



Northlands College
Local # 4253

Bargaining Guidelines
2024

Approved by the
Membership of Membership of Northlands College
on January 8, 2025

and

Approved by the
Membership, Constitution & Legislation Committee
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Northlands College Bargaining Guidelines

1.0 Structure of the Bargaining Unit

1.1 The union members of Northlands College are the in-scope employees as described in the Collective Agreement. The Northlands College Bargaining Unit shall consist of all in-scope members from the three (3) subunits geographically defined by the Western, Central, and Eastern College regions. Each region shall be referred to as a 'subunit'.

1.2 Election of Subunit and Unit Representatives

1.2.1 Each subunit shall elect the following representatives:

1.2.1.1 Each subunit shall elect a Chairperson, one of whom shall be the Bargaining Committee Chairperson in accordance with 3.4 of these guidelines. The three (3) subunit Chairpersons shall serve as members of the Unit Executive and shall form the Bargaining Committee for the Bargaining Unit.

1.2.1.2 The unit shall elect a Recording Secretary who will serve as a member of the Unit Executive.

1.2.1.3 The unit shall elect one steward-at-large in accordance with 3.2.2, who will serve as a member of the Unit Executive.

1.2.1.4 a representative to the Long Term Disability (LTD) Committee; one individual from this committee shall be elected at a College-wide general membership meeting (e.g. fall in-service) to represent the Bargaining Unit at provincial LTD meetings.

1.2.1.5 a representative to the Employment Equity Committee.

1.2.1.6 a representative to the Provincial Class Plan Committee.

1.2.1.7 representatives to other committees as required.

2.0 Definitions

- 2.1 Simple majority vote: a term to describe a vote that is determined by a 50% plus one (1) count of the votes.**
- 2.2 Plurality vote: a term to describe a vote that is determined by a count of the most votes received.**
- 2.3 AGM: an acronym for Annual General Meeting.**
- 2.4 Recall: a term referring to a process by which an elected union official can be removed from office.**

3.0 Elected Officials

3.1 Stewards

3.1.1 Election of Stewards

- 3.1.1.1** Stewards shall be elected by members of the Bargaining Unit.
- 3.1.1.2** Every effort will be made to ensure there is at least one steward in each subunit.
- 3.1.1.3** The election of Stewards shall be held every two (2) years, and occur in odd years in accordance with SGEU Constitution and Sector Bylaws.
- 3.1.1.4** The election of Stewards shall be conducted in accordance with Sector Bylaws and occur in the month of **October**.
- 3.1.1.5** The election of Stewards shall include a nomination process.
- 3.1.1.6** A notice shall be posted on the Union bulletin board in the work site and **emailed** to the members of the bargaining unit, fourteen (14) days prior to the date of election.
- 3.1.1.7** The notice shall state: the purpose of the **meeting**, 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, location, and voting procedures

- 3.1.1.8 The election of Stewards shall be conducted by secret ballot vote.
- 3.1.1.9 Nominees receiving the most number of votes cast shall be deemed elected as Stewards.
- 3.1.1.10 Names of elected** Stewards shall be posted on the Union bulletin boards **and emailed to members** at the conclusion of the election.
- 3.1.2 Term of Office for Stewards
 - 3.1.2.1** Stewards shall serve a two (2) year term of office from **November 1 to October 31** or, whenever a vacancy occurs, shall serve for the remainder of the vacant term.
- 3.1.3 Responsibilities of Stewards
 - 3.1.3.1** Stewards shall perform duties in accordance with the SGEU Steward Job Description. Refer to Appendix **1** of these Bargaining Guidelines.
 - 3.1.3.2 Stewards shall advocate on behalf of the members of the bargaining unit.
 - 3.1.3.3 Stewards shall organize and maintain accurate records and forward all required documentation to the SGEU LRO when gathering information on behalf of, or representing members.
 - 3.1.3.4 Stewards shall maintain and update an accurate contact list of members, including personal mail and email addresses if possible.
 - 3.1.3.5 Stewards shall organize and update the Union bulletin board and distribute information to the membership when requested by the Executive and/or Bargaining Committee.
 - 3.1.3.6** Stewards shall participate in Bargaining Unit **membership** meetings.

3.1.4 Steward Vacancies

- 3.1.4.1 When a vacancy occurs before the expiry of a term, an election by the members of the Bargaining Unit shall be conducted within thirty (30) days of the vacancy and in accordance with Article 3.1.1 of these Bargaining Guidelines.

3.2 Chief Stewards

3.2.1 Chief Steward

The Bargaining Unit Chair should also serve as Chief Steward. However, if the Bargaining Unit Chair is unable to also serve as Chief Steward, the Steward-at-Large shall serve as Chief Steward.

3.2.2 Steward-at-Large

- 3.2.2.1 Stewards shall elect the Steward-at-Large.
- 3.2.2.2 Elections shall be held at least thirty (30) days prior to the end of the term of office or whenever a vacancy occurs and subject to Sector Bylaws.
- 3.2.2.3 Nominees for **Steward-at-Large** must already hold the office of Steward or Bargaining Committee member and have completed LD 10 **and LD 11** and be willing to complete **further Leadership Development Level 20 training** during the term of their office.
- 3.2.2.4 The election of **the Steward-at-Large** shall include a nomination process.
- 3.2.2.5 The Recording Secretary shall send a notice of the Steward-at-Large elections to all stewards by email at least fourteen (14) days prior to the date of the election.
- 3.2.2.6 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, location, and voting procedures.

- 3.2.2.7** Notice for **Steward-at-Large** Elections shall be posted for at least fourteen (14) days prior to date of election.
- 3.2.2.8 The Bargaining Committee Chair shall appoint a returning officer.
- 3.2.2.9** The election of **Steward-at-Large** shall be conducted by secret ballot vote.
- 3.2.2.10** **The nominee** receiving the most number of votes cast shall be deemed elected as **Steward-at-Large**.
- 3.2.2.11** The **Recording Secretary** shall send the names of the elected **Steward-at-Large** to all work units by email at the conclusion of the election.
- 3.2.3** Term of Office for **Steward-at-Large**
- 3.2.3.1** The **Steward-at-Large** shall serve a two (2) year term of office from **November 1 to October 31** or, whenever a vacancy occurs shall serve for the remainder of the vacant term.
- 3.2.4** Responsibilities of **the Steward-at-Large**
- 3.2.4.1** **The Steward-at-Large** shall perform duties in accordance with the SGEU Chief Steward/ **Steward-at-Large** Job Description. Refer to Appendix **2** of these Bargaining Guidelines.
- 3.2.4.2 Assist and support Stewards as they respond to member concerns.
- 3.2.4.3** Assist the Bargaining Chair to **coordinate** the processes associated with grievances and ensure stewards are forwarding all documentation as required.
- 3.2.4.4 Provide leadership.
- 3.2.4.5** Call and chair meetings with Stewards in **their** district.

3.2.5 Steward-at-Large Vacancies

- 3.2.5.1** When a vacancy occurs before the expiry of a term, the Bargaining Committee shall appoint an elected Steward as **Steward-at-Large** until an election can be conducted. The election shall occur within thirty (30) days of the vacancy and in accordance with Article 3.2.1 of these Bargaining Guidelines.

3.3 Bargaining Committee

3.3.1 Election of Bargaining Committee

- 3.3.1.1** The Bargaining Unit of Northlands College shall have a Bargaining Committee of (3) three subunit Chairpersons, in accordance with **Article 1.2.1 of these guidelines and the** SGEU Constitution and SGEU Policy.
- 3.3.1.2** The Bargaining Committee shall be elected by members of the Bargaining Unit.
- 3.3.1.3** The LRO shall be responsible for ensuring the election of the Bargaining Committee.
- 3.3.1.4** The election of **subunit Chairpersons** shall include a nomination process.
- 3.3.1.5** Nominations and election of the Bargaining Committee shall occur (90) ninety days prior to when the most recent Collective Agreement expires.
- 3.3.1.6** A notice shall be posted on the Union bulletin board in the work site, and emailed to the members of the Bargaining **subunit**, fourteen (14) days prior to the date of election **for the respective subunit Chairperson**.
- 3.3.1.7** 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, location, and voting procedures.

- 3.3.1.8 The election of **each subunit Chairperson** members shall be conducted by secret ballot vote.
- 3.3.1.9 The **nominee in each subunit with the** most number of votes shall be deemed elected as subunit Chairperson.
- 3.3.1.10 Results of the **subunit elections** shall be posted on the Union bulletin board in the work site and emailed to the membership upon conclusion of the election.
- 3.3.2 Term of Office for Bargaining Committee
 - 3.3.2.1 The Bargaining Committee shall serve a term commencing from the date election results have concluded and remain in place until a new Bargaining Committee is elected in accordance with SGEU Constitution and SGEU Policy.
 - 3.3.2.2 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.
- 3.3.3 Responsibilities of the Bargaining Committee
 - 3.3.3.1 Review the most recently expired Collective Agreement, review reports from previous Bargaining Committees, and consult with Stewards to identify issues for the proposals package.
 - 3.3.3.2 Organize a process for gathering proposals and information from members of the Bargaining Unit.
 - 3.3.3.3 Develop a proposals package for the Bargaining Unit.
 - 3.3.3.4 Be delegated with the authority to ratify the proposals package on behalf of the Bargaining Unit in accordance with SGEU Constitution.
 - 3.3.3.5 Represent and negotiate on behalf of the members of the Bargaining Unit a new Collective Agreement with the employer.
 - 3.3.3.6 Maintain open lines of communication between members of the Bargaining Unit, Stewards, and Labour Relations Officer (LRO).

3.3.3.7 Ensure confidentiality.

3.3.3.8 Organize the ratification of the tentative Collective Agreement in accordance with SGEU Constitution.

3.3.4 Bargaining Committee Vacancies

3.3.4.1 When a vacancy occurs within the Bargaining Committee, the Bargaining Committee Chair shall appoint **the Steward-at-Large** to fill the vacancy until an election shall be held in accordance with Article 3.3.1 of these Bargaining Guidelines.

3.4 **Bargaining Committee Chairperson**

3.4.1 Election of Bargaining Committee Chairperson

3.4.1.1 The Bargaining Committee shall elect a chairperson from among the Bargaining Committee members.

3.4.2 Term of Office for Negotiating Committee Chairperson

3.4.2.1 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.

3.4.3 Responsibilities of Bargaining Committee Chairperson

3.4.3.1 Act as chief spokesperson for the Bargaining Committee.

3.4.3.2 Organize and chair all Negotiating Committee meetings.

3.4.3.3 Organize and chair all membership meetings of the Bargaining Unit that pertain to current negotiations of a new Collective Agreement.

3.4.3.4 Communicate with the assigned SGEU **Labor Relations Officer (LRO)**.

3.4.3.5 Prepare and **ensure distribution of** all printed material, correspondence, and information required by members of the Bargaining Committee.

- 3.4.3.6 Sign all communications related to negotiations, including communications to members of the Bargaining Unit.
- 3.4.3.7** When applicable, communicate with the Sector Chairperson, SGEU Administration Committee, and SGEU President in accordance with SGEU Constitution and SGEU Policy.
- 3.4.3.8 Appoint a member to fill a vacant position on the Bargaining Committee until an election can be held.
- 3.5 Grievance Committee**
 - 3.5.1 The Bargaining Committee of the Bargaining Unit shall act as the Grievance Committee.
 - 3.5.2 Stewards shall **file** grievances and **work with the LRO and Bargaining Chair within the** Grievance Procedures as directed by the pertaining Article of the most current Collective Agreement of the Bargaining Unit.
 - 3.5.3 Stewards shall process initial stages of grievances in the Bargaining Unit in accordance with SGEU Policy.
- 3.6 Occupational Health Committee**
 - 3.6.1 Worker representatives on Occupational Health Committees** shall be **elected** and, in accordance with SGEU Constitution, at least one (1) Steward.
 - 3.6.2 Election of OH&S Worker Representatives**
 - 3.6.2.1 OH&S Worker Representatives** shall be elected by the workers of the work site that they represent.
 - 3.6.2.2 Elections of **OH&S** Worker Representatives shall occur in odd years.
 - 3.6.2.3** The number of **OH&S** Worker Representatives per work site will be in accordance with OH&S legislation.
 - 3.6.2.4** Elections of **OH&S** Worker Representatives in each work site shall occur in **October**.

- 3.6.2.5** **The Unit Executive** shall be responsible for conducting the election of Worker Representatives.
- 3.6.2.6** The election of **OH&S** Worker Representatives shall include a nomination process.
- 3.6.2.7** A notice shall be posted on the Union bulletin board in the applicable work site fourteen (14) days prior to the date of election.
- 3.6.2.8** 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 information regarding how to access nomination forms, and state the election date, time, location, and voting procedures.
- 3.6.2.9** The election of **OH&S** Worker Representatives shall be conducted by secret ballot vote. Stewards shall provide the voting ballots on the day of election.
- 3.6.2.10** Results of the election of **OH&S** Worker Representatives shall be posted on the Union bulletin board in the applicable work site upon conclusion of the election.
- 3.6.3** Term of Office for **OH&S** Worker Representatives
- 3.6.3.1** The **OH&S** Worker Representatives shall serve a two (2) year term of **November 1** to **October 31** or, whenever a vacancy occurs shall serve for the remainder of the vacant term.
- 3.6.4** Responsibilities of **OH&S** Worker Representatives
- 3.6.4.1** Participate in the identification and control of health and safety hazards in or at the place of employment.
- 3.6.4.2** Cooperate with the occupational health and safety service, if any, established for the place of employment.
- 3.6.4.3** Receive and distribute to workers information regarding health and safety.
- 3.6.4.4** Receive, consider and resolve matters respecting the health and safety of workers.

3.6.4.5 Carry out any other duties that are specified in The Occupational Health and Safety Act and prescribed in The Occupational Health and Safety Regulations.

3.6.5 Occupational Health Committee Vacancies

3.6.5.1 When an **OH&S** worker vacancy occurs before the expiry of a term, an election shall be conducted within thirty (30) days of the vacancy and in accordance with Article 3.6.2 of these Bargaining Guidelines.

4.0 Oath of Office for Elected Officials

4.1 In accordance with SGEU Constitution, all elected officials shall signify in writing or orally his/her acceptance of the following:

4.1.1 "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, the Statement of Equality, the Policies and Bylaws of the Union. **I will safeguard and protect the assets of the Union and return all assets at the close of my term in office.**"

5.0 Recall of Elected Officials

5.1 Elected officials of the Bargaining Unit include: Stewards, Steward-at-Large, Recording Secretary, Members of the Bargaining Committee, the Bargaining Committee Chairperson, and Worker Representatives of the Occupational Health Committee.

5.2 An elected official of the Bargaining Unit may be subject to a recall process in accordance with SGEU Constitution.

5.3 A Sector/Local wishing to recall one (1) or more of its elected officials may do so subject to the following stipulations:

5.3.1 Petition Process

5.3.1.1 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.

5.3.1.2 Upon receiving the duly signed petition, **the unit Bargaining Chair (unless the unit Bargaining Chair is 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, location and purpose. **In the event that the unit chair is recalled, the remaining unit executive will be responsible to call the meeting.**

5.3.1.3 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.

5.3.2 Recall Process

5.3.2.1 The official facing recall shall have the opportunity to present **their** position or response to the petition prior to the vote occurring.

5.3.2.2 The 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.

5.3.2.3 Voting shall be done by secret ballot.

5.3.2.4 Vacancies created by a recall shall be filled following the election process for other vacant positions as outlined in these Bargaining Guidelines.

6.0 Role of Staff Assigned - Labour Relations Officer (LRO)

6.1 The SGEU Executive Director shall assign the Labour Relations Officer (LRO) to the Bargaining Unit in accordance with SGEU Constitution and SGEU Policy.

6.2 The role of the LRO is to assist, advise and support the Stewards, the Executive, the Bargaining Committee, and members of the Bargaining Unit in accordance with SGEU Constitution and SGEU Policy. The LRO shall always be attendance during Bargaining meetings when a new Collective Agreement is being negotiated with the employer.

6.3 With substantiated reasons, the elected officials of the Bargaining Unit can request that the assigned SGEU LRO be removed.

7.0 Proposals Gathering And Ratification of Proposals Package

7.1 Proposal Submissions

7.1.1 Every member of the Bargaining Unit has the right to submit proposals for changes to the Collective Agreement in accordance with SGEU Constitution and SGEU Policy.

7.2 Proposal Organizing

7.2.1 The Bargaining Committee shall organize the proposals gathering process in accordance with SGEU Constitution **and these guidelines.**

7.3 Format of Proposals

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

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

7.3.3 Proposals **should** include:

7.3.3.1 Statement of the desired change.

7.3.3.2 Reasons for the change.

7.3.3.3 Reference to relevant article(s) in the agreement.

7.3.3.4 Reference to other agreements, if applicable.

7.4 Proposals Gathering

7.4.1 The Bargaining Committee is responsible for making a call for proposals and shall make every effort to do so four (4) months before the Proposals Conference. Proposals gathering should occur prior to the expiry of the most recent Collective Agreement.

7.4.2 A notice shall be **emailed** to the members of the Bargaining Unit **at least** fourteen (14) days prior to the deadline for submissions.

- 7.4.3 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.
- 7.4.4 After proposals have been gathered, the Bargaining Committee shall develop a proposals package for negotiation with the employer with consideration for the intentions of the membership and the policies and objectives of SGEU.
- 7.4.5 The Bargaining Committee shall:
- 7.4.5.1 Sort proposals according to articles and clauses within the Provincial Agreement.**
 - 7.4.5.2 Make recommendations on all proposals. The recommendations shall be acceptance, rejection or redundancy.**
 - 7.4.5.3 Explanations for recommendations shall be provided upon request.**
 - 7.4.5.4 If there is more than one (1) proposal per article or clause, recommend the best one (1) and/or prepare a composite proposal.**
 - 7.4.5.5 Assemble all proposals into a package format according to the order of the articles in the Agreement. This shall be completed one (1) month prior to the Proposals Gathering.**
- 7.5 The Proposals Gathering
- 7.5.1 Each subunit shall elect two (2) delegates to the Proposals Gathering in addition to the subunit Chairperson who is automatically a delegate. Delegates for the proposals conference will be elected at a meeting no later than two months prior to the proposal conference. Notification of such elections shall be included in the meeting call. Every effort should be made to send a representative from both the administrative and instructional staff.
- One (1) additional delegate will be elected from each subunit for every additional twenty-five (25) members.

- 7.5.2** The Bargaining Committee shall be responsible for chairing and running the Gathering; establishing rules of order subject to adoption by the delegates; keeping accurate and complete minutes of the Gathering and keeping a record of attendance.
- 7.5.3** The delegates shall be responsible for discussing, amending and ratifying individual proposals for inclusion in the proposal package.
- 7.5.4** Emergency Proposals
 - 7.5.4.1** An emergency proposal may be introduced from the floor at the Proposals Conference as an emergency proposal, provided that it does not propose amendments of the Bargaining Guidelines and that it deals with matters or events arising after the proposals deadline dictated in the Call for Proposals.
 - 7.5.4.2** The proposal must be submitted, in writing, before close of the conference.
 - 7.5.4.3** Such Proposals, to be accepted, shall require the support of a two-thirds (2/3) majority of voting delegates. Amendments to such proposals must meet such other requirements as provided in Bourinot's Rules of Order.
- 7.5.5** Late Proposals
 - 7.5.5.1** A proposal from the floor may be considered as a late proposal, provided that it does not propose amendments to the Bargaining Guidelines.
 - 7.5.5.2** The proposal must be submitted in writing, before close of session on the first day of the conference.
 - 7.5.5.3** Such proposals, to be accepted, shall require the support of a two-thirds (2/3) majority of voting delegates. Amendments to such proposals must meet other requirements as provided in Bourinot's Rules of Order.
- 7.6** The Bargaining Committee shall amalgamate the proposals into a package. The Bargaining Committee should be prepared to consider amendments or additions to the proposals package based on SGEU objectives and policies and/or emerging developments that impact the bargaining unit.

- 7.7** Every member is entitled to view a copy of the proposals package submitted to management.
- 8.0** Ratification Of Amendments To The Collective Agreement
- 8.1** Ratification of the Tentative Collective Agreement shall be in accordance with SGEU Constitution.
- 8.2** The tentative Agreement shall be submitted to the Sector and the SGEU Administration Committee for review and approval before ratification by the members of the Bargaining Unit in accordance with SGEU Constitution.
- 8.3** The Bargaining Committee Chairperson shall call a membership meeting(s) of the Bargaining Unit to present and discuss the terms of the tentative Agreement after the required approval has been obtained.
- 8.4** A notice of the membership meeting(s) shall be emailed to the members of the Bargaining Unit no less than seven (7) days and no more than fourteen (14) days prior to the date of the ratification vote.
- 8.5** The notice shall state: the purpose, date, time, and location of the meeting and voting procedures.
- 8.6** Ratification shall be by secret ballot vote.
- 8.7** The Bargaining Committee shall be responsible for organizing the voting procedures of ratification which may include an electronic voting method that has been approved by SGEU.
- 8.8** If using paper balloting, 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.
- 8.9** Ratification of a tentative Collective Agreement shall be achieved by a fifty per cent (50%) plus one (1) vote of those members voting.

9.0 Strikes

9.1 Strike action shall be in accordance with SGEU Constitution.

9.2 Only the SGEU President (or the SGEU Acting President whenever the President is not available), in consultation with the Bargaining Committee Chairperson, is authorized to serve notice of Strike Action to the employer on behalf of SGEU.

9.3 Prior to withdrawal of services by all or part of the bargaining unit, the Bargaining Committee shall conduct a secret ballot vote.

9.4 The secret ballot vote shall be conducted at a special meeting of the Bargaining Unit.

9.5 Those members who vote in the Bargaining Unit concerned shall constitute a quorum.

9.6 A strike vote shall be achieved by a fifty per cent (50%) plus one (1) vote of those members of the Bargaining Unit voting.

10.0 Communications

10.1 Public Communications

10.1.1 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.

10.1.2 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.

10.2 **Membership**

- 10.2.1 Membership meetings of the 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.
- 10.2.2 Membership meetings regarding collective bargaining shall be chaired by the Bargaining Committee Chairperson.
- 10.2.3 The Bargaining Committee shall provide bargaining report(s) to the membership of the Bargaining Unit during collective bargaining in accordance with SGEU Policy.
- 10.2.4** Members of the Bargaining Unit are entitled to a copy of the Collective Agreement and any letters of understanding **which impact them** that are signed between negotiations in accordance with SGEU Policy.
- 10.2.5 Every member of the bargaining unit has the right to receive a copy of the** Collective Agreement.
- 10.2.6 Unless already specified in these Bargaining Guidelines, notice of all membership meetings will be no less than seven (7) days and no more than fourteen (14) days prior to the date of the membership meeting.
- 10.2.7 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.

10.3 **Sector/Provincial Council**

- 10.3.1 Written bargaining reports shall be provided to the Sector Executive and the SGEU Administration Committee when pertinent information arises during the course of collective bargaining.

- 11.0 Rules of Order for All Membership Meetings**
- 11.1 All meetings shall be conducted in accordance with Article 11 of the SGEU Constitution and Bourinot's Rules of Order.**
- 11.2 The order of business must include: statement of equality, appointment of Ombudsman, adopting of the agenda and adoption of the previous minutes.**
- 11.3 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 and the Secretary and kept in a minute book or binder. They will be the official records of all business done in the Bargaining Unit.**
- 11.4 At the close of each meeting the chair will sign his/her name directly below the last person's name who signed in and add the time and date.**
- 11.5 A quorum will be fifty (50) percent of those members in attendance at the start of the meeting.**
- 11.6 The Chairperson of the meeting will vote only in the event of a tie.**
- 11.7 There will be no proxy voting at meetings.**
- 12.0 Amendments to Bargaining Guidelines**
- 12.1 Any member may make proposals to amend these guidelines within the Call for Proposals process as outlined in 5.0.**
- 12.2 All amendments must conform to the SGEU Constitution and Policy Manual and Sector Bylaws.**
- 12.3 Bargaining Guidelines become effective after they are approved by the membership at the proposals conference.**
- 12.4 The amended Bargaining Guidelines will be sent to the MC&L Committee within sixty (60) days of approval as per the SGEU Constitution.**

13.0 Northlands College/Regional Colleges Policy on Bargaining Salary Increases and their Application to the Class Plan.

13.1 Policy Statement

13.2 While recognizing that Northlands College and the Regional colleges will cooperate in deciding future salary increases to be bargained and their application to the admin class plan, the two (2) bargaining units will continue bargaining their own Collective Agreements independently.

13.3 Guidelines

13.3.1 When possible, Northlands College and the Regional Colleges will cooperatively decide on salary increases to be bargained and their application to the admin class plan.

13.3.2 Northlands College and the Regional Colleges will continue to develop other terms and conditions of their respective Collective Agreements independently.

13.3.3 Notwithstanding Guideline #1, neither bargaining unit will delay the contract negotiations of the other.

13.4 Procedures

13.4.1 At least six (6) months before the expiration of the current Collective Agreements, the Northlands College and the Regional Colleges bargaining committees will establish, by consensus between the two (2) committees, realistic guidelines for bargaining salary increases and their application to the admin class plan for the upcoming round of bargaining. The two (2) bargaining committees may jointly amend the guidelines during the bargaining process.

13.4.2 The salary guidelines are ultimately subject to approval by the Northlands College and the Regional Colleges members through their respective normal bargaining proposals gathering process.

- 13.4.3 If either bargaining unit refuses to participate in developing the salary guidelines or unduly delays the process, the other bargaining unit will establish the guidelines unilaterally. This salary increase then becomes the increase for the other bargaining unit.
- 13.4.4 A bargaining unit that negotiates a salary increase with management falling within the established guidelines can ratify its agreement through the normal process outlined in its bargaining guidelines.
- 13.4.5 A bargaining unit that negotiates a salary increase with management falling outside the established guidelines must get approval from the other bargaining committee before accepting the salary offer. If agreement cannot be reached at this step, the matter shall be put to a membership vote of the two (2) bargaining units within thirty (30) days of the impasse. A representative from each bargaining team may attend the membership meetings in both bargaining units. The ballots from both bargaining units shall be counted together and a simple majority of those members voting will decide the issue.
- 13.4.6 Although cooperative strike action by both bargaining units may be initiated by consensus, the decision to strike rests with each bargaining unit.
- 13.4.7 Both the members of Northlands College and the Regional Colleges must approve amendments to this policy.

APPENDIX 1

SGEU Steward Job Description

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.

(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)

APPENDIX 2

Chief Steward/ Steward-at-Large 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 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:
 - o Stewards' specialized knowledge
 - o The chance for new stewards to gain experience
 - o 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:
 - o Not agreeing to any deals that violates the collective agreement or other rights in statute
 - o 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)