



WORKING
TOGETHER FOR
SASKATCHEWAN

Melfort Housing Authority

Bargaining Guidelines

2013

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Membership of Melfort Housing Authority
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and

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Membership, Constitution & Legislation Committee
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Melfort Housing Authority Bargaining Guidelines

- 1.0 Structure of the Bargaining Unit
 - 1.1 The union members of Melfort Housing Authority are the in-scope employees as described in the Collective Agreement.
- 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 The election of Stewards shall be held every two (2) years, and occur in odd years in accordance with SGEU Constitution and Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 3.1.1.3 The election of Stewards shall be conducted in accordance with Sector Bylaws and occur in the month of June. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 3.1.1.4 The election of Stewards shall include a nomination process.

- 3.1.1.5 A notice shall be posted on the Union bulletin board in the work site, and mailed (or sent electronically) to the members of the bargaining unit, fourteen (14) days prior to the date of election.
- 3.1.1.6 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.
- 3.1.1.7 The election of Stewards shall be conducted by secret ballot vote.
- 3.1.1.8 Nominees receiving the most number of votes cast shall be deemed elected as Stewards.
- 3.1.1.9 Results of the election of Stewards shall be posted on the Union bulletin board in the work site 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 July 1 to June 30, 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 2 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 required documentation, including an accurate mailing list of members.
 - 3.1.3.4 Stewards shall organize and update the Union bulletin board.
 - 3.1.3.5 Stewards shall participate in Bargaining Unit 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 Elections

3.2.1.1 Stewards within a district elect Chief Stewards.

3.2.1.2 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.

3.2.1.3 Nominees for Chief Stewards must already hold the office of Steward and have completed ULD 10 and be willing to complete ULD 20 during the term of their office.

3.2.1.4 The election of Chief Stewards shall include a nomination process.

3.2.1.5 The Negotiating Committee Chair shall send a notice of the Chief Steward elections to all work units by email.

3.2.1.6 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.

3.2.1.7 Notice for Chief Steward Elections shall be posted for at least fourteen (14) days prior to date of election.

3.2.1.8 The Negotiating Committee Chair shall appoint a returning officer.

3.2.1.9 The election of Chief Stewards shall be conducted by secret ballot vote.

3.2.1.10 Nominees receiving the most number of votes cast shall be deemed elected as a Chief Steward.

3.2.1.11 The Negotiating Committee Chair shall send the names of the elected Chief Stewards to all work units by email at the conclusion of the election.

3.2.2 Term of Office for Chief Stewards

- 3.2.2.1 Chief Stewards shall serve a two (2) year term of office from July 1 to June 30, or whenever a vacancy occurs, shall serve for the remainder of the vacant term.
- 3.2.3 Responsibilities of Chief Stewards
 - 3.2.3.1 Chief Stewards shall perform duties in accordance with the SGEU Chief Steward Job Description. Refer to Appendix 3 of these Bargaining Guidelines.
 - 3.2.3.2 Assist and support Stewards as they respond to member concerns.
 - 3.2.3.3 Coordinate the processes associated with grievances.
 - 3.2.3.4 Provide leadership.
 - 3.2.3.5 Call and chair meetings with Stewards in his/her district.
- 3.2.4 Chief Steward Vacancies
 - 3.2.4.1 When a vacancy occurs before the expiry of a term, the Chair of the Negotiating Committee shall appoint an elected Steward as Chief Steward 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 Negotiating Committee
 - 3.3.1 Election of Negotiating Committee
 - 3.3.1.1 The Bargaining Unit of Melfort Housing Authority shall have a Negotiating Committee of up to (3) three members in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 3.3.1.2 The Negotiating Committee shall be elected by members of the Bargaining Unit.
 - 3.3.1.3 The steward or designate shall be responsible for conducting the election of the Negotiating Committee.

- 3.3.1.4 The election of Negotiating Committee members shall include a nomination process.
- 3.3.1.5 Nominations and election of the Negotiating 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 mailed (or sent electronically) to the members of the Bargaining Unit, fourteen (14) days prior to the date of election.
- 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 Negotiating Committee members shall be conducted by secret ballot vote.
- 3.3.1.9 The (3) three nominees receiving the most number of votes shall be deemed elected as Negotiating Committee members.
- 3.3.1.10 Results of the Negotiating Committee election shall be posted on the Union bulletin board in the work site and mailed (or sent electronically) to the membership upon conclusion of the election.
- 3.3.2 Term of Office for Negotiating Committee
 - 3.3.2.1 The Negotiating Committee shall serve a term commencing from the date election results have concluded and remain in place until a new Negotiating Committee is elected in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 3.3.2.2 Any member of the Negotiating Committee missing three (3) consecutive Negotiating Committee meetings, without prior communication with other Negotiating Committee members regarding absence, shall be deemed to have resigned.
- 3.3.3 Responsibilities of the Negotiating Committee

- 3.3.3.1 Review the most recently expired Collective Agreement, review reports from previous Negotiating 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 3.3.4 Negotiating Committee Vacancies
 - 3.3.4.1 When a vacancy occurs within the Negotiating Committee, the Negotiating Committee Chair shall appoint a member to fill the vacancy until an election shall be held in accordance with Article 3.3.1 of these Bargaining Guidelines.
- 3.4 Negotiating Committee Chairperson
 - 3.4.1 Election of Negotiating Committee Chairperson
 - 3.4.1.1 The Negotiating Committee shall elect a chairperson from among the Negotiating Committee members.
 - 3.4.2 Term of Office for Negotiating Committee Chairperson

- 3.4.2.1 The Negotiating Committee Chairperson shall serve a term commencing from the date election results conclude and remain as Chairperson until a new Negotiating Committee is elected.
- 3.4.3 Responsibilities of Negotiating Committee Chairperson
 - 3.4.3.1 Act as chief spokesperson for the Negotiating 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 Labour Relations Officer (LRO).
 - 3.4.3.5 Prepare and distribute all printed material, correspondence, and information required by members of the Negotiating 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 3.4.3.8 Appoint a member to fill a vacant position on the Negotiating Committee until an election can be held.
- 3.5 Grievance Committee
 - 3.5.1 The Negotiating Committee of the Bargaining Unit shall act as the Grievance Committee.
 - 3.5.2 Stewards shall process grievances and follow 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

- 3.6 Occupational Health Committee
 - 3.6.1 The Occupational Health Committee shall be comprised of: (2) two worker representatives and, in accordance with SGEU Constitution, at least one (1) Steward. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 3.6.2 Election of Worker Representatives
 - 3.6.2.1 Worker Representatives shall be elected by the workers of the work site that they represent.
 - 3.6.2.2 Elections of Worker Representatives shall occur in odd years.
 - 3.6.2.3 Elections of Worker Representatives in each work site shall occur in June.
 - 3.6.2.4 Stewards shall be responsible for conducting the election of Worker Representatives.
 - 3.6.2.5 The election of Worker Representatives shall include a nomination process.
 - 3.6.2.6 A notice shall be posted on the Union bulletin board in the applicable work site fourteen (14) days prior to the date of election.
 - 3.6.2.7 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 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.
 - 3.6.2.8 The election of Worker Representatives shall be conducted by secret ballot vote. Stewards shall provide the voting ballots on the day of election.
 - 3.6.2.9 The (2) two nominees receiving the most votes will be deemed elected as the Worker Representative for the applicable work site.
 - 3.6.2.10 Results of the election of Worker Representatives shall be posted on the Union bulletin board in the applicable work site upon conclusion of the election.
 - 3.6.3 Election of Steward Representative

- 3.6.3.1 Elected Stewards shall elect a Steward Representative to serve a term of office on the Occupational Health Committee.
- 3.6.4 Term of Office for Steward and Worker Representatives
 - 3.6.4.1 The Steward Representative and Worker Representatives shall serve a two (2) year term of July 1 to June 30 or whenever a vacancy occurs shall serve for the remainder of the vacant term.
- 3.6.5 Responsibilities of Steward and Worker Representatives
 - 3.6.5.1 Participate in the identification and control of health and safety hazards in or at the place of employment.
 - 3.6.5.2 Cooperate with the occupational health and safety service, if any, established for the place of employment.
 - 3.6.5.3 Receive and distribute to workers information regarding health and safety.
 - 3.6.5.4 Receive, consider and resolve matters respecting the health and safety of workers.
 - 3.6.5.5 Carry out any other duties that are specified in The Occupational Health and Safety Act and prescribed in The Occupational Health and Safety Regulations.
- 3.6.6 Occupational Health Committee Vacancies
 - 3.6.6.1 When a worker vacancy occurs before the expiry of a term, an election by the workers of the worksite shall be conducted within thirty (30) days of the vacancy and in accordance with Article 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, Statement of Equality, the Policies

and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets when I am no longer a member of the Union.”

- 5.0 Recall of Elected Officials
- 5.1 Elected officials of the Bargaining Unit include: Stewards, Chief Stewards, Members of the Negotiating Committee and Worker Representatives of the Occupational Health Committee.
- 5.2 An elected official may be subject to a recall process in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 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 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, location and purpose.
 - 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 his/her 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 members of the committee/councils or delegates to the body that elected 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 SGEU shall assign the Labour Relations Officer (LRO) to the Bargaining Unit in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 6.2 The role of the LRO is to assist, advise, and support the Stewards, the Negotiating Committee, and members of the Bargaining Unit in accordance with SGEU Constitution and SGEU Policy. The LRO shall always be in attendance during negotiating meetings when a new Collective Agreement is being negotiated with the employer. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 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 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 7.2 The Negotiating Committee shall organize the proposals gathering process in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 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 shall 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 Proposals gathering should occur prior to the expiry of the most recent Collective Agreement.
 - 7.4.2 A notice shall be posted on the Union bulletin board in the work site, and mailed (or sent electronically) to the members of the Bargaining Unit 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 Negotiating 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.
- 7.5 Ratification of the Proposals Package
 - 7.5.1 Ratification by the Membership
 - 7.5.1.1 The Negotiating Committee Chairperson shall call a membership meeting to ratify the proposals package.
 - 7.5.1.2 Notice shall be mailed (or sent electronically) to members of the Bargaining Unit fourteen (14) days prior to the date of the meeting.
 - 7.5.1.3 The notice shall state: the purpose of the notice, date, time, and location of the meeting and voting procedures.
 - 7.5.1.4 Late proposals may be presented at a ratification meeting and shall be considered for inclusion in the final package by a 50% plus one (1) vote of the members at the meeting.

- 7.5.2 Following ratification by the membership, the Negotiating Committee shall present the proposals package to the employer for negotiations.
- 8.0 Ratification of Tentative Collective Agreement
- 8.1 Ratification of the Tentative Collective Agreement shall be in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 8.2 When, through the process of negotiation, the Negotiating Committee and the employer reach a tentative Collective Agreement, the tentative Collective Agreement shall be ratified by both the members of the Bargaining Unit and the employer in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 8.3 The tentative Collective 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 8.4 The Negotiating Committee Chairperson shall call a membership meeting of the Bargaining Unit to ratify the tentative Collective Agreement after the required approval has been obtained.
- 8.5 A notice of the membership meeting shall be mailed (or sent electronically) 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.
- 8.6 The notice shall state: the purpose, date, time, and location of the ratification meeting, include a copy of the document being ratified, and voting procedures.
- 8.7 Ratification shall be by secret ballot vote.
- 8.8 The Negotiating Committee shall be responsible for organizing the voting procedures of ratification.
- 8.9 When ratification ballots are being counted, the Negotiating Committee shall ensure that a SGEU Provincial Council member, not representing the

Negotiating Committee directly, is there as a scrutineer in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

8.10 Ratification of a tentative Collective Agreement shall be achieved by a fifty per cent (50%) plus one (1) vote of those members voting.

8.11 All amendments to a Collective Agreement, including letters of understanding, that affect the entire membership of a Bargaining Unit shall be ratified by the members of that bargaining unit and in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

9.0 Strikes

9.1 Strike action shall be in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

9.2 Only the SGEU President (or the SGEU Acting President whenever the President is not available), in consultation with the Negotiating 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 Negotiating 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. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

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

10.1.3 The Negotiating Committee shall determine who will act as spokesperson on behalf of the Bargaining Unit subject to Articles 9.1.1 and 9.1.2 of these Bargaining Guidelines.

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

10.2.2 Membership meetings regarding collective bargaining shall be chaired by the Negotiating Committee Chairperson.

10.2.3 The Negotiating Committee shall provide written bargaining report(s) to the membership of the Bargaining Unit during collective bargaining in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

10.2.4 Members of the Bargaining Unit are entitled to a copy of the Collective Agreement and any letters of understanding that are signed between negotiations in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

- 10.2.5 Collective Agreements are to be distributed to members of the Bargaining Unit by Stewards in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 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.
- 10.3 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.
 - 10.3.2 The Negotiating Committee Chairperson or the assigned SGEU staff shall ensure an attendance sheet is completed for each Negotiating Committee meeting to qualify members for payment of stipend, and will distribute expense claim vouchers at the conclusion of the meeting for completion. The Negotiating Committee Chairperson or the assigned SGEU staff shall submit all expense claims and the attendance sheet to the SGEU Accounting Department in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 11.0 Rules of Order for All Membership Meetings
 - 11.1 Rules of Order for All Membership Meetings shall be conducted in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 11.2 The Order of Business at any membership meeting of the Bargaining Unit shall follow the Membership, Constitution and Legislation (MC&L) Committee SAMPLE Bargaining Guidelines and include:
 - 11.2.1 Statement of Equality.
 - 11.2.2 Appointment of Ombudsmun.
 - 11.2.3 Adoption of the Agenda.
 - 11.2.4 Adoption of the Previous Minutes.

- 11.3 All membership meetings shall keep an official record of minutes of all proceedings in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 11.3.1 Official records of minutes shall include:
 - 11.3.1.1 Place (community and location), time, date, and recorded proceedings.
 - 11.3.1.2 Name of Chairperson, name of minute recorder, list of all those in attendance, and list guests/resource people in attendance.
 - 11.3.1.3 All motions made at the meeting including the name of member who moved, the name of the member who seconded, and the decision of the motion as to whether the motion was carried, defeated, amended, referred, tabled or withdrawn.
 - 11.3.1.4 An accurate reflection of the actions taken and decision made regarding the business of the meeting.
 - 11.3.1.5 Documents regarding committee business, such as reports and financial statements shall be attached to the minutes by the recorder of the minutes.
- 11.4 At the close of each membership meeting of the bargaining unit, the Secretary or designated recorder of the minutes shall sign the attendance list directly below the last signature in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 11.5 After adoption, the minutes will be signed by the Chair and the Secretary or designated recorder of the minutes and be kept in a binder designated for meeting minutes and be the official record of all business done in the bargaining unit in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 11.6 Quorum of a membership meeting of the Bargaining Unit shall be fifty per cent (50%) plus one (1) of those members in attendance at the start of the meeting.
- 11.7 The Chairperson of the membership meeting will vote only in the case of when a tie in vote occurs.

- 11.8 There will be no proxy voting at membership meetings in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 12.0 Amendments to Bargaining Guidelines
- 12.1 Amendments to these Bargaining Guidelines shall follow the Membership, Constitution and Legislation (MC&L) Committee SAMPLE Bargaining Guidelines document.
- 12.2 Bargaining Guidelines shall be reviewed annually.
- 12.3 Every member of the Bargaining Unit has the right to submit proposals for amendments to the Bargaining Guidelines.
- 12.4 All amendments must conform to SGEU Constitution, SGEU Policy, and Sector Bylaws.
- 12.5 Amendments shall be ratified by the membership at a meeting held annually in the month of June.
- 12.6 The Negotiating Committee Chairperson shall organize and chair the meeting.
- 12.7 A notice of the meeting shall be posted on the Union bulletin board in the work site, and mailed (or sent electronically) to the members of the Bargaining Unit, fourteen (14) days prior to the date of meeting.
- 12.8 The notice shall state: the purpose, date, time, and location of the meeting.
- 12.9 A proposal for amendment to the Bargaining Guidelines shall be presented as a motion at the meeting and must be seconded to be considered. Following debate and question proceedings, the motion shall be decided by an opinion (in favor or against) vote of the members attending the meeting.
- 12.10 Amendments to the Bargaining Guidelines shall be deemed ratified by a fifty per cent (50%) plus one (1) vote of the members in attendance at the start of the meeting.

12.11 Amendments to the Bargaining Guidelines shall come in to effect immediately following ratification by the membership pending approval by the Membership, Constitution and Legislation (MC&L) Committee.

12.12 The amended Bargaining Guidelines shall be forwarded to the MC&L Committee within sixty (60) days following ratification by the membership in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

APPENDIX 1

Bargaining Unit Name Bargaining Guidelines Article Number	Relevant SGEU Document	Article Number
Article 3.1.1 Election of Stewards	SGEU Constitution - Steward Organization	Article 5.6.2
	SECTOR Bylaws - Nominations and Elections	Article 9.2.2.4
Article 3.1.2 Term of Office for Stewards	SECTOR Bylaws - Nominations and Elections	Article 9.2.2
Article 3.1.3 Responsibilities of Stewards	SECTOR Bylaws - Roles and Responsibilities	Article 9.1.1
Article 3.1.4 Steward Vacancies	SECTOR Bylaws - Vacancies	Article 6.5.3.1
Article 3.2.1.1 Election of Chief Stewards	SECTOR Bylaws - Chief Steward/Area Council	Article 6.5.1.2
	SECTOR Bylaws - Nominations and Elections	Article 9.1.2
Article 3.2.2 Term of Office for Chief Stewards	SECTOR Bylaws - Nominations and Elections	Article 9.1.2.1
Article 3.2.3 Responsibilities of Chief Stewards	SECTOR Bylaws - Roles and Responsibilities	Article 9.1.1
Article 3.2.4 Chief Steward Vacancies	SECTOR Bylaws - Vacancies	Article 6.5.3.1
Article 3.3.1 Election of Bargaining Committee	SGEU Constitution - Bargaining Committees	Article 7.5.1.1
	SGEU Policy - Bargaining Procedures	Article 1.1.4.4
Article 3.3.2 Term of Office for Bargaining Committee	SGEU Constitution - Bargaining Committees	Article 7.8
	SGEU Policy - Bargaining Procedures	Article 1.1.4.5
Article 3.3.3 Responsibilities of Bargaining Committee	SGEU Constitution - Bargaining Committees	Article 7.9.3
	SGEU Policy - Bargaining Procedures	Article 1.1.4.5
Article 3.4.3 Responsibilities of Bargaining Committee Chairperson	SGEU Constitution - Bargaining Committees	Article 7.10.4
	SGEU Constitution - Bargaining Committees	Article 7.10.5
	SGEU Policy - Public Communications Policy	Article 2.6.5
Article 3.5 Grievance Committee	SGEU Policy - Provincial Grievance Policy	Article 13
Article 3.6 Occupational Health Committee	SGEU Constitution - Occupational Health	Article 5.7.3
Article 4.0 Oath of Office for Elected Officials	SGEU Constitution - Oath of Office	Article 7.6.1.1
Article 5.0 Recall Elected Officials	SGEU Constitution - Recall Elected Officials	Article 8
Article 6.0 Role of Assigned Staff	SGEU Constitution - Bargaining Committees	Article 7.5.2
	SGEU Policy - Bargaining Procedures	Article 1.1.4.4.5
Article 7.0 Proposals Gathering and Package Ratification	SGEU Constitution - Bargaining Committees	Article 7.9.2.1
	SGEU Policy - Bargaining Procedures	Article 1.1.5.6
Article 7.0 Proposals Gathering and Package Ratification	SGEU Constitution - Bargaining Committees	Article 7.9.1
Article 7.5 Ratification of Proposals Package	SGEU Constitution Bargaining Committees	Article 7.9.3
	SGEU Policy Bargaining Procedures	Article 1.1.3.3
Article 8.0 Ratification of Tentative Collective Agreement	SGEU Constitution Bargaining Committees	Article 7.10
Article 9.0 Strikes	SGEU Constitution Bargaining Committees	Article 7.11
Article 10.1 Public Communications	SGEU Constitution President Duties	Article 6.9.1.1.8
	SGEU Policy Public Communications Policy	Article 2.6.5
	SGEU Policy Bargaining Procedures	Article 1.1.5.6
Article 10.1 Public Communications	SGEU Policy Public Communications Policy	Article 2.6.7
Article 10.2 Communications – Membership	SGEU Policy Bargaining Procedures	Article 1.1.5
Article 10.3 Sector / Provincial Council	SGEU Policy SGEU Meeting Policy	Article 7.6.3
Article 11.0 Rules of Order	SGEU Constitution Rules of Order	Article 11
Article 11.0 Rules of Order	MC&L Template Bargaining Guidelines	Article 10.2
Article 11.3.1 Official Record of Minutes	SGEU Policy SGEU Meeting Policy	Article 7.4
Article # Proxy Voting	SGEU Constitution Membership	Article 4.2.6
Article 12.0 Amendments to Bargaining Guidelines	MC&L Template Bargaining Guidelines	Article 11
Article 12.0 Amendments to Bargaining Guidelines	SGEU Constitution Bargaining Committees	Article 7.3.1

APPENDIX 2

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 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.

(Approved by Provincial Council April 2009)

APPENDIX 3

Chief Steward Job Description

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

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

Communication

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

Grievance Co-ordination

- Assign complaints and grievances to stewards in your zone, taking into account:
 - 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:
 - 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)