

SASKATCHEWAN LIQUOR AND GAMING AUTHORITY

LOCAL 6080

BARGAINING GUIDELINES

2019

BARGAINING GUIDELINES

SGEU

**Saskatchewan Liquor
And Gaming Authority
Local 6080
Bargaining Guidelines
2019**

**APPROVED BY THE MEMBERSHIP OF
SASKATCHEWAN LIQUOR AND GAMING AUTHORITY
LOCAL 6080
ON FEBRUARY 26, 2019**

AND

**APPROVED BY THE
MEMBERSHIP, CONSTITUTION & LEGISLATION COMMITTEE
ON MAY 7, 2019**

TABLE OF CONTENTS

Saskatchewan Liquor and Gaming Authority Local 6080 Bargaining Guidelines 2019

1.	PREAMBLE	3
2.	DEFINITIONS.....	3
3.	STRUCTURE	4
4.	ROLES AND RESPONSIBILITIES	1
4.1	ROLE OF THE STEWARDS	1
4.3	ROLE OF THE CHIEF STEWARDS.....	3
4.4	THE BARGAINING COUNCIL	4
4.5	ROLE OF THE NEGOTIATING COMMITTEE	5
4.6	ROLE OF THE NEGOTIATING COMMITTEE CHAIRPERSON	6
4.7	ROLE OF THE NEGOTIATING COMMITTEE VICE-CHAIRPERSON.....	7
4.8	ROLE OF THE STAFF – LABOUR RELATIONS OFFICER (LRO)	7
5.	RECALL OF ELECTED OFFICIALS	7
5.1	Petition Process	8
5.2	Recall Process.....	8
6.	LOCAL BARGAINING SUB COMMITTEES	8
6.1	The Grievance Committee.....	9
6.2	Member Action Committee (MAC)	9
6.3	The Extended Health Plan Board of Trustees	9
7.	JOINT/UNION MANAGEMENT COMMITTEES.....	9
7.1	The Joint Employee Family Assistance Program (EFAP).....	9
7.2	The Joint In-Scope Classification Maintenance Committee.....	10
7.3	The Joint Representative Workforce Committee	10
8.	OATH OF OFFICE	10
9.	PROPOSAL GATHERING	11
9.3	Proposals:.....	11
9.7	The Negotiating Committee shall:	11
10.	RATIFICATION OF A TENTATIVE AGREEMENT.....	12
11.	JOB ACTION	13
12.	MAILED BALLOTS FOR RATIFICATION OR JOB ACTION.....	13
13.	COMMUNICATION	14
13.1	Media Statement:.....	14
14.	MEMBERSHIP	14
14.3	Administration Committee Liaison/SGEU Liaison.....	14

TABLE OF CONTENTS

Saskatchewan Liquor and Gaming Authority Local 6080 Bargaining Guidelines 2019

15.	RULES OF ORDER.....	15
16.	AMENDMENTS TO BARGAINING GUIDELINES	15
17.	MEETING POLICY	16
	APPENDIX 1 – SGEU STEWARD JOB DESCRIPTION	17
	APPENDIX 2 – CHIEF STEWARD JOB DESCRIPTION	20
	ATTACHMENT 1 - REFERENCE KEY [OPTIONAL]	Error! Bookmark not defined.

1. PREAMBLE

- 1.1.1 Upon written request to the Negotiating Committee, these written policies shall be available to the membership after being approved by the Bargaining Council.
- 1.1.2 Upon written request, members shall be supplied a copy of the Collective Agreement and any Letters of Understanding affecting them signed between negotiations.
- 1.1.3 The Saskatchewan Liquor and Gaming Authority (SLGA) Local 6080 is a participating Local of the Retail/Regulatory Sector of the Saskatchewan Government and General Employees' Union and governed by the SGEU Constitution and Sector Bylaws.
- 1.1.4 The Bargaining unit will consist of all in-scope members employed by the Saskatchewan Liquor and Gaming Authority.
- 1.1.5 All Elected Officials of the Bargaining Unit/Local shall conduct themselves in accordance to the SGEU Code of Ethics.
- 1.1.6 The Negotiating Committee shall call an Annual General Meeting prior to March 31st each year.

2. DEFINITIONS

- 2.1 Simple majority refers to 50% of the votes plus one.
- 2.2 Recall refers to a process by which an elected official can be removed from his/her office.
- 2.3 SLGA refers to Saskatchewan Liquor and Gaming Authority
- 2.4 Work unit means the office in Regina, the office in Saskatoon, a store, the warehouse or Marquis Downs
- 2.5 Zone means an assigned group of work units

3. STRUCTURE

NEGOTIATING
COMMITTEE
(5)

BARGAINING COUNCIL(27)
(3 Elected Chief Stewards)
(3 Designated Rural Stewards)
(21 Stewards)

Regina Head Office Zone 1 8 Stewards 1 Chief Stewards **South** Zone 2
9 Stewards 1 Chief Stewards **North** Zone 3 10 Stewards 1 Chief
Steward

**Saskatchewan Liquor And Gaming Authority
Local 6080
Bargaining Guidelines
2019**

Retail Regulatory Sector 6000

Zone 1

Regina Head Office 1-Chief Stewards

Zone 2

South: Distribution Centre, Regina Stores (5), Swift Current, Moose Jaw, Assiniboia, Weyburn, Estevan, Moosomin, Fort Qu'Appelle, Carlyle, Yorkton

1-Chief Steward

Zone 3

North: Saskatoon Head Office, Saskatoon Stores (7) , Prince Albert (2), North Battleford, Biggar, Meadow Lake, Buffalo Narrows, La Loche, La Ronge, Creighton, Nipawin, Melfort, Humboldt, Watrous

1-Chief Steward

4. ROLES AND RESPONSIBILITIES

4.1 ROLE OF THE STEWARDS

4.2 A steward shall represent the members in their zone.

4.2.1 Elections

4.1.1.1 Elections

4.1.1.2 Members within a **zone** elect Stewards.

4.1.1.3 Notice of Steward Elections will be e-mailed by the Chair of the Negotiating Committee to all work units.

4.1.1.4 Notice will: 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.

- 4.1.1.5 Notice for Steward nominations will be posted for at least fourteen (14) days.
- 4.1.1.6 Stewards in **all** Zones will be elected in odd years.
- 4.1.1.7 Should an election be required, a returning officer will be appointed by the Chair of the Negotiating Committee.
- 4.1.1.8 Elections will take place no earlier than fourteen (14) days after the closing of nominations but prior to February 28th .
- 4.1.1.9 Membership Records, Bargaining Unit Chairs and Sector Vice Presidents must be advised of the results of steward elections within 14 days of the election occurring.
- 4.2.2 Term of Office

Two (2) year term and whenever a vacancy occurs. When an elected Steward changes work locations in their zone (in a permanent position), they will remain a Steward for the remainder of their term. If the elected Steward changes zones in a permanent position they will not retain their Stewardship.
- 4.2.3 Responsibilities and Accountability
 - 4.1.3.1 Enforce the provisions of the collective agreement and represent the members during disputes with the employer.
 - 4.1.3.2 Meet with new members to explain the role of the Union and the Collective Agreement. Provide new members with LD 5 kits.
 - 4.1.3.3 Educate the membership about their rights and responsibilities under the collective agreement.
 - 4.1.3.4 Keep the bulletin board(s) up to date.
 - 4.1.3.5 Ensure membership confidentiality, anonymity is important.
 - 4.1.3.6 Keep up to date on political issues by reading Union publications
 - 4.1.3.7 As per SGEU Policy Article **17.7.2** all registered stewards shall endeavor to attend the LD 10 within one year of being elected stewards and the LD 20 within three years of being elected stewards (Article **5.5.8** SGEU Constitution).
 - 4.1.3.8 A steward shall carry out their duties as described in Appendix

2 SGEU Steward Job Description

- 4.1.3.9 The Steward shall return any grievance documents to the Negotiating Committee Chair when the grievance is closed or when the Steward's term is completed.

4.2.4 Steward Vacancies

The Chief Steward **or Negotiating Committee Chair**, on an interim basis (not to exceed three months), may make appointments from the members of the work unit where the vacancy exists, until an election can be held.

4.3 **ROLE OF THE CHIEF STEWARDS**

The Chief Steward is to assist Stewards and the Negotiating Committee with the concerns of their members and to represent the Bargaining Unit/Local.

4.3.1 Elections

- 4.2.1.1 Stewards within a Zone elect Chief Stewards.

- 4.2.1.2 Notice of Chief Steward Elections will be e-mailed by the Chair of the Negotiating Committee to all **stewards**.

- 4.2.1.3 Notice will: 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.

- 4.2.1.4 Chief Stewards in **all** Zones will be elected in odd years.

- 4.2.1.5 Nominees for Chief Stewards must already hold the office of Steward.

- 4.2.1.6 The Negotiating Committee Chair will appoint a returning officer.

- 4.2.1.7 Elections must take place prior to March 31st .

- 4.2.1.8 Membership Records, Bargaining Unit Chairs and Sector Vice Presidents must be advised of the results of steward elections within 14 days of the election occurring.

4.3.2 Term of Office

Two (2) year term and whenever a vacancy occurs. When an elected Chief Steward changes work locations in their zone (in a permanent position), they will remain a Chief Steward for the remainder of their term. If the elected Chief Steward changes zones in a permanent position they will not retain their Chief Stewardship.

4.3.3 Responsibilities and Accountability

4.2.3.1 Attend the Bargaining Council meetings regularly.

4.2.3.2 Call and chair meetings of the members in his/her zone.

4.2.3.3 Assist Stewards at any step of the grievance process and ensure that Stewards follow the appropriate grievance procedure.

4.2.3.4 Encourage Steward involvement within their zone.

4.2.3.5 Assist the Negotiating Committee with bargaining issues when possible.

4.2.3.6 Be knowledgeable about the Union, the Bargaining Unit/Local, the Collective Agreement and the Sector.

4.2.3.7 As per SGEU Policy Article 17.7, all registered Chief Stewards shall endeavor to attend the LD 30 within three years of being elected to the position of Chief Steward

4.2.3.8 A Chief Steward shall carry out their duties as described in Appendix 3 SGEU Chief Steward Job Description

4.2.3.9 A Chief Steward shall return any grievance documents to the Negotiating Committee Chair when the grievance is closed or when the Chief Steward's term is completed.

4.3.4 Chief Steward Vacancies

The Negotiating Committee may make an appointment from the stewards elects of the zone until an election can be held as per these Bargaining Guidelines

4.4 THE BARGAINING COUNCIL

4.4.1 Structure

The Bargaining Council shall be made up of Stewards in Zones 1 to 3 and the Negotiating Committee.

- 4.4.2 Responsibilities and Duties
- 4.3.2.1 Shall represent the views of their membership at meetings.
- 4.3.2.2 Refer to Article 9.0 of these Bargaining Guidelines regarding proposals.
- 4.3.2.3 Shall report to the Negotiating Committee about membership concerns.
- 4.3.2.4 Shall assist in the preparation of the proposals.
- 4.3.2.5 Shall provide direction to the Negotiating Committee.
- 4.3.2.6 Shall actively participate and vote on whether ratification or strike votes are to be considered.
- 4.3.2.7 Shall attend meetings called by the Negotiating Committee Chairperson.
- 4.3.2.8 May petition the Chairperson of the Negotiating Committee to call a meeting of the Bargaining Council. The Chairperson must call such a meeting if eight (8) members of the Bargaining Council request a meeting.
- 4.3.2.9 Shall attend the meeting called to elect the Negotiating Committee.
- 4.3.2.10 Shall provide a process to deal with any issues that arise within the Bargaining Unit that are not covered in these Bargaining Guidelines
- 4.5 **ROLE OF THE NEGOTIATING COMMITTEE**
- 4.5.1 The Negotiating Committee shall have the sole responsibility to negotiate all provisions, proposals and amendments to the Collective Agreement in all matters. When representation from special interest groups is required, the Negotiating Committee shall determine what process will be used.
- 4.5.2 Issues arising during the term of the Agreement are to be dealt with by the Negotiating Committee.
- 4.5.3 Any communication with the employer regarding negotiations shall be approved in advance by the Negotiating Committee.
- 4.5.4 The Negotiating Committee is responsible for short-term decision with regard to negotiations and bargaining strategies, subject to their responsibility to the Bargaining Council.
- 4.5.5 **In the event votes are to be conducted, the bargaining council shall determine the process (meetings/mail-in ballots or combination thereof).**

- 4.5.6 The Negotiating Committee is ultimately responsible for its action to the Bargaining Council.
- 4.5.7 Elections
- 4.4.7.1 The Negotiating Committee will be limited to five (5) representatives as per Article 7.5 of the SGEU Constitution.
- 4.4.7.2 Elections will take place at a meeting called for this purpose.
- 4.4.7.3 A meeting will be called **six (6)** months prior to the expiration of the Collective Agreement.
- 4.4.7.4 Notice will be sent to the Bargaining Council and the Negotiating Committee at least twenty-one (21) days prior to the meeting.
- 4.4.7.5 Notice will: 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.
- 4.4.7.6 Nominees for the Negotiating Committee must already be a member of the Bargaining Council or current Negotiating Committee.
- 4.5.8 Term of Office
- 4.4.8.1 The Negotiating Committee will remain in office until the meeting to new Negotiating Committee **is held**.
- 4.4.8.2 The newly elected Negotiating Committee will commence a term of office at the adjournment of the meeting held to elect the Negotiating Committee.
- 4.5.9 The Negotiating Committee will elect their Chairperson and Vice-Chairperson by simple majority vote.
- 4.6 **ROLE OF THE NEGOTIATING COMMITTEE CHAIRPERSON**
- The Negotiating Committee Chairperson shall:
- 4.6.1 Be chief spokesperson for the Negotiating Committee.
- 4.6.2 Chair all meetings of the Negotiating Committee or delegate the Vice Chairperson to chair such meetings.
- 4.6.3 Communicate with the SGEU President regarding SLGA bargaining.

- 4.6.4 Communicate, if necessary with the Provincial Council of SGEU and its Committees through the Sector VP and Sector Provincial Council members.
- 4.6.5 Be responsible for the preparation and distribution of all printed material, correspondence, minutes of meetings and other such information as the Negotiating Committee or Bargaining Council may require from time to time.
- 4.6.6 Organize all meetings of the Negotiating Committee, either upon request of a majority of members on the Negotiating Committee or as he/she deems necessary.
- 4.6.7 Be responsible, with the Labour Relations Officer from SGEU, for all grievances and shall liaise, as required with the Bargaining Unit Grievance Committee.
- 4.6.8 The Chair shall hold office until elections are held, prior to a new round of negotiations, or, if recalled by the Negotiating Committee.

4.7 ROLE OF THE NEGOTIATING COMMITTEE VICE-CHAIRPERSON

The Negotiating Committee Vice-Chairperson shall:

- 4.7.1 Perform the duties of the Chairperson in their absence, or during the suspension of a Chairperson.
- 4.7.2 Perform such other duties as may be delegated by the Negotiating Committee Chairperson from time to time.
- 4.7.3 The Vice-Chair shall hold office until elections are held, prior to a new round of negotiations, or, if recalled by the Negotiating Committee.

4.8 ROLE OF THE STAFF – LABOUR RELATIONS OFFICER (LRO)

- 4.8.1 The LRO's role is advisory subject to assistance required by the Bargaining Unit/Local with the exception of bargaining where the LRO will always be in attendance.
- 4.8.2 The Director of Labour Relations (DLR) appoints the LRO.
- 4.8.3 The Negotiating Committee can ask the DLR to remove the LRO from the assignment, if the committee has sufficient reason.

5. RECALL OF ELECTED OFFICIALS

As per SGEU Constitution Article 8.0

An elected official may be subject to a recall process for cause or breaches of the Code of Ethics and SGEU Constitution and Policies.

5.1 **Petition Process**

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.

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 the meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date and location.

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 be at least fourteen (14) days prior to the meeting.

5.2 **Recall Process**

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

A 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.

Voting shall be done by secret ballot

Vacancies created by a recall will be filled following the election process for other vacant positions

6. **LOCAL BARGAINING SUB COMMITTEES**

The Negotiating Committees shall call an Annual Meeting prior to March 31st, for the purpose of conducting the business of the Local including but not limited to elections and the following agenda:

Local 6080 Agenda for Annual General Meeting

- **Welcome**
- **Statement of Equality/Appointment of Ombudsman**
- **Introductions**

- **Update from the Chair & Negotiating Committee**
- **Elections:**

Representative Workforce Committee - Two members for a two-year term

Joint In-Scope Classification Maintenance Committee -1 member for a 3 year term

Member Action Committee – 2 members for a 2 year term (in odd numbered years)

EFAP – One member for a 4 year term

- **Old Business**
- **New Business**
- **Adjournment**

6.1 **The Grievance Committee**

The Negotiating Committee shall act as the Grievance Committee. The Grievance Committee, working with the LRO, shall ensure that grievances are advanced and make recommendations to the Screening Committee on whether a grievance should proceed to arbitration.

6.2 **Member Action Committee (MAC)**

The Negotiating Committee and 2 members elected in odd numbered years for a two year term by the members in attendance at the Annual Meeting of Local 6080 shall act as the Member Action Committee. One alternate shall be elected and shall attend meetings in the absence of the elected representative and will have voice and vote. When required they will call on active Stewards and Chief Stewards for assistance with campaigns.

6.3 **The Extended Health Plan Board of Trustees**

The Negotiating Committee will appoint or elect two members of the Negotiating Committee to participate on the Extended Health Plan Board of Trustees.

7. **JOINT/UNION MANAGEMENT COMMITTEES**

7.1 **The Joint Employee Family Assistance Program (EFAP)**

The EFAP Committee shall be composed of 2 members. One member will be elected every 2 years for a total of a 4 year term by the members in attendance at the Annual Meeting of Local 6080. One alternate shall be elected and shall attend meetings in the absence of the elected representative and will have voice and vote.

The terms of office shall be effective close of AGM for a four year term.

7.2 The Joint In-Scope Classification Maintenance Committee

The Maintenance Committee will consist of three (3) members. One (1) will be elected annually for a three-year term by the members in attendance at the Annual Meeting of Local 6080. One alternate shall be elected and shall attend meetings in the absence of the elected representative and will have voice and vote.

The composition of the committee must follow the In-Scope Maintenance Agreement.

The terms of office shall be effective close of AGM for a three-year term.

7.3 The Joint Representative Workforce Committee

The Representative Workforce Committee will consist of 4 members. Two (2) will be elected annually for a two-year term by the members in attendance at the Annual Meeting of Local 6080. One alternate shall be elected and shall attend meetings in the absence of the elected representative and will have voice and vote.

The Bargaining Council will endeavor to achieve equitable representation from the four (4) equity groups. The composition of the Committee must follow the Joint Representative Workforce Agreement.

Preference will be given to members who belong to one of the four (4) equity groups. Committee members will not be members of the Negotiating Committee.

The terms of office shall be effective close of AGM for a two-year term.

8. OATH OF OFFICE

As per the SGEU Constitution

9. PROPOSAL GATHERING

- 9.1 The Negotiating Committee is responsible for notifying the membership to submit proposals. Every member has the right to submit proposals for consideration and shall be notified of the process to do so.
- 9.2 The call for proposals will be sent out at least sixty (60) days prior to the expiration of the Collective Agreement.
- 9.3 **Proposals:**
- 9.4 A proposal is a suggested change to the Collective Bargaining Agreement.
- 9.5 A proposal must be clear, concise and in written form.
- 9.6 A proposal shall be accompanied by the member's name, work location and phone number for purposes of clarification and/or verification.
- 9.6.1 A proposal should include:
- 9.3.4.1 Reason(s) for the change.
- 9.3.4.2 Whenever possible, reference to current articles in the Collective Agreement or these Bargaining Guidelines
- 9.3.4.3 If known, reference to other Agreements.
- 9.3.4.4 A statement of the desired change.
- 9.7 **The Negotiating Committee shall:**
- 9.7.1 Accept and assemble all proposals received from the membership, previous and current Negotiating Committee, Bargaining Council and/or SGEU Proper.
- 9.7.2 Sort proposals according to articles and clauses set out in the Collective Bargaining Agreement and/or these Bargaining Guidelines. Exclude from the Proposal Package any proposals which contradict, or contravene the Collective Bargaining Agreement, or member's rights, Constitution, SGEU Policy, and the Labour movement.
- 9.7.3 If there is more than one (1) proposal per article(s) or clause, recommend the best one (1) and/or prepare a composite proposal.
- 9.8 A group of in-scope members, with issue(s) or proposal(s) in common may, at any time during the Bargaining Process, request a meeting with the Negotiating Committee.

The Group shall make any such request in writing to the Chairperson of the Negotiating Committee and the letter shall explain the nature of the issue(s) or proposal(s). Any such Group shall elect, by a democratic process, a spokesperson to meet with the Negotiating Committee.

- 9.9 The Bargaining Council shall ratify the Proposal Package.
- 9.10 The Negotiating Committee should be prepared to consider amendments and/or additions to the Proposal Package from the Bargaining Council, Sector, SGEU Proper and/or the Labour Movement.
- 9.11 After the proposals package has been exchanged with the employer, copies of the Finalized Proposal Package will be sent to all **Bargaining Council**. Members, upon written request, may obtain a copy of the Proposal Package.

10. RATIFICATION OF A TENTATIVE AGREEMENT

- 10.1 Prior to a tentative agreement being proposed for a ratification vote, a meeting of the Bargaining Council shall be called.
- 10.2 No tentative agreement may be taken for ratification without the approval of a **simple** majority of the members represented at a Bargaining Council meeting.
- 10.3 After obtaining Bargaining Council approval, the Negotiating Committee shall seek approval of the Sector Executive and the Administration Committee prior to holding a ratification vote.
- 10.4 Upon receiving the Sector Executive and the Administration Committee approval to hold a ratification vote, the Negotiating Committee shall conduct the ratification vote. The Negotiating Committee Chairperson shall, if possible, chair all membership ratification meetings. All members of the Negotiating Committee and **Labour Relations Officer** shall attend as many of the meetings as possible.
- 10.5 The tentative agreement shall be considered ratified with a simple majority of the voting members.
- 10.6 When ratification ballots are being counted the Negotiating Committee shall ensure that a Provincial Council Member, not representing the Bargaining Unit, is there as a scrutineer.

11. JOB ACTION

- 11.1 The Negotiating Committee may call for a strike vote only if it has been approved by a simple majority vote of the Bargaining Council.
- 11.2 Prior to withdrawal of services the Negotiating Committee shall conduct a vote by secret ballot of the membership.
- 11.3 The secret ballot vote shall be conducted at special meetings called for this purpose and/or by mailed ballots. The **Negotiating Committee** shall determine the process (meetings/mail in ballots or combination thereof).
- 11.4 Those members who vote shall constitute a quorum and the decision shall be by a simple majority of those voting.
- 11.5 The Negotiating Committee shall keep the Provincial Council informed on strike situations to ensure that such action shall receive every support that the Union can offer.
- 11.6 Negotiating Committee shall recommend strike payment to the Bargaining Council and shall contact and inform the Table Officers of the Union and the Provincial Council regarding access to the Defense Fund and repayment provisions.
- 11.7 Results of a strike ballot shall be released at the discretion of the Negotiating Committee.
- 11.8 When strike ballots are being counted the Negotiating Committee shall ensure that a Provincial Council member, not representing the Committee directly, is there as a scrutineer.
- 11.9 In the case of strike action, the regulations as laid down from time to time in the Strike Manual shall be adhered to.

12. MAILED BALLOTS FOR RATIFICATION OR JOB ACTION

- 12.1 The policy for membership ratification and strike votes shall be that such votes take place at membership meetings called for that purpose unless determined otherwise by the **Negotiating Committee** as per Article **4.4.5** of these Bargaining Guidelines. Under special circumstances (e.g. sickness, vacation, isolated without access to meetings) any member may request a mailed ballot from the Negotiating Committee.
- 12.1.1 A member's request for a mailed ballot shall be in writing or by telephone. The member must provide his/her name and address, work unit location.

- 12.1.2 The Negotiating Committee shall maintain a list of members requesting mailed ballots.
- 12.1.3 A double envelope system shall be used for the mailed ballots to ensure confidentiality. On the outside envelope shall be the member's name and address, so as to allow verification by the membership list and to avoid double voting.
- 12.1.4 A Provincial Council member, not representing the Bargaining Unit, shall act as a scrutineer of the mailed ballot voting to ensure a secret vote
- 12.1.5 Proxy voting is not permitted at any level of the Union. This does not include mail-in ballot voting as the double envelope system is used.

13. COMMUNICATION

13.1 Media Statement:

- 13.1.1 The Chair of the Negotiating Committee shall act as spokesperson on behalf of the Committee and the Bargaining Unit/Local
- 13.1.2 Public statements issued shall be approved in advance by the Negotiating Committee subject to written approval by the SGEU President or his/her designate.
- 13.1.3 All public statements shall be consistent with Union policy and principles.

14. MEMBERSHIP

- 14.1 The Negotiating Committee shall hold meetings as required during the course of collective bargaining to report to members **and/or** receive feedback from the membership.
- 14.2 The Negotiating Committee shall report to the Retail/Regulatory Sector Executive as circumstances warrant.
- 14.3 **Administration Committee Liaison/SGEU Liaison**
- 14.3.1 To protect each other's interests, the Negotiating Committee shall consult with other Negotiating Committees prior to concluding tentative agreements.

- 14.3.2 Bargaining groups should exchange information as they prepare proposals to ensure groups are not contradicting or undercutting each other.
- 14.3.3 Final proposal packages should be exchanged amongst the bargaining committees within SGEU.

15. RULES OF ORDER

The Rules of Order for all Membership Meetings will be in accordance with SGEU Constitution Article 11 and as per Bourinot's Rules of Order

16. AMENDMENTS TO BARGAINING GUIDELINES

- 16.1 Any member may make proposals to amend these Bargaining Guidelines and shall be so advised with the Call for Proposals.
- 16.2 Such proposals must be submitted to the Negotiating Committee.
- 16.3 The Negotiating Committee shall make recommendations on the proposed amendments. The recommendations shall consist of acceptance, rejection or redundancy.
- 16.4 The Negotiating Committee may also propose amendments.
- 16.5 The Bargaining Council may review and amend the Bargaining Guidelines on an annual basis, at a meeting called for that purpose.
- 16.6 All amendments must conform to the SGEU Constitution, SGEU Policy, and Sector Bylaws.
- 16.7 Amendments other than Constitutional must be ratified by a **simple majority** vote of the delegates at the Bargaining Council meeting called to ratify the amendments to the Bargaining Guidelines.
- 16.8 The Bargaining Guidelines shall be approved by the Bargaining Council.
- 16.9 Bargaining Guidelines become effective after they are approved by the Bargaining Council pending approval of the Membership, Constitution, and Legislation Committee (MC&L).
- 16.10 The amended Bargaining Guidelines shall be sent to the MC&L Committee within sixty (60) days of approval by the Bargaining Council as per SGEU Constitution Article 7.3.1 or every 3 years, whichever occurs first.

16.11 Upon receiving MC&L approval the Bargaining Guidelines will be circulated to all Stewards and Chief Stewards within 60 days.

17. MEETING POLICY

In accordance with SGEU Policy Article 7, meetings of Local 6080 shall comply with SGEU Meeting 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 (LD 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 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.

APPENDIX 2 – CHIEF STEWARD JOB DESCRIPTION

You are a workplace leader representing SGEU, co-coordinating 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:
 - 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 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

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, rumors

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 LD 10, LD11, LD 20, LD 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