if you think your employer hasn't corrected the situation.

# Right To Refuse

2 of 2



Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:

- Workers must continue to be paid while a work refusal is being investigated.
- Employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right.
- Employers must investigate the matter in cooperation with the Joint Worksite Health and Safety Committee or Health and Safety Representative, if applicable.
- Employers cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation.
- Other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk.

# Substance Use Policy & Prescription Drugs



- Very strict guidelines for substance use.
  - You must come to work, fit for work.
  - Management investigates every complaint of possible workplace substance violations.
  - You must inform your supervisor if you have an issue of substance use.
  - Prescription drugs are not exempt from this policy and must be declared.

# Workplace Theft

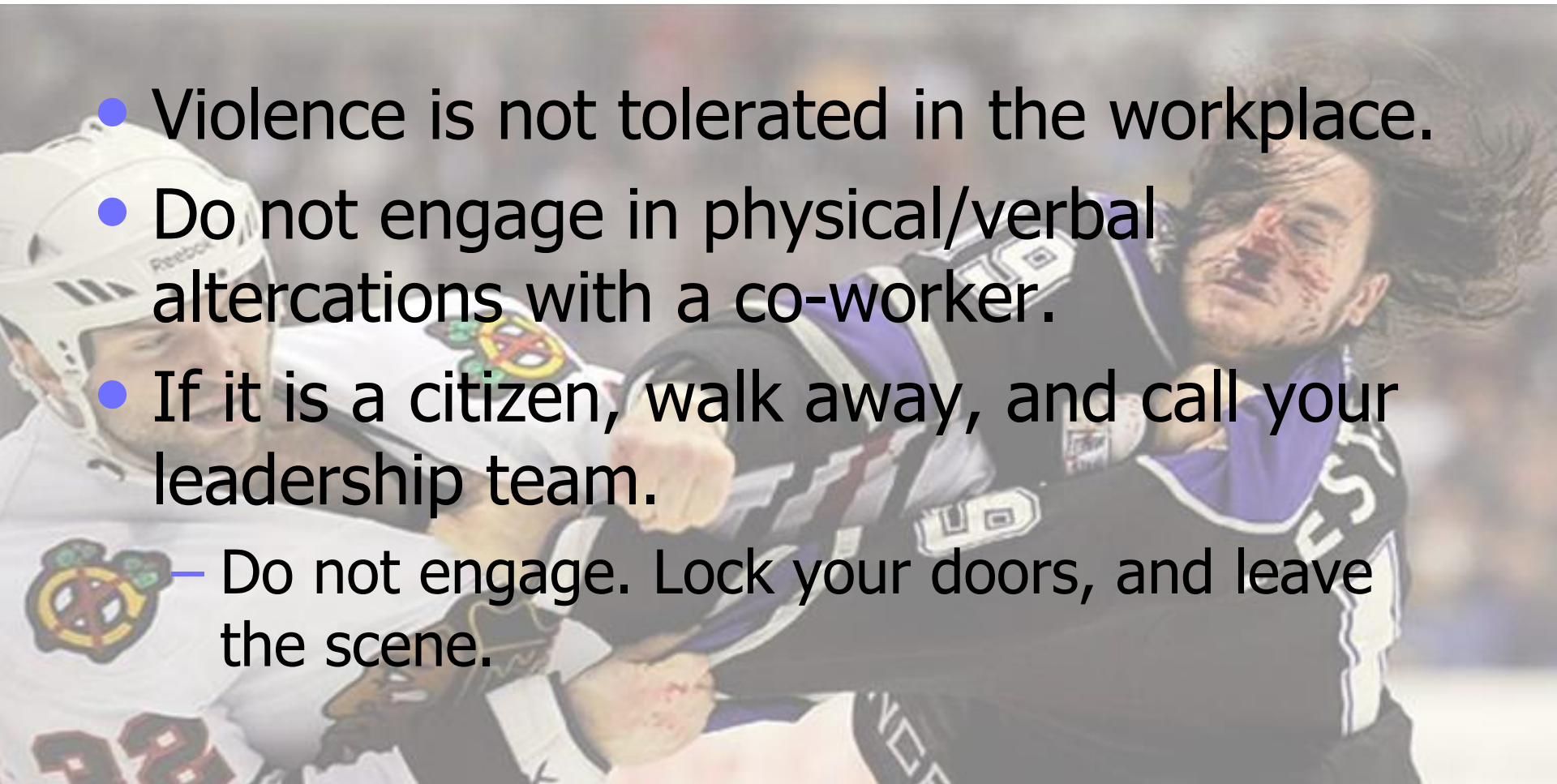


- Scrounging or scavenging is considered theft from the City of Calgary. Be very aware of your actions. What you see as recycling, will be seen by management as theft.
- Nothing is too small. Remember that your job is more important.

# Violence in the Workplace



- Violence is not tolerated in the workplace.
- Do not engage in physical/verbal altercations with a co-worker.
- If it is a citizen, walk away, and call your leadership team.
  - Do not engage. Lock your doors, and leave the scene.



# Social Media



- Under no circumstances, use Social Media, such as Facebook, Twitter, TikTok, Snapchat, Instagram, etc., for any type of work-related negative messaging. This is a code of conduct violation and will be prosecuted vigorously by the City.



# Telus Health Care



- Telus Health Care Centres
- **(403) 232-6244**
- Totally confidential. Designed to help you help yourself in a stressful or difficult time.

# Benefits



- Please refer your benefit questions to Human Resources @ 403-268-5800.
  - MEBAC  
(Municipal Employee Benefit Association of Calgary)
    - Health and Dental
    - Green Shield
    - Sick and Accident

# Attendance Support



- Your attendance is important for your continued employment with the City as well as your seniority in the union.
- As a new hire, you are in a probationary phase and missing time can equate to termination.
- If there is a chance of layoffs, your missed time will be adjusted when you are rehired. This may affect how you are selected for future positions as they become available.

# Smoking, Cell Phones, & Near Misses



- You are not permitted to smoke in any City vehicles or buildings. If you wish to curb your smoking, the City has methods in place to help you.
- You are not allowed to talk on any cell phone while driving. Personal calls can be seen as unproductive to daily work and discipline can result. Use voice mail, and be responsible to your employer.
- You must report Near Misses.

# GENERAL MEETINGS



On the second Tuesday of every month, except July and August, at the Union Hall, beginning at 7:00 p.m.

Shop Steward Meetings are the 4<sup>th</sup> Tuesday of every month, at 7:00 p.m., at the Union Hall.

# Contacting Your Union



## **Address:**

5112 – 3<sup>rd</sup> Street SE  
Calgary, AB T2H 1J6

**Phone:** 403-269-5333

**Fax:** 403-264-5093

**E-mail:** [cupe37@cupe37.ca](mailto:cupe37@cupe37.ca)

**Website:** [www.cupe37.ca](http://www.cupe37.ca)

**Facebook Page:** CUPE Local 37

## **Office Hours:**

Monday-Thursday: 7:00 a.m. to 4:30 p.m.

Friday: 7:00 a.m. to 4:00 p.m.



# Questions?



## FAQ

Union Dues = 1.65% of gross earnings.

**Union Dues are 100% tax deductible.**

Negotiations are currently ongoing.

Grievance Procedures.

Collective Language.