



**SASKATCHEWAN TOURISM AUTHORITY**

**BARGAINING GUIDELINES**

**2011**

**WORKING  
TOGETHER FOR  
SASKATCHEWAN**

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APPROVED BY THE MEMBERSHIP OF  
SASKATCHEWAN TOURISM AUTHORITY  
ON March 24 2011, 2011

AND

APPROVED BY THE  
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**Saskatchewan Tourism Authority  
SGEU Local 2950  
Bargaining Guidelines**

**1. Structure of the Bargaining Unit**

- 1.1 The Bargaining Unit consists of all in-scope members of the Saskatchewan Tourism Authority, including offices located in Regina, Saskatoon and the Visitor Reception Centres (Fleming, Maple Creek, North Portal, Lloydminster, and Langenburg).

**2. Definitions**

- 2.1 Simple majority refers to 50% of the votes plus one;  
2.2 Plurality refers to the one who receives the most votes;  
2.3 Recall refers to a process by which an elected official can be removed from his/her office.  
2.3 Zone 1 - the Saskatoon Office location.  
2.4 Zone 2 – the Regina Office and Visitor Reception Centres.  
2.5 ULD refers to Union Leadership Development.

**3. Roles and Responsibilities**

**3.1 Stewards**

- 3.1.1 A Steward is the first person that members contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of the Chief Steward, you work collectively with other Stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.
- 3.1.2 Notice of the Steward election will be posted at least 14 days prior to the meeting. Where practical, members will be notified via email. Elections will take place 30 days before the term expires or whenever a vacancy occurs.
- 3.1.3 Stewards will serve for two (2) years elected in even years.

- 3.1.4 All Union members in good standing are eligible to become Stewards.
- 3.1.5 Elections will occur annually with no more than ½ of all available Steward positions elected each year within a zone.
- 3.1.6 Zone 1 shall elect 2 Stewards to represent the members whose office or Normal workplace is at this location.
- 3.1.7 Zone 2 shall elect 4 Stewards to represent the members whose office or normal workplace is at this location.
- 3.1.8 Stewards shall:
  - 3.1.8.1 Fulfill all Duties, Roles and Responsibilities as outline in Appendix A. A Steward's core duties are:
  - 3.1.8.2 Enforce the provisions of the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances.
  - 3.1.8.3 Deal with harassment and other conflicts in the workplace.
  - 3.1.8.4 Represent the members at the local level and act on behalf of members in disputes and grievances with the employer.
  - 3.1.8.5 Listen to members' concerns while maintaining confidentiality.
  - 3.1.8.6 Educate the membership about their rights and responsibilities under the collective agreement.
  - 3.1.8.7 Provide the membership with ongoing communication and education of union policies and procedures.
  - 3.1.8.8 Welcome and orient new members to explain the role of the union and the collective agreement.
  - 3.1.8.9 Liaise between the membership and the elected officials and advise them of issues and developments in your workplace.

## **3.2 Chief Steward**

- 3.2.1 The role of the Chief Steward is to assist Stewards and bargaining chairpersons, and to represent the Bargaining Unit/Local or Sector.
- 3.2.2 Election of the Chief Steward will be done as follows:
  - 3.2.2.1 Following Steward elections, and within thirty (30) days of the elections, the Stewards will elect a Steward as Chief Steward by majority vote from the elected Stewards. In the event the Stewards cannot make a majority vote, the Chair of the Bargaining Committee shall cast a vote.
  - 3.2.3 The term of office will be for two (2) years, elected in even years.
  - 3.2.4 The Chief Steward shall: fulfill all Duties, Roles and Responsibilities as outlined in Appendix A. A Chief Steward's core duties are:
    - 3.2.4.1 Fulfill all Duties, Roles and Responsibilities as outlined in Appendices A and B. A Chief Steward's core duties are:
    - 3.2.4.2 Call and chair meetings of the members in his/her zone.
    - 3.2.4.3 Keep members informed of Sector business.
    - 3.2.4.4 Ensure Stewards and bargaining committees are trained and attend Union Leadership Development (ULD) courses.
    - 3.2.4.5 Assist Stewards with the grievance process.
    - 3.2.4.6 Assist Bargaining Committee with bargaining issues when possible.
    - 3.2.4.7 Be knowledgeable about the Union, the Sector and the Bargaining Unit/Local.
    - 3.2.4.8 When a vacancy occurs, the Bargaining Committee will make interim appointments until an election is held.

## **3.3 Bargaining Committee**

- 3.3.1 Saskatchewan Tourism Authority shall have a Bargaining Committee of 3 members duly elected by the membership and as per Article 7.5 of the SGEU Constitution.

- 3.3.2 Bargaining Committee members will bargain, on behalf of the membership, a collective agreement with the employer.
- 3.3.3 The Bargaining Committee shall be responsible for the negotiation of any Letters of Understanding.
- 3.3.4 All union members in good standing are eligible to become members of the Bargaining Committee.
- 3.3.5 There must be an election of the Bargaining Committee prior to the negotiation of each new collective agreement.
- 3.3.6 One (1) member of the bargaining committee will be elected by members whose office or workplace is in Zone 1.
- 3.3.7 Two (2) members of the bargaining committee will be elected by members whose office or workplace in Zone 2.
- 3.3.8 Nominations for members of the bargaining committee must indicate which location they will represent.
- 3.3.9 Notice for Bargaining Committee elections will be posted for at least 14 days prior to the meeting. Where practical, members will be notified via email.
- 3.3.10 The election of the Bargaining Committee will take place a minimum of six (6) months prior to the expiration of the collective agreement or whenever a vacancy occurs.
- 3.3.11 The Bargaining Committee will serve for the duration of the collective agreement and shall remain in place until a new committee is elected.
- 3.3.12 There is no restriction on the number of terms a member may serve on the Bargaining Committee.
- 3.3.13 Should it be necessary to replace a member of the Bargaining Committee in mid-term, a vote by the appropriate membership zone will be held to elect a member to complete the original term.
- 3.3.14 Members of the bargaining committee will communicate with and assist Stewards in matters pertaining to the collective agreement.
- 3.3.15 Members of the Bargaining Committee are expected to represent the best interests of all members throughout the bargaining process, not parochial issues.

- 3.3.16 The Bargaining Committee shall be responsible for:
- 3.3.17 Bargaining such matters as may arise after the signing of the collective agreement that require Letters of Understanding or contract amendments.
- 3.3.18 Implementation of the collective agreement.
- 3.3.19 Responding to questions from the employer pertaining to interpretation of the terms of the collective agreement.
- 3.3.20 Developing a proposals package for bargaining with the employer.
- 3.3.21 Establishing and maintaining a Steward system in accordance with SGEU policies.
- 3.3.22 Undertake such further and other matters as may be directed by the membership.

#### **3.4 Bargaining Committee Chairperson**

- 3.4.1 The Bargaining Committee will choose the chairperson and an alternate chairperson from among them.
- 3.4.2 The chairperson/alternate will serve the same term as the Bargaining Committee.
- 3.4.3 The chairperson/alternate shall:
  - 3.4.3.1 Call and chair committee and membership meetings;
  - 3.4.3.2 Be the chief spokesperson for the Bargaining Committee and Bargaining Unit members in consultation with and on written permission of the SGEU President when dealing with the media.
  - 3.4.3.3 Organize and distribute information the committee may require;
  - 3.4.3.4 Communicate with the Agreement Administration Advisor (AAA-Union rep), the Sector chairperson and the President of the Union, where applicable;
  - 3.4.3.5 Appoint a member to fill a vacant position on the Bargaining Committee until an election can be held.
  - 3.4.3.6 Will represent the members at the regular meetings of the Crown Sector and/or the Sector's Bargaining Coalition Committee.

### **3.5 Union/Management Committee (UMC)**

- 3.5.1 The Bargaining Committee shall act as the Union/Management Committee.
- 3.5.2 The Union/Management Committee shall meet with the employer on matters pertaining to the terms of the collective agreement.

### **3.6 Grievance Committee**

- 3.6.1 The Bargaining Committee shall act as the Grievance Committee.
- 3.6.2 The Grievance Committee shall process the initial stages of grievances in the Bargaining Unit/Local and make recommendations to the Provincial Screening Committee on whether a grievance should proceed.

### **3.7 Oath of Office for Elected Officials**

- 3.7.1 All elected officials will take the oath of office as follows:

“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, the Statement of Equality, the Policies and Bylaws of the Union.”

### **4.0 Recall of Elected Officials**

- 4.1 An elected official may be subject to a recall process.

#### **4.2 Petition Process**

- 4.2.1 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.
- 4.2.2 Upon receiving the duly signed petition, the 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. The notice must include the time, date and location as well as the purpose of the meeting.



4.2.3 The official facing recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote will take place. Such notice shall at least fourteen (14) days prior to the meeting.

#### 4.3 Recall Process

4.3.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.

4.3.2 A two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are represented by the person being recalled can vote on the recall.

4.3.3 As per SGEU Constitution Article 8.1.2.3 voting shall be done by secret ballot.

4.4 Vacancies created by a recall will be filled following the election process for other vacant positions as outlined in these guidelines.

### **5.0 Role of Staff Assigned - Agreement Administration Advisor (AAA)**

5.1 The AAA's role is advisory subject to assistance required by the Bargaining Unit/Local with the exception of bargaining where the AAA will always be in attendance.

5.2 The President or designate appoints the AAA.

5.3 The Bargaining Committee can ask the President or designate to remove the AAA from the assignment, if the committee has sufficient reasons.

### **6.0 Proposals Gathering and Package Ratification**

6.1 Every member of the Bargaining Unit has the right to submit proposals for changes to the collective agreement.

#### 6.1.1 Format of Proposals

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

6.1.1.2 Proposals shall include:

6.1.1.2.1 Statement of the desired change.

6.1.1.2.2 Reasons for the change

- 6.1.1.2.3 References to current articles in the agreement.
- 6.1.1.2.4 References to other agreements. If applicable.
- 6.1.2 Proposals Gathering
  - 6.1.2.1 Call for proposals shall be made by the Bargaining Committee. The Bargaining Committee must notify the membership when and how to submit proposals by a notice on the union bulletin board and/or by email.
  - 6.1.2.2 A proposals conference with the membership in both zones (Regina/ Visitor Reception Centres and Saskatoon) shall be held to discuss changes to the agreement and construct proposals.
  - 6.1.2.3 The Bargaining Committee may utilize other tools (i.e survey) to collect proposals.
  - 6.1.2.4 These proposals must be submitted more than ninety (90) days prior to the expiration of the contract.
- 6.1.3 Ratification of the Proposals Package
  - 6.1.3.1 Ratification by the Membership
    - 6.1.3.1.1 The Bargaining Committee Chairperson shall call a membership meeting to ratify the proposals.
    - 6.1.3.1.2 Notice shall be posted fourteen (14) days in advance stating the purpose, location and time of the meeting.
    - 6.1.3.1.3 Late proposals may be presented at a ratification meeting and shall be considered for inclusion in the final package by a 50% plus one vote of the persons at the meeting.
- 6.1.4 Following ratification by the membership, the proposals package must be presented to, and ratified by, the Crown Sector before it is presented to the employer by the Bargaining Committee for negotiations.

## **7.0 Ratification of the Tentative Agreement/Memorandum of Agreement**

- 7.1 Through negotiations with the employer a tentative agreement or memorandum of agreement is put together which must be ratified by both the Bargaining Unit membership and the employer.

- 7.2 Ratification as described in the SGEU Constitution Article 7.6.
- 7.2.1 The tentative agreement/memorandum of agreement must be presented to the Sector Executive for review and approval prior to ratification by the members.
- 7.2.2 The tentative agreement/memorandum of agreement must be presented to the Provincial Council Administration Committee for approval after Sector approval and before ratification by the members.
- 7.2.3 The Bargaining Committee Chairperson shall call a membership meeting to ratify the Tentative Agreement/Memorandum of Agreement (MOA) after the above approval is obtained.
- 7.2.4 Notice shall be posted seven (7) days in advance stating the purpose, locations and time of the meeting.
- 7.2.5 A member of Provincial Council, not associated with this Bargaining Unit, must be present as scrutineer when the ratification ballots are counted.

## **8.0 Job Action /Strikes**

- 8.1 As per SGEU Constitution, Article 7.6.
- 8.2 Quorum will be retained with fifty (50) percent of those members initially in attendance at the strike meeting.
- 8.3 A strike vote will be achieved by a 50% plus one vote of those members present and voting at the strike meeting.

## **9.0 Communications**

- 9.1 Media
  - 9.1.1 The Bargaining Committee shall determine who will act as spokesperson on behalf of the Bargaining Unit.
  - 9.1.2 All public statements shall be consistent with union policy and principles.
  - 9.1.3 Public statements issued shall be approved in advance by the Bargaining Committee subject to written approval by the President of the Union or his/her designate.

## 9.2 Membership

9.2.1 Membership meetings shall be held during the course of collective bargaining to report to members and to receive feedback from the membership.

9.2.2 Written bargaining reports shall be made available to the Bargaining Unit membership during the course of collective bargaining.

## 9.3 Sector/Provincial Council

9.3.1 Any pertinent information arising during the course of collective bargaining shall be communicated via written bargaining reports to the Sector Executive and the Administration Committee of the Provincial Council.

## **10.0 Rules of Order for All Membership Meetings**

10.1 In accordance with Article 10 of the SGEU Constitution and Bourinot's Rules of Order.

10.2 When the order of business is listed in the Bargaining Guidelines it must include: statement of equality, appointment of Ombudsmun, adopting of the agenda and adoption of the previous minutes.

10.3 In accordance with SGEU Policy Articles 7.2, 7.3, 7.4 and 7.5, an accurate record of all meetings and a register of attendees will be kept. After the adoption of the minutes, they will be signed by the Chair or the Secretary and kept in a minute book or binder. They will be the official records of all business done in the Bargaining Unit.

10.5 A quorum will be fifty (50) percent of those members in attendance at the start of the meeting.

10.6 The Chairperson of the meeting will vote only in the event of a tie.

10.7 There will be no proxy voting at meetings.

## **11.0 Amendments to Bargaining Guidelines**

11.1 Amendments to the Bargaining Guidelines will be made in accordance with the procedures outlined by the bargaining unit, as follows:

- 11.1.1 Proposed amendments to these guidelines must be submitted in writing to the bargaining committee.
- 11.1.2 Proposals for amendments to these guidelines may be made at any time. These policy and procedures shall be amended / ratified by a simple majority vote.
- 11.1.3 Notification for a guideline amendment vote must be provided to the membership, as well as to the union, a minimum of fourteen (14) days in advance.
- 11.1.4 The bargaining committee shall identify a scrutineer to work in co-operation with the agreement administration advisor.
- 11.2 All amendments must conform to the SGEU Constitution and Policy Manual and Sector Bylaws.
- 11.3 Amendments must be ratified by a 50% plus one vote of the members voting.
- 11.4 Bargaining Guidelines become effective after they are approved by the membership and pending MC & L approval.
- 11.5 The amended Bargaining Guidelines will be sent to the MC&L committee within sixty (60) days of approval by the membership as per Constitution Article 7.3.1.

## Appendix A

### **Steward and Chief Steward Job Descriptions**

#### **Steward**

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.

## Roles and Responsibilities:

*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 behavior 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)

### **Chief Steward**

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 AAA).
- 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 AAA, 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.

### *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)*