

**WORKERS'
COMPENSATION
BOARD
LOCAL 2180
BARGAINING GUIDELINES
2016**

BARGAINING GUIDELINES

SGEU

**Workers' Compensation Board
Local 2180
Bargaining Guidelines
2016**

**APPROVED BY THE MEMBERSHIP OF
WORKERS' COMPENSATION BOARD
LOCAL 2180
ON SEPTEMBER 21, 2016**

AND

**APPROVED BY THE
MEMBERSHIP, CONSTITUTION & LEGISLATION COMMITTEE
ON MAY 15, 2017**

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**Workers' Compensation Board
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Bargaining Guidelines
2016**

1.0 Structure of the Bargaining Unit

1.0.1 The in-scope employees of the Saskatchewan Workers' Compensation Board are the members of the bargaining unit in the offices located in Regina and Saskatoon plus any newly established offices by the employer.

1.1 Definitions

1.1.1 AGM means Annual General Meeting

1.1.2 Bargaining Unit is SGEU Crown Sector Local 2180 representing the in-scope employees of the Saskatchewan Workers' Compensation Board.

1.1.3 CBA is an acronym for the Collective Bargaining Agreement between the Union (SGEU Crown Sector Local 2180) and the employer (Saskatchewan Workers' Compensation Board). Collective Bargaining Agreement means an agreement in writing or writings between an employer and a trade union setting forth the terms and conditions of employment or containing provisions in regard to rates of pay, hours of work or other working conditions of employees (Saskatchewan Trade union Act).

1.1.4 District is a specific group of in-scope employees assigned to a Steward for representation. Refer to Appendix A of these Bargaining Guidelines for the steward districts.

1.1.5 Employer is the Saskatchewan Workers' Compensation Board.

1.1.6 LOU is the acronym for a Letter of Understanding between the Union and the employer.

1.1.7 LRO is an acronym for the Labour Relations Officer, an SGEU employee assigned to the Bargaining Unit in accordance with SGEU Constitution and SGEU Policy.

1.1.8 NC is an acronym for the Negotiating Committee elected committee responsible for negotiating collective agreements and overseeing the administration of the collective agreement between negotiations in accordance with these Bargaining Guidelines, SGEU Constitution and SGEU Policy.

1.1.9 Proposal refers to the process of submitting an idea or request with the intention of ratification by the membership and taking it forward for bargaining.

- 1.1.10 Recall means a process by which an elected union official can be removed from office.
- 1.1.11 SGEU is an acronym for the Saskatchewan Government and General Employees` Union.
- 1.1.12 Simple Majority Vote means a vote that is determined by a fifty (50) % plus one (1) count of the votes.
- 1.1.13 Statute is a law of Act enacted by Parliament or a Legislature.
- 1.1.14 Steward is an employee elected by fellow union members as their representative in dealings with the management.
- 1.1.15 The Membership refers to all the in-scope employees of the Saskatchewan Workers' Compensation Board.
- 1.1.16 Workplace is the offices of the employer.

2.0 Roles and Responsibilities

2.1 Negotiating Committee Members

- 2.1.1 The bargaining unit shall have a Negotiating Committee (the 'Committee') for the Bargaining Unit that shall consist of four members, one of whom shall be the Negotiating Committee Chair.
- 2.1.2 The Committee will have at least one member from both Regina and Saskatoon offices unless there are no nominations from one of the offices.
- 2.1.3 Notice of nomination for position on the Negotiating Committee will be posted for two (2) weeks prior to the election of the committee members. The posting will be located on My WCB SGEU Union intranet page and sent to all in-scope member's via electronic messaging to their WCB e-mail addresses. The posting will include the date, time and location of the election.
- 2.1.4 The election of the committee will take place within nine (9) months but not less than three (3) months prior to the expiry of the ratified Collective Agreement.
- 2.1.5 Only members in good standing are eligible to run for elected office, in accordance with the SGEU Constitution. The term of the Negotiating Committee shall be determined by the length of the collective agreement and in accordance with the SGEU Constitution. The Negotiating Committee shall remain in place until a new Committee is elected.

- 2.1.6 The term of office of the Negotiating Committee shall commence within four (4) weeks following the election in accordance with Section 2.1.4 of these guidelines, or on the date of an official transfer of power as determined by the Chair of the newly elected Negotiating Committee.
- 2.1.7 The Returning Officer appointed from and by the Steward Council shall oversee the nomination and election process in consultation with the current Negotiating Committee. The Returning Officer shall not be a candidate and cannot campaign for any candidates.
- 2.1.8 The Negotiating Committee shall elect, by majority vote, a chairperson from the members of the Committee. In the event that the Committee cannot make a majority vote, the Chief Steward shall cast a vote.
- 2.1.9 Whenever a vacancy occurs on the Committee, the Committee shall submit a call for nominations to the membership, within thirty (30) days from the time of the vacancy, to fill the vacated position until the expiry of the term of the Committee.
- 2.1.10 In the event an election takes place as outlined in Article 2.1.8 of these guidelines, and the position vacated is the Chair, then a new Chair will be elected as per Article 2.1.7 of these guidelines.
- 2.1.11 At any time an elected representative for the bargaining unit enters a competition for an out of scope position with the employer, or is being considered for an out of scope position by the employer, that member shall immediately advise the Negotiating Committee and that member shall immediately cease all representative activities and responsibilities for the bargaining unit until such time of the awarding of the out of scope position, at which time that member shall return to their representative activities and responsibilities for the bargaining unit if not awarded the position, or else resign as an elected representative for the bargaining unit if that member is awarded the out of scope position.
- 2.1.12 During the leave of absence set out in 2.1.11, the Negotiating Committee shall advise the membership that the member is on leave of absence and if that Committee member is the Chair shall elect an interim Chair.

2.2 Negotiating Committee Representatives Roles and Responsibilities

- 2.2.1 As a Negotiating Committee member, who is in good standing, elected, from the membership at large in the bargaining unit, the roles and responsibilities will include but not be limited to:
- i) call for the amendments/proposals to the Collective Agreement
 - ii) establish a ratification process for proposal packages and tentative agreements including letters of understanding

- iii) negotiate amendments to the Collective Agreement and letter(s) of understanding(s) as required
- iv) be responsible for overseeing the administration of the Collective Agreement and the negotiated provisions for the members
- v) ensure that the bargaining guidelines, and the SGEU Code of Ethics for elected officials are followed as outlined in the SGEU Policy and SGEU Constitution and obtain the appropriate training for an elected official which must be supplied by SGEU and which includes at a minimum the LD 10 and 20 as well as bargaining training at the earliest possible opportunity
- vi) represent the member(s)' issues ensuring their concerns are dealt with in accordance with the Collective Agreement
- vii) participate in the Steward Council
- viii) assist in establishing and maintaining open lines of communications between the Negotiating Committee and the stewards and members, and the governing body SGEU
- ix) ensure membership confidentiality
- x) follow problems through to a resolution and keep the parties informed of the progress made
- xi) know the bargaining rights and the protection provided to members through the Collective Agreement and keep informed of union issues through training for bargaining unit elected officials as provided by SGEU
- xii) make recommendations for changes needed to the Collective Agreement for future rounds of bargaining
- xiii) **Will hold a minimum of quarterly membership meetings allowing the ability for the offsite location (Regina or Saskatoon) to join via teleconference. At least 2 of these meetings will take place in Saskatoon.**

2.3 Negotiating Committee Chairperson Roles and Responsibilities

2.3.1 The Negotiating Committee Chairperson roles and responsibilities will include but not be limited to:

- i) be the chief spokesperson for the Bargaining Unit, the Negotiating Committee and the Stewards;
- ii) be responsible to chair all Negotiating Committee and membership meetings, or delegate the duty to a member of the Negotiating Committee;
- iii) be responsible for calling Negotiating Committee or membership meetings. Such Negotiating Committee meetings may be called at anytime that the Negotiating Committee determines appropriate;
- iv) communicate with the President of the Union and/or designate as required;
- v) observe the SGEU Constitution and act as representative to the Crown Sector or designate an alternate from the members of the Negotiating Committee;
- vi) consult with the SGEU Director of Membership Services regarding appointment of SGEU staff for the bargaining unit and for requesting removal of the staff assigned (on the direction of the Negotiating Committee);
- vii) be responsible for all communications as the Negotiating Committee or Stewards Council may require from time to time;
- viii) perform other duties, as may be required from time to time, at the direction of the Negotiating Committee or the Stewards Council;
- ix) communicate with the media upon approval of the SGEU President or designate;
- x) ensure that vacant positions on the Negotiating Committee are advertised to the membership for election as per 2.1.9 of these guidelines;
- xi) on the direction of the Negotiating Committee or Stewards Council and in consultation with the assigned staff advisor of SGEU, file policy or group grievances as circumstances warrant following the policy of the union;
- xii) seek nomination at the Crown Sector Annual General Meeting to attend as a delegate to the SGEU Annual Convention.

- xiii) provide the Bargaining Unit Membership with an annual budget summarizing current year expenditures and next year`s budget outlining planned expenditures for all Bargaining Unit Committees which will be subject to the approval of the Steward Council with distribution to the membership prior to the start of the new budget year.

2.4 Grievance Committee

- 2.4.1 The Negotiating Committee shall act as the grievance committee.
- 2.4.2 The Negotiating Committee shall make recommendations to the Provincial Grievance Screening Committee on whether a grievance should proceed to arbitration.

2.5 Steward Council

- 2.5.1 The Steward Council will consist of the Negotiating Committee members, stewards and Chief Steward.
 - i) Stewards shall be elected in accordance with the SGEU Constitution. Stewards shall be responsible to the members from the district in which the Steward was elected and shall represent the Union as required.
 - ii) Members within a steward district shall elect a Steward every two years during even years or whenever a vacancy occurs. The steward district shall be contained in Appendix A.
 - iii) The Chief Steward shall register the Stewards with the SGEU Director of Membership Services.
 - iv) If a Steward vacancy occurs during the two year term, the Chief Steward will put out a call for nomination for the district. If more than one nomination comes forward, the Chief Steward will call an election of those members in the district within thirty (30) days. The Steward elected or acclaimed will serve the remaining term created by the vacancy.
 - v) As per the SGEU Constitution a steward shall sit on the OH & S Committee and will form the OH & S complement.
 - vi) The procedure for Steward elections shall be carried out in accordance with these bargaining guidelines, the SGEU Constitution and the Crown Sector Bylaws.

2.5.2 Steward Roles and Responsibilities

2.5.2.1 As the steward elected by SGEU members in the workplace, the roles and responsibilities will include but not be limited to:

- i) work with members in an advocacy role in a fair and effective manner.
- ii) develop a healthy rapport with members and the employer.
- iii) be a good listener, seek out the facts, follow-up on issues and take appropriate action.
- iv) deal with complaints and settle issues or grievances on behalf of the member and the local and in consultation with the Labour Relations Officer (LRO) by utilizing a problem solving process (up to and including step 2 of the grievance procedure).
- v) work with the Negotiating Committee grievance committee, the Chief Steward and the LRO in continuing to resolve grievance issues at step 3 and arbitration as required.
- vi) In accordance with SGEU Policy all registered stewards shall have attended Leadership Development (LD) Level 10 training within one year of becoming elected stewards and attend LD level 20 training within three years of becoming elected stewards (Per SGEU Constitution).
- vii) educate the membership about their rights and obligations under the Collective Agreement and become knowledgeable about SGEU policies and SGEU Constitution.
- viii) work for full participation of the membership and within their districts.
- ix) regularly attend steward and membership meetings.
- x) ensure membership confidentiality.
- xi) endeavor to strengthen the Union and build support for the Union programs.
- xii) promote the values of tolerance and respect within the workplace in accordance with the equity principles set out in the Union SGEU Constitution.
- xiii) SGEU Steward job description found in Appendix C.

2.6 Chief Steward Selection, Roles, and Responsibilities

2.6.1 Selection

2.6.1.1 Following steward elections, and within thirty days of those elections, the elected stewards will elect their Chief Steward from among the members of the Steward Council. In the event that the stewards cannot make a majority vote to elect their Chief Steward, the Negotiating Committee Chair shall cast a vote. In the event the Chief Steward steps down from that role at any time, a new Chief Steward will be elected from among the members of the Steward Council within thirty days.

2.6.2 Role

2.6.2.1 The role of the Chief Steward is to assist stewards and the Negotiating Committee.

2.6.3 Responsibilities:

- i) act as a communication link between the Negotiating Committee, stewards, and the membership.
- ii) organize steward meetings and ensure minutes are recorded as per SGEU Policy.
- iii) be knowledgeable of grievance procedures and the provisions of the Collective Bargaining Agreement and SGEU Grievance Policy. Act as an information resource on these matters for stewards.
- iv) ensure stewards are provided with up to date steward manuals and encourage LD training.
- v) 30 days prior to the steward elections, assess steward districts to ensure the assigned districts afford stewards an opportunity to adequately and effectively represent the membership.
- vi) organize steward elections to take place during May of even years or as required to fill vacancies.
- vii) in the event of steward district vacancies, reassign the duties for vacant districts to the remaining stewards until such time as the vacancy can be filled.
- viii) ensure membership confidentiality.
- ix) assist the Negotiating Committee with bargaining issues and organizing membership meetings.
- x) Chief Steward job description found in Appendix B.

3.0 Recall of Elected Officials

- 3.1 An elected member may be subject to a recall process in accordance with these Guidelines the SGEU Constitution.
- 3.2 Recall must be petitioned for by twenty five percent (25%) of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear concise language.
- 3.3 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 of recall.
- 3.4 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 issued at least fourteen (14) days prior to the meeting.
- 3.5 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
- 3.6 The two-thirds (2/3) majority vote of those members in attendance at the meeting shall be required to unseat the incumbent. Only those who are members of the committee/councils of delegates to the body that elected the person being recalled can vote on the recall. Voting shall be done by secret ballot.
- 3.7 Vacancies created by a recall will be filled following the election process for other vacant positions.

4.0 Labour Relations Officer (LRO)

- 4.1 The staff's role is advisory, subject to duties as assigned by the SGEU Director of Membership Services.

5.0 Proposals Gathering and Package Ratification

- 5.1 The Negotiating Committee is responsible for initiating a call to the membership for proposals prior to the commencement of any round of negotiations. Such call for proposals shall be made a minimum of **one hundred and twenty (120)** days prior to the expiry of the Collective Agreement. Every member of the bargaining unit has the right to submit proposals for changes to the collective agreement.
 - 5.1.1 The call for Proposals will be open for a minimum of fourteen (14) days and is not to exceed twenty-one (21) days. With exception given under Article 5.4 of these guidelines, no late submissions will be accepted in

order so that the Negotiating Committee can proceed in accordance with Article 5.3 of these guidelines.

5.2 Format of Proposals

- i) A proposal must be in written form and worded clearly.
- ii) Proposals **may** include:
 - a. statement of the desired change;
 - b. reasons for the change;
 - c. references to current articles in the agreement and
 - d. references to other agreements, if applicable.
 - e. **and shall be** accompanied by the members name for clarification and or verification

5.3 The Negotiating Committee shall:

- i) amalgamate the proposals into a package by sorting the proposals according to articles and clauses within the Collective Agreement or that require action due to employer initiatives.
- ii) make recommendations on all proposals to the proposals conference and provide rationale for those that have been recommended for deletion and/or amendments.
- iii) establish the criteria for the election of delegates to the Proposals Conference based on the following principles:
 - a. steward council will be automatic delegates
 - b. previous Negotiating Committee will be automatic delegates
 - c. members at large based on representation by district population:
 - 1. For districts with 1 to 25 members, one delegate will be elected per district.
 - 2. For districts with 26 or more members, two delegates will be elected per district.

3. Nominations will be called by the Chair of the Negotiating Committee via email or land mail at least fourteen (14) days prior to the election within the respective district. The election should be held at least seven (7) days prior to the proposal conference.
- iv) establish a date and time for a Proposals Conference whereat delegates will amend or delete proposals to be included in the proposal package.
- v) distribute the tentative proposal package to all member delegates of the Proposal Conference at least fourteen (14) days prior to the proposals conference.
- vi) the proposal conference delegates shall ratify the Proposal Package.
- vii) ensure the **ratified** proposal package is completed four (4) weeks prior to the commencement of negotiations.
- viii) **After the proposals package has been exchanged with the employer, copies of the Finalized Proposal Package will be sent to all Stewards and notification will be sent to the Membership. Members upon written request, may obtain a copy of the Finalized Proposal Package.**

5.4 The Negotiating Committee may consider amendments or additions to the proposal package based on developments outside the bargaining unit or to apply SGEU policies.

5.5 Mailed Ballots

5.5.1 Under special circumstances (e.g. extended illness or vacation), a member may request a mailed ballot from the Negotiating Committee. **The negotiating committee shall include the deadline date to request a mailed ballot at time of notification of a vote.**

- i) A member's request for a mailed ballot shall be in writing or by electronic mail to SGEU. The member must provide his/her name, address and reason for the request including the period of absence. It will be the member's obligation to provide such request **in compliance to the Negotiating Committee deadline.**
- ii) A list of members requesting mailed ballots shall be created, handled by and retained by SGEU. Prior to the voting date, a copy of this list will be forwarded to the Negotiating Committee.
- iii) A double envelope system shall be used for the mailed ballots. On the outside envelope shall be the member's name, address and

bargaining unit, so as to allow verification to the membership list and avoid double voting.

5.6 Ratification

5.6.1 The policy for membership ratification of tentative agreements, memorandum of agreements, letters of understanding and strike votes shall be by votes that take place at membership meetings called for that purpose.

5.6.2 The ratification process is described in the SGEU Constitution:

- i) Prior to presentation to the bargaining unit membership, the tentative agreements, memorandum of agreements or letter of understanding must be presented to both the Crown Sector executive and SGEU Administration Committee for review and approval.
- ii) Once approval is obtained, the Negotiating Committee shall call a membership meeting(s) to ratify. Members shall be given advance notice of the purpose of the meeting(s). Members shall be afforded the opportunity to request a mailed ballot when unable to attend the ratification meeting pursuant to Section 5.6.
- iii) Notice shall be posted ten (10) days in advance stating the purpose, locations and time of the meeting(s). Quorum will be fifty percent (50 %) plus one (1) of the members in attendance at the meetings.

6.0 Job Action

6.1 Job action shall be taken pursuant to the SGEU Constitution, Article 7.11.

6.2 Quorum will be fifty percent (50%) of those members in attendance at the strike vote meeting.

6.3 A strike vote will be achieved by a fifty percent (50%) plus one (1) vote of those members voting.

7.0 Communications

7.1 Media

7.1.1 The Negotiating Committee Chairperson or designate shall act as spokesperson on behalf of the bargaining unit.

7.1.2 All public statements will be consistent with union policy and principles.

7.1.3 Public statements shall be subject to approval by the President of the union or designate.

7.2 Membership

7.2.1 Membership meetings or bargaining unit reports may be provided at the discretion of the Negotiating Committee at any time during the course of collective bargaining. The purpose of such reports may include updating members on committee activity, informing members on issues and/or seek feedback from the membership.

7.2.2 Membership meetings shall be called as deemed appropriate by the Negotiating Committee. Notice of such meetings, stating the date, time, location and purpose of the meeting, shall be posted at least fourteen (14) days in advance of the meeting. In the event of extreme circumstances, notice will be given as soon as possible.

7.3 Sector/Provincial Council

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

8.0 Rules of Order for Membership Meetings

8.1 Will follow the SGEU Constitution.

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

8.3 The chairperson of the meeting will vote only in the event of a tie.

8.4 There will be no proxy voting at meetings.

9.0 Amendments to Bargaining Guidelines

9.1 Proposed amendments to the bargaining guidelines shall be submitted to the Negotiating Committee at the same time of proposal gathering.

9.1.1 The call for Proposed Amendments to the bargaining guidelines will be open for a minimum of fourteen (14) days and is not to exceed twenty-one (21) days. No late submissions will be accepted in order so that the Negotiating Committee can proceed in accordance with Article 9.2 of these guidelines.

9.2 All proposed amendments to the bargaining guidelines will be presented to the membership for ratification at least fourteen (14) days in advance of the voting date. Written notice shall be provided fourteen (14) days in advance stating the location and time of voting.

9.2.1 Amendments shall be ratified by fifty percent (50%) plus one (1) of those voting. Members shall be afforded the opportunity to request a mailed ballot when unable to attend the vote as noted in Article 9.2 of these Guidelines. Mailed ballots will be handled in the same manner as noted in Article 5.6 ii of these guidelines.

9.3 All amendments shall conform to the SGEU Constitution and Policy Manual and be approved by the SGEU Membership, SGEU Constitution and Legislation Committee.

10.0 Miscellaneous Committee/Representatives

10.1 The Negotiating Committee, or whenever a vacancy occurs, will put out a call to the membership at large for nominations to the following:

- i) Employee and Family Assistance Advisory Committee
- ii) Long Term Disability Plan
- iii) Occupational Health and Safety Committee
- iv) Panel Selection Representatives
- v) Return To Work/**Accommodation** Committee
- vi) Wellness Plan Representative
- vii) Employment Equity Committee, and
- viii) Any other representatives that are required from time to time through negotiation of the collective agreement.

All of these terms are 2 (two) year terms and the elections are done in odd years. The election process will be provided in the call for nominations.

10.1.1 In the event that circumstances require that a new committee should be formed in order to deal with these circumstances, the Negotiating Committee shall have the authority to establish this committee, and determine its composition and mandate.

10.2 Negotiating Committee will organize the elections if more names come forward than seats available.

10.2.1 Only members in good standing are eligible to run for elections and are subject to recall as per Article 3 of these guidelines.

10.3 The roles and responsibilities are as defined but not limited to:

10.3.1 Employee and Family Assistance Advisory Committee Members (2)

10.3.1.1 The union representatives meet with the management representative(s) a minimum of three (3) times a year with the consultant to update and promote the Employee and Family Assistance Program. It is the responsibility of the Advisory committee to update new members on the past history of the Committee. Changes to the program will not be made without consulting with the Negotiating Committee.

10.3.2 Employment Equity Committee Members (3)

10.3.2.1 Responsible for designing, implementing, monitoring and assessing the success of the plan as per the Letter of Understanding. There will be at least one (1) representative from the Saskatoon office.

10.3.3 Joint Job Evaluation Committee Members (3)

10.3.3.1 To carry out all steps of the program, maintain the integrity of the program and recommend to the Negotiating Committee changes to the job evaluation plan and program, its procedures or methods as may be necessary from time to time. A goal to ensure, as much as possible, that the membership of the committee is representative of the different departments and various pay groups and that there is an equal number of men and women. This is an attempt to avoid job or gender bias. Participants will receive orientation and training providing the concepts of job evaluation and specifics of our plan. The committee representatives will select their co-chair from amongst themselves.

10.3.4 Long Term Disability Representative (1)

10.3.4.1 Will be responsible for ensuring that the membership are kept apprised of all relevant information pertaining to the SGEU LTD Plan by participating at the Crown Sector Long Term Disability Standing Committee. Be prepared to assist members in accessing information pertaining to the plan when approached to do so by the members.

10.3.5 Occupational Health and Safety Committee Members Regina and Saskatoon

10.3.5.1 According to the OH&S Act there will be a minimum of 2 and a maximum of 12 people on the committee, including management representatives; and there must be a Steward on the OH&S Committee per SGEU Constitution. The Committee is responsible for helping employees resolve health and safety concerns, including identifying hazards, conducting investigations and inspections, providing the employer with recommendations for improving health and safety, receiving and assessing information about hazards from the employees, receiving and investigating

the concerns of employees, helping the employer develop employee health and safety training, maintaining and submitting records and minutes. The employee co-chair will be selected from amongst the in-scope employee representatives. The Steward representative will be selected by and from amongst the Steward Council. The goal of the committee representatives is to be representative of the different departments of the workplace.

10.3.6 Panel Selection Representative(s) (Maximum 14)

10.3.6.1 To be a full participant, learn about positions and listen and participate in discussions at each phase of the selection process so that each candidate's qualifications are assessed on the same criteria, to participate in a partnership and take responsibility for decisions of the panel providing objectivity, bringing unbiased view of the process and position, respect and maintain confidentiality during the selection, advocating for a fair and equitable process and senior qualified, be able to explain decisions and help unsuccessful candidates understand their strengths and weaknesses and what to improve. Participation on respective competitions will be by scheduled rotation. The Chief Panel representative will be selected by and from amongst the fellow Panel representatives. The Chief Panel Representative's primary role is to ensure hiring practice consistency between departments and provide all Panel Reps with a primary resource to address related issues.

10.3.7 Joint Return to Work and Accommodation Committee Members (2)

10.3.7.1 To participate along with a member of the Negotiating Committee on the joint union management committee which administers our RTW Plan as per the Letter of Understanding signed January 23, 1998.

10.3.8 Wellness Representative (1)

10.3.8.1 Responsible for the enrolment of the members under the extended health agreement ratified by the membership. To keep the Negotiating Committee apprised of issues pertaining to the plan, be the unit contact between SGEU and the plan carrier where members are not able to get satisfaction from the carrier, review the remittances of payroll to ensure those members who have elected additional coverage are remitting the required premiums, report to the Negotiating Committee of the plan and attend SGEU Health and Welfare Trust meetings. In the absence of a Wellness Representative, the Chairperson or designate will be the unit's representative to the Health and Welfare Trust or other plan representative as may be the case.

10.3.11 Competency Committee (5)

- 10.3.11.1 Is responsible for determining the competencies (knowledge, skills, abilities and attributes) required for the successful performance of each position. Committee reps will select co-Chair from amongst themselves.
- 10.3.11.2 Meetings will be called when required. The Negotiating Committee has ultimate authority re: development and implementation of competencies, and as such, the Competency Committee shall report to the Negotiating Committee after each meeting.
- 10.3.11.3 To be eligible to be elected to this committee, you must be an active Panel Representative.

10.4 Committee Representatives

- 10.4.1 Be accountable by providing a written report annually outlining the Committee's work to the Negotiating Committee including addressing issues or recommendations for improving their program of representation.

11.0 Nominations

- 11.1 All Elected Nominees

- 11.1.1 All Negotiating Committee Members, Stewards, Chief Stewards, and Miscellaneous Representatives shall, in accepting nomination, state the following in accordance with SGEU Constitution:

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

Appendix A – WCB/SGEU Steward Districts

<u>REA #1</u> – Employer Accounts	District 1
<u>REA #2</u> – Research/Revenue, Audit & Collections, Safety, Prevention, RTW	District 2
<u>Financial Services #1</u> – Medical Accounts Financial Services Accounting, Facilities, Purchasing.	District 3
<u>Financial Services #2</u> – Microfilm, Mail Room Information Handling (Registry) Doc Processing	District 4
<u>ITS</u> – 9 th & 10 th Floors	District 5
<u>CEO/BOARD</u> – Board Services Appeals, Corp Policy, Legal, Planning & Communication, Audit	District 6
<u>Case Management #1</u> – SE Team, SW Team	District 7
<u>Case Management #2</u> – Regina 1 & 2 Teams	
<u>Claims Entitlement #1</u> – CES III, Supervisors, Inter-Jurisdiction Officer, Claims Reps/Investigators	District 8
<u>Claims Entitlement #2</u> – CES I, CES II, Dicta Typists	
<u>Health Care Services</u> – Medical Services, Human Resources Team Support	District 9
<u>NW Team, Service Excellence</u>	District 10
<u>NE Team, ½ Saskatoon Team (Cycle 1)</u>	District 11
<u>Prevention, Health Care Services, REA, ½ Saskatoon Team (Cycle 2)</u>	District 12

Appendix B - Chief Steward Job Description

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 fulfil the duties of a steward, but also work with other stewards in your zone to do the following:

Communication

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

Grievance Co-ordination

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

Leadership

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

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 LD 10, LD 11, 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

(Approved by Provincial Council, December 2009)

Appendix C - Steward Job Description

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.)

Roles and Responsibilities:

You bring these qualities to the role of steward:

- Take initiative to learn and understand relevant grievance procedures
- Follow through on tasks and commitments to members
- Keep members' information confidential (except in discussions with the chief steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (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 behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed
- Research complaints, questions, and workplace issues, and weigh conflicting information
- Present an argument clearly, assertively, and respectfully
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively
- Take and maintain clear records
- Believe in the trade union movement

Working Environment:

- Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other stewards, your chief steward, your Labour Relations Officer (LRO), 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 D - Local 2180 Structure

WCB's Local 2180 Structure

