



Saskatoon
Open Door
Society

SASKATOON OPEN DOOR SOCIETY INC.

LOCAL 5291

BARGAINING GUIDELINES

2014

BARGAINING GUIDELINES

SGEU

Saskatchewan Government and General Employees' Union



**Saskatoon Open Door
Society Inc.
Local 5291
Bargaining Guidelines
2014**

**APPROVED BY THE MEMBERSHIP OF
SASKATOON OPEN DOOR SOCIETY INC.
LOCAL 5291
ON JUNE 17, 2014**

AND

**APPROVED BY THE
MEMBERSHIP, CONSTITUTION & LEGISLATION COMMITTEE
ON FEBRUARY 1, 2021**

TABLE OF CONTENTS

Saskatoon Open Door Society Local 5291 Bargaining Guidelines 2014

	PAGE
1. STRUCTURE OF THE BARGAINING UNIT	1
2. ROLES AND RESPONSIBILITIES	1
2.1 Stewards	1
2.2 Chief Stewards	4
2.3 Bargaining Committee	5
2.4 Bargaining Committee Chairperson.....	9
2.5 Grievance Committee.....	10
2.6 Union Management Committee	10
2.7 Occupational Health Committee	11
3. OATH OF OFFICE FOR ELECTED OFFICIALS	13
4. RECALL OF ELECTED OFFICIALS	14
5. ROLE OF ASSIGNED STAFF – Labour Relations Officer.....	15
6. PROPOSALS GATHERING AND PACKAGE RATIFICATION.....	16
6.3 Format of Proposals	16
6.4 Proposals Gathering.....	17
6.6 Proposals Package -- Consultation Process with Membership	17
6.7 Ratification of Proposals Package	18
7. RATIFICATION OF TENTATIVE COLLECTIVE AGREEMENT	18
7.7 Ratification shall be by secret ballot vote.....	19
8. STRIKES	20
9. COMMUNICATIONS	20
9.1 Public Communications	20
9.2 Membership.....	21
9.3 Sector / Provincial Council.....	22
10. RULES OF ORDER FOR ALL MEMBERSHIP MEETINGS	23
11. AMENDMENTS TO BARGAINING GUIDELINES	25

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

1. STRUCTURE OF THE BARGAINING UNIT

1.1 The bargaining unit of Saskatoon Open Door Society Local 5291 consists of all in scope employees of the Saskatoon Open Door Society as described in Article 1 of the Collective Agreement.

1.2 There are **four (4)** work sites located in Saskatoon, Saskatchewan.

2. ROLES AND RESPONSIBILITIES

2.1 Stewards

2.1.1 Election of Stewards

a) Stewards shall be elected by members of the Saskatoon Open Door Society bargaining unit.

b) There shall be an elected Steward for each work unit of the Saskatoon Open Door Society. Work unit Stewards include:

Employment Steward
Settlement **and Family** Steward
Settlement and Community Steward
Daycare **First Avenue** Steward
Language Training **First Avenue** Steward
Queen Elizabeth Daycare and Language Training
Steward
Finance & Admin Steward
Youth and SSWIS Steward

c) Only the bargaining unit members of the specified work unit shall elect the Steward for that specified work unit.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- d) The election of Stewards shall be held every two (2) years, and occur in odd years in accordance with SGEU Constitution and Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- e) **Work Unit Stewards shall elect an alternate Head Steward to act in the absence of the Head Steward.**
- f) The election of Stewards shall be conducted in accordance with Community Services Sector Bylaws and occur in the month of May. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- g) The Bargaining Committee Chair and the Head Steward currently in a term of office are jointly responsible for organizing a committee to conduct the work unit elections of Stewards.
- h) The election of Stewards shall include a nomination process.
- i) A notice shall be posted on the Union bulletin board in the applicable work site and mailed (or sent electronically) to the members of the bargaining unit absent from the work site, fourteen (14) days prior to the date of election.
- j) The notice shall: state the purpose of the notice, outline the procedures for making nominations, state how and where nominations are to be submitted, state the deadline date for submitting nominations, include information regarding how to access nomination forms, and state the election date, time, and location.
- k) Only bargaining unit members of the specified work unit can be nominated as Steward for that specified work unit.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- l) The election of Stewards shall be conducted by secret ballot vote.
- m) The Nominee receiving the most votes in their specified work unit shall be deemed elected as Steward of that specified work unit.
- n) Results of the election of Stewards shall be posted on the Union bulletin board at the conclusion of the election.
- o) Elected work unit Stewards shall elect a Steward as Head Steward.

2.1.2 Term of Office for Stewards

Stewards shall serve a two (2) year term of office from June 1st to May 31st, or whenever a vacancy occurs shall serve for the remainder of the vacant term.

2.1.3 Duties of Stewards

- a) Stewards shall perform duties in accordance with the SGEU Steward Job Description. Refer to Appendix 2 of these Bargaining Guidelines.
- b) Stewards shall advocate on behalf of members of the Saskatoon Open Door Society bargaining unit.
- c) Stewards shall organize membership meetings.
- d) Stewards shall organize and maintain accurate records and required documentation, including an accurate mailing list of members.
- e) Stewards shall organize and update the Union bulletin board.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- f) Stewards shall participate in Community Services Sector meetings.

2.1.4 Duties of Head Steward

- a) Head Steward shall chair Steward meetings.
- b) Head Steward shall be a member of the Union Management Committee.
- c) Head Steward shall organize the responsibilities pertaining to the structure of the bargaining unit.

2.1.5 Steward Vacancies

An election by the members of the bargaining unit shall be conducted within thirty (30) days of the vacancy and in accordance with Article 2.1.1 of these Bargaining Guidelines.

2.2 Chief Stewards

2.2.1 Election of Chief Steward/Area Council Executive

Nominations and Election of Chief Steward/Area Council Executive members will be conducted in accordance with Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

2.2.2 Term of Office for Chief Stewards/Area Council Executive

Chief Stewards/Area Council Executive members shall serve a two (2) year term of office in accordance with Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

2.2.3 Duties of Chief Stewards

- a) Chief Stewards shall perform duties in accordance with the SGEU Chief Steward Job Description. Refer to Appendix 3 of these Bargaining Guidelines.
- b) Chief Stewards shall perform duties in accordance with Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents

2.2.4 Chief Steward/Area Council Executive Vacancies

Vacancies shall be filled in accordance with Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

2.3 Bargaining Committee

2.3.1 Election of Bargaining Committee

- a) The bargaining unit of Saskatoon Open Door Society shall have a Bargaining Committee of three (3) members in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- b) The Bargaining Committee shall be elected by members of the Saskatoon Open Door Society bargaining unit.
- c) Stewards shall be responsible for conducting the election of the Bargaining Committee.
- d) Nominations and election of the Bargaining Committee shall occur in February of the year the most recent Collective Agreement expires.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- e) The election of the Bargaining Committee shall include a nomination process.
- f) A notice shall be posted on the Union bulletin board in all work sites and mailed (or sent electronically) to the members of the bargaining unit absent from the work site, fourteen (14) days prior to the date of election.
- g) The notice shall: state the purpose of the notice, outline the procedures for making nominations, state how and where nominations are to be submitted, state the deadline date for submitting nominations, include information regarding how to access nomination forms, and state the election date, time, and location.
- h) The election of Bargaining Committee shall be conducted by secret ballot vote.
- i) The three (3) nominees receiving the most number of votes shall be deemed elected as Bargaining Committee members.
- j) The one (1) nominee receiving the fourth highest amount of votes shall be deemed elected as Alternate to the Bargaining Committee.
- k) Results of the Bargaining Committee election and Alternate shall be posted on the Union bulletin board and mailed (or sent electronically) to the membership at the conclusion of the election.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

2.3.2 Term of Office for Bargaining Committee

- a) The Bargaining Committee and Alternate shall serve a term commencing from the date election results have concluded and remain in place until a new Bargaining Committee and Alternate are elected in accordance with SGEU Constitution and SGEU Policy. **Refer to SGEU Constitution 7.6.1.3.**
- b) Any member of the Bargaining Committee missing three (3) consecutive Bargaining Committee meetings, without prior communication with other Bargaining Committee members regarding absence, shall be deemed to have resigned.

2.3.3 Duties of the Bargaining Committee

The Bargaining Committee shall:

- a) Review the most recently expired Collective Agreement, review reports from previous Bargaining Committees, and consult with Stewards to identify issues for the proposals package.
- b) Organize a process for gathering proposals and information from members of the bargaining unit.
- c) Develop a proposals package for the bargaining unit.
- d) Be delegated with the authority to ratify the proposals package on behalf of the bargaining unit in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- e) Represent and negotiate on behalf of the members of the bargaining unit a new Collective Agreement with the employer.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- f) Maintain open lines of communication between members of the bargaining unit, Stewards, and **Labour Relations Officer (LRO)**.
- g) Prepare a written report indicating recommended changes to the Collective Agreement for subsequent rounds of bargaining with the employer that will be forwarded to the next successive Bargaining Committee.
- h) Ensure confidentiality.
- i) Organize the ratification of the tentative Collective Agreement in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

2.3.4

Bargaining Committee Vacancies

- a) When a vacancy occurs before the expiry of a term, the Bargaining Committee Chairperson shall appoint the elected Alternate to the Bargaining Committee for the remainder of the term of office.
- b) In circumstances where a subsequent vacancy occurs, an election shall be conducted within thirty (30) days of the vacancy and in accordance with Article 2.3.1 of these Bargaining Guidelines.
- c) When an Alternate has been appointed to a vacancy, the name of the Alternate and term of office shall be posted on the Union bulletin board and mailed (or sent electronically) to the membership.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

2.4 Bargaining Committee Chairperson

2.4.1 Election of Bargaining Committee Chairperson

The Bargaining Committee shall elect a chairperson.

2.4.2 Term of Office for Bargaining Committee Chairperson

The Bargaining Committee Chairperson shall serve a term commencing from the date election results conclude and remain as Chairperson until a new Bargaining Committee is elected.

2.4.3 Duties of Bargaining Committee Chairperson

The Bargaining Committee Chairperson shall:

- a) Organize and chair all Bargaining Committee meetings.
- b) Organize and chair all membership meetings of the bargaining unit that pertain to current negotiations of a new Collective Agreement.
- c) Communicate with the assigned SGEU **Labour Relations Officer (LRO)**.
- d) Prepare and distribute all printed material, correspondence, and information required by members of the Bargaining Committee.
- e) Sign all communications related to negotiations, including communications to members of the bargaining unit.
- f) Appoint the Alternate to the vacant Bargaining Committee position and, when applicable, ensure that Article 2.3.4 **b)** of these Bargaining Guidelines is carried out.
- g) Act as chief spokesperson for the Bargaining Committee and the bargaining unit.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- h) When applicable, communicate with the SGEU Community Services Sector Chairperson, Administration Committee, and SGEU President in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- i) Be a member of the Union Management Committee.

2.5 Grievance Committee

2.5.1 The Bargaining Committee of Saskatoon Open Door Society bargaining unit shall act as the Grievance Committee. **Upon request the Head Steward can be part of Grievance Committee if s/he chooses.**

2.5.2 Stewards shall process grievances and follow Grievance Procedures as directed by the pertaining Article of the most current Collective Agreement of the Saskatoon Open Door Society.

2.5.3 Stewards shall process initial stages of grievances in the bargaining unit in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

2.6 Union Management Committee

2.6.1 The Head Steward and the Bargaining Committee Chairperson shall be members of the Union Management Committee.

2.6.2 The Union Management Committee shall meet monthly.

2.6.3 The Head Steward or the Bargaining Committee Chairperson may delegate a work unit Steward to attend Union Management Committee meetings as an Alternate should either one be unable to attend the scheduled monthly meeting.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- 2.6.4 Information from the monthly meetings shall be shared with Stewards at a Steward meeting.
- 2.7 **Occupational Health Committee**
- 2.7.1 The Occupational Health Committee shall be comprised of **five (5)** worker representatives with one (1) representative from each work site, and in accordance with SGEU Constitution at least one (1) Steward. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.7.2 **Election of Worker Representatives**
- a) Worker Representatives shall be elected by the workers of the applicable work site that they will represent.
 - b) The election of Worker Representatives shall occur in even numbered years.
 - c) Elections of Worker Representatives shall occur in the month of May.
 - d) Stewards shall be responsible for conducting the election of Worker Representatives.
 - e) The election of Worker Representatives shall include a nomination process.
 - f) A notice shall be emailed to members of the bargaining unit and posted on the Union bulletin board in each applicable work site, fourteen (14) days prior to the date of election.
 - g) The notice shall: state the purpose of the notice, outline the procedures for making nominations, state how and where nominations are to be submitted, state a specific date for when nominations need to be submitted, include

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

information regarding how to access nomination forms, and state the election date, time, and location.

- h) The election of Worker Representatives shall be conducted by secret ballot vote with workers of the applicable worksite entitled to vote for only one nominee. Stewards shall provide the voting ballots on the day of election.
- i) The nominee receiving the most votes in their applicable work site will be deemed elected as the Worker Representative for that work site.
- j) Results of the election of Worker Representative shall be posted on the Union bulletin board in the applicable work site at the conclusion of the election.

2.7.3 Election of Steward Representative

Elected Stewards shall elect a Steward Representative to serve a term of office on the Occupational Health Committee.

2.7.4 Term of Office for Worker and Steward Representatives

- a) Worker Representatives and the Steward Representative shall serve a two (2) year term of May 1st to April 30th or whenever a vacancy occurs shall serve for the remainder of the vacant term.
- b) **The co-chair needs to be elected from and by in-scope OH&S committee members.**

2.7.5 Duties of Worker Representatives

The Worker Representatives on the Occupational Health Committee shall:

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- a) Participate in the identification and control of health and safety hazards in or at the place of employment.
- b) Cooperate with the occupational health and safety service, if any, established for the place of employment.
- c) Distribute information regarding health and safety to workers.
- d) Receive, consider and resolve matters respecting the health and safety of workers.
- e) Participate in relevant training as provided through Saskatchewan Labour, SGEU, and SGEU affiliations.
- f) Carry out any other duties that are specified in The Occupational Health and Safety Act and prescribed in The Occupational Health and Safety Regulations.

2.7.6 Occupational Health Committee Vacancies

When a vacancy occurs before the expiry of a term, an election by the workers of the worksite shall be conducted within thirty (30) days of the vacancy and in accordance with Article 2.6.2 of these Bargaining Guidelines.

3. OATH OF OFFICE FOR ELECTED OFFICIALS

3.1 Following Sector/Local elections, all elected officials shall signify in writing or orally, his/her acceptance of the following:

3.1.1 "In accepting nomination, I do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Code of Ethics, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

protect the assets of the Union and return all assets at the close of my term in office."

Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

4. RECALL OF ELECTED OFFICIALS

4.1 Elected officials of Saskatoon Open Door Society include: Stewards, Members of the Bargaining Committee, the Bargaining Committee Chairperson, and Worker Representatives of the Occupational Health Committee.

4.2 An elected official may be subject to a recall process in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

4.3 A sector/local wishing to replace one (1) or more of its elected officials may do so subject to the following stipulations:

4.3.1 Petition Process

- a) Recall must be petitioned for by 25% of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear and concise language.
- b) Upon receiving the duly signed petition, an elected official responsible for the person being recalled will call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days in advance of the date of meeting. The notice must include the time, date, location and purpose.
- c) The official facing recall shall receive a copy of the petition, reasons for the recall and notice of the meeting

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

where the vote will take place. Such notice shall be at least fourteen (14) days prior to the date of the meeting.

4.3.2 Recall Process

- a) The official facing recall shall have the opportunity to present her/his position or response to the petition prior to the vote occurring.
- b) The two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are members of the committee/councils or delegates to the body that elected the person being recalled can vote on the recall.
- c) Voting shall be done by secret ballot.
- d) Vacancies created by a recall shall be filled according to the election process outlined by the relevant Article of these Bargaining Guidelines.

5. ROLE OF ASSIGNED STAFF – LABOUR RELATIONS OFFICER

5.1 SGEU shall assign the **Labour Relations Officer (LRO)** to the bargaining unit in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

5.2 The role of the **LRO** is to assist, advise, and support the Stewards, the Bargaining Committee, and members of the Saskatoon Open Door Society bargaining unit in accordance with SGEU Constitution and SGEU Policy. The **LRO** shall always be **in** attendance during bargaining meetings when a new Collective Agreement is being negotiated with the employer. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

5.3 With substantiated reasons, the elected officials of the bargaining unit can request that the assigned SGEU **LRO** be removed.

6. PROPOSALS GATHERING AND PACKAGE RATIFICATION

6.1 Every member of Saskatoon Open Door Society bargaining unit has the right to submit proposals and information for changes to the Collective Agreement in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

6.2 The Bargaining Committee shall organize the proposals gathering process in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

6.3 Format of Proposals

6.3.1 A proposal is a suggested change to the Collective Agreement.

6.3.2 A proposal must be in written form and worded clearly.

6.3.3 Proposals shall include:

- a) Statement of the desired change.
- b) Reasons for the change.
- c) Reference to relevant article(s) in the agreement.
- d) Reference to other agreements, if applicable.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- 6.4 **Proposals Gathering**
- 6.4.1 Proposals gathering should occur prior to the expiry of the most recent Collective Agreement.
- 6.4.2 A notice shall be posted on the Union bulletin board and mailed (or sent electronically) to the members of the bargaining unit absent from the work site, fourteen (14) days prior to the deadline for submissions.
- 6.4.3 The notice shall: state the purpose of the notice, outline the format for making proposal submissions, state how and where proposals are to be submitted, and state the deadline date for when proposals are to be submitted by.
- 6.5 After proposals have been gathered, the Bargaining Committee shall develop a proposals package for negotiation with the employer.
- 6.6 **Proposals Package -- Consultation Process with Membership**
- 6.6.1 The Bargaining Committee shall call a membership meeting of the Saskatoon Open Door Society bargaining unit to discuss, consult, and receive feedback pertaining to the proposals package prior to Ratification of the Proposals Package.
- 6.6.2 A notice of the membership meeting shall be posted on the Union bulletin board and mailed (or sent electronically) to the members of the bargaining unit absent from the work site, fourteen (14) days prior to the date of the meeting.
- 6.6.3 The notice shall: state the purpose, date, time, and location of the meeting.
- 6.6.4 Late proposals may be presented at the membership meeting and shall be considered for inclusion in the final proposals package.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

6.7 Ratification of Proposals Package

6.7.1 The Bargaining Committee shall be delegated with the authority to ratify the proposals package on behalf of the Saskatoon Open Door Society bargaining unit in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

6.7.2 The process of Ratification shall be by consensus. If consensus cannot be reached, a secret ballot vote of the Bargaining Committee shall be conducted with a fifty per cent (50%) plus one (1) vote deeming the proposal package ratified.

6.7.3 Following ratification by the Bargaining Committee, the proposals package will be presented to the employer for negotiation.

7. RATIFICATION OF TENTATIVE COLLECTIVE AGREEMENT

7.1 Ratification of the Tentative Collective Agreement shall be in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

7.2 When, through the process of negotiation, the Bargaining Committee and the employer reach a tentative Collective Agreement, the tentative Collective Agreement shall be ratified by both the members of the Saskatoon Open Door Society bargaining unit and the employer in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

7.3 The tentative Collective Agreement shall be submitted to the SGEU Community Services Sector and SGEU Administration Committee for review and approval before ratification by the members of the bargaining unit in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- 7.4 The Bargaining Committee Chairperson shall call a membership meeting of the bargaining unit to ratify the tentative Collective Agreement after the required approval has been obtained.
- 7.5 A notice of the membership meeting shall be posted on the Union bulletin board and mailed (or sent electronically) to the members of the bargaining unit absent from the work site, at least ten (10) days and no more than fourteen (14) days prior to the date of the ratification meeting.
- 7.6 The notice shall: state the purpose, date, time, and location of the ratification meeting and include a copy of the document being ratified.
- 7.7 Ratification shall be by secret ballot vote.
- 7.8 The Bargaining Committee shall be responsible for organizing voting procedures for ratification.
- 7.9 When ratification ballots are being counted, the Bargaining Committee shall ensure that a SGEU Provincial Council member, not representing the Bargaining Committee directly, is there as a scrutineer in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 7.10 Ratification of a tentative Collective Agreement shall be achieved by a fifty per cent (50%) plus one (1) vote of those members voting.
- 7.11 All amendments to a Collective Agreement, including letters of understanding, that affect the entire membership of a bargaining unit shall be ratified by the members of that bargaining unit and in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

8. STRIKES

- 8.1 Strike action shall be in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 8.2 Only the SGEU President (or the SGEU Acting President whenever the President is not available), in consultation with the Bargaining Committee chair, is authorized to serve notice of Strike Action to the employer on behalf of SGEU.
- 8.3 Prior to withdrawal of services by all or part of the bargaining unit, the Bargaining Committee shall conduct a secret ballot vote.
- 8.4 The secret ballot vote shall be conducted at a special meeting of the bargaining unit.
- 8.5 Those members who vote in the bargaining unit concerned shall constitute a quorum.
- 8.6 A strike vote shall be achieved by a fifty per cent (50%) plus one (1) vote of those members of the bargaining unit voting.

9. COMMUNICATIONS

9.1 Public Communications

- 9.1.1 In accordance with SGEU Constitution and SGEU Policy, the SGEU President is responsible, as chief spokesperson, for all communication to those outside the Union on matters of Union policy, program and activities or on issues of provincial, national or international significance. Therefore, all requests for such communication from members, the media or other organizations must be referred to the SGEU President directly, or through the SGEU Communications Officer. The appropriate response and the responsibility for responding will then be determined. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- 9.1.2 All members and elected officers shall consult and take the direction of the SGEU President, directly or through the SGEU Communications Officer, about all request to speak publicly as a Union spokesperson on matters of Union policy, program or activity in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.1.3 The Bargaining Committee shall determine who will act as spokesperson on behalf of Saskatoon Open Door Society bargaining unit subject to Articles 9.1.1 and 9.1.2 of these Bargaining Guidelines and in accordance with Article 2.4.3 **g)** of these Bargaining Guidelines.
- 9.2 **Membership**
- 9.2.1 Membership meetings of the Saskatoon Open Door Society bargaining unit shall be held during the course of collective bargaining to provide reports and receive feedback from the membership concerning bargaining issues in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.2 Membership meetings regarding collective bargaining shall be chaired by the Bargaining Committee Chairperson.
- 9.2.3 The Bargaining Committee shall provide written bargaining report(s) to the membership of the bargaining unit during collective bargaining in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.4 Members of the bargaining unit are entitled to a copy of the Collective Agreement and any letters of understanding that are signed between negotiations in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- 9.2.5 Collective Agreements are to be distributed to members of the bargaining unit by Stewards in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.6 Membership meetings of the bargaining unit regarding general membership issues and elections, or as specified in these bargaining guidelines, shall be chaired by a Steward.
- 9.2.7 Unless already specified in these Bargaining Guidelines, notice of all membership meetings will be at least ten (10) days and no more than fourteen (14) days prior to the date of the membership meeting.
- 9.3 **Sector / Provincial Council**
- 9.3.1 Written bargaining reports shall be provided to the SGEU Community Services Sector Executive and the SGEU Administration Committee when pertinent information arises during the course of collective bargaining and shall follow the Membership Constitution and Legislation (MC&L) Committee Template. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.3.2 The Bargaining Committee Chairperson or the assigned SGEU staff shall ensure an attendance sheet is completed for each Bargaining Committee meeting to qualify members for payment of stipend, and will distribute expense claim vouchers at the conclusion of the meeting for completion. The Bargaining Committee Chairperson or the assigned SGEU staff shall submit all expense claims and the attendance sheet to the SGEU Accounting Department in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.3.3 Bargaining Committee meeting minutes shall be sent to the SGEU Community Services Sector Secretary and to the Director of Administrative Services in accordance with SGEU Policy.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

- 9.3.4 A copy of approved, signed minutes of Local membership meetings of the bargaining unit shall be sent to the SGEU Community Services Sector Secretary in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

10. RULES OF ORDER FOR ALL MEMBERSHIP MEETINGS

- 10.1 Rules of Order for All Membership Meetings shall be conducted in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 10.2 The Order of Business at any membership meeting of Saskatoon Open Door Society bargaining unit shall follow the Membership Constitution and Legislation (MC&L) Committee Template and include:
- a) Statement of Equality.
 - b) Appointment of Ombudsman.
 - c) Adopting of the Agenda.
 - d) Adoption of the Previous Minutes.
- 10.3 All membership meetings shall keep an official record of minutes of all proceedings in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 10.3.1 Official records of minutes shall include:
- a) Place (community and location), time, date, and recorded proceedings.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

- b) Name of Chairperson, name of minute recorder, list of all those in attendance, and list guests/resource people in attendance.
- c) All motions made at the meeting including the name of member who moved, the name of the member who seconded, and the decision of the motion as to whether the motion was carried, defeated, amended, referred, tabled, or withdrawn.
- d) An accurate reflection of the actions taken and decision made regarding the business of the meeting.
- e) Documents regarding committee business, such as reports and financial statements shall be attached to the minutes by the recorder of the minutes.

10.4 At the close of each membership meeting of the bargaining unit, the Secretary or designated recorder of the minutes shall sign the attendance list directly below the last signature in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

10.5 After adoption, the minutes will be signed by the Chair and the Secretary or designated recorder of the minutes and be kept in a binder designated for meeting minutes and be the official record of all business done in the bargaining unit in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

10.6 Quorum of a membership meeting of Saskatoon Open Door Society bargaining unit shall be fifty per cent (50%) plus one (1) of those members in attendance at the start of the meeting.

10.7 The Chairperson of the membership meeting will vote only in the case of when a tie in vote occurs.

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

10.8 There will be no proxy voting at membership meetings in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

11. AMENDMENTS TO BARGAINING GUIDELINES

11.1 Amendments to these Bargaining Guidelines shall follow the Membership Constitution and Legislation (MC&L) Committee Template. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

11.2 Bargaining Guidelines shall be reviewed annually.

11.3 Every member of Saskatoon Open Door Society bargaining unit has the right to submit proposals for amendments to the Bargaining Guidelines.

11.4 All amendments must conform to SGEU Constitution, SGEU Policy, and SGEU Community Services Sector Bylaws.

11.5 Amendments shall be ratified by the membership at a meeting held annually in the month of February.

11.6 The Bargaining Committee Chairperson shall organize and chair the meeting.

11.7 A notice of the meeting shall be posted on the Union bulletin board and mailed (or sent electronically) to the members of the bargaining unit absent from the work site, fourteen (14) days prior to the date of the meeting.

11.8 The notice shall: state the purpose, date, time, and location of the meeting.

11.9 A proposal for amendment to the Bargaining Guidelines shall be presented as a motion at the February meeting and must be seconded to be considered. Following debate and question

**Saskatoon Open Door Society
Local 5291
Bargaining Guidelines
2014**

proceedings the motion shall be decided by an opinion (in favor or against) vote of the members attending the meeting.

- 11.10 Amendments to the Bargaining Guidelines shall be deemed ratified by a fifty per cent (50%) plus one (1) vote of the members in attendance at the start of the meeting.
- 11.11 Amendments to the Bargaining Guidelines shall come in to effect immediately following ratification by the membership pending approval by the Membership Constitution and Legislation (MC&L) Committee.
- 11.12 The amended Bargaining Guidelines shall be forwarded to the MC&L Committee within sixty (60) days following ratification by the membership in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

APPENDIX 1

REFERENCE KEY

Use this reference key to locate information in SGEU Documents.

The **Article Number from the Bargaining Guidelines** is found in the **first column** with the relevant **SGEU Document(s)** listed in the **second column** and the documents' **corresponding article number** noted in the **third column**.

Bargaining Guidelines Article Number	Relevant SGEU Document	Article Number
2.1.1 B) Election of Stewards	SGEU Constitution Steward Organization	5.6.2
	CSS Bylaws Nominations and Elections	9.2.2.4
2.1.1 C) Election of Stewards	CSS Bylaws Nominations and Elections	9.2.2
2.2.1 Election of Chief Steward	CSS Bylaws Chief Steward/Area Council	6.5.1.2
	CSS Bylaws Nominations and Elections	9.1.2
2.2.2 Term of Office for Chief Steward	CSS Bylaws Nominations and Elections	9.1.2.1
2.2.3 B) Duties of Chief Steward	CSS Bylaws Roles and Responsibilities	9.1.1
2.2.4 Chief Steward Vacancies	CSS Bylaws Vacancies	6.5.3.1
2.3.1 A) Election of Bargaining Committee	SGEU Constitution Bargaining Committees	7.5.1.1
	SGEU Policy Bargaining Procedures	1.1.4.4
2.3.2 A) Term of Office for Bargaining Committee	SGEU Constitution Bargaining Committees	7.8
	SGEU Policy Bargaining Procedures	1.1.4.5
2.3.3 D) Duties of Bargaining Committee	SGEU Constitution Bargaining Committees	7.9.3
	SGEU Policy Bargaining Procedures	1.1.4.5
2.3.3 I) Duties of Bargaining Committee	SGEU Constitution Bargaining Committees	7.10.4
	SGEU Constitution Bargaining Committees	7.10.5
2.4.3 F) Duties of Bargaining Committee Chairperson	SGEU Constitution Bargaining Committees	7.10.4
	SGEU Constitution Bargaining Committees	7.11.1
	SGEU Policy Public Communications Policy	2.6.7
2.5.3 Grievance Committee	SGEU Policy Provincial Grievance Policy	13
2.6.1 Occupational Health Committee	SGEU Constitution Occupational Health	5.7.3
3.1.1 Oath of Office for Elected Officials	SGEU Constitution Oath of Office	7.6.1.1
4.2 Recall Elected Officials	SGEU Constitution Recall Elected Officials	8

APPENDIX 1

REFERENCE KEY

Bargaining Guidelines Article Number	Relevant SGEU Document	Article Number
5.1 & 5.2 Role of Assigned Staff	SGEU Constitution Bargaining Committees	7.5.2
	SGEU Policy Bargaining Procedures	1.1.4.4.5
6.1 Proposals Gathering and Package Ratification	SGEU Constitution Bargaining Committees	7.9.2.1
	SGEU Policy Bargaining Procedures	1.1.3
6.2 Proposals Gathering and Package Ratification	SGEU Constitution Bargaining Committees	7.9.1
6.7.1 Ratification of Proposals Package	SGEU Constitution Bargaining Committees	7.9.3
	SGEU Policy Bargaining Procedures	1.1.3.3
8.1, 8.2, 8.3, 8.4, 8.5, & 8.6 Strikes	SGEU Constitution Bargaining Committees	7.11
9.1.1 Public Communications	SGEU Constitution President Duties	6.9.1.1.8
	SGEU Policy Public Communications Policy	2.6.5
	SGEU Policy Bargaining Procedures	1.1.5.6
9.1.2 Public Communications	SGEU Policy Public Communications Policy	2.6.7
9.2.1, 9.2.3, 9.2.4, & 9.2.5 Communications – Membership	SGEU Policy Bargaining Procedures	1.1.5
9.3.1 Sector / Provincial Council	MC & L Template Bargaining Guidelines	9.3.1
9.3.2 Sector / Provincial Council	SGEU Policy SGEU Meeting Policy	7.1.3
9.3.3 & 9.3.4 Sector / Provincial Council	SGEU Policy SGEU Meeting Policy	7.6.3
10.1 Rules of Order	SGEU Constitution Rules of Order	11
10.2 Rules of Order	MC&L Template Bargaining Guidelines	10.2
10.3 Official Record of Minutes	SGEU Policy SGEU Meeting Policy	7.4
10.4 Official Record of Minutes	SGEU Policy SGEU Meeting Policy	7.4.7
10.5 Official Record of Minutes	SGEU Policy SGEU Meeting Policy	7.6.2
10.8 Proxy Voting	SGEU Constitution Membership	4.2.6
11.1 Amendments to Bargaining Guidelines	MC&L Template Bargaining Guidelines	11
11.12 Amendments to Bargaining Guidelines	SGEU Constitution Bargaining Committees	7.3.1

APPENDIX 2

SGEU Steward Job Description (Head Steward – SODS Local 5291)

You are the first person that members in your assigned area contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of your chief steward, you work collectively with other stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

Duties:

- **Advocate**

- Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances
- Deal with harassment and other conflicts in the workplace
- Identify future collective agreement proposals

- **Be a Sounding Board**

- Listen to members' concerns while maintaining confidentiality
- Empower members to help themselves by providing them with information and support
- Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans

Educate

- Answer questions about your collective agreement
- Inform members (both face-to-face and in meetings) of workplace issues and what SGEU is doing to address them
- Inform members (both face-to-face and in meetings) of issues and actions affecting them in the union and community

Organize

- Be familiar with your workplace and your members
- Welcome and orient new employees
- Advise other elected SGEU leaders of issues and developments in your workplace
- Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns
- Support the membership in providing relevant changes in work and personal data to SGEU Membership Records.

At the Saskatoon Open Door Society

- Sit on the Union-Management Committee
- Chair Steward Council meetings
- Review job postings for accuracy

APPENDIX 2

- Attend job interviews, as necessary. Appoint alternate from Bargaining Committee (or Unit Stewards if necessary), if necessary
- Provide quarterly update for Union newsletter
- Bargaining Unit (entire Union) representative, as necessary

(The blend of duties and level of responsibility may vary, depending on the structure of your workplace, bargaining unit, and sector.)

You bring these qualities to the role of steward:

- Take initiative to learn and understand relevant grievance procedures
- Follow through on tasks and commitments to members
- Keep members' information confidential (except in discussions with the chief steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (ULD 10, 20, 30)
- Listen effectively
- Care about the well-being of others

SGEU will provide education and support so you can:

- Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed
- Research complaints, questions, and workplace issues, and weigh conflicting information
- Present an argument clearly, assertively, and respectfully
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively
- Take and maintain clear records
- Believe in the trade union movement

Working Environment:

- Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other stewards, your chief steward, your Agreement Administration Advisor, and the larger union are there for advice and support.
- It's a rewarding experience to help others and be part of a larger union family.

(Approved by Provincial Council April 2009)

**SGEU Steward Job Description
(Bargaining/Grievance Committee Chairperson – SODS Local 5291)**

You are the first person that members in your assigned area contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of your chief steward, you work collectively with other stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

Duties:

- **Advocate**
 - Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances
 - Deal with harassment and other conflicts in the workplace
 - Identify future collective agreement proposals
- **Be a Sounding Board**
 - Listen to members' concerns while maintaining confidentiality
 - Empower members to help themselves by providing them with information and support
 - Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans
- **Educate**
 - Answer questions about your collective agreement
 - Inform members (both face-to-face and in meetings) of workplace issues and what SGEU is doing to address them
 - Inform members (both face-to-face and in meetings) of issues and actions affecting them in the union and community
- **Organize**
 - Be familiar with your workplace and your members
 - Welcome and orient new employees
 - Advise other elected SGEU leaders of issues and developments in your workplace
 - Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns
 - Support the membership in providing relevant changes in work and personal data to SGEU Membership Records.
- **At the Saskatoon Open Door Society**
 - Sit on the Union-Management Committee
 - Vice-Chair Steward Council meetings
 - Administer budget as per SGEU guidelines
 - Ensure Bargaining Guidelines are followed

APPENDIX 2

- Ensure Management adheres to CBA
- Process Grievances as necessary
- Provide quarterly update for newsletter
- Bargaining Committee representative, as necessary

(The blend of duties and level of responsibility may vary, depending on the structure of your workplace, bargaining unit, and sector.)

You bring these qualities to the role of steward:

- Take initiative to learn and understand relevant grievance procedures
- Follow through on tasks and commitments to members
- Keep members' information confidential (except in discussions with the head steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (ULD 10, 20, 30)
- Listen effectively
- Care about the well-being of others

SGEU will provide education and support so you can:

- Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed
- Research complaints, questions, and workplace issues, and weigh conflicting information
- Present an argument clearly, assertively, and respectfully
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively
- Take and maintain clear records
- Believe in the trade union movement

Working Environment:

- Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other stewards, your chief steward, your **Labour Relations Officer**, and the larger union are there for advice and support.
- It's a rewarding experience to help others and be part of a larger union family.

(Approved by Provincial Council April 2009)

APPENDIX 2

SGEU Steward Job Description (Work Unit Steward – SODS Local 5291)

You are the first person that members in your assigned area contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of your chief steward, you work collectively with other stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

Duties:

- **Advocate**
 - Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances
 - Deal with harassment and other conflicts in the workplace
 - Identify future collective agreement proposals
 -
- **Be a Sounding Board**
 - Listen to members' concerns while maintaining confidentiality
 - Empower members to help themselves by providing them with information and support
 - Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans
- **Educate**
 - Answer questions about your collective agreement
 - Inform members (both face-to-face and in meetings) of workplace issues and what SGEU is doing to address them
 - Inform members (both face-to-face and in meetings) of issues and actions affecting them in the union and community
- **Organize**
 - Be familiar with your workplace and your members
 - Welcome and orient new employees
 - Advise other elected SGEU leaders of issues and developments in your workplace
 - Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns
 - Support the membership in providing relevant changes in work and personal data to SGEU Membership Records.
- **At the Saskatoon Open Door Society**
 - Attend monthly Steward Council meetings
 - Provide Orientations to new Unit members
 - Voice concerns of Unit members
 - Provide quarterly update for Union newsletter

APPENDIX 2

- Act as Steward Council Secretary or Communications Chair, as necessary.
- Fill in for UMC members, as necessary.

(The blend of duties and level of responsibility may vary, depending on the structure of your workplace, bargaining unit, and sector.)

You bring these qualities to the role of steward:

- Take initiative to learn and understand relevant grievance procedures
- Follow through on tasks and commitments to members
- Keep members' information confidential (except in discussions with the chief steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (ULD 10, 20, 30)
- Listen effectively
- Care about the well-being of others

SGEU will provide education and support so you can:

- Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed
- Research complaints, questions, and workplace issues, and weigh conflicting information
- Present an argument clearly, assertively, and respectfully
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively
- Take and maintain clear records
- Believe in the trade union movement

Working Environment:

- Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other stewards, your chief steward, your **Labour Relations Officer**, and the larger union are there for advice and support.
- It's a rewarding experience to help others and be part of a larger union family.

(Approved by Provincial Council April 2009)

APPENDIX 3

Chief Steward Job Description

You are a workplace leader representing SGEU, co-ordinating stewards, and enforcing the collective bargaining agreement. You work collectively with stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

As chief steward, you fulfill the duties of a steward, but also work with other stewards in your zone to do the following:

Communication

- Encourage stewards to approach you first with questions about processes and contract interpretation and with reports of workplace conflicts and issues (rather than going directly to the **LRO**)
- Advise stewards and members about union activities and advise bargaining unit and sector leaders about workplace developments
- Ensure new-member orientations are occurring as needed
- Inform stewards and members of changes in the collective agreement or interpretation, and of relevant arbitration decisions
- Be accessible to your stewards by telephone or in person

Grievance Co-ordination

- Assign complaints and grievances to stewards in your zone, taking into account:
 - Stewards' specialized knowledge
 - The chance for new stewards to gain experience
 - The need to prevent steward burn-out
- Members' right to the steward of their choice shall be adhered to
- Assist stewards, as needed, in writing and investigating grievances properly and in judging whether a complaint is a grievance
- In communications with **LRO**, keep track of filed grievances, to ensure that they are moving through the process in a timely fashion and that necessary tasks are completed
- Educate stewards about the grievance and appeal processes, including about the need to discuss potential grievances with you first before filing
- Ensure contract enforcement by:
 - Not agreeing to any deals that violates the collective agreement or other rights in statute
 - Challenging violations of collective-agreement and other rights in statute

Leadership

- Promote maximum involvement by members in union activities, especially including collective bargaining
- Delegate duties to stewards (and panel reps where relevant)
- Call and chair regular steward meetings to strategize, share information, identify best practices, and review grievance and other workplace issues
- Chair other meetings when necessary, such as membership or union-management committee

APPENDIX 3

Conflict Resolution

- Assist in resolving conflicts between members or between members and the employer
- Be knowledgeable about both workplace and union harassment policies and procedures
- Encourage stewards to talk to you when they encounter harassment in the union or in the workplace and work with stewards to resolve the problem
- Hold regular meetings of all stewards. Topics should include current workplace issues, barriers facing equity-group stewards, discrimination/harassment of stewards and in the workplace, and strategies to address issues.
- Work to dispel, not encourage, rumours

Recruitment

- Actively recruit new stewards with the goal of achieving a representative steward body in SGEU

Mentoring & Training

- Ensure you are familiar with your collective agreement, related legislation, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Complete training as set out in SGEU policy
- Orient new stewards and support them to meet the expectations set out in the steward job description
- Provide or arrange mentoring for new stewards
- Encourage stewards to take appropriate training, such as ULD 10, ULD 11, ULD 20, ULD 30, and conflict-resolution
- Update stewards about education opportunities
- Encourage stewards to set appropriate limits to prevent stress and burn-out

Administrative Duties

- Ensure elections are held for stewards and OH & S committee
- Ensure that stewards are being registered with SGEU Membership Records after each election
- Ensure distribution and posting of union information within your zone

(Approved by Provincial Council, December 2009)