



POLICY MANUAL

of the

Saskatchewan Government and

General Employees' Union

Saskatchewan Component
of the
National Union of Public and General Employees
Affiliated with
The Saskatchewan Federation of Labour
And
The Canadian Labour Congress

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1. BARGAINING PROCEDURES/CONTRACT ISSUES

(Res. #92/91 C - Reaffirmed) (Revised PC #2007-06-64)

1.1 SGEU BARGAINING GUIDELINES

1.1.1 Bargaining Guidelines and Bylaws – Standard Formatting

1.1.1.1 There are a large number of foundation documents for SGEU Sectors/Locals and Bargaining Units. These documents flow through the Membership, Constitution and Legislation (MC&L) Committee who review and recommend acceptance or changes to the documents.

(Revised PC #2007-06-64)

1.1.1.2 In order to assist the sectors/locals and bargaining units with the development of these documents, the MC&L Committee has developed templates for bargaining guidelines and Sector/Local bylaws. When developing bargaining guidelines the bargaining unit should consult with their sector's MC&L representative for assistance.

(Revised Res #P-14, PC June 2006). (Revised PC #2007-06-64)

1.1.1.3 The Bylaws and Bargaining Guidelines will have a standard format including standard numbering, table of contents, etc.

(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-5) (Revised PC #2007-06-64) (Revised PC#2011-10-32)

1.1.1.4 In submitting Bargaining Guidelines and Sector/Local Bylaws for review of the MC&L Committee, there must be an electronic copy submitted along with the hard copy in order to facilitate the formatting as mentioned above.

(P-4, PC June 2005) (Revised PC #2007-06-64)

1.1.2 General Recommendations

1.1.2.1 Each bargaining unit must develop and maintain a current set of bargaining guidelines. The bargaining guidelines template shall be used by all bargaining units as the template for their bargaining guidelines. The template may be amended as required to suit the requirements of the bargaining unit.

(PC March 99) (Revised PC Dec 03) (Revised Res #P-14, PC June 2006) (Revised PC #2007-06-64)

1.1.2.2 These written guidelines must then be circulated to the members of the bargaining unit affected, for their information.

(Revised Res #P-14, PC June 2006) (Revised PC #2007-06-64)

1.1.2.3 Amendments to the bargaining guidelines of each bargaining unit shall be made through a process approved by each bargaining unit.

(Revised PC Dec 03) (Revised PC #2007-06-64)

1.1.2.4. SGEU will encourage all bargaining units to bargain and enforce collective agreement provisions requiring employers to backfill stewards' positions when stewards are absent on union leave. (Revised PC #2007-06-64)

- 1.1.2.5 SGEU will encourage all bargaining units to negotiate employer paid time in the workplace to do union controlled new member orientation and education, which will, among other things, address conflict resolution and stopping harassment.
(Revised PC #2007-06-64)
- 1.1.2.6 SGEU urges each bargaining unit to deliberately structure a link between its bargaining committee/process and its steward structure.
(Revised PC #2007-06-64)
- 1.1.3 Methods of Gathering Proposals and Finalizing the Package
- 1.1.3.1 Every member in good standing (as defined in the Constitution Article 4.2) has the right to submit proposals.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.3.2 Bargaining committees should be prepared to consider amendments or additions to their proposal package based on SGEU objectives and developments outside the bargaining unit or Union policies.
- 1.1.3.3 Prior to a proposal package being submitted to management, each bargaining unit must ratify the package through a process approved by the membership of that bargaining unit.
- 1.1.3.4. Every member is entitled to receive a copy, upon request, of the final proposal package. Every steward shall receive a copy.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.4 Electing Negotiating Committees and How They Function
- 1.1.4.1 The negotiating committees of each bargaining unit must be elected by that bargaining unit through a process approved by that bargaining unit.
- 1.1.4.2 Eligibility for nomination to the negotiating committee must be clearly laid out in the bargaining guidelines of each unit.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.4.3 A recall process for the bargaining committee members shall be included in the bargaining guidelines of each unit. Those units without recall provisions for all elected representatives shall use the procedure outlined in Article 8 of the Constitution.
(Revised Res #P-35, PC June 2006) (Revised PC #2007-06-64)

- 1.1.4.4 The number of members on bargaining committees shall be:
 - 1.1.4.4.1 For bargaining units of 1 to 200 members - three (3) members on the bargaining committee.
 - 1.1.4.4.2 Bargaining units of 201 to 500 members - four (4) members on the bargaining committee.
 - 1.1.4.4.3. For units of 501 or over - five (5) members on the bargaining committee.
 - 1.1.4.4.4. For the PS/GE Agreement - six (6) members on the Negotiating Committee and up to forty-one (41) on the Bargaining Council, or such other number and system as may be approved by the PS/GE Proposals Conference (Article 7.5.1.4 of the Constitution).
 - 1.1.4.4.5. The Director of Labour Relations shall assign Labour Relations Officer(s) and/or such other staff support (Article 7.5.2 of the Constitution).
(Res #P1 C-2010) (PC Motion #2016-12-53)
 - 1.1.4.4.6 Notwithstanding Article 7.5.1, of the Constitution, bargaining committees may consist of a different number of members where distance considerations or special circumstances warrant it.
(Revised PC Dec 03) (Revised Res #P35, PC June 2006) (Revised PC #2007-06-64)
- 1.1.4.5 Bargaining committees shall remain in place until new committees are elected and shall be solely responsible for interim bargaining, implementation of all agreements and for the organizing and functioning of the proposals gathering process for their agreements. The responsibility for the administration of the collective agreement between negotiations shall be determined by the bargaining unit.
(Res #52 C-81) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.5 Communication
 - 1.1.5.1 Each bargaining unit shall establish procedures for communication from the negotiating committee to the elected officials and members and procedures for communication from elected officials and members back to the negotiating committee.
(Revised PC Dec 03) (Revised PC #2007-06-64)
 - 1.1.5.2 Written bargaining reports shall be sent to all members of the bargaining unit and to chairpersons of other units, through various mechanisms, including union publications.
 - 1.1.5.3 Members of each bargaining unit have the right to have meetings with their negotiating committee through a process approved by that bargaining unit.

- 1.1.5.4 Negotiating committees shall determine who their spokesperson will be, especially for public comments as per Constitution Article 6.9.1.1.8.
(Revised PC Dec 03) (Revised Resolution #P-35, PC June 2006)
(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-6) (Revised PC #2007-06-64)
- 1.1.5.5 The negotiating committee shall determine the process of approving public statements made on behalf of their bargaining unit as per Constitution Article 6.9.1.1.8.
(Revised PC Dec 03) (Revised Resolution #P-35, PC June 2006) (Revised PC #2007-12-26) (Revised PC #2007-06-64)
- 1.1.5.6 Prior to using the media, bargaining units shall consult with the President to ensure consistency with Union policy and principles.
(Revised PC #2007-06-64) (Res #P2 C-2010)
- 1.1.5.7 Members are entitled to a copy of the collective agreement and any letters of understanding that are signed between negotiations.
(Revised PC Dec 03) (Revised PC #2007-12-27A) (Revised PC #2007-06-64)
- 1.1.6 Decision-Making: Ratification and Job Action
- 1.1.6.1 Refer to Constitution - Articles 7.10 and 7.11
(Revised Resolution #P-35, PC June 2006) (Revised PC #2007-06-64)
- 1.1.6.2 The respective negotiating committees have the right to call for strike or ratification votes when they deem necessary.

(Res. #92 C-91) (PE - March 97) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.6.3 The members of the bargaining unit must ratify all amendments to a collective agreement, including letters of understanding. The members affected, as determined by the bargaining committee, must ratify interim letters of understanding, including new classifications.
- 1.1.7 The SGEU Sectors
- 1.1.7.1 Bargaining units should exchange information, as they prepare proposals, to ensure that units are not contradicting each other or undercutting each other.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.7.2 Final proposal packages should be exchanged among the bargaining committees.
- 1.1.7.3 Bargaining units should consult with one another before they go to the table, to ensure agreement about timing, strategies, etc.

- 1.1.7.4 There should be consensus positions on key questions with an agreement that, on such key questions, there won't be major changes at the table without prior consultation.
- 1.1.7.5 Consultations with the Administration Committee should be held whenever a significant development occurs (e.g. when a new unit wants to go to the table, when a unit wants to change a major position, when a unit is breaking off, etc.).
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.1.8 Printing of Agreements
- 1.1.8.1 The number of copies of agreements to be run in-house, at this time, is up to 500.
- 1.1.8.2 Collective Agreements are to be distributed only through the steward system, or will be distributed as negotiated by the bargaining unit.
- 1.1.8.3 Collective Agreements will not be mailed out by Head Office.
(CF - Nov 22/93) (Revised PC Dec 03) Revised PC Dec. 2006 - Motion #2006-12-39-MCL-6)
(Revised PC #2007-06-64)
- 1.1.8.4. For the sole purpose of posting on the SGEU website, all signatures be removed from all posted Collective Bargaining Agreements, only names and titles will appear on the respective CBA signature page. Original signed pages are strictly to be keep in storage with the original document.
(Created PC #2016-10-15)

1.2 DISCRIMINATION

- 1.2.1 Bargaining committees shall make every effort to negotiate “no discrimination” and “no harassment clauses” based on the following prohibited grounds; physically and mentally challenged, sexual orientation, gender, marital status, age, race, colour, creed, ethnic background, religious or political affiliation, or by reason of membership or activity in the Union.
(PE - July 94) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.2.2 SGEU shall go on record as opposing discrimination and harassment related to any of the designated groups identified in The Canadian Human Rights Act and the Saskatchewan Human Rights Code.
(Res. #89 C-90 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.3 EMPLOYER PAID NEGOTIATIONS

- 1.3.1 All bargaining units shall consider proposals requiring employer to pay for negotiations.
(CF - Nov 93) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.4 PRIVATIZATION, DE-REGULATION AND CONTRACTING OUT

1.4.1 Policy Statement

- 1.4.1.1 The issues of privatization, de-regulation and contracting out are major issues in all sectors in SGEU.
- 1.4.1.2 There is potential for detriment to the Union and its members, due to employer engineered restructuring to save money.
- 1.4.1.3 We recognize the need for dialogue between the sectors to prevent division, improve relations and assist us in working together more effectively.
- 1.4.1.4 The Union must facilitate dialogue and education between the sectors regarding this issue.
- 1.4.1.5 The Table Officers of SGEU and Union staff must provide access to any resources relevant to the discussion.
- 1.4.1.6 The SGEU Table Officers, in conjunction with the six sectors, should develop a mutually agreeable statement of policy regarding privatization, de-regulation and contracting out.
(Res. #58 C-89) (PE Mar 97-Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.4.1.7 SGEU is on record as opposing attempts to privatize, de-regulate and/or contract out services and will continue to bargain language reflecting this position (refer to Policy Article 12.6 for details).
(C-95) (PE Mar 97) (Revised PC Dec 03) (Revised PC #2007-12-28) (Revised PC #2007-06-64)

1.5 JOB SHARING

- 1.5.1 SGEU endorses the concept of job-sharing as a protected, pro-rated secure benefit to be negotiated by appropriate bargaining committees, according to guidelines set down by the Union.
(Res. #61 C-81) (PE Mar 97) (Reaffirmed C-98) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.6 PARENTAL RIGHTS/DAYCARE

- 1.6.1 SGEU will negotiate for employer sponsored, parent-controlled day-care for the working parents in SGEU. A Policy Statement on Parental Rights is attached in Appendix 5.
(Res. #85 C-90) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.7 PERFORMANCE APPRAISAL

- 1.7.1 The official Union position is total opposition to any form of performance appraisal other than service ratings used for probationary periods.
- 1.7.2 Members are to be directed not to sign performance evaluation forms after their probationary period has been successfully completed.
- 1.7.3 SGEU members are advised to take an elected representative with them for any performance evaluation.
(PE - Dec 89) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.8 TECHNOLOGICAL CHANGE

- 1.8.1 The facts about technological change make it imperative that SGEU, as Saskatchewan's largest union, ensure that existing Union policy in this area is implemented.
- 1.8.2 SGEU must negotiate the necessary protection for its members at the bargaining table against the potentially negative impact of new technology on employment and occupational health. In addition, it must play a leadership role within the trade union movement on this key issue, affecting not only public employees but also all Canadian workplaces.
- 1.8.3 Endorse and assist in the activities undertaken by the SFL to notify our membership and the public to boycott the use of self-scanning check outs.
(Resolution P-20, June 2007 Provincial Council) (Revised PC #2007-06-64)
- 1.8.4 The complete SGEU Policy Statement on Technological Change is attached in Appendix 6.
(Res. #86 C-90) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.9 PUBLIC SERVICE HIRING

- 1.9.1 The following is SGEU's position on public service hiring:
 - 1.9.1.1 The Public Service Commission's function as a central hiring agency should be maintained, with responsibility for all but order-in-council appointments.
 - 1.9.1.2 The Public Service Act should be amended to provide that the Public Service Commission report directly to the Legislature, rather than a Cabinet Minister, and be clearly independent of the Government.

1.9.1.3 A clear and fair hiring process must be established to protect the interests of both employees and the public. The process must include staffing of all jobs, whether permanent full-time, part-time or term, through a competition process. (Revised PC Dec 03) (Revised PC #2007-06-64)

1.9.1.4 The number of permanent part-time or term positions, as a percentage of the total compliment, should be restricted by legislation. (Res. #87 C-90) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.10 PAY EQUITY

1.10.1 SGEU recognizes the concept of "pay equity" and recommends that all SGEU bargaining units take "pay equity" to all bargaining tables. (Res. #27 C-91) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.10.2 SGEU strongly encourages bargaining units in all sectors to negotiate pay equity provisions in their collective agreements. (Res. #27/91 C - Reaffirm C-95) (Revised PC #2007-06-64)

1.10.3 A pay equity proposal should be contained in each proposal package. A full Policy Statement on Pay Equity is attached in Appendix 7.

1.11 WORK ENTRY/TRAINING PROJECTS

1.11.1 All SGEU bargaining units should attempt to include within their collective agreements, clauses that will allow them to negotiate the terms and conditions of any potential work entry participants or trainees on the job site. (Revised PC Dec 03) (Revised PC #2007-06-64)

1.11.2 The goal of unions is to protect the rights of unemployed and disadvantaged workers who are often exploited by low wage, low skill, work entry and/or training projects.

1.11.3 Our concern is also to safeguard the jobs of existing employees by ensuring that they are not replaced or undercut by non-permanent low wage workers.

1.11.4 RATIONALE: This will give the Union a measure of control and will allow the workers themselves to determine which programs pose a threat and which are acceptable.

1.11.5 DEFINITIONS: We offer the following definitions to aid bargaining units to determine whether a program is an acceptable, credible one or whether it is merely exploiting the workers involved.

1.11.6 Training - A program that leads to the acquisition of a definable skill. It should also lead to employment in the same or similar field of work and

should result in certification for academic, professional or trades status. Further, any work experience involved in the training should be part of a recognized curriculum.

- 1.11.7 Work Entry - If a project is designed to provide an individual with work experience, that individual should be entitled to and should receive the wage rate that has been established for that position. The individual should be covered by the Labour Standards Act, eligible for Union membership and entitled to other normal benefits (EI, WCB, etc.).
- 1.11.8 Rehabilitation - Rehabilitation is a goal-oriented and time-limited process, aimed at enabling an impaired person to reach an optimum mental, physical and/or social functional level, thus providing him or her with the tools to change his or her life. It can involve various measures intended to compensate for a loss of function or a functional limitation (for example, a bio-technical aid) and other measures intended to facilitate social adjustment or re-adjustment.
(Source: Coalition of Provincial Organizations of the Handicapped (COPHO) as adopted by the U.N. Work Program of Action.)
(Res. #90 C-90) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.12 JOB CREATION/WAGE SUBSIDY PROGRAMS

- 1.12.1 Contract language is to be negotiated between Community Service Sector (CSS) employers and bargaining units to reflect this policy.
- 1.12.2 Reliance on job creation/wage subsidy programs threatens the job security of the workers in agencies. The use of trainees in such programs allows governments to under-fund necessary human services, devalues the work of the bargaining unit and lowers standards.
- 1.12.3 When job creation/wage subsidy programs are utilized SGEU shall lobby the employer to ensure that it is in the best interests of the trainee, the bargaining unit and the agency.
(Revised PC #2007-12-29) (Revised PC #2007-06-64)
- 1.12.4 The trainee should be provided with adequate training and on-the-job experience, which will augment their marketable job skills.
- 1.12.5 The duration of the program must be representative of the training expected.
- 1.12.6 As per traditional requirements of recruitment, trainees must be selected according to their aptitude and existing relevant skills.
- 1.12.7 An equitable wage is to be paid to the trainee, either by means of a "top up" or adjustment of hours.
(Res. #25 C-90) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.13 PENSION BENEFITS

1.13.1 SGEU will encourage and support its bargaining units to negotiate pension benefits.

(Res. #24 C-88) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.14 EMPLOYMENT EQUITY GENERAL GUIDELINES FOR SGEU

1.14.1 Employment Equity

1.14.1.1 All bargaining units shall utilize and follow the SGEU letter of understanding, terms of reference and statement of principles.

1.14.2 Letter of Understanding

1.14.2.1 The Union and the employer agree to the implementation of an employment equity plan and the employer commits to the necessary expenditures required for implementation. This plan depends on a commitment of positive action on the part of management and the Union and on the involvement of designate groups.

1.14.2.2 To accomplish this objective, the parties agree as follows:

1.14.2.2.1 To establish a joint committee composed of equal representation from the Union and management. This committee will be established within days of the signing of this agreement. The parties will endeavour to achieve equitable designate group representation.

1.14.2.2.2 The joint committee will be charged with the responsibility for designing, implementing, monitoring and assessing the success of the plan.

1.14.2.2.3 The joint committee is charged with the responsibility of considering all barriers to equity.

1.14.2.2.4 The committee will consider strategies to address barriers to equity and, where necessary, will refer particular strategies to their respective principles for negotiation/ratification.

1.14.2.2.5 The designate groups, as referred to above, are:

- people of Indigenous ancestry;
- people with disabilities;
- women;
- visible minorities/workers of colour;
- gay/lesbian

- 1.14.2.2.6 The committee must obtain approval of the plan by the respective parties and will then jointly seek the approval of the Saskatchewan Human Rights Commission.
- 1.14.2.2.7 This Agreement shall remain in force and effect unless written notice to renegotiate is given, by either party, at least ninety (90) days in advance.
- 1.14.3 Statement of Principles – Employment Equity
 - 1.14.3.1 The parties are committed to the concept of employment equity and the development and implementation of an employment equity plan.
 - 1.14.3.2 We agree to enhance employment opportunities and equality of treatment for persons of Indigenous ancestry, persons with disabilities, women, persons of visible minorities/workers of colour and gays/lesbians.
 - 1.14.3.3 The joint Employment Equity Committee will develop a plan that will deal with the identification, elimination and prevention of discriminatory policies, practices and barriers and may introduce measures to redress the effects of past practices and to accelerate proportional representation of the designate groups.
 - 1.14.3.4 To this end, the Committee will develop specific strategies to deal with the general under-representation in the workplace of persons of Indigenous ancestry, persons with disabilities, women in non-traditional occupational areas and people of visible minorities.
 - 1.14.3.5 The employment equity plan and the initiatives therein will be consistent with any applicable Acts and the bargaining unit's collective agreement.
 - 1.14.3.6 The Employment Equity Committee will oversee and participate in the conceptualization, development and implementation of the employment equity plan, in accordance with the attached terms of reference.
- 1.14.4 Terms of Reference for the Joint Employment Equity Committee
 - 1.14.4.1 Develop an employment equity plan which:
 - 1.14.4.1.1 Impacts on in-scope and out-of-scope employees and positions;
 - 1.14.4.1.2 Identifies and refers any changes needed to the collective agreement to the respective parties for negotiation and ratification;

- 1.14.4.1.3 Contains a structure for plan implementation evaluation and revision that involves the Union, involves the employer, ensures ongoing monitoring and evaluation of the plan and includes realistic goals and time frames; and
- 1.14.4.1.4 Provides for input by interested individuals and designate groups.
- 1.14.4.2 When there is no representative from the designate group, within the workplace, the parties will develop a process to obtain information and/or a representative from the designate group(s) outside the workplace.
- 1.14.4.3 Identify and discuss issues and initiatives to make recommendations for their inclusion in the plan or for further research, analysis and investigation. The issues and initiatives may include, but would not be restricted to, the following:
- educational and awareness programs;
 - support mechanisms;
 - training and development programs;
 - special recruitment and promotional mechanisms; and
 - special accommodations for persons with disabilities.
- (Revised PC #2007-12-30) (Revised PC #2007-06-64)
- 1.14.4.4 Conduct research and analysis, as is necessary, to develop and monitor the plan.
- 1.14.5 There will be no dual seniority systems.
- 1.14.6 The Union and the employer must address all barriers to employment, including, but not limited to, lack of day-care, inflated qualifications and workplace accessibility.
- (Revised PC Dec 03) (Revised PC #2007-06-64)
- 1.14.7 Courses must be seen as an integral part of any employment equity program to combat existing inequities among our members and the public at large.
- (CF January, 1994) (Revised PC #2007-06-64)
- 1.15 EMPLOYMENT EQUITY KIT**
- 1.15.1 An employment equity kit is available as a bargaining resource.
- (CF-94) (Revised PC #2007-06-64)

1.16 OCCUPATIONAL HEALTH AND SAFETY CONTRACT LANGUAGE

- 1.16.1 SGEU has identified occupational health and safety as a priority in negotiations and the education of all members and staff on the issues of occupational health and safety is of great importance. To this end, the Occupational Health and Safety/ Environment Committee will work with bargaining units and sectors in the development of contract language and the delivery of educational packages to the memberships.
(Res. #60/91 C) (PE March 97 - Reaffirmed) (Revised PC #2007-06-64)

1.17 SGEU POLICY ON SMOKING IN THE WORKPLACE

- 1.17.1 A full Policy Statement on Smoking in the Workplace is attached in Appendix 8.
(Res. #90/90 C) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.18 RESPECTFUL WORKPLACE POLICY

- 1.18.1 The full SGEU Policy Statement on Respectful Workplaces is attached in Appendix 9. Bargaining committees are encouraged to review this before negotiating language on respectful workplaces.
- 1.18.2 SGEU believes it is the employer's responsibility to provide a safe and healthy workplace, free of harassment. Each employee has a responsibility not to harass others, and to change behaviour if s/he knows, suspects, or is informed that his/her actions might be considered harassment by another.
- 1.18.3 Employers will ensure that all employees are provided with information about the Policy and will strive to create harassment awareness, through a variety of means, for all persons in the work environment.
- 1.18.4 The Policy Statement in Appendix 9 includes a Statement of Principles, Definition of Harassment and Types of Harassment as a minimum. As well, the Policy Statement lists a series of items that must be considered for inclusion in any respectful workplace policy or program.
(Prov. Council, Nov. 98) (Revised PC #2007-06-64)

1.19 PROVINCIAL BARGAINING

- 1.19.1 SGEU supports the principle of provincial bargaining.
- 1.19.2 The PS/GE and the Community Services Sector will explore ways to bargain Community Service agreements as appendices of the PS/GE Agreement in the next round of PS/GE bargaining.
(C-94)(PE March 97 - Reaffirmed) (Res #P4 C-01) (Revised PC #2007-12-31) (Revised PC #2007-06-64)

- 1.19.3 SGEU will encourage all bargaining units to develop and include equity hiring language in their collective bargaining negotiations.
(Res #P6 – C-03) (Revised PC #2007-06-64)
- 1.19.4 Statement of Equality - Harassment In The Workplace
- 1.19.4.1 Refer to Constitution Appendix B for SGEU's Statement of Equality.
- 1.19.5 Hours of Work Strategy
- 1.19.5.1 SGEU will establish a Union wide policy on hours of work; earned days off etc. to help bargaining units negotiate improvements in these areas.
(Res #P-3, PC-May/June 04) (Revised PC #2007-06-64)

1.20 DEVOLUTION

- 1.20.1 The full SGEU policy statement on devolution is attached in Appendix 11.
- 1.20.2 Devolution threatens the job positions of the existing membership of our Union. SGEU's primary responsibility is to protect the work and positions of its members.
- 1.20.3 Should devolution be forced upon the Union, the employer must guarantee the following conditions:
 - 1.20.3.1 All rights and benefits as per the Collective Bargaining Agreement are transferred with affected members to their new employer; and
 - 1.20.3.2 The new employer recognizes the Union as the sole and legitimate bargaining agent of affected members.
- 1.20.4 It should not be construed that being forced to accept devolution means that the Union is resigned to the loss of such members and their work. Rather, the Union will strive to return affected members and their work to the Bargaining Unit.
(PC Jan 2000) (Revised PC #2007-06-64)

1.21 MAXIMUM TERM OF COLLECTIVE AGREEMENTS

- 1.21.1 SGEU's policy is a three-year maximum term for all collective agreements. The Administrative Committee and/or Provincial Council must approve any exceptions.
(CF April 25, 1997) (Revised PC Dec 03) (Revised PC #2007-06-64)(Revised PC#2010-10-39)

1.22 JOINT UNION/MANAGEMENT COMMITTEES OPERATING GUIDELINES

- 1.22.1 SGEU has approved Operating Guidelines to be used when negotiating joint union/management committees. The provisions in these guidelines shall be adhered to and shall be incorporated into the bargaining unit's guidelines. The guidelines include committee structure, jurisdiction, meetings, communications, what costs should be covered by the employer, and internal policy. Appendix 10 includes the full operating guidelines for SGEU's Union/Management Committees.
(CF May, 1996) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.23 SAME GENDER SPOUSAL BENEFITS

- 1.23.1 SGEU will direct all of its bargaining committees to bring same gender spousal benefits to the table for negotiations.
(PE July 1997) (Revised PC Dec 03) (Revised PC #2007-06-64)

1.24 HEALTH BENEFITS FOR RETIRED MEMBERS

- 1.24.1 All SGEU bargaining units should include a proposal for extended health benefits for retired members.
(PC July 2000) (Revised PC #2007-06-64)
- 1.24.2 Encourage and promote bargaining units to work towards allowing persons on the re-employment list to continue their health benefits when that member pays the premium purchase price of his/her policy.
(Res #P-10, PC June 2006) (Revised PC #2007-06-64)

1.25 SIGNING AUTHORITY FOR LETTERS OF UNDERSTANDING

- 1.25.1 All Letters of Understanding have to be signed by the President or a staff person assigned to the bargaining unit, along with an elected officer of the bargaining unit.
(Revised PC #2007-06-64) (Res #P1 C-2010)

2. CODE OF ETHICS

2.1 THE SGEU CODE OF ETHICS

2.1.1.1 The SGEU Code of Ethics is found in the SGEU Constitution Appendix A.

2.1.1.2 SGEU commits to elected officials (including stewards) to take swift action when they face retaliation or harassment.

(Revised PC #2007-06-64)

2.2 SMEAR CAMPAIGNS

2.2.1 The Saskatchewan Government and General Employees' Union condemns all forms of smear campaign against individuals in the trade union movement. In this case "smear" means to defame the character of.

(Res. #94 C-91) (Revised PC Dec 03) (Revised PC #2007-06-64)

2.3 ELECTED MEMBERS ON BOARDS OF DIRECTORS

2.3.1 Where an elected member of SGEU acts as a member of the board of directors or management group of an agency where SGEU represents the employees of that agency, the elected member should conduct him/herself in such a manner, and should not vote on issues arising in such a manner, as to be in any way acting contrary to the interests of the members of SGEU employed by that agency. This would require the elected member to either act or vote at all times in support of the positions advanced by the employee of the agency as advanced by their Union representatives, or abstain from acting or voting on any such issues that might arise.

(Res. #95 C-91) (PE Mar 97 - Reaffirmed) (Revised PC #2007-06-64)

2.4 SGEU MEMBER PARTICIPATION ON MANAGEMENT COMMITTEES

2.4.1 Any request for member participation on management committees shall be directed in the following manner:

2.4.1.1 Management shall be instructed to direct such requests to the bargaining committee affected, with a copy to the President of SGEU.

2.4.1.2 Each request shall be reviewed on its merits by the bargaining committee affected to determine if SGEU sanctions participation on the management committee.

2.4.1.3 If member representation is sanctioned by the bargaining committee, such representatives shall be chosen by the Union.

- 2.4.1.4 Requests which immediately or potentially cross jurisdiction between SGEU agreement groups shall be reviewed by the Table Officers and Provincial Council to determine participation.

(Motion #444 PE 88) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

2.5 VOLUNTARISM

- 2.5.1 Volunteers should not in any way replace staff positions or perform the work of any bargaining unit. Volunteers must not limit or prevent the hiring of additional staff.

(Res. #26 C-91) (PE Mar 97 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

2.6 PUBLIC COMMUNICATIONS POLICY AND PROCEDURES

- 2.6.1 The President, by Constitutional authority, is the chief spokesperson for the Union on policy matters and major issues. The President may delegate this role as s/he/ sees fit by written authorization to an appropriate SGEU officer.

(Revised PC Dec 03) (Revised PC #2007-06-64)

- 2.6.2 SGEU has a clear and standing policy as endorsed by the Annual Convention. The President and his/her designates, and the Communications Officer are the persons eligible to speak publicly for the union. The only other persons eligible to speak publicly for the Union are persons designated by bargaining committees to speak on bargaining issues or persons designated by sectors to speak on those matters which are properly within the purview of a sector all in keeping with 2.6.1. Even in such circumstances, it is clear policy and practice that such spokespersons should consult with the President, or Communications Officer before making public statements, to ensure their comments are in keeping with overall Union policy and objectives.

(Res #P2 C-2010)

- 2.6.3 Each bargaining unit is responsible for establishing procedures for communication within the Union and externally with the media and the public.

(Revised PC Dec 03) (Revised PC #2007-06-64)

- 2.6.4 The Union's communication policy and procedures provide for legitimization and accountability of Union spokesperson and for the co-ordination and continuity required to realize an effective communications program.

- 2.6.5 The 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 President directly, or through the Communications Officer. The appropriate response and the responsibility for responding will then be determined.
(Res #P2 C-2010)
- 2.6.6 After consultation with the President, directly, or through the Communications Officer, it may be agreed that a matter is solely within a sector's jurisdiction or that a sector should comment from their perspective on a Union issue. In those cases, the sector executive shall be responsible for designating their spokesperson and approving all communications.
(Res #P2 C-2010)
- 2.6.7 All members and elected officers shall consult and take the direction of the President, directly or through Communications Officer, about all requests to speak publicly as a Union spokesperson on matters of Union policy, program or activity.
(Revised PC Dec 03 (Revised PC #2007-06-64)) (Res #P2 C-2010)

**2.7 MEMBERSHIP, CONSTITUTION AND LEGISLATION (MC&L)
COMMITTEE AND INTERNAL UNION DISPUTES
(AS PER ARTICLE 6.10.12 AND ARTICLE 12 OF THE SGEU
CONSTITUTION)** (Rev. CON 2019 Res. I#2) (Rev. PC#2015-12-105)

- 2.7.1. Purpose:**
This Policy supports a union environment whereby individuals and groups respect each other, demonstrate cooperation and interact in a professional manner, a union environment where members and elected officials treat each other in an equitable, respectful and legal manner, and manage their intra-union conflict constructively.

SGEU has a moral and legal obligation to protect members who are victims of harassment. When one member complains of being harassed by another member, SGEU has obligations to protect the legitimate interests of both parties while the complaint is being assessed/investigated and beyond.

Harassment is a violation of our code of ethics. As the 2017 convention passed "The most effective tool to attain our goal of equality is the elimination of all forms of harassment and/or discrimination."

2.7.2. Scope

2.7.2.1. This Policy covers:

- a. Internal complaints with respect to allegations about elected officials or members within the Union dealing with specific Union matters, as well as alleged violations under the Constitution, Code of Ethics, Policy Manual, Statement of Equality, Harassment, bylaws and bargaining guidelines of the Union.**

2.7.2.2. This Policy does not apply to:

- a. a dispute between SGEU member(s) and SGEU as a corporate body; and,**
- b. complaints regarding SGEU staff**
 - i. complaints regarding SGEU staff are to be submitted, in writing, including specifics, to the Executive Director.**

2.7.2.3. Under the SGEU Constitution #6.10.12.7 and #12.1.2 the Membership Constitution and Legislation (MC&L) Committee is given the responsibility to deal with these internal disputes, as per this policy.

2.7.3. Standards and Guidelines

2.7.3.1. It is the desire of SGEU to resolve disputes in a manner that is just and equitable. It is not the intent of this policy to reject a complaint or appeal based on a time related procedural technicality. However, notwithstanding the foregoing, it is clearly understood that time limits established herein are for the sake of due process and are to be adhered to. The amount of time allowed to file or respond to a formal complaint may be extended based on extenuating circumstances. The MC&L Committee Chair will determine if the circumstances warrant an extension for filing.

2.7.3.2. Under the rules of natural justice, members have a right to a hearing process free of real or perceived apprehension of bias. Members of the MC&L Committee and investigators must declare any conflict of interest/bias and withdraw from the hearing or deciding any aspect of the case.

- a. Parties to the complaint may object to the involvement of any investigator or MC&L Committee member. The objection must be in writing and must include specific evidence to substantiate a conflict of interest and/or reasonable apprehension of bias of the person(s) who are the subject of the objection.**
- b. The Chair or designate of the Committee will make the final decision related to an objection received.**

2.7.3.3. At all stages of the dispute process, everyone is required to maintain confidentiality.

- 2.7.3.4. Union members should attempt individual problem solving and/or resolution through their Local, Sector or Bargaining Unit or Event/Meeting Ombudsman before submitting a formal complaint.**
- 2.7.3.5. If safety is an issue, all concerns are to be reported to the Chair or Ombudsman who will work to ensure safety is maintained. Such incidents will be reported to the President as quickly as possible.**
- 2.7.3.6. This Process may be placed in abeyance if at any time before or during its application the complainant or the respondent is under criminal investigation or initiates a Human Rights Commission complaint/investigation related to the complainant or respondent.**
 - a. The necessity of placing the process in abeyance or its continuance is subject to the Committee, including the President as an ex officio member, assessing relevant factors. These factors can include but are not limited to:**
 - i. degree of similarity between pending litigation/investigation and complaint,**
 - ii. degree to which resolution of litigation or other proceeding may affect the necessity to process the complaint,**
 - iii. length of time that keeping the complaint hearing "on hold" would delay the final determination of the complaint,**
 - iv. nature of alleged violation and the extent that it would affect cooperation with other Members, and**
 - v. assurance that consideration of the complaint at this time would not deprive the respondent of right to due process.**
- 2.7.3.7. Assessors will collect whatever information is necessary to provide appropriate assistance to making a fair and just decision while protecting the rights of the complainant and respondent.**
- 2.7.3.8. A member who is accused of harassment has the right to the presumption of innocence while the complaint is being assessed/investigated under the terms of this Policy.**
- 2.7.3.9. Frivolous or vexatious complaints are a breach of this Policy and may result in disciplinary action.**
- 2.7.3.10. There will be no retaliation of any kind against a member for having filed a complaint or for those involved in the assessment or those participating in the decision-making process. Any reprisal or expressed or implied threat of reprisal, for making and pursuing a complaint under this Policy is considered a breach of this Policy and may result in disciplinary action. For the purpose of this Policy, discipline does not constitute retaliation.**
- 2.7.3.11. In determining if disciplinary action is appropriate, the MC&L Committee shall consider all of the information presented at the hearing, the past**

disciplinary record and the seriousness of the misconduct. The Committee has the authority to impose any or all of the following:

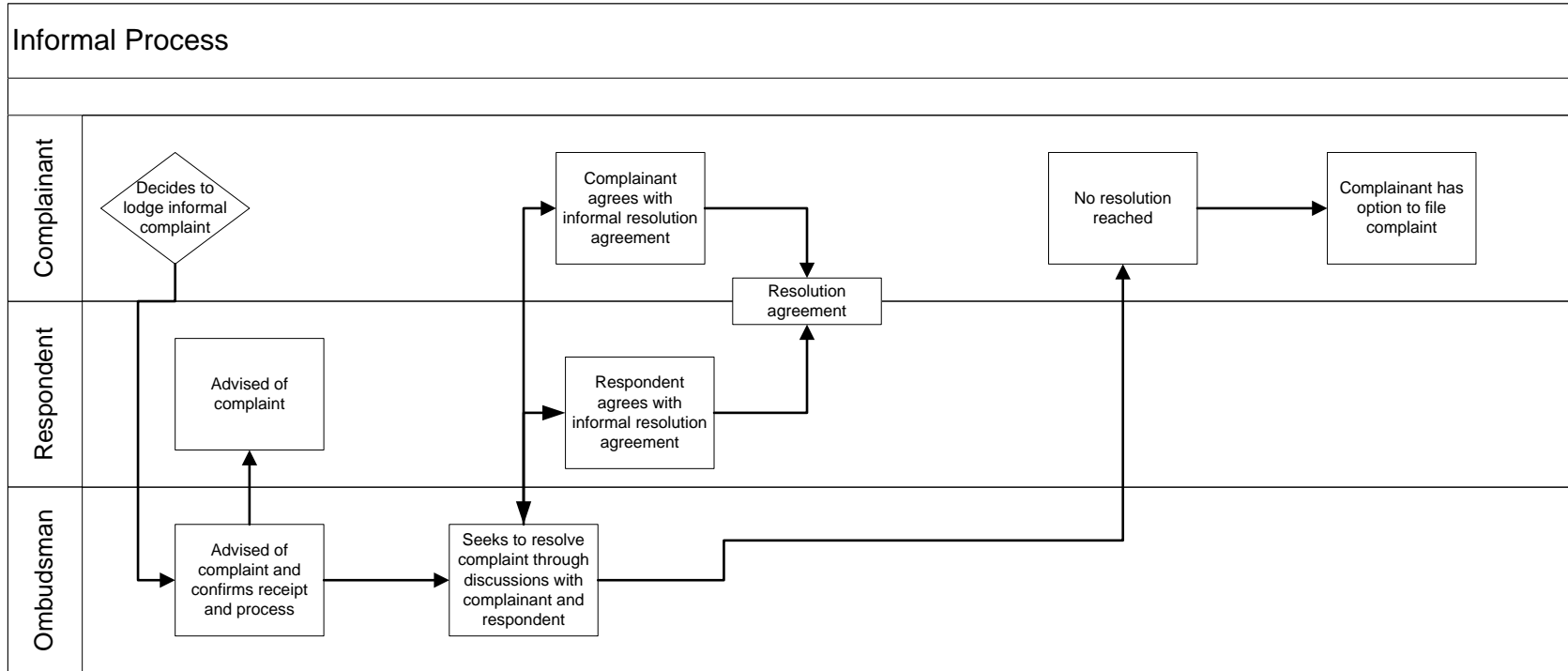
- i. Coaching/remedial action**
- ii. Reprimand**
- iii. Suspend or terminate the office of any member holding elected office in the Union.**
- iv. Suspend the status of membership within SGEU**

2.7.3.12. The Appeal Committee Chair may consult with one or more member(s) of the Appeal Committee, President or legal counsel prior to accepting or dismissing an appeal.

2.7.3.13. This Policy does not affect a member's right to pursue action under The Saskatchewan Employment Act.

2.7.3.14. It is expected that this complaint process will take on average no more than 180 calendar days.

2.7.3.15. The following process map forms part of this Policy.



14 Days



Formal Complaint Process

Complainant	Respondent	Assessor(s)/ Investigator	MC&L Committee
<p>Files formal complaint with MC&L Chair</p> <p>Chooses advocate</p> <p>Assessor(s) meet with and interviews complainant</p>	<p>Receives notice of complaint, advised of process, and chooses advocate</p> <p>Assessor(s) meets with and interviews respondent</p> <p>Advised of decision and of right to appeal</p> <p>Respondent receives notice of decision and advised of right to appeal</p>	<p>Assessor(s) meet with complainant, respondent and witnesses</p> <p>Assessor(s) draft and submit report</p>	<p>Receives written complaint and advises complainant and respondent of its receipt and process</p> <p>Picks 2 members to conduct Assessment or assigns to investigator</p> <p>Receives Report(s)</p> <p>Decides if hearing warranted</p> <p>Hearing held if committee needs further information</p> <p>Decision based on merits</p>

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graph TD
    subgraph Complainant
        C1[Files formal complaint with MC&L Chair] --> C2[Chooses advocate]
        C3[Assessor(s) meet with and interviews complainant]
    end

    subgraph Respondent
        R1[Receives notice of complaint, advised of process, and chooses advocate] --> R2[Assessor(s) meets with and interviews respondent]
        R3[Advised of decision and of right to appeal]
        R4[Respondent receives notice of decision and advised of right to appeal]
    end

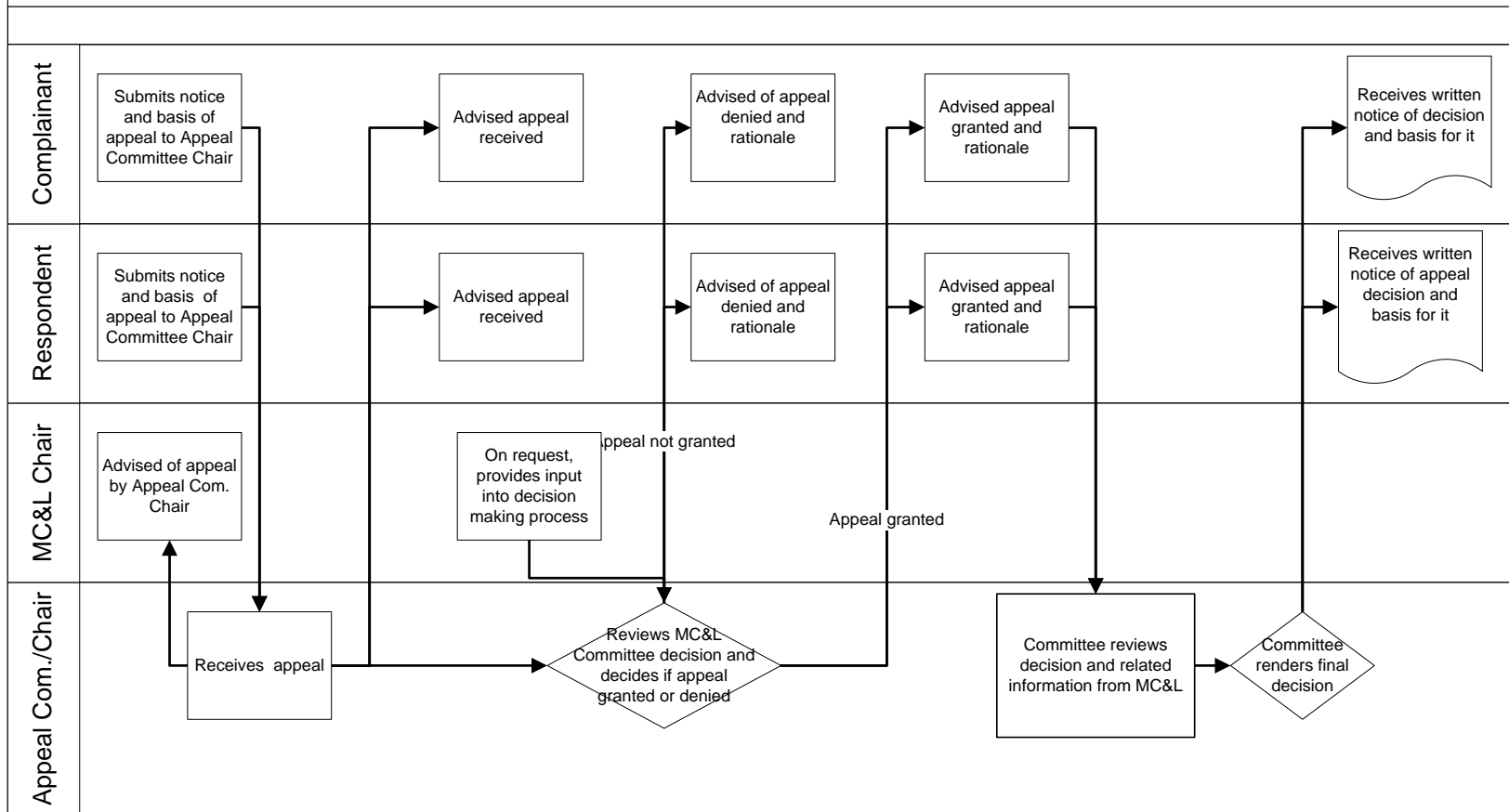
    subgraph AssessorInvestigator
        AI1[Assessor(s) meet with complainant, respondent and witnesses] <--> AI2[Assessor(s) draft and submit report]
    end

    subgraph MCandLCommittee
        M1[Receives written complaint and advises complainant and respondent of its receipt and process] --> M2[Picks 2 members to conduct Assessment or assigns to investigator]
        M3[Receives Report(s)] --> M4{Decides if hearing warranted}
        M4 -- yes --> M5[Hearing held if committee needs further information]
        M5 --> M6{Decision based on merits}
    end

    C1 --> M1
    C2 --> M1
    M1 --> R1
    R1 --> AI1
    AI1 --> C3
    AI1 --> R2
    R2 --> AI2
    AI2 --> C3
    AI2 --> M3
    M3 --> M4
    M4 -- No --> R3
    M4 -- Yes --> M5
    M5 --> M6
    M6 --> C4[Complainant receives notice of decision and advised of right to appeal]
    M6 --> R4
  
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Complainant/
respondent
notified of
decision within
14 days

Appeal to Provincial Council Appeal Committee



Complainant or respondent files appeal within 14 days

Appeal granted or denied decision within 14 days

If appeal granted it will be heard within 21 days

Complainant/respondent advised of rendered decision within 14 days

2.7.4. Procedure: Informal Process

- 2.7.4.1. The informal-process is expected to take no more than fourteen (14) calendar days from the time when the Ombudsman is advised of the complaint till either an agreement is achieved, or it is concluded without an agreement.**
- 2.7.4.2. An informal-process complaint is made to the Ombudsman (or designate) at any SGEU meeting/event.**
 - a. The complaint must be lodged by the close of the meeting.**
- 2.7.4.3. The Ombudsman informs the complainant of the policy, including where they can access a copy of it, and provides context for the purpose of the Policy, potential remedies and related procedures.**
- 2.7.4.4. The Ombudsman informs the respondent that there is an alleged complaint against them. As well they are advised as to the policy, potential remedies and related procedures.**
- 2.7.4.5. The Ombudsman seeks to resolve complaint through discussions with complainant and respondent.**
- 2.7.4.6. The Ombudsman seeks to facilitate an agreement between complainant and respondent that meets the interests of the parties involved.**
- 2.7.4.7. If the Ombudsman has achieved an agreement the complainant and respondent are expected to adhere to its terms.**
- 2.7.4.8. If the Ombudsman is unable to resolve complaint, complainant is advised as to their right to lodge a formal-process complaint.**

2.7.5. Procedure: Formal Process

- 2.7.5.1. The complainant has up to fourteen (14) calendar days from the time the incident(s) are alleged to have occurred, to file a formal complaint.**
- 2.7.5.2. The complaint must be filed using the Internal Union Dispute Form. It is to include supporting details of the complaint.**
- 2.7.5.3. The complaint is to be filed with the Chair of the MC&L Committee.**
- 2.7.5.4. Once the Chair or designate receives the complaint they advise the complainant and respondent within fourteen (14) calendar days that a formal complaint has been submitted and the process that will follow.**
 - a. If deemed the best process, the complainant may be redirected back to the Local or Sector.**
- 2.7.5.5. The respondent has a right to file a written response within fourteen (14) calendar days of having received the complainant's statement.**
- 2.7.5.6. The complainant and respondent are advised to choose an advocate who shall have voice to support them and represent their interests.**

- a. Reasonable costs of the advocate, if they are a SGEU member in good standing, will be covered to attend a hearing.
- 2.7.5.7. If needed, the MC&L Committee picks two of its members to conduct an assessment of the allegation(s):
 - a. The assessors shall within fourteen (14) calendar days interview those required and review documentation and other materials as deemed necessary to consider the merits of the complaint.
 - i. Only the information gathered within the fourteen (14) calendar days will be used to consider the merits of the complaint.
 - ii. The assessors findings will be centered on the complaint stated violation of the Policy/Constitution.
 - b. The assessment results shall be presented to the MC&L Committee based on the facts and information they have received. The report will include findings but not a recommendation.
 - c. The assessors will present their findings and participate in related discussions but are excluded from the MC&L Committee vote on the complaint.
 - d. The MC&L Committee shall have fourteen (14) calendar days to determine if a hearing is warranted based on the information received.
- 2.7.5.8. If the MC&L Committee deems a hearing is not necessary, the Committee will provide a written decision, including rationale, to the respondent and complainant within fourteen (14) calendar days of its decision.
- 2.7.5.9. If the MC&L Committee decides there is merit to the complaint, it will move the complaint to an external third party investigator when deemed necessary throughout the process.
 - a. The investigative report and its findings shall be submitted to the MC&L Committee.
 - b. The M&CL Committee will provide a copy of the investigative report to the complainant and respondent.
 - c. The MC&L Committee will provide a written decision, including rationale, to the Respondent and Complainant, within fourteen (14) calendar days of its decision.
- 2.7.5.10. If MC&L Committee deems a hearing is necessary, due to matters including but not limited to insufficient information, a hearing will be held.
 - a. The MC&L Committee will hear information from the complainant and respondent and/or their advocates which will contribute to a fair and just decision.
 - b. MC&L Committee can request to interview and receive written statements from interested parties.

- c. The Committee will hold its hearing within forty-two (42) calendar days, either at its regularly scheduled quarterly meeting or at a special meeting within the forty-two (42) calendar days timeline.
 - d. The Committee will provide a written decision, including rationale, to the respondent and complainant along with any related remedy within fourteen (14) calendar days of its decision.
- 2.7.5.11. The President, Sector VP and Executive Director will be notified of suspensions. It is the responsibility of the sector to notify any union bodies as required. Confidentiality as required is to be maintained.
- 2.7.5.12. The complainant or respondent have a right to appeal the decision of the MC&L Committee to the Provincial Council Appeal Committee.
 - a. An appeal must be based on the MC&L decision being unreasonable or not supported by evidence; or the MC&L Committee made an error of interpretation and application of SGEU Constitution, Policy or Bargaining Guidelines.
 - b. Either party may exercise this right of appeal by filing written notice of appeal with the Provincial Council Appeal Committee Chair or designate within fourteen (14) calendar days of receipt of the written decision of the MC&L Committee.
 - c. If the Committee concludes that the appeal is frivolous or vexatious it will be dismissed and may result in disciplinary action.
 - d. If the appeal is accepted, the Chair of the Provincial Council Appeal Committee shall have the authority to decide if the discipline should be stayed on an interim basis until the matter can be heard and decided by the Provincial Council Appeal Committee.
- 2.7.5.13. In respect of all matters of procedure not specifically hereinbefore set forth, the MC&L Committee shall determine its own procedure within the rules of natural justice.

2.7.6. Procedure: Appeal Process

- 2.7.6.1. The complainant or the respondent must file an appeal within fourteen (14) calendar days of the formal decision being rendered by the MC&L Committee.**
 - a. An appeal must be based on the MC&L Committee decision being unreasonable or not supported by the evidence; or the MC&L Committee made an error of interpretation and application of SGEU Constitution, Policy or Bargaining Guidelines.**
- 2.7.6.2. The appeal must be made in writing to the Chair of the Provincial Council Appeal Committee.**
 - a. The Chair or designate will advise the complainant and respondent that an appeal has been filed.**
 - i. The Chair or designate will review basis of appeal, assessment and hearing report/decision of the MC&L Committee and provide a written decision, including rationale, to the complainant and respondent within seven (7) calendar days of receiving the appeal application whether the appeal is to be heard.**
 - 1. If the Chair concludes that the appeal is frivolous or vexatious it will be dismissed and may result in disciplinary action.**
 - ii. Discipline may be stayed by the appeal chair upon acceptance of the appeal.**
 - iii. An appeals denial is a final decision upholding the decision of the MC&L Committee.**
- 2.7.6.3. If an appeal is heard, the Provincial Council Appeal Committee will review the appeal and all information provided by the MC&L Committee within twenty-one (21) calendar days.**
- 2.7.6.4. Chair/Committee renders decision:**
Within fourteen (14) calendar days of appeal review. The Complainant/Respondent are advised of decision.
- 2.7.6.5. The appeal decision is final.**
- 2.7.6.6. All appeal decisions and files will be secured at SGEU. A copy of the written final decision will be given to the MC&L Committee.**
- 2.7.6.7. In respect of all matters of procedure not specifically hereinbefore set forth, the Provincial Council Appeal Committee shall determine its own procedure within the rules of natural justice.**

3. STRUCTURE – SGEU

3.1 STRUCTURAL AUTHORITY WITHIN SGEU

3.1.1 Constitution

A Constitution is the backbone of any organization. It ensures the wishes of the majority of members will be carried out and adhered to. This principle must be predominant over all else, or the organization splinters into small opposing groups.

Article 3 of the Constitution sets out the objectives of this Union and members should be familiar with them at all times. Article 3.4.2 says, "to unite its membership into a union for their mutual benefit and improvement".

(Revised PC Dec 03) (Revised PC #2007-06-64)

The Constitution defines the roles of its Provincial Council members, President and committees. These roles should be looked at carefully. Only then can change be brought before the Annual Convention.

(Revised PC #2007-12-33) (Revised PC #2007-06-64)

The Provincial Council has only such powers as it has been given by Convention. It is responsible to Convention and its powers and rights are held in trust.

3.2 PROVINCIAL COUNCIL

3.2.1 The Provincial Council is the governing body between Conventions and responsible for the "governing and managing" of the affairs of the Union between Conventions.

3.2.2 The Provincial Council should realize that "*policies and procedures*" is their jurisdiction and responsibility. The Provincial Council should ensure that, when policies are being passed, they are in line with the Constitution and consistent with previous policies or aware of previous policies, if a change is to be made.

3.2.3 The Provincial Council is required, by Constitution, to set up various committees that are the policy specialists in particular areas and that are to report back to the Provincial Council.

3.2.4 In a discharge of that responsibility, the Provincial Council must establish the general principles and guidelines by which the Union will be governed. This is the main function of the Provincial Council. In addition to that function, it has the overriding function and responsibility of management, in the event of a failure of those delegated to do so to properly perform. The Provincial Council must establish the priorities and the policies of the Union. The execution of these policies and priorities will be carried out by the President and that group assembled by him/her, that is responsible to carry out the policies and directives of the Provincial Council.

(Revised PC #2007-06-64) (Res #P1 C-2010)

3.2.5. A session of judiciary responsibilities be held for Provincial Council members and alternates at the first scheduled meeting following Convention each year.

(New Article PC#2015-12-136)

3.3 PROVINCIAL COUNCIL STANDING COMMITTEES

3.3.1 Administration Committee

3.3.1.1 The Administration Committee is a management committee; however it is not responsible for the day to day operations of the organization. It is a committee of and responsible to, the Provincial Council. The Administration Committee will liaise with the President under his/her broad mandate, as set forth in Constitution Article 6. It will be noted that the authority given the President is extremely broad and gives him/her the complete authority to manage the Union. This is subject to the overall right and responsibility of the Provincial Council to hold him/her accountable for his/her actions in the execution of the policies and directions established for him/her by the Council.

(Res #P1 C-2010)

3.3.1.2 The Administration Committee must maintain a distinction between the setting of policies, with respect to the administration of the Union, and the carrying out of those policies. For example, the Administration Committee should set clear policies to be followed in the hiring of staff, but the President carries out the policies.

(Res #P1 C-2010)

3.3.1.3 In addition to the mandate of the Committee as indicated in the Constitution, Article 6.10.5, the Committee will have the following responsibilities:

- recommend dates for Council meetings
- approve requests for ratification
- develop agenda for Provincial Council meetings
- deal with all matters between Provincial Council meetings
- provide communication link between the organization and the sector
- carry out directions of the Provincial Council

- provide leadership and support to bargaining units as is possible
- establish processes and implementation for all coordinated actions within SGEU.
- establish a communication system and implementation process for all coordinated actions.
- approve all inter-sector support actions
- liaison with outside organizations will be done through the President or appropriate appointed designate.

(Revised PC Dec 03) (Revised PC #2007-06-64) (Res #P2 C-2010)

3.4 STAFF NEGOTIATIONS

- 3.4.1 Negotiations with USW Local 9841 and management staff may take place in either order and do not have to be the same settlement.
- 3.4.2 The Provincial Council is to be notified one hundred and twenty (120) days prior to the expiry of the USW Local 9841 Agreement.
- 3.4.3 The SGEU Management Negotiating Committee will then advise the sectors that proposals may be submitted by the membership. Those proposals will be under the signature of the sector or local chair and will be delivered by the Provincial Council member or the sector/local chairperson to the SGEU Management Negotiating Committee.
(PC Feb 2002) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 3.4.4 The SGEU Management Negotiating Committee will produce a package for the Provincial Council's approval sixty (60) days prior to the contract expiring.
- 3.4.5 The Provincial Council will give direction to the SGEU Management Negotiating Committee through general discussions.
- 3.4.6 The SGEU Management Negotiating Committee will be composed of the President and three Provincial Council members, elected by the Provincial Council.
(Res #P1 C-2010)
- 3.4.7 At the first meeting with USW Local 9841, packages will be exchanged and the USW Local 9841 package will be reviewed with the Provincial Council prior to bargaining commencing.
- 3.4.8 Any information or correspondence to any actuary regarding the staff pension plan is to be requested only by the President and sent only to the President. The President is to be the sole signing authority for SGEU on documents regarding the staff pension plan.
(PC Dec 2000) (Revised PC Dec 03) (Revised PC #2007-06-64)

3.4.9 The SGEU Management Negotiating Committee will provide regular reports to the Provincial Council, as well as consulting prior to any major changes from direction received.

3.4.10 The Provincial Council will ratify the collective agreement prior to signing.
(PE #86 C-92) (PE March 97 - Reaffirmed As Amended) (Revised PC Dec 03) (Revised PC #2007-06-64)

3.5 EMPLOYMENT EQUITY AGREEMENT – USW Local 9841

3.5.1 SGEU will work towards negotiating an employment equity agreement with USW Local 9841, with a preference towards hiring Indigenous candidates for employment.
(Res. #88 C- 91) (PE Mar 97 - Reaffirmed As Amended) (Revised PC Dec 03) (Revised PC #2007-06-64)

3.5.2 SGEU, as the employer of USW Local 9841, will bring forward equity language and hiring practices when bargaining with USW Local 9841.
(Res #P7 C-03) (Revised PC #2007-06-64)

3.6 ADMINISTRATIVE AUTHORITY

3.6.1 The President is responsible for the administration of the policy and procedures of the Provincial Council. Upon the establishment and formulation of the policies and priorities of the Union, the President is instructed, pursuant to the provisions of the Constitution and the authority of the Provincial Council, to carry out such policies. The day to day decision-making rests with the President and not the Provincial Council or various committees of the Council. If the Provincial Council is dissatisfied with the manner in which the President is discharging his/her responsibility in administering the Union or with the manner in which the affairs of the Union are conducted, Provincial Council has the authority under the Constitution to hold him/her accountable for such action and take whatever steps they deem necessary in order to correct the situation. (Res #P1 C-2010)

3.6.1.1. The Director of Human Resources shall be the direct supervisor of the Directors of Membership Services, the Director of Disability Management Services, the Financial Controller, and the Executive Assistants. The President and SGEU Secretary Treasurer shall supervise the Director of Human Resources.
(Res #P12 C-2012) (Created PC#2012-06-21)

3.6.2 In administering the Union, the President maintains the overall responsibility. The SGEU Secretary Treasurer and the Director of Human Resources report directly to the President. Members of staff routinely work with committees of the Provincial Council but staff members, in so doing, report to their supervisor who, in turn, reports to the Director of Human Resources.
(Revised PC #2007-06-64) (Res #P1 C-2010)(Revised by PC#2012-06-21)

3.7 REPORTING

- 3.7.1 In principle, every meeting involving pay loss should generate at least a brief report that should flow through the proper channels to the Provincial Council.

(Res. #138 C-90) (PE Mar 97 - Reaffirmed) (Article 3 Revised PC Dec 03) (Revised PC #2007-06-64)

3.8 POLICY MANUAL – HOUSEKEEPING CHANGES

- 3.8.1. Revisions to allow for any minor corrections or administrative updates to the Policy Manual that do not materially change the article's intent to be approved by the Administrative Committee and not require a vote by the Convention Delegates. These kinds of basic "housekeeping" changes would include things like punctuation, formatting, title changes, etc. The Administration Committee could also decide to put such changes (or some portion of them) to a vote of the General Convention Delegates, if deemed appropriate. All such "housekeeping" changes over the previous year will be reported annually to delegates at Convention.

(Created **PC#2016-06-21**)

4. CONSTITUTION

4.1 CONSTITUTIONAL INTERPRETATIONS

(Rev PC#2015-12-69)

4.1.1. "Ex-Officio Members"

4.1.1.1 The word "ex-officio", when used in Article 5.1.5 of the Constitution, means the following:

4.1.1.2 "Provincial Council members shall have the right to attend any meeting of their sector/local with voice. Whether they have the power to vote will depend on the wording of the appropriate sector/local bylaws."

(Res. #98/91C)(PE July 94 – Reaffirmed) (Revised PC #2007-06-64)

4.2 HOLDING OF FULL-TIME OFFICE IN AFFILIATED ORGANIZATIONS

4.2.1 SGEU elected representatives may wish to run for office in affiliated organizations.

4.2.2 Such representatives may wish to continue membership in SGEU and SGEU should encourage elected representatives to run for office in affiliated organizations.

4.2.3 Elected representatives wishing to run for such offices will approach the Annual Convention or the Provincial Council if they wish to be endorsed by SGEU.

4.2.4 SGEU members successfully elected to full-time office in affiliate organizations are allowed to hold continuing membership in SGEU, provided they pay the appropriate dues.

(Res. #62 C-89)(PE July 94 - Reaffirmed) (Revised PC Dec 03) (Revised PC #2007-06-64)

4.3 INTERPRETATION

4.3.1 In situations where the meaning and/or interpretation of the Constitution and/or Policies are not clear, the SGEU President will interpret the Constitution and Policies or the Union. In situations where the SGEU provides an interpretation s/he will ensure that the interpretation is documented and inserted into the SGEU Policy Manual.

(Revised PC Dec 03) (Revised PC #2007-06-64); (Article 4 Revised PC Dec 03) (Revised PC #2007-06-64)

4.3.2 Pursuant to Article 4.3.1 of the SGEU Policy Manual, Article 10.4.2 of the SGEU Constitution is interpreted by the President to mean that each individual Resolution only requires approval by either the Sector or the Provincial Council.

(Created PC#2015-04-13) (Rev. PC#2015-12-104)

- 4.3.3 Pursuant to Article 4.3.1 of the SGEU Policy Manual, Article 4.14.4 of the SGEU Constitution is interpreted by the President to mean:
(Created PC#2015-06-22) (Rev. PC#2015-12-104)
- 4.3.3.1. Convention wants elected SGEU members to take a leave of absence from elected union activity when they are acting in an out of scope role on a temporary basis. This includes assignments through TAHD, term staffing, temporary position.
- 4.3.3.2. When a member is assigned to an out of scope role, they must take a leave from their elected positions for the period of time that they are assigned to the out of scope position. Sometimes a member may be assigned TAHD for a shift; during this time, they cannot act as a steward or in any other elected capacity. If at the end of the shift, the assignment ends, then they can resume elected duties.
- 4.3.3.3. If a member takes an appointment to an out of scope role for a term, or a specified amount of time, they must take a leave for that period of time.
- 4.3.3.4. Members who are affected by this provision are still members and are afforded every other right as a member to participate within SGEU, except hold an elected position.
- 4.3.3.5. The constitution places the administration of the steward structure within the Sector structures. Some of the sectors have placed this responsibility within the bargaining unit, some oversee through the local structure through the sector and some have placed much of the responsibility on geographical locals. The detail is written into the sector bylaws, local bylaws and bargaining guidelines. The sectors should police it. The sector should define how this is going to be done.

4.4 MEMBERSHIP DRIVEN

- 4.4.1 SGEU continue to be a membership driven union, as stated in the SGEU Vision Statement (Constitutional Article 3.3) and that the direction by Convention shall be the cornerstone of any structural change advanced.
(Res P-1, 2007 Convention) (Revised PC #2007-06-64)

5. SECTORS

5.1 SECTOR BYLAWS

5.1.1 Bylaw Terminology

5.1.1.1 All Sector bylaws will use the same phrases or terms to define positions, duties, meetings and the like in said bylaws. For example - chairperson, steward, general meeting, annual meeting, etc.

5.1.2 Bylaws

5.1.2.1 Format

5.1.2.1.1 All Sector bylaws will have the same format. This format will be as follows and include name, location, objectives, membership, Sector Executive, elected representatives, standing committees, meeting, delegates, rules of order, auditor and fiscal year.

5.1.2.2 Approval of Bylaws

5.1.2.2.1 All bylaws must be submitted to the MC&L Committee for review and approval within sixty (60) days of any changes being ratified by the members of the unit, or if no changes occur every three (3) years. The MC&L Committee will advise the Provincial Council of any bylaws that have been approved.

(Revised Resolution #P-38, PC June 2006) (PC Nov 99) (PC Sept 03 Reaffirmed) (Revised PC #2007-06-64)
(Revised PC #2011-06-31A)

5.1.3 Name

5.1.3.1 All bylaws will contain a clause stating the name of the Sector as determined by the Annual Convention.

5.1.4 Objectives

5.1.4.1 All bylaws will contain a clause outlining the objectives of the Sector. Such are to be consistent with the Constitution and the Policies of the Union.

5.1.5 Membership

5.1.5.1 All bylaws will contain a clause defining the membership of the Sector.
(Revised PC Dec 03) (Revised PC #2007-06-64)

- 5.1.6 Sector Life Memberships
- 5.1.6.1 All bylaws will state the criteria through which the Sector confers Sector Life Membership and the rights, responsibilities, etc. that these members will have.
(Revised PC #2007-12-35) (Revised PC #2007-06-64)
- 5.1.7 Sector Executive
- 5.1.7.1 All bylaws will include a clause outlining the structure and size of the Sector Executive. Such will provide for representation from the rural centres, small agreement groups and equity seeking groups in the Sector.
(PC July 2000) (Revised PC #2007-06-64)
- 5.1.7.2 All bylaws will contain clauses stating the terms of office to a maximum of two years for the various Sector executive positions.
- 5.1.7.3 All bylaws will contain clauses indicating the table officers of the Sector and their respective duties and responsibilities. These officers will include, at minimum, the chairperson, vice-chairperson and secretary/treasurer.
- 5.1.8 Elected Representatives
- 5.1.8.1 All bylaws will include the following as elected representatives - stewards, Sector Executive members (chairperson, vice-chairperson, executive officers), Provincial Council members and chief stewards.
- 5.1.8.2 All bylaws will contain clauses outlining the eligibility criteria, nomination, election, recall and vacancy procedures for elected representatives. The Sectors shall include representation from the equity groups. All representatives will take the oath of office.
(PC July 2000) (Revised PC #2007-06-64)
- 5.1.9 Standing Committees
- 5.1.9.1 All bylaws will contain clauses specifying the standing committees to be established and the duties and responsibilities of each. All bylaws will contain a clause allowing for any Sector member to be a committee member.
- 5.1.10 Meetings
- 5.1.10.1 All bylaws will contain clauses providing for meetings, such meetings to be defined, with a purpose, as follows - annual, general, special and executive.

- 5.1.10.2 All bylaws will contain clauses indicating the notice and timelines required for each type of meeting, as well as the frequency, quorum and order of business for said meeting.
(Revised PC #2007-12-36) (Revised PC #2007-06-64)
- 5.1.10.3 All bylaws will contain clauses stating the provisions for voice and vote of members attending the different meetings.
- 5.1.10.4 All bylaws will contain a clause indicating when the annual/biennial general meeting will be held.
(Revised PC Dec 03) (Revised PC #2007-12-37) (Revised PC #2007-06-64)
- 5.1.10.5 All bylaws will contain clauses providing for the amendment of bylaws and the processing of resolutions.
- 5.1.10.6 The standard sector/local meeting agenda shall include, early on in the course of the meeting, time for stewards to report on activities in their districts and to share success stories and problem-solving strategies. Also include time for short training events.
(Revised PC #2007-06-64)
- 5.1.10.7 All Sectors/Locals will provide itemized financial statements in accordance with recognized accounting practices at regular membership meetings. The SGEU Secretary Treasurer may freeze funds to any Sector/Local that is in violation of this article.
(Revised PC #2011-06-37)
- 5.1.11 Convention Delegates
- 5.1.11.1 All bylaws will provide for a process to elect/select delegates to the Annual Convention and other labour oriented conventions and/or functions. The Sectors shall include representation from the equity groups.
(PC July 2000) (Revised PC #2007-06-64)
- 5.1.12 Rules of Order
- 5.1.12.1 All bylaws will contain a clause outlining the rules of order to be followed by the Sector.
- 5.1.13 Auditor(s)
- 5.1.13.1 All bylaws will contain a clause providing for the appointment of an independent auditor, such auditor not being a member of the Sector Executive.

5.1.14 Fiscal Year

- 5.1.14.1 All bylaws will have a clause defining the fiscal year, such to end within four (4) months of the annual general meeting. Sectors/locals with biennial meetings will have a fiscal year end that is within four (4) months of the annual SGEU Convention.

(Revised PC #2007-12-39) (Revised PC #2007-06-64)

5.1.15 Financial Statement

- 5.1.15.1 As outlined in Constitution Article 5.1.13, all Sectors/Locals are to provide the SGEU Treasurer with financial statements that have been approved he Sector/Local annual general meeting.

(Revised PC Dec 03) (Revised PC #2007-06-64)

- 5.1.15.2 Sectors/locals that have biennial meetings will submit financial statements to SGEU Treasurer that have been approved by the sector/local executive in years that their biennial meetings do not occur.

(Revised PC #2007-12-40) (Revised PC #2007-06-64)

5.2 SECTOR SIZE

- 5.2.1 The minimum size of a Sector will be set at 500 members; Sectors created prior to 1997 are not to be affected.

(Revised PC Dec 03) (Revised PC #2007-06-64)

5.3 SECTOR BUDGET GUIDELINES

- 5.3.1 In addition to the per capita rebates as outlined in the Constitution Article 5.5, each Sector will be provided with an operating budget, the amount to be recommended each year by the Provincial Council to Convention in the general budget.

- 5.3.2 This amount should be used for the following:

- sector administrative expenses
- government meetings on sector issues
- sector executive meetings with bargaining units belonging to the sector
- campaigns related to sector issues costs for additional members from the sector to attend bargaining-related conferences, courses, workshops (i.e. pay equity workshop, shift worker conference, balancing work and family conference)
- sector mail-outs
- sector AGM – meeting room and lunch

(PC Dec 01) (Article 5 Revised PC Dec 03) (Revised PC #2007-06-64)

6. PROVINCIAL COUNCIL

6.1 PRESIDENT'S DUTIES

The President will visit members, in the workplace and at meetings throughout the Province, as part of his/her duties.

6.2 PROVINCIAL COUNCIL - MAKE-UP

6.2.1 Sector representation on the Provincial Council shall be determined by using the average of the monthly membership totals for the previous year as per Constitution Article 4.2.7.1 and 4.2.8.1.

(Revised PC Dec 03) (Revised PC #2007-12-41) (Revised PC #2007-06-64)

6.2.2 The SGEU Secretary Treasurer will notify sectors as soon as the yearly average is determined by the Membership Records.

(Revised PC #2007-06-64) (Res #P3 C-2010)

6.2.3 When sectors and locals elect Provincial Council members, they attempt to elect members who will represent the interests and good governance of the union as a whole.

(Revised #P14 C-03) (Revised PC #2007-06-64)

6.2.4 Elected decision-making bodies of SGEU (Provincial Council, Sector Vice-Presidents and the President) must exercise extremely acute awareness of the ramifications of their decisions in regard to SGEU's reputations and financial stability.

(Revised #P14 C-03) (Revised PC #2007-06-64)

6.3 MEETINGS

6.3.1 Meetings of the Provincial Council will generally be held in Regina or Saskatoon, alternating between the two centres.

(PC Jan 2000) (Revised PC Dec 03) (Revised PC #2007-06-64)

6.3.2 The Provincial Council agenda will be mailed to Provincial Council Members at least ten (10) days prior to the meeting; together with union leave forms.

6.3.2.1 The Table Officers may call special and emergency meetings of the Provincial Council.

6.3.2.2 The ten (10) days' notice may be waived by the President for special or emergency meetings.

(Revised PC Dec 03) (Revised PC #2007-06-64)

- 6.3.3 Members will sign the attendance record at each meeting and provide notification if unable to attend. Members are required to notify the Executive Assistant or his/her designate that an alternate will be in attendance and who that alternate will be.
(Revised PC Dec 03) (Revised PC #2007-12-43A) (Revised PC #2007-06-64)
- 6.3.4 The meetings are conducted according to parliamentary procedure.
- 6.3.5 Recorded votes shall be taken on all motions of a contentious nature and all financial motions "on request".
- 6.3.6 Whenever possible and appropriate, all motions shall contain clear instructions regarding which body is to be responsible for follow-up on the motion, and a recommended date for reporting back to the Provincial Council.
- 6.3.7. Motions to send solidarity delegates to in-province conventions shall include the limits on the number of delegates who can attend.
(Revised PC Dec 03) (Revised PC #2007-06-64)

6.4 MINUTES

- 6.4.1 The content of the Provincial Council minutes shall include a brief statement as background to motions made, the mover, the seconder and recorded vote. Meetings will be taped and copies of the tape will be provided, on request, to any member. The tapes will be kept for five years.
(PC July 02) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 6.4.2 Table Officers and Council representatives to standing committees shall have reports in writing to present at Council meetings. Only those reports received in writing will be included in the minutes by the recording secretary. Reports are to be submitted no later than five (5) business days prior to the meeting to allow for electronic circulation to Provincial Council members.
(PC July 2000) (PC#2018-10-28)
- 6.4.3. Any written report not received in time for Provincial Council meeting packages will be tabled until the following meeting. (PC #2012-12-69)
- 6.4.4 If Council members want to have reports or information typed or copied for distribution to all members, they should provide the Director of Administrative Services with the material at least two weeks prior to the meeting date.
- 6.4.5 Minutes are distributed within ten (10) working days of the last day of the meeting, to Provincial Council Members, staff and Table Officers.
(Revised PC Dec 03) (Revised PC #2007-06-64)

- 6.4.6 The out-of-scope Executive Assistant will be brought in to take minutes, preferably using a lap-top computer to speed up the process.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 6.4.7 Minutes and attachments (where possible) will be distributed to the members of Provincial Council by email upon request, to allow for quicker communications and to lessen the cost of mail outs.
(Motion #01-105 PC Sept 01) (Revised PC #2007-06-64)
- 6.5 OPERATING GUIDELINES**
- 6.5.1 The Provincial Council will meet a minimum of four times a year. Regular meetings shall be scheduled in advance.
- 6.5.2 There should be regular reports from:
- Provincial Council Representatives to Provincial Standing Committees
 - Table Officers
 - SGEU Secretary Treasurer
(Res #P3 C-2010)
- 6.5.3 This will provide a regular structure to the agenda regarding these issues.
(Revised PC #2007-12-44) (Revised PC #2007-06-64)
- 6.6 PROVINCIAL COUNCIL REPRESENTATIVES ON PROVINCIAL COUNCIL STANDING COMMITTEES**
- 6.1.1 Reporting to Provincial Council
- 6.6.1.1 Provincial Council representatives to Provincial Council Standing Committees shall report, in writing, on any meetings held prior to each meeting of the Provincial Council and will include the date, time and members present. Only written reports will be attached to Provincial Council minutes. If there is no written report, it will be noted in the minutes. Reports should be directed to the Provincial Council through the SGEU Executive Assistant, who will arrange for typing (if necessary), duplicating and distribution.
(Revised PC #2007-06-64) (Res #P3 C-2010) (CONV RC18-2013)
- 6.6.1.1. Standing Committee written reports be circulated and not presented, and only placed on the agenda if questions arise. (PC #2012-12-68)
- 6.1.2 Attendance at Meetings
- 6.6.2.1 Provincial Council standing committee members missing three consecutive committee meetings, without prior notification to the chairperson, will be removed and the alternate shall replace them on the committee.
(Revised PC Dec 03) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-29)
(Revised PC #2007-06-64)

6.7 COMPLAINTS AGAINST PROVINCIAL COUNCIL STANDING COMMITTEES

6.7.1 The Provincial Council has the responsibility to hear complaints from members regarding alleged violations of the SGEU Constitution and/or policies by provincial standing committees.

6.7.2 If the Provincial Council determines that a committee has violated or exceeded its constitutional mandate or policy, the Provincial Council will inform the committee that the committee's decision or portion thereof is invalid. The Provincial Council shall provide direction to the committee with an appropriate remedy.

(PC July 2000) (Article 6 Revised PC Dec 03) (Revised PC #2007-06-64)

7. SGEU MEETING POLICY

7.1 SGEU MEETINGS – GENERAL

- 7.1.1 All meetings must be approved in advance by the President. The President has the authority not to approve the meeting. Members dissatisfied with the President's decision shall have the right to appeal to the Administration Committee.
- 7.1.2 Committees should determine what days of the week will result in the least expense to hold meetings. Meetings may be held on weekends if the expense is less.
- 7.1.3 The Committee Chairperson or staff attached will ensure an attendance sheet is completed for each meeting to qualify members for payment of stipend and will distribute expense claim vouchers at the conclusion of the meeting for completion. The Chair or staff will submit all expense claims and the attendance sheet to the Accounting Department.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 7.1.4 Whenever possible, meetings will be held in facilities with accessible bathrooms for both men and women.
(Revised PC #2007-06-64)
- 7.1.5 The Chairperson will contact the staff assigned, or the SGEU Secretary Treasurer, for the purpose of sending out meeting notices and booking meeting rooms.
(PC May 99) (Revised PC Dec 03) (Revised PC #2007-06-64)

7.2 TREATY TERRITORY- ACKNOWLEDGEMENT

- 7.2.1 SGEU shall acknowledge and give thanks to the treaty territory, based on location, at the commencement of all union meetings/events.
(Created: P37- Conv. 2014)
- 7.2.2 Statement of Treaty Location to recite as follows:
This SGEU event/meeting will occur on treaty ____ territory, and in the Homeland of the Metis Nation.
(Created: PC#2014-10-52)

7.3 SGEU MEETINGS – OMBUDSMAN

- 7.3.1 Union leaders will, by their word and deeds, foster understanding of and respect for the role of Ombudsman at union meetings.

- 7.3.2 SGEU will work toward having trained Ombudsman on duty at all union meetings to promote respectful behaviour and full participation.

7.4 SGEU MEETINGS – MINUTES

- 7.4.1 The Secretary or the SGEU Secretary Treasurer selected/elected for the meeting is responsible to keep an accurate written record of each meeting. In the absence of the above the chairperson will determine who will keep the record.
- 7.4.2 Complete, clear and succinct notes are made during the meeting.

7.5 SGEU MEETINGS – MINUTES CONTENT

- 7.5.1 Minutes will include: place (community and location), time, date, and recorded proceedings.
(Revised PC Dec 2006 - Motion #2006-12-39-MCL-30) (Revised PC #2007-06-64)
- 7.5.2 All meetings of the Union will keep an official record of all proceedings.
- 7.5.3 Name of the chairperson, name of the minute recorder, list of those in attendance and list of guests/resource people.
- 7.5.4 All motions made at the meeting are to be recorded stating the mover and seconder and have the decision that was made. This would include motions carried, defeated, referred, tabled, withdrawn etc.
(Revised PC Dec 2006 - Motion #2006-12-39-MCL-30) (Revised PC #2007-06-64)
- 7.5.5 Minutes will accurately reflect the actions taken and decisions made with regards to the business of the meeting. The minutes will not be verbatim; however they will include reference to the major points made in the course of debate.
- 7.5.6 Other documents regarding the committee's business ie: reports, financial statements, etc will also be attached to the minutes by the secretary.
- 7.5.7 In the case of a request for a recorded vote, the secretary will ensure that this happens and the record will be attached to the minutes.
- 7.5.8 At the close of the meeting, the secretary will sign the attendance list directly below the last signature.

7.6 SGEU MEETINGS - DISTRIBUTION OF MINUTES

- 7.6.1 Before distribution, the minutes will be stamped as draft.
- 7.6.2 Draft minutes will be distributed in advance of the next meeting.

7.7 SGEU MEETINGS – APPROVAL OF MINUTES

- 7.7.1 Draft minutes will be approved at the following meeting of the committee. Amendments can be made if necessary. No minutes of any meeting be distributed to the membership without authorization of the Chairperson of the committee from which the minutes are generated.
(Revised PC#2010-10-26)
- 7.7.2 After adoption, the minutes will be signed by the chair and the secretary and be kept in a register. Bylaws will reflect how and where the minutes and the register will be kept.
- 7.7.3 A copy of approved, signed minutes of the Local will be sent to the Sector Secretary. Bargaining Unit meeting minutes will be sent to the Sector Secretary and the SGEU Secretary Treasurer. Sector minutes will be sent to the SGEU Secretary Treasurer.
(Revised PC #2007-06-64) (Res #P3 C-2010)

8. PROVINCIAL COUNCIL STANDING COMMITTEES

8.1 PROVINCIAL COUNCIL STANDING COMMITTEES

8.1.1 Provincial Council Standing Committees Listing

8.1.1.1 Provincial Council Standing Committees Listing are listed in the Constitution, Article 6.10. Each sector determines how they select representatives to the various Provincial Council Standing Committees.

8.1.1.2 If a sector does not select someone to sit on a particular committee, the position remains vacant for the term.

(Revised PC Dec. 2006 = Motion #2006-12-39-MCL-8) (Revised PC #2007-06-64)

8.1.2 Provincial Council Standing Committee Composition

8.1.2.1 Provincial Council Standing Committees will be comprised of eight (8) members, with the exception of the Administration, LTD, FAIR, OH&S, Health and Welfare Trust, Human Rights/Equity Committee and the Provincial Council Appeal Committee which are structured by Convention directive and outlined in Constitution Article 6.10.3.1.

(Revised PC Dec 2006 - Motion #2006-12-39-MCL-31) (Revised PC #2007-06-64)

8.1.2.2 The Administration Committee is comprised of the President, all Vice-Presidents and SGEU Secretary Treasurer. (Res #P3 C-2010)

8.1.2.3 With the exception of the Administration, Human Rights/Equity, FAIR, Long Term Disability Supervisory Committee and Provincial Council Appeal Committee, committee members will be elected as follows:

one (1) person from the membership of each sector (6)

one (1) person from the Equity Seeking groups

one (1) person from the Provincial Council (Not withstanding Constitution Article 6.10.3.1.3)

(Revised PC Dec 2006 - Motion #2006-12-39-MCL-32) (Revised PC #2007-06-64)

8.1.2.3.1 Where more than one person from Provincial Council sits on a Provincial Council Standing Committee, Provincial Council will, at the first meeting following Convention, determine which person will be responsible to report back to Provincial Council.

(PC Dec 2006 - Motion #2006-12-39-MCL-33) (Revised PC #2007-06-64)

8.1.2.4 The election process for the Human Rights/Equity, FAIR, Health and Welfare Trust, Long Term Disability Supervisory Committee and the Provincial Council Appeal Committee will be as per Articles 6.10.3.3, 6.10.3.4, 6.10.3.7, 6.10.3.8 and 16.4.4 of the Constitution.

(Revised PC Dec 2006 - Motion #2006-12-39-MCL-34) (Revised PC #2007-12-48) (Revised PC #2007-06-64)

- 8.1.2.5 As per Constitution Article 6.10.3.5, alternates will attend committee meetings whenever the elected representative is unable to attend. The alternate will have voice and vote.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 8.1.2.6 Alternates to Provincial Council Standing Committees will replace the regular member upon his/her resignation or removal from the position.
(PC Jan 2000) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 8.1.3 Provincial Council Standing Committee Chairperson
 - 8.1.3.1 Chairpersons for each Provincial Council Standing Committee will be elected for a one-year term by the Committee at the first meeting following the Convention.
 - 8.1.3.1 Meeting Logistics
- 8.1.4.1 For authorization procedures refer to Policy Article 7.
- 8.1.4.2 Provincial Council Standing Committees will meet a maximum of four times per year. If more meetings are required, approval must be obtained from the President. The Administration Committee, composed of the Table Officers, will meet as needed, and has the authority to act on behalf of the Provincial Council between Provincial Council meetings. The Table Officers may call special and emergency meetings of the Provincial Council. The Provincial Council Appeal Committee will meet as required.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 8.1.4.3 If a member of a committee is required to stay after the conclusion of a meeting or is required to continue the work of a committee on the following day, this must be indicated on a committee report form submitted by the Chairperson of that committee.
- 8.1.4 Minutes
 - 8.1.5.1 The content of Provincial Council Standing Committee minutes should include a brief statement as background to motions made, the mover and seconder, and the motion itself.

- 8.1.5.2 Staff support will be made available for typing Provincial Council Standing Committee minutes and distribution to Provincial Committee members. A copy of the minutes for all Provincial Council Standing Committees shall be forwarded to the SGEU Secretary Treasurer. These will be kept on file for future reference.

(Revised PC #2007-06-64) (Res #P3 C-2010) (CONV P2-2013)

8.2 LEGAL ADVICE

- 8.2.1 Provincial Council Standing Committees may have access to legal advice only on the approval of the SGEU President.

(Revised PC Dec 03) (Revised PC #2007-06-64) (Res #P2 C-2010)

8.3 BUDGET

- 8.3.1 Each Provincial Council Standing Committee must develop and submit a budget request for each fiscal year. This should include the number of meetings per year, the cost of each meeting, including stipend or union leave, travel and sustenance. This is submitted to the Administration Committee for approval in October of each year.

(PC May 99) (Revised PC Dec 03) (Revised PC #2007-06-64)

8.4 NON-ATTENDANCE AT MEETINGS

- 8.4.1 If a Sector representative to a Provincial Council Standing Committee misses three consecutive meetings, without prior notification to the chairperson, the Sector will replace their representative on the committee.

(PC July 2000) (Revised PC #2007-06-64)

- 8.4.2 Human Rights/Equity Committee – A member's position shall become vacant automatically if a member is absent from three (3) consecutive meetings without prior notification to the chairperson. Vacancies shall be filled by the alternates elected from that equity group.

(Res #P-30, C-06) (Revised PC Dec 2006 = Motion #2006-12-39-MCL-36)

(Revised PC #2007-06-64) (Res P4-PC#2013-06)

8.5 PROVINCIAL COUNCIL STANDING COMMITTEE – RESPONSIBILITIES

- 8.5.1. Specific Responsibilities and Directions from Convention

- 8.5.1.1 The mandate of each Provincial Council Standing Committee is outlined in Constitution Article 6.10.4. The following are specific responsibilities and directions from convention related to that committee's mandate.

- 8.5.2. Women's Committee
(Rev. PC#2015-12-100, 101, 102, 103)
- 8.5.2.1 Service on the committee begins at the first meeting following the SGEU Annual Convention the year following the elections at the Biennial Equity Conference for a two year term.
- 8.5.2.2 Elections of the above Structure should occur at the first meeting.
- 8.5.2.3 A member's position shall become vacant automatically if a member is absent from three (3) consecutive meetings without prior notification to the chairperson.
(Revised PC Dec 06 – Motion PC #2006-12-39-MCL-37) (Revised PC #2007-06-64)
- 8.5.3. Fostering Acceptance of Indigenous Rights (FAIR)
(Revised PC #2011-06-29)
- 8.5.3.1 The mandate of the FAIR Committee states that it shall encourage and promote involvement of Indigenous members in the SGEU. SGEU has been approached by Indigenous workers from government-funded organizations who want the benefits and protection of SGEU membership.
- 8.5.3.2 SGEU acknowledges that systemic racism excludes Indigenous members from participation in the union.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 8.5.3.3 In a workplace dispute, members are to be informed that the FAIR Committee can be contacted. The FAIR Committee is to log all complaints of Indigenous issues. Therefore, all incidents should be reported to the Committee regardless of whether or not the complainant requests their assistance in the dispute.
(Revised PC Dec 03) (Revised PC #2007-06-64) (Revised PC #2011-06-30)
- 8.5.3.4 The FAIR Committee, in conjunction with the Education and Publicity Committee will develop educational modules for inclusion in both the Leadership Development Course 20, Leadership Development Course 30, and **Leadership Development Course 70.**
(Revised Conv 2019 Res P#1)
- 8.5.3.4.1 These modules be included in the format of the Leadership Development Course schools commencing in the Spring of 2005.
(Res. P-22, PC May/June 2004) (Revised PC #2007-06-64)

- 8.5.4. SGEU's Occupational Health and Safety Committee
(Conv 2013 Res #RC13)
 - 8.5.4.1 Develop educational information for Occupational Health and Safety in the workplaces.
 - 8.5.4.2 Be represented on the SFL Shift Work Committee.
 - 8.5.4.3 Be represented on the SFL OH&S Committee.
- 8.5.5. Human Rights/Equity Committee (HR/E)
 - 8.5.5.1. Structure
 - 8.5.5.1.1 Service on the committee begins at the first meeting following the SGEU Annual Convention the year following the elections at the Biennial Equity Conference for a two year term.
 - 8.5.5.1.2 Elections of the above Structure should occur at the first meeting.
 - 8.5.5.1.3 A member's position shall become vacant automatically if a member is absent from three (3) consecutive meetings without prior notification to the chairperson. Vacancies shall be filled by the alternates elected from that equity group.
(Revised PC Dec 2006 - Motion #2006-12-39-MCL-37) (Revised PC #2007-06-64)
 - 8.5.5.2. Chair
 - 8.5.5.2.1 Responsibilities of the Chair
 - 8.5.5.2.2 Chair the meetings of the Human Rights/Equity Committee.
 - 8.5.5.2.3 Follow up on any issues raised at the meetings.
 - 8.5.5.2.4 Submit a budget to the Administration Committee.
 - 8.5.5.2.5 Ensure the Provincial Council Members have minutes to submit to the next Provincial Council meeting.
 - 8.5.5.2.6 Connect with Staff Support person regarding meeting notice, union leave and necessary accommodations for members attending meetings.
 - 8.5.5.2.7 To send reports to each Sector Annual General Meeting.

- 8.5.5.2.8 Be the Representative who sits on the Saskatchewan Federation of Labour's Human Rights/Equity Committee.
- 8.5.5.2.9 Report back to the SGEU Human Rights/Equity Committee from the SFL Human Rights/Equity Committee meetings.
- 8.5.5.3 Vice Chair
 - 8.5.5.3.1 Responsibilities of the Vice Chair
 - 8.5.5.3.2 Assume the responsibilities of the Chair if the Chair is unavailable or unable to follow through.
- 8.5.5.4 Secretary
 - 8.5.5.4.1 Responsibilities of the Secretary
 - 8.5.5.4.1.1 Be responsible for recording and distribution of meeting minutes.
 - 8.5.5.4.1.2 Keep in their possession a binder with copies of all meeting minutes.
 - 8.5.5.4.1.3 Human Rights/Equity Committee Members
 - 8.5.5.4.1.4 As per the SGEU Constitution Article 6.10.11
 - 8.5.5.4.1.5 Collaborate on reports to the Provincial Council and Annual General Meetings.
 - 8.5.5.4.1.6 Assist the Chair in developing a yearly budget and be fiscally responsible.
 - 8.5.5.4.1.7 Plan/organize the Biennial Human Rights/Equity Conference.
 - 8.5.5.4.1.8 Assess and respond accordingly to suggestions resulting from the above conference.
 - 8.5.5.4.1.9 Members sitting on the SFL Standing Committees shall provide a written report to the committee at each of the four annual meetings.
(Res P-30, C-06) (PC December 2006 = Motion #2006-12-40-HRE-1) (Revised PC #2007-06-64)
- 8.5.5.5 Equity Representatives to SGEU Provincial Council Standing Committees
 - 8.5.5.5.1 Representatives will be expected to submit a written report to the Human Rights/Equity Committee after each meeting of the committee the representative is elected to sit on.

- 8.5.5.5.2 Representatives will also be expected to submit a written report to the Biennial Equity Conference on their committee's activities for the previous two (2) years.

(Revised PC May/June 2004 #P-29) (Revised PC Dec 2006 = Motion PC #2006-12-40-HRE-2)
(Revised PC Dec 2006 - Motion #2006-12-39-MCL-38) (Revised PC #2007-06-64)

8.5.5.6 Human Rights Equity- Pay Equity

- 8.5.5.6.1 The mandate of the Committee should be expanded to include review of all new and amended plans for necessary recommendations to the Provincial Council.

(Dec 2006 - Motion #2006-12-39-MCL-38) (Revised PC #2007-12-22) (Revised PC #2007-06-64)

8.5.6 Education and Publicity Committee

- 8.5.6.1 The Human Rights Equity Committee, in conjunction with the Education and Publicity Committee develop educational modules for inclusion in the Leadership Development Courses.

(CONV RC3-2013) (PC Motion #2016-12-60) (Rev. PC Motion #2018-12-21)

- 8.5.6.2 Members of the Committee shall promote attendance at union education courses by reporting on course schedules and updates at bargaining conferences, conventions, annual general meetings, and other gatherings of members.

(Revised PC #2007-06-64)

- 8.5.6.3 Members of the committee shall regularly collect information on their sector's efforts to educate stewards about their collective agreements and report same at the committee's regular meetings, in order that the union has a clear picture of how well SGEU is providing collective-agreement education.

(Revised PC #2007-06-64)

- 8.5.6.4 Be represented on the SFL Education Committee.

(CONV RC4-2013)

- 8.5.6.5 The E&P Committee shall be responsible to oversee, host and implement the Leadership Development courses.

(CONV RC4-2013)

8.5.7 Membership, Constitution & Legislation Committee (MC&L)

8.5.7.1 Complaint Information

- 8.5.7.1.1 The MC&L Committee will keep all complaint information in strictest confidence and will not discuss any complaints outside the meeting room, unless it is required to resolve the dispute. (Revised Res #P-4, PC June 2006) (Revised PC #2007-06-64)

8.5.7.2 Responsibilities of the Chairperson

(Revised CONV 2019 Res P#2)

- 8.5.7.2.1 The Chairperson of the MC&L Committee shall:
 - 8.5.7.2.1.1 Chair all meetings of the MC&L committee;
 - 8.5.7.2.1.2 Submit a budget to the Administration Committee annually as requested, and interim if there is a budget shortfall;
 - 8.5.7.2.1.3 Ensure financial accountability for the committee;
 - 8.5.7.2.1.4 Work with support staff to prepare meeting notices, union leave and accommodations as required by the committee members, ensure that the meeting room is booked and any meals required are ordered;
 - 8.5.7.2.1.5 Ensure adherence to the committee mandate as outlined in SGEU Constitution;
 - 8.5.7.2.1.6 Receive complaints as per Policy Article 2.7 and may consult with the SGEU President and/or the committee;
(Res #P1 C-2010)
 - 8.5.7.2.1.7 Strike such sub committees as may be deemed necessary to satisfy the mandate of the committee;
 - 8.5.7.2.1.8 Sign all communication that comes from the committee;
 - 8.5.7.2.1.9 Sign an official copy of the adopted minutes of each meeting that will be kept in the minute book at SGEU;
 - 8.5.7.2.1.10 Upon receiving a complaint, may request clarifying information to ensure that the complaint meets the requirements of Policy Article 2.7.1.1;
 - 8.5.7.2.1.11 Inform the President if an alternate will be attending the meeting;
(Res #P1 C-2010)
 - 8.5.7.2.1.12 Be required to participate in investigator training;
 - 8.5.7.2.1.13 Be permitted to access at least one day union leave per month to deal with the work of the committee; and
 - 8.5.7.2.1.14 Report the activities of the committee, bearing in mind the required confidentiality, to the SGEU Annual Convention.
- 8.5.7.3 Responsibilities of the Vice-Chair
 - 8.5.7.3.1 The Vice-Chairperson of the Membership/ Constitution and Legislation Committee shall:

- 8.5.7.3.1.1 Be elected by and from the members of the committee; and
- 8.5.7.3.1.2 Assume the responsibilities of the chair if the chair is unavailable or unable to follow through.
- 8.5.7.3.1.3 To provide Communications related to the MC&L Committee for inclusion on the SGEU Website.
(Motion PC #2007-06-39, June 2007 PC) (Revised PC #2007-06-64)
- 8.5.7.4 Responsibilities of the Committee Members
- 8.5.7.4.1 The Committee members shall:
 - 8.5.7.4.1.1 Report the nature of the work of the committee, back to their principals, keeping in mind the confidentiality requirement;
 - 8.5.7.4.1.2 Inform their alternate, as well as the committee chairperson, when not able to attend a meeting;
 - 8.5.7.4.1.3 Be required to gather information of complaints as necessary;
(CONV RC2-2013)
 - 8.5.7.4.1.4 Participate in investigator training and other such training as required to meet the needs of the committee and
(CONV RC2-2013)
 - 8.5.7.4.1.5 Ensure Sector and Local Bylaws and Bargaining Guidelines from their Sector are brought to the Committee in a timely fashion for review.
- 8.5.7.5 Responsibilities of Staff Assigned to this Committee
(8.5.7.5 and 8.5.7.5.1 – Revised PC #2007-12-51) (Revised PC #2007-06-64)
- 8.5.7.5.1 The Staff Assigned shall:
 - 8.5.7.5.1.1 In consultation with the chairperson, review recommended changes to the Constitution, Policy Manual, Sector/Local Bylaws and Bargaining Guidelines;
(Revised P-32, PC June 2006) (Revised PC #2007-06-64)
 - 8.5.7.5.1.2 Provide the committee with copies of the recommended changes at the next meeting for review and approval;
(Revised P-32, PC June 2006) (Revised PC #2007-06-64)
 - 8.5.7.5.1.3 Circulate to the SGEU membership, as requested, the updated SGEU Policy Manual, Constitution, Sector/Local Bylaws and Bargaining Guidelines;

- 8.5.7.5.1.4 Ensure that the minutes of each meeting are prepared and submitted to the committee members in a timely fashion;
- 8.5.7.5.1.5 Keep an updated minute book in a confidential fashion; and
- 8.5.7.5.1.6 Ensure that all correspondence of the committee is completed for signature and mailed as directed by the chairperson/committee.
(Res. P-10, PC June 2005) (Revised PC #2007-06-64) (Res P5 PC#2013-06)

9. CONVENTION (SGEU)

9.1 GENERAL POLICY

- 9.1.1 All conventions will be held in a unionized facility wherever possible.
- 9.1.2 Delegates must wear their nametag to be permitted on the convention floor.
- 9.1.3. Convention will be recorded and copies of the tapes will be kept for five (5) years. (Rev P10 Conv 2016)
- 9.1.4. There will be two Ombudsman appointed for the duration of the convention. These people will not be delegates to convention. The Ombudsman will be seated in a prominent location so they are visible to all delegates. The Ombudsman will be permitted to approach the mikes when it appears that delegates are forgetting their responsibility to be polite and courteous. The Ombudsman will deal with any member or delegate complaints that may arise during the course of convention.
(Revised PC Dec 03) (Revised PC #2007-06-64)
- 9.1.5 Time limits for speakers will be three (3) minutes and, where issues require elaboration, the Chair may extend their time limit to a maximum of five (5) minutes.
(Revised Res #P-6, PC June 2006) (Revised PC #2007-06-64) (Revised Res #P1, CONV 2015)
- 9.1.6 Convention will be a closed meeting.
- 9.1.7 Political parties shall not be allowed to make representation at Convention.
- 9.1.8 Sectors are encouraged to consider geographical distribution in selection of delegates.
- 9.1.9 The doors will be tiled during a recorded vote or balloting and no member shall enter or leave the Convention floor during that time.
(Revised PC #2007-12-52) (Revised PC #2007-06-64)
- 9.1.10 The Convention Chair will introduce the Provincial Council representatives in attendance at convention.
(Revised PC Dec 03) (Revised PC #2007-12-53) (Revised PC #2007-06-64)
- 9.1.11 If a cell phones ring during Convention then a \$20 fine will be levied and will be collected by the Sergeant of Arms and the money will be donated to the SGEU bursaries. (Created PC#2009-04-12A) (Rev PC #2016-12-101)

9.2 OBSERVERS AT CONVENTION

- 9.2.1 The Convention Procedures Committee will allow for seating space off the Convention floor for sectors that wish to send one or more observers.
- 9.2.2 The Convention Procedures Committee shall determine the number of observers to convention on a yearly basis. The allocation to each Sector shall be done on a representation by population based on the number of observers that can be accommodated at the convention.
- 9.2.3 Observers must meet the same attendance requirements as delegates in order for their pay loss and expenses to be covered.
- 9.2.4 Observers must be registered with the convention coordinator no later than February 15th. Substitutions may be permitted up to the close of convention the first day.
(PC #2006-10-15A PC Oct 2006) (Revised PC #2007-06-64)
- 9.2.5 Observers may be moved up to delegate status until noon the first day of convention. It is the Sectors/Locals responsibility to ensure that proper procedures as outlined in their bylaws are followed when requesting to move an observer to delegate status. Observers may only be moved to delegate status if they are also on the alternate list for the Sector/Local.
- 9.2.6 Any current SGEU member in good standing may be allowed to attend the convention as an Observer from their Sector/Local at their own expense or Sector/Local expense, provided the Sector/Local has approved their attendance, and provided space allows.
- 9.2.7 Anyone who has in the past been a member of SGEU or a member of staff, who is not currently in a management position with any organization, may be eligible to be an observer at their own expense, provided sufficient notice is given and space allows. Attendance is subject to approval by Convention during the various reports of the Credentials Committee.
- 9.2.8 All observers that are registered by February 15th and approved by the Convention Procedures Committee will receive a complete convention package at the time of registration.

(PE Jan/98) (Art 9.2 Revised PC Dec/03) (PC #2006-10-15A) (Revised PC #2007-12-54)
(Revised PC #2007-06-64)

9.3 CONVENTION PROGRAM

- 9.3.1 Nominations for President, National Union of Public and General Employees (NUPGE) Vice-President, Saskatchewan Federation of Labour (SFL) Vice-President, Treasurer and Board of Trustees and alternates for the NUPGE Vice-President and the SFL Vice-President must be placed before Convention on the first full day of Convention.

(Res. #102 C-90) (Revised PC Dec 03) Revised PC Dec. 2006 - Motion #2006-12-39-MCL-10)
(Revised PC #2007-06-64)

- 9.3.2 Following the close of nominations and prior to balloting, an all candidate forum will be held before the elections. Candidates for President will have fifteen (15) minutes. Candidates for NUPGE Vice-President, SFL Vice-President and Secretary Treasurer will have three (3) minutes.

(Res. #100 C-86) (Revised PC Dec 03) (Revised PC #2007-06-64)

- 9.3.3 Time shall be allotted during the first day of Convention to deal with old business.

(Res. #97C-86) (Revised PC #2007-06-64)

- 9.3.4 A report on staffing of SGEU shall be brought to Convention.

(Res. #103 C-90 Reaffirmed) (Revised PC #2007-06-64)

- 9.3.5 SGEU will hold a Youth Caucus at all SGEU Annual Conventions, as part of SGEU's strategic priorities.

(Res P-16, C-03) Revised PC Dec. 2006 - Motion #2006-12-39-MCL-11) (Revised PC #2007-06-64)

- 9.3.6 The program shall include the singing of "Solidarity Forever" at the close of Convention.

(Res. #102 C-91) (Revised PC #2007-06-64)

- 9.3.7 In order to be nominated at Convention for the "Board of Trustees", members must be on the Provincial Council.

(Res. #105 C-90) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-40) (Revised PC #2007-06-64)

9.4 CONVENTION PROCEDURES COMMITTEE

- 9.4.1 Commencing in 2017, a three -person working committee shall be elected from the Provincial Council membership at the first Provincial Council meeting following Annual Convention. It is preferred that at least one member be from the city where Convention will be held.

(Revised PC #2007-12-55) (Revised PC #2007-06-64)(Revised PC#2009-06-23) (Revised PC #2014-06-82) (Revised PC#2016-06-32)

- 9.4.2 The Committee shall arrange procedures for the orderly conduct of dealing with Convention resolutions, including the selection of such committees and panels as deemed necessary, and approved from time to time at Convention.

- 9.4.3 Designate the Ombudsman.

- 9.4.4 Assist the registration committee with registration as needed.

- 9.4.5 Approve materials for distribution on Convention floor.
- 9.4.6 Divide the convention floor by tables so that each committee member is aware of their area of responsibility.
- 9.4.7 Deal with problems that arise during Convention, which are related to the ongoing procedural areas to the running of a smooth convention.

9.5 ELECTIONS

- 9.5.1 See the format for elections in Constitution - Article 6.3
- 9.5.2 Election of President, Secretary Treasurer, VP NUPGE, VP NUPGE Alternate, VP SFL and VP SFL Alternate will be determined by 50% plus one. In the event that there isn't a 50% plus one result, the election will go to a second ballot with the candidate receiving the lowest number of votes being dropped from the ballot. In the event that the lowest number of votes is tied, both candidates will be dropped from the ballot. If dropping the tied candidates from the ballot results in only one candidate then all three would remain on the second ballot.
(Revised Res #P-5, PC June 2006) (Revised PC #2007-06-64)
- 9.5.3 Unsuccessful candidates shall be allowed to have their name stand in subsequent officer elections of their choosing provided that this complies with any gender restrictions (i.e. President to SFL Vice-President). Candidates who choose not to run for an alternate position do not give up the right to run for other positions.
(Motion #576 PE 81) (Revised PC Dec 03) (Revised PC #2007-06-64)
- 9.5.4 The Board of Trustees will be determined by the candidates who receive the highest number of votes. In the event of a tie there will be another ballot with the candidates who have received the same number of votes (as per Article 55 of Bourinot's Rules)
(Res #P-5, PC June 2006) (Revised PC #2007-06-64)
- 9.5.5 Delegates will be called once to enter the convention hall. Once the doors have been tiled, no one will be allowed to enter or leave the convention hall.
- 9.5.6 The doors will be tiled prior to the distribution of the ballots and stay tiled until all the ballots have been collected and the chair of the elections committee indicates it is time to un-tile the doors.
- 9.5.7 Candidates are allowed to designate a scrutineer for the counting of the ballots. Each candidate's scrutineer must be identified to the elections committee prior to the election.
- 9.5.8 Convention Elections Committee will not give out the vote count.
(Res. #102 C-91) (Revised PC Dec 03) (Revised PC #2007-06-64)

9.5.9 The order of elections will be:

In even-number years - President
NUPGE Vice-President
NUPGE Vice-President Alternate
SFL Vice-President
SFL Vice-President Alternate
Board of Trustees (2)
Board of Trustees Alternate (2)

In odd-numbered years - Secretary Treasurer
Board of Trustees (1)
Board of Trustees Alternate (1)

(Revised PC #2007-12-57) (Revised PC #2007-06-64) (Res. P2, Conv 2018)

9.5.10 Elections are governed by past practice and Bourinot's Rules of Order.

(Revised PC Dec 03) (Revised PC #2007-06-64)

9.6 RESOLUTIONS

9.6.1 A body sponsoring a resolution will also include an explanation as to its intent.

9.6.2 Resolutions printed in the Convention proceedings will identify the submitting body and will indicate the financial impact whenever possible.

9.6.3 All resolutions that deal with committee structures, financial expenditures or specific actions, must be presented, with clarification, to the Annual Convention as separate resolutions, and not only as part of policy papers.

(Res. #103 C-91 - Reaffirmed) (Revised PC #2007-06-64)

9.6.4 Resolutions will be sent to each delegate not less than thirty (30) days prior to Convention.

(PE June 93) (#C-36 1999) (Revised PC Dec 03) (Revised PC #2007-06-64)

9.6.5 Policy that is adopted or amended by Convention can only be amended by a resolution to Convention. (P1-Conv 2017)

9.6.6 All Provincial Council revisions to the Policy Manual, Convention to Convention, will be reported to the MC&L Committee and Annual Convention. (P1-Conv 2017)

9.7 CONVENTION COMMITTEES

9.7.1 Convention Committees will be comprised of Provincial Council and/or Provincial Council Elect members with the exception of the Resolutions Committee.

(Revised Res #P-11, PC June 2006) (Revised PC #2007-06-64)

- 9.7.2 The Convention Procedures Committee will allocate Provincial Council/Elect members to the Credentials, Elections, and Registration committees as well as the Sergeant at Arms.

(Res. #106C-90) (Revised PC Dec 03) (Revised Res #P-11, PC June 2006) (Revised PC #2007-06-64)

9.8 RESOLUTIONS COMMITTEE

- 9.8.1 The Resolutions Committee will be comprised of six (6) delegates with one representative from each of the six (6) sectors. A member of the provincial office staff will act as secretary.

(Revised Res #P-15, PC June 2006) (Revised PC #2007-06-64)

- 9.8.2 Sector representatives - will be a delegate to Convention from either the sector entitlement or provincial council.

(PC Dec 2006 -- Motion #2006-12-39-MCL-42) (Revised PC #2007-06-64)

- 9.8.3 Sectors must notify the Convention Procedures Committee who their representative will be no later than December 1. The members of the committee will select a chairperson at the 1st meeting.

- 9.8.4 The Resolutions Committee shall meet prior to Convention. (As soon as possible after the deadline date for receipt of resolutions and delegates, which is January 15th and February 15th respectively)

(Revised P-2, 2007 Convention) (Revised PC #2007-12-58) (Revised PC #2007-06-64) (PC #2016-12-62)

- 9.8.5 The purpose of the Resolutions Committee is to enable Convention to dispose of the resolutions in a practical manner in the least possible time.

- 9.8.6 All resolutions sent to Convention and meeting the Constitutional requirements shall be given to the Resolutions Committee and be included in the Convention proceedings.

- 9.8.7 In presenting resolutions to Convention, the Resolutions Committee shall read only the "be it resolved" from the traditional resolution format or the "SGEU will" from the clear language format portions and bring all resolutions to the floor by means of a positive motion.

(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-12) (Revised PC #2007-06-64)

- 9.8.7.1 The traditional format for resolutions contain "Whereas" and "Therefore Be it resolved".

- 9.8.7.2 The clear language format is written with the action part of the resolution presented first because it is the most important part. Clear language format starts with "SGEU will" and the rationale starts with "We want this because".

(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-12) (Revised PC #2007-06-64)

- 9.8.8 Convention will vote on the resolutions, not on the recommendations of the Resolutions Committee. (Art. 9.8 Revised PC Dec 03) (Revised PC #2007-06-64)

9.9 PROCEDURE FOR DISPOSITION OF RESOLUTIONS

- 9.9.1 The Resolutions Committee shall meet prior to Convention to study the resolutions, ensuring that detailed background information is provided and to gather additional information, including financial impact, to assist the delegates in their deliberations. Resolutions Committee will group and arrange the resolutions in a manner that they can be most expediently dealt with by the Convention.
(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-13) (Revised PC #2007-06-64)
- 9.9.2 The Committee may call upon a member of staff for information of a factual nature.
- 9.9.3 When necessary the committee will summarize debate, drawing to the attention of the delegates the nature of the resolution, insufficient information or misstatement of the fact, past practices and the effect on other clauses of the Constitution, and any other implications that may arise. The committee may propose rewording to clarify intent or to conform to the Constitution. The Committee will not make a recommendation on the merit of the resolution.
(Revised Res #P-15, PC June 2006) (Revised PC #2007-06-64)
- 9.9.4 The summary of the respective resolutions shall be set out immediately following the resolution and included in the package distributed to the delegates thirty (30) days prior to convention.
- 9.9.5 The committee chair will place each resolution before the delegates in general sessions of the Convention by reading the resolution followed by the recommendation, seconded by a member of the committee. Any rewording proposed by the committee for clarification or to conform with the Constitution will be brought to the floor by way of a proposed amendment moved and seconded by the Resolution Committee.
- 9.9.6 Amendments to resolutions from the floor of Convention are to be submitted in writing, using the prescribed form, to the recording secretary; preferably before presenting the amendment on the convention floor, but if not before, then immediately upon the conclusion of the amendment. Providing a copy of the amendment to the recording secretary prior to bringing to the floor will facilitate presentation of the proposed amendment on the projection screens, for the convenience of all delegates.
(Revised Resolution #P-36, PC June 2006) (Revised PC #2007-06-64)
- 9.9.7 The Convention Chair will invite debate from the floor by way of adoption, amendment or referral, or a request for clarification, upon which, the submitting source may be asked to speak on the resolution.
- 9.9.8 Members of the committee, including the Chair, may enter into debate, and move and second motions from the floor, as with any other debate.
(Res. #104 C-91) (Art. 9.9 Revised PC Dec 03) (Revised PC #2007-06-64)

9.10 SOCIAL EVENTS

- 9.10.1 Staff members attending the SGEU Convention shall be included in the various luncheons, etc. Spouses/partners of staff members attending the convention shall be included in the various lunches, etc. if convention is being held in a location away from the staff member's headquarters.
(Res. #105 C-91 Reaffirmed) (Revised Res #P-22, PC June 2006) (Revised PC #2007-06-64)
- 9.10.2 Standing invitations to attend the banquet may be sent to guests upon the approval of the Provincial Council through the Convention Procedures Committee. Life members will automatically receive an invitation. Staff will automatically receive an invitation if they are attending Convention as an observer or working at the Convention. A staff member receiving a recognition award or being honoured on their retirement will automatically receive an invitation for themselves and their spouse/partner.
(Res. #108 C-90- Amended) (PE Mar 97 - Reaffirmed) (Revised Res. #P-22, PC June 2006) (Revised PC #2007-06-64) (Rev PC #2016-12-105)
- 9.10.3 Delegates may bring a guest to the banquet. The Provincial Council will pay for the meal.
(Res. #FM-3 C-95) (Revised PC #2007-06-64) (Rev PC #2016-12-105)

9.11 STAFF ATTENDANCE

- 9.11.1 Staff may be permitted to attend all sessions of SGEU Conventions as observers, at the discretion of the President or designate. SGEU staff members attending Convention will be given voice during the proceedings.
(Revised PC #2007-12-60) (Revised PC #2007-06-64) (Res #P1 C-2010)

9.12 SOLIDARITY DELEGATES

- 9.12.1 Standing invitations to attend SGEU Annual Conventions as solidarity delegates will be sent to:
- 9.12.2 SFL, CLC, NUPGE Components, Local 9841 (USW), Labour Councils to which SGEU sectors/locals are affiliated and reciprocal invitations from other unions.
(PE – Feb 82) (PE Mar 97 - Reaffirmed With Amendment) (Revised PC #2007-06-64) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-43) (Revised PC #2007-06-64)

9.13 SECTOR REPRESENTATION

- 9.13.1 Sector representation at Convention shall be determined by using the membership count based on the average of the monthly membership totals for the previous twelve (12) month period from May 31st back to the previous June 1st. (PE 81) (Motion #395 PE 89 - Reaffirmed) (PE Mar 97 - Reaffirmed) (Revised PC #2007-06-64) (Rev PC Motion #2006-12-39-MCL-14) (Rev PC #2007-12-61) (Revised PC #2007-06-64)

- 9.13.2 The SGEU Secretary Treasurer will notify sectors of the membership yearly average, as soon as it can be determined by Membership Records no later than September 1st to ensure sectors have the information prior to their annual general meetings.
(Revised PC #2007-06-64) (Res #P3 C-2010)
- 9.13.3 The Sectors and/or Locals shall include representation from the equity groups to the SGEU Annual Convention.
(PC July 2000) (Revised PC #2007-06-64)
- 9.13.4 Convention Call
- 9.13.4.1 The call for delegates shall be sent out to the sector secretaries by November 15th of each year.
(Revised PC #2007-10-35) (Revised PC #2007-06-64) (Revised PC #2008-10-41)
- 9.13.4.2 Delegates credentials must be in to the designated staff person in the Regina office no later than February 15th.
- 9.13.4.3 Alternate delegate credentials must be in to the designated staff person no later than February 15th.
- 9.13.4.4 Sector secretaries shall be responsible to confirm their delegation with the designated staff person fourteen (14) days prior to the commencement of Convention registration.
- 9.13.4.5 Alternates/observers may be moved up to delegate status until noon the first day of Convention. Only those alternate/observers identified by the sector secretaries by February 15th will be eligible candidates to move into delegate credentials.
(Revised P-14, PC June 2007) (Articles 9.13.4 – 9.13.4.5 - PC #2006-10-15A, PC 2006 October)
(Revised PC Dec 2006 -- Motion #2006-12-39-MCL-45) (Revised PC #2007-06-64)

9.14 CONVENTION REPORTS

- 9.14.1 Convention reports will be submitted to the SGEU Secretary Treasurer, no later than mid January, for typing and duplicating to form part of the Convention proceedings.
(Res #P3 C-2010)
- 9.14.2 All Provincial Council Standing Committees, officers and SGEU representatives to boards are required to submit convention reports.
- 9.14.3 The proposed budget and committee reports will be sent out with the Convention proceedings packages to provide an opportunity for delegates attending Convention to discuss the reports prior to Convention.
(C-85) (Motion #396 PE 89 - Reaffirmed) (PE Mar 97 - Reaffirmed) (Revised PC #2007-06-64)

9.15 ORIENTATION SESSION - NEW MEMBERS

- 9.15.1 Prior to the opening of Convention, an orientation session will be conducted by the Orientation Committee. The orientation session will include information on the role of delegates, rules of order, voting procedures (standing, roll call, etc.), election procedures and reporting back to the sector/local, as well as instructions on how resolutions are presented.
(C-88)(Motion #397 PE 89 - Reaffirmed) (PE Mar 97 - Reaffirmed) (Revised PC #2007-06-64)(Revised PC#2017-12-39)

9.16 CONVENTION MEDIA

- 9.16.1 The media will be invited to Convention for limited periods, but will be asked to leave during debate times.
(Motion #521 PE 86) (PE Mar 97 - Reaffirmed) (Revised PC #2007-06-64)

9.17 STATEMENT OF EQUALITY AND ROLE OF THE OMBUDSMAN

- 9.17.1 The SGEU Statements of Equality (Article 30.1) will be included in the proceedings of the Annual Convention.
(Revised PC #2007-12-63) (Revised PC #2007-06-64)
- 9.17.2 Role of the Ombudsman
- 9.17.2.1 At the start of Convention the Ombudsman will be introduced and provide a brief explanation of harassment and their role.
- 9.17.2.2 At the beginning of each day of Convention, the Ombudsman will read the short version of the Statement of Equality (Article 30.6).
(Revised PC #2007-12-63)
- 9.17.2.3 The Ombudsman will have the authority to intervene and address the convention floor at their discretion to remind elected officials and convention delegates to be respectful and adhere to the Equality Statement.
(PC June 01)(Motion #01-177 PC 01 – Revised) (Revised PC #2007-06-64)

9.18 CONVENTION FOLLOW-UP

- 9.18.1 Following Convention, at the first Provincial Council meeting, the President will distribute all resolutions passed at Convention to the appropriate committees or bodies for follow-up.
- 9.18.2 All policy resolutions not being placed before Convention will be dealt with by the Provincial Council for consideration and referral to the appropriate committee or body. (Rev PC Dec 2006 -- Motion #2006-12-39-MCL-46) (Revised PC #2007-06-64)

- 9.18.3 At the first meeting of the Provincial Council following Convention, the SGEU Secretary Treasurer will provide a distribution list for the above.
(Res #P3 C-2010)
- 9.18.4 Distribution lists and copies of the appropriate resolutions will be provided to:
a) Chairs of committees (all)
b) SGEU Table Officers
c) President
d) Staff (support, field and program).
(Res #P1 C-2010)
- 9.18.5 All committees are expected to report to the following convention as to follow-up/action on the resolutions.
- 9.18.6 The SGEU Constitution and Policy Manual must be amended as per all resolutions that were carried at the convention. Revisions must be completed by June 30.
(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-15) (Revised PC #2007-06-64)
- 9.18.7 The Convention minutes must be completed and ready for distribution at the first Provincial Council meeting following convention.
(CF Nov 93) (Revised PC #2007-06-64)
- 9.18.8 MC&L will review revised Constitution & Policy Manual prior to it being printed; this includes review of the final proof from the printer.
(Revised PC #2011-06-35)

10. FINANCIAL POLICY

10.1 FINANCIAL ACCOUNTABILITY

- 10.1.1 The SGEU Secretary Treasurer has the authority to oversee and implement ways of dealing with the problem of overspending, up to and including refusing union leave and expenses for committees.
- 10.1.2 Before a committee or bargaining unit is over-spent, it must apply to the SGEU Secretary Treasurer in writing and receive approval.
- 10.1.3 Authorization for budget reallocations may come from a consensus of the SGEU Secretary Treasurer, President, Financial Controller and VP of the Sector affected (if applicable). Budget reallocations of greater than \$2,000 will be referred to the SGEU Secretary Treasurer for consideration.
(Revised Conv 2009, Resolution M-8) (Res #P3 C-2010) (CONV RC16-2013)
- 10.1.4 Board of Trustees will meet at least twice a year with the Secretary Treasurer and may be involved in spot audits.
(Created Res. P3, CONV 2015)
- 10.1.5 All expenditures for promotional material and documentation of distribution shall be provided with the financial statements.
(Created Res P3-1, CONV 2015)

10.2 EXPENSE CLAIMS

- 10.2.1 Claim Voucher
 - 10.2.1.1 Members are required to complete a claim voucher in order to receive payment for pay loss, travel, sustenance, dependent care, and other approved expenses.
 - 10.2.1.2 Claims for expenses must be submitted within three (3) months from the date they are incurred and there shall be no payment after the three (3) month time limit unless, approved by the Administration Committee.
(Res #P20 C-2010)
 - 10.2.1.3 The Accounting Department will not process expense claims for members attending committee meetings or negotiations until the attendance record and travel list has been submitted by the committee chairperson. Turnaround time on expense claims will be three weeks from date of receipt by Accounting.
(Revised PC #2007-06-64) (Res #P4 C-2010)
 - 10.2.1.4 The Accounting Department will not process any pay loss claims submitted prior to actual days taken, unless previously authorized to do so (e.g. conventions, seminars).

- 10.2.1.5 Any request for unusual expenses or union leave must receive prior approval of the President or designate. (Revised PC#2017-12-41)
- 10.2.2 Altered Expense Claims
- 10.2.2.1 Every member will receive a statement with amount paid and deductions. When a member's expense claim is altered in accordance with policy, the member will receive the statement and a copy of the changed claim form. (Revised PC #2007-06-64) (Res #P21 C-2010)
- 10.2.3 Attendance Record
- 10.2.3.1 An attendance record is available at each meeting and members must sign same, providing proof of being in attendance at such meeting. This provides not only information for the minutes but also informs the Accounting Department of those eligible to claim expenses.
- 10.2.4 Accountable Advances
- 10.2.4.1 There are three types of advances: Standing Advances, Trip Advances, and Out-of-Province Trip Advances.
- 10.2.4.2 Standing Advances:
SGEU members may apply for a standing advance in the amount of \$250.00 - \$1000.00. The members will make the request and the Administration Committee will approve the amount depending upon union activity and the number of elected positions the members holds, etc. Once approved, the member will be required to sign a promissory note, acknowledging that the member owes SGEU the amount approved as an advance and that SGEU can request payment in full at any time with reasonable notice. Once a member receives a standing advance, he/she cannot request a trip advance. The advance can be rolled over from one budget year to the next budget year depending upon the member's involvement with SGEU. The standing advance is meant to be used as a way of covering member's expenses, so as not to create any financial hardship in participating in union activity.
(Res #P22 C-2010) (PC#2011-06-33)
- 10.2.4.3 Trip Advances:
SGEU members may apply for trip advances in the following manner: advances will be issued for approved meetings or events and will cover out-of-pocket expenses only. The member will apply for a trip advance on a prescribed form, available from the Accounting office. The information required will include the budget code of the activity, date of meeting or event, number of meals and mileage between home and meeting place and return. The Administration Committee recommends that 50% of

mileage costs as the amount of out-of-pocket costs for travelling and the actual meal costs and any other justifiable out-of-pocket expenses to be incurred. The trip advance, after approval, can be issued to members up to 7 days in advance of actual day of event or meeting. The advance amount in full will be deducted from the member's claim form for that particular meeting.

10.2.4.4 Out-of-Province - Trip Advances:

To be dealt with on a case-by-case basis. The number of these cases will be minimal so the requests will be based on out-of-pocket costs to be incurred by the member while out of province.

(PE Jan 98) (Revised PC #2007-06-64)

10.2.5 Outstanding Advances

10.2.5.1 Any outstanding advances must be recovered against immediate future claims. If there are no future claims, reimbursement will be requested in writing within sixty (60) days.

10.2.6 Transportation & Mileage

10.2.6.1 For conventions and large conferences, the SGEU Secretary Treasurer will set the number of vehicles for which mileage may be paid for from each region.

(Res #P3 C-2010)

10.2.6.2 Allowance for transportation will be set by Provincial Council. Members will be paid actual kilometers traveled from their home to the meeting location, unless travel is to their regular work community when on union business, taking into account the effect of car pools on total kilometers driven. In order to compensate members for in city travel, when the meeting location is not in their regular work community, ten (10) kilometers will be added to the kilometer total.

(Revised PC #2008-12-37A) (Res #P5 C-2010)(Revised PC#2017-12-42) (Revised PC#2017-12-42)

10.2.6.3. Members attending all Union meetings are required to car pool unless the employer or union meeting schedules do not allow it. For members who choose not to car pool mileage reimbursement may be reduced. Committee chairpersons are expected to adhere to this policy and support the scheduling.

(Created PC#2017-12-42)

10.2.6.4 When smokers and non-smokers travel together, there shall be no smoking in vehicles. All efforts will be made for travel in a non-smoked-in vehicle.

(Res #P7 C-2010)

- 10.2.6.5 Members able to reach home prior to 9:00 p.m. are required to do so, as opposed to staying.
- 10.2.6.4.1 Members unable to reach home prior to 9:00 p.m. will be provided with accommodation, sustenance and/or pay loss, subject to approval from SGEU President, SGEU Secretary Treasurer or Bargaining Unit Chairperson.
(Revised #PC-2011-06-34A)
- 10.2.6.5 From November 1 to March 31, if a meeting is scheduled such that members have to travel the night before, members will be allowed to travel during daylight hours, and claims for supper will be allowed.
- 10.2.7 In-City Travel Allowance
- 10.2.7.1 SGEU members authorized to use their personal vehicles for union business will be paid an allowance of \$5.00/day for in-city travel (travel from home or accommodation to the meeting location is not eligible). This allowance is for vehicle use above what one would normally travel to attend meetings.
(Res #P23 C-2010)
- 10.2.7.2 Local members who travel in-city to conduct union business, who are not on pay loss, are also eligible to claim the allowance. This would mean attending an approved union meeting in-city and being on days off, not on union leave.
(PC Mar 01) (Revised PC #2007-06-64)
- 10.2.8 Taxis
- 10.2.8.1 Taxi fares will be paid for any social events associated with conventions and conferences, which are part of the official program (receipts must be attached to expense claim forms).
- 10.2.9 Air Fare Rates
- 10.2.9.1 Where costs such as airfare are the responsibility of the union, members will be expected to use the most economical methods when available, such as excursion rates, and the union will only be responsible for those most economical rates.
(Revised PC #2007-12-64A) (Revised PC #2007-06-64)
- 10.2.10 Out Of Province Travel
- 10.2.10.1 Any out-of-province travel must be approved by the President or designate.
(AC May 99) (Revised PC #2007-06-64) (Res #P24 C-2010)

10.2.11 Union Leave

10.2.11.1 All members, except the President and SGEU Secretary Treasurer, must have prior approval before taking union leave. Prior approval will be requested in advance of use from the President, the SGEU Secretary Treasurer, or the bargaining unit chair.

(Revised PC #2007-06-64) (Res #P3 C-2010) (Res #P25 C-2010)

10.2.11.2 Union leave forms will be provided to sectors/locals.

10.2.11.3 The purpose of union leave will be shown on the union leave form on the accounting department's copy.

10.2.11.4 Union leave forms will be signed only by the President or designate.

10.2.11.5 Unused union leave forms must be returned to SGEU Head Office within thirty (30) days.

10.2.11.6 If travel to or from a meeting can be completed by 9:00 p.m., no union leave for the following workday will be issued for travel notwithstanding Policy Article 10.2.6.5.

10.2.11.7 Union leave will be issued for employees who are eligible for scheduled overtime, as per special hours of work provisions of the Collective Agreement, and shall only be for hours worked, to a maximum of eight hours.

10.2.11.8 Shift workers will receive union leave for the meeting and actual travel time as is applicable. If additional leave is required, it will be adjusted on an individual basis.

10.2.11.9 When an adjustment is requested, a full shift is covered by union leave only if necessary.

10.2.11.10 Union leave will be granted to those members whose agreement provides for the movement of earned days off that fall on days of approved union business.

10.2.12 Stipend

10.2.12.1 The rate will be \$15 per hour.

(Res. C-02) (Revised PC #2007-06-64) (Rev. PC#2014-06-29)

10.2.12.2 Stipend, including travel time, will only be paid for hours in excess of the number of hours of issued union leave.

- 10.2.12.3 The stipend for travel time will be calculated at \$15 per hour of travel time, rounded to the nearest half-hour. For the purposes of this article, one (1) hour of travel time will be defined as 90 kilometres or 55 miles of travel.
(PC June 03) (Revised PC #2007-06-64) (Revised Conv. 2012; P-1) (Rev. PC#2014-06-59)
(Rev. PC#2018-12-22)
- 10.2.12.4 A stipend of \$15 per hour will be paid to members attending union meetings/events on their earned day off or on leave. Members will return their unused union leave form to the Provincial Office, specifying that they are using an earned day off or vacation leave. Stipend will only be paid for actual hours worked.
- 10.2.12.5 The strike fund will pay fifty dollars (\$50) strike stipend per day.
(Res #P-29, C-06) (Revised PC #2007-06-64)
- 10.2.13 Viewing of Individual Expense Claim Printouts – Member Request
(Created: PC #2014-12-119A)
- 10.2.13.1 If a member requests to review the printout of individuals Expense Claims, the member must obtain approval from Provincial Council. Understand that the request must show that there are reasonable grounds to justify the request. Your name will be reported to Provincial Council that you have requested to view the Expense Claim Printout of a member(s).
- 10.2.13.2 If approved by Provincial Council, the individual will only be allowed to view the Expense Claim Printout from the database. Original Expense Claims cannot be reviewed due to the personal information that is supplied on the form.
- 10.2.13.3 A Signing Officer will be present at all times to ensure members privacy, as well as protecting the requestor from accusations.
- 10.2.13.4 Please provide the time frame of the Data to be viewed, so that we may provide the data to be viewed when you arrive. We want to ensure a speedy process for you as your time is valuable.
- 10.2.13.5 Adequate time will be scheduled to complete the review of the data. Any irregularities shall be reported immediately to the President, Secretary Treasurer, and/or Controller. If there is a conflict with one of these positions then the irregularity shall be reported to a Vice President.
- 10.2.14 Ineligible Expenses and Costs
- 10.2.14.1 Effective December 16, 2016, all member Union Leave and incurred costs associated with violation of Duty of Fair Representation applications, hearings, and consultations against SGEU are declared ineligible expenses and may not be claimed by the filing member or any representative thereof, unless the application is successful.

- 10.2.14.2 Incurred costs as per SGEU reimbursement policy for successful applications and will be paid retroactively following the Board's ruling.
(Created PC #2016-12-66)

10.3 PRESIDENT - SALARY AND EXPENSES

10.3.1 Salary

- 10.3.1.1 The President will receive a salary, paid as a top-up to the current practice of leave with pay-loss. The Administration Committee may recommend monetary adjustments to the Provincial Council from time to time. The terms, conditions and benefits related to the position will be determined by the Administration Committee, and will be subject to approval by the Provincial Council. The President's initial salary will be that of the outgoing President's last salary. Salary adjustments (economic wage increases) will be paid on the basis of the bargaining unit that s/he is from.

(Res #C6 C-99) (December 2005 PC) (Revised PC #2007-06-64)

- 10.3.1.2 The options regarding benefits, honorarium, living expenses, etc. will be reviewed by the Provincial Council each time a President is elected.

(PC Aug 99) (Revised PC #2007-06-64)

- 10.3.1.3 The SGEU President shall pay union dues and on top up Long Term Disability premiums for the salary top-up per Policy Article 10.3.1.1, honorarium per Policy Article 10.3.2.1, and living allowance as per Policy Article 10.3.3. For the purposes of the LTD Plan Text the above shall be considered normal remuneration.

(PC #2008-12-47)

10.3.2 Honorarium

- 10.3.2.1 The President will be paid an honorarium of \$3,000 per year. The President will not claim stipend.

- 10.3.2.2 The President will be paid \$65 per month for out-of-pocket expenses over and above his/her honorarium.

(PC Aug 99) (Revised PC #2007-06-64)

10.3.3 Living Allowance

- 10.3.3.1 The President will be paid \$1,800 per month if their home position (employment) is outside of the Regina area as per Revenue Canada Guidelines. For all other expenses, the President will be compensated as a Regina-based member. This allowance may be advanced on an annual basis with the approval of the Provincial Council.

(December 2005 PC) (Revised PC #2007-06-64)

10.4 PAY DIFFERENTIALS ON UNION LEAVE

- 10.4.1 Members will be compensated for temporary performance of higher duties, standby pay, sleepover allowance, lead-hand pay, shift differential, weekend differential, camp differential, and any other differential covered by other collective agreements, if entitled to such differential when on union leave. No overtime (actual or anticipated) will be paid by the Union, except for those covered by special hours-of-work provisions agreed to by the Administration Committee.

(PC Sept 01) (Res #P9 C-03) (Res #P-1 PC June 2006) (Revised PC #2007-06-64)

- 10.4.2. The full-time SGEU Secretary Treasurer position to be compensated with a TPHD. This shall be retroactive to the Constitutional change when the full time Secretary Treasurer position was created (April 2009). Eight percent of annual earning will be paid one time per year. Payment calculation will be based on their home earnings. The Secretary Treasurer T4 information will be the basis for calculations.

(PC#2011-10-10)

10.5 PAID VACATION LEAVE

- 10.5.1 Members will be paid for up to forty (40) hours vacation leave in any one fiscal year. Additional days may be approved by the President or designate.

(Res #P27 C-2010)

10.6 ACCOMMODATION

- 10.6.1 Shared Accommodation

- 10.6.1.1 Members on union business to all SGEU functions must share rooms. In the event a member can share and doesn't, or requests a single room, half the costs of the room, plus taxes, will be deducted.

- 10.6.1.2 Upon written request to the SGEU Secretary Treasurer, exceptions to the above policy may be considered on a case-by-case basis.

(Res #P9 C-2010)

- 10.6.1.3. All members requesting medical accommodation must complete and submit the SGEU Private Accommodation Request Form for approval of the Secretary Treasurer.

10.6.2 Unionized Hotels

- 10.6.2.1 SGEU will use unionized hotels wherever possible.

- 10.6.2.2 If accommodation is not available at a unionized hotel, with the appropriate rates, then a unionized hotel with the higher rate should be used.

- 10.6.2.3 If, during negotiations with the employer, a meeting room is booked at a non-unionized hotel, the necessary arrangements for bedrooms will be made at a unionized facility.
- 10.6.2.4 Charges for overnight accommodations of up to \$35 may be claimed without receipts.
(Revised PC #2008-04-21) (Revised PC #2007-06-64)
- 10.6.3 Smoking/Non-Smoking Rooms
- 10.6.3.1 When it is not possible to pair up smoking/non-smoking members the Union will be responsible for the cost for extra rooms.
- 10.6.4 Room Charges
- 10.6.4.1 When the Union has arranged direct billing, individuals who do not inform the meeting coordinator of room cancellations or changes will be billed for room charges.
(Revised PC#2017-12-44)
- 10.6.4.2 When the Union has arranged direct billing, any expenses such as telephone calls, meals, etc. charged to the hotel bill must be paid for upon checkout.
(Created PC#2017-12-44)
- 10.6.4.3 SGEU does not guarantee rooms.
- 10.6.5 Family Participation
- 10.6.5.1 Family participation trips (for the purpose of having family accompany members attending meetings away from home) must be approved by the Chair of the Sector/Bargaining Unit/LTD Supervisory committee for the budget they oversee; and the President shall approve Family Trips for the budgets he/she oversees. Application must be made in writing, using the prescribed form, no less than two weeks in advance of the meeting. Family trip requests for SGEU Convention must be received no later than February 15th. Family trip requests for conferences must be submitted at least four weeks in advance of the event. SGEU will pay for a maximum of two trips per fiscal year, for one vehicle and one hotel room per trip per member. This applies to in-province trips only. To be eligible for a family participation trip, a member must have completed at least four (4) overnight union trips before taking the first family trip and another four (4) overnight union trips before claiming a second family trip. Trips for employer-paid joint committees, such as Union/Management Committees, will count toward the four trips needed. The responsibility is on the member to provide verification of attendance at such meetings. Childcare

expenses will be paid if they would not normally have been incurred. (Revised PC #2011-12-05)

- 10.6.5.2 In special circumstances, the President has the discretion to approve a family trip sooner than required above.

(PC Mar 98)(PC Oct 2000) (Motion PC #2006-10-15A – PC October 2006) (Revised PC #2007-06-64)

10.7 DEPENDANT CARE EXPENSES

- 10.7.1 The purpose of dependent care is to allow full participation at union meetings for members who have dependents.
- 10.7.2 SGEU members who are required to be away from home on Union business shall be entitled to claim for the actual and reasonable cost incurred in obtaining dependent care, if no other member of the family is available to provide such care. Such allowance is not intended to reimburse the claimant for dependent care expenses they would normally have incurred.
- 10.7.3. SGEU members attending courses, business meetings, conferences, etc., shall be reimbursed by SGEU for actual and reasonable dependent care expenses, if the sponsor has no policy to cover those costs.
- 10.7.4 Dependent care costs will only be reimbursed when a signed Dependent Care Expense Form from the member and the caregiver is submitted to the SGEU along with the normal expense account form.
- 10.7.5 No reimbursement will be paid to a relative or any other person living at the same residence as the member.
- 10.7.6 The SGEU will not be responsible for any transportation for the caregiver.

10.8 MEAL ALLOWANCE

- 10.8.1 Authorized persons on SGEU business will be allowed meal rates at:
Breakfast - \$10.00
Dinner - \$16.00
Supper - \$21.00
(Revised Res #P-20, PC June 2006) (Revised PC #2007-06-64)(Revised #PC-2017-12-05)
- 10.8.2 Meals can be claimed for:
- 10.8.2.1 Breakfast - if the time of departure is earlier than 7:30 a.m. or the time of return is later than 8:30 a.m.
- 10.8.2.2 Dinner - if the time of departure is earlier than 11:30 a.m. or the time of return is later than 12:30 p.m.

- 10.8.2.3 Supper - if the time of departure is earlier than 5:30 p.m. or the time of return is later than 6:30 p.m.
(PC Feb 02) (Revised PC #2007-06-64)
- 10.8.3 When members are attending authorized meetings of the Union in their home/work community and the meeting runs over a mealtime, the member may claim for the meal when the meal is not provided.
- 10.8.4 No claim may be made for meal allowance if the meal is provided.
- 10.8.5 Out-of-province meal rates will be:
Breakfast - \$13.00
Dinner – \$18.00
Supper - \$26.00
(Revised Res #P-20, PC June 2006) (Revised PC #2007-06-64) (Revised PC #2017-12-05)
- 10.9 ATTENDANCE AT SECTOR/LOCAL FUNCTIONS - TABLE OFFICERS**
- 10.9.1 Table Officers can attend sector/local meetings upon invitation and at SGEU expense, with the approval of the President.
- 10.10 PROVINCIAL COUNCIL - FUNDING APPROVAL**
- 10.10.1 The Provincial Council will approve program expenditures by a show of hands. Recorded votes will be held at the request of any Provincial Council member. Requests for additional funds during the fiscal year shall be forwarded to the Administration Committee for approval.
- 10.11 SGEU MEMBERS SITTING ON SFL COMMITTEES**
- 10.11.1 SGEU members sitting on SFL committees will send their claim voucher to the SFL for payment. SGEU will top up the mileage to the rate as per Policy 10.2.6.
- 10.12 LABOUR COUNCIL FUNDS AND LABOUR COUNCIL AFFILIATION FUNDS**
- 10.12.1 The Provincial Office shall pay up to a maximum of \$.35 per member per month directly to local labour councils, or labour committees on behalf of sectors/locals belonging to them, provided dues are not being withheld and that the sector/local is currently affiliated. (Revised 2009 Conv, Resolution P-2)
- 10.13 BUDGET**
- 10.13.1.1 With the exception of the LTD Supervisory Committee, all committees that have a budget responsibility must submit a proposed budget each year, to Secretary Treasurer no later than the first Friday of October each year.
(Res #P11 C-2010) (Res #P3 - PC#2013-06)

- 10.13.1.2 No charges may be made against a budget unless the appropriate Chairperson or designate has authorized the activity.
(Res #P11 C-2010)
- 10.13.1.3 All Bargaining Unit budgets to be established at 28% of the dues collected within that Bargaining Unit.
(PC #2012-06-19)
- 10.13.1.4 No bargaining unit shall receive less than \$750.00 per year.
(Conv 2014 Res M7)
- 10.13.1.5 Bargaining units may carry forward the unexpended portion of their current year's operating capital into the following year. Operating capital shall not exceed two years allocation. Shall not be more than two times the current year; including the current year. (i.e. current amount of \$100.00, therefore maximum allocation is \$200.00).
(Rev. PC#2014-06-32) (Reconfirmed Conv 2017, 2018, 2019, Res M#7)
- 10.14 DISPOSAL OF UNION ASSETS**
- 10.14.1 Any Union assets disposed of shall be sold on a tender basis in "as is" condition. Exceptions to this may be made by motion at an Administration Committee meeting.
- 10.14.2 Locals and Sectors will be given first opportunity for office furniture, supplies and equipment no longer being used by the SGEU office, at no charge to the Locals and Sectors before these supplies, furniture and/or equipment are given to any outside organization or businesses.
- 10.15 PROVINCIAL SPORTING EVENTS EXPENSES**
- 10.15.1 When sectors/locals submit their expenses for hosting provincial sporting events sanctioned by Provincial Council, they must submit copies of all bills with their statement before being reimbursed.
- 10.15.2 The Union shall pay the cost of trophies and wind-up banquets for participating members, as well as photographs for publicity and additional incidental expenses that might occur in the sports of bowling, slow-pitch and golf, out of general funds.
- 10.15.3 An entry fee shall be set to help defray the cost of bowling lanes, ball diamonds and green fees.
- 10.15.4 A \$1,000 advance is available for sectors/locals with under 500 members, to assist in fixed costs.

10.16 LEGAL FEES

10.16.1 Claims for payment of private legal fees shall not be allowed.

10.17 INVESTMENTS

10.17.1 Any investments the SGEU makes, including any benefit plans it runs, will be in accordance with the CLC boycott list. Any changes to the list will be implemented within 90 days.

10.18 PER CAPITA REFUND

10.18.1 Per capita refund will be distributed to sectors based on local numbers as follows:

1 - 500 members 6%

501 - 1000 members 5%

1001 - 1999 members 4%

2000 or more members 3%

Members of all Sectors/Locals North of the 54⁰ 12%

No Sector shall receive less than \$600.00 per annum.

The exception to distribution is the Public Service Sector where each local will receive the per capita directly.

(Revised Conv 2012, Resolution M-3) (Reconfirmed Conv 2016, Res M-3)

10.19 PURCHASING

10.19.1 The Union shall purchase goods and supplies from companies that have unionized shops, where possible.

10.19.2 In purchasing Union Shop items, and keeping with the philosophy above, the E&P Committee will follow this protocol in priority sequence:

1. Union Saskatchewan

2. Union Canada

3. Saskatchewan – Preferably small business/family business, or
community based organization

4. Canadian

5. Union International

10.19.3 SGEU shall endeavor to ensure that any promotional material with visual identity is made from fair trade base product.

(December 2006 PC – Motion #2006-12-57) (Revised PC #2007-06-64)(Revised PC#2009-12-70)

10.20 INSURANCE

- 10.20.1 The Union carries insurance coverage for loss arising from any claims made against the elected officers of the organization, loss resulting from any strike, walkout, lockout or collective bargaining or liability arising out of the rendering of, or failure to render, professional services or any error or omission, malpractice or mistake of a professional nature.
- 10.20.2 In addition, the Union carries employee liability coverage under the same policy.

10.21 SOLIDARITY DELEGATES (OTHER CONVENTIONS)

- 10.21.1 SGEU will send solidarity delegates to:
- two close conventions (Alberta/BC/Manitoba)
 - one far away (others)
- 10.21.2 A written report is to be presented to the Provincial Council by these delegates.
- 10.21.3 When people go as solidarity delegates to in-province conventions, the motion will include the limits on attendance.
- 10.21.4 Union leave for solidarity delegates will be handled under the normal leave and expense policy of the Union.

10.22 UNION DUES

- 10.22.1 Union dues of 1.70 percent shall be collected on income from employers.
(Res M4 C-95) (Reaffirmed every convention to 2011) (Res M-6 & P-4 ; Conv. 2012) (Res M6B-Conv 2014)
(Res M6A-Convention 2016) (Reaffirmed Conv 2017, 2018, 2019-Res M6)
- 10.22.2 Union dues will be collected on all but the following monies received from the employer:
- tool allowance
 - portion of transportation allowance representing a mileage disbursement
 - clothing allowance
 - portion of northern district due to incurred costs
 - meal allowance
 - severance pay
 - professional fees
 - relocation on involuntary transfer
 - relocation allowance
 - moving allowance
 - car allowance
 - sleepover allowance

- 10.22.3 Collection of Dues
- 10.22.3.1 SGEU will collect dues until decertification has been completed.
- 10.22.4 Dormant Certification Units
- 10.22.4.1 All certification units that have employees will be investigated as to why union dues are not paid or why they are not active members.
- 10.23 TOMMY DOUGLAS SCHOLARSHIP (NUPGE)**
- 10.23.1 We will forward \$.01 per member per annum to NUPGE for the Tommy Douglas Memorial Scholarship.
- 10.24 INDIGENOUS SCHOLARSHIP**
- 10.24.1 SGEU will develop and fund an annual scholarship/bursary of \$1,000 for an Indigenous member of SGEU or his/her children who are attending a post-secondary program in any approved institution.
(Res #P8 C-02) (Revised PC #2007-06-64)
- 10.25 OUT-OF-SCOPE DUES REFUND**
- 10.25.1 Dues are payable to the actual date of exclusion, since the Union is responsible for representation to that date.
- 10.26 INITIATION FEES**
- 10.26.1 The one time only initiation fee for new members shall be \$25.00. Newly organized units may choose to pay their initiation fee over a period of up to four months.
(Reaffirmed Conv 2018,, 2019 M#2) (Revised PC #2007-06-64)
- 10.27 CONTINGENCY FUND**
- 10.27.1 Payments to the contingency fund will be \$.20 per dues paying member per month.
(Reaffirmed Conv 2019, M#4) (Reconfirmed Conv 2016, 2017, Resolution M-4)(Res. M4, Conv.2018)
- 10.28 DEFENSE FUND**
- 10.28.1 The defense fund payment will be \$2.00 per member per month. The defense fund will not be used for collateral.
(Reaffirmed Conv 2016, 2017, 2018, 2019) (Revised PC #2007-06-64)

10.29 DONATIONS

10.29.1 Bereavement Donation Policy (General)

10.29.1.1 In addition to a card being sent, the Provincial Council may approve donations to a maximum of \$50.00 when a request is received from a sector/local for memorials donations.

10.29.2 Bereavement Donation Policy (Provincial Council and Staff)

10.29.2.1 When the Provincial Office/Provincial Council has been advised that a Provincial Council member or a staff member has lost an immediate family member (spouse, parent or child), the Provincial Office will send a card and make a memorial donation, which will not exceed \$50.00. (This policy applies equally in instances of common-law relationships and same-sex relationships).

10.29.3 Benevolent Donation Policy

10.29.3.1 Upon receiving a benevolent donation request, the Provincial Council, at its next meeting following the request, will review the request. This donation will not exceed \$50.00 (includes a card/letter where applicable), unless the Provincial Council amends the request. Such donations would be approved in the event of a member(s)' loss by:

- fire (loss of home)
- request for donation major illness or injury
- other major financial difficulty

10.29.4 Unemployed Workers Help Centre

10.29.4.1. SGEU provide an annual donation of \$2,000 to the Unemployed Workers Help Centre in June of each year.
(PC#2013-06-56)

10.29.5 Next Up Saskatchewan

10.29.5.1. SGEU provide an annual donation of \$5,000 to Next Up Saskatchewan in October of each year.
(PC #2015-10-25)

- 10.29.6 SFL Convention Solidarity Donations
 - 10.29.6.1 The President or designate is authorized to expend monies from the B04 fund, to a maximum of \$3,000.00 per annual SFL Convention, in support of SFL Convention solidarity causes. Said expenditures to be reported to the Administration Committee at their next meeting. (Created PC#2017-12-47)
- 10.29.7 Requests for Other Donations
 - 10.29.7.1 Specific requests from organizations in various Saskatchewan cities will be referred back to the sector/locals in the community they are sent from; and the remainder of requests for donations will be referred to the Administration Committee.
 - 10.29.7.2 All Provincial Council Standing Committees require a code to reflect their donations throughout the year as follows:
 - 10.29.7.2.1 Each committee should set up as part of their budget a code and budget amount for donations.
 - 10.29.7.2.2 All requests will be referred to the appropriate committee. If no appropriate committee can be found, no donation will be considered.
 - 10.29.7.3 Donations should be in the range of \$20.00 to \$200.00. Local issues will be referred to the appropriate sectors/locals.
- 10.29.8 General Donations
 - 10.29.8.1 The President is authorized to expend monies, up to \$500 per donation to a maximum of \$2,000.00 per annum from the B04 fund, to any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, sporting or social organization within the Province. Said expenditures to be reported to the Administration Committee at their next meeting. (Created PC#2017-12-46)
- 10.29.9 Requests for Donations to the Human Rights/Equity Committee
 - 10.29.9.1 The SGEU Human Rights/Equity Committee receives many requests for donations to many different causes. This policy has been developed to help the Committee decide how to respond to these requests as fairly as possible and within the guidelines of SGEU.
 - 10.29.9.2 The Human Rights/Equity Committee will only consider those donation requests dealing with Human Rights/Equity issues. These requests should be dealt with on a priority basis as follows:

- 10.29.9.2.1 Provincial, National, International
(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-16) (Revised PC #2007-06-64)
- 10.29.9.2.2 Donations should be in the range of \$20.00 to \$200.00. Local issues will be referred to the appropriate Sector/Local.
- 10.29.9.2.3 The amount budgeted for donations will be divided up equally among each equity seeking group represented on the Committee. The representative member will decide on who receives the donations using the criteria in Article 10.29.5.
(Revised PC May/June 2004 #P-31) (Revised PC #2007-06-64)

10.30 COURIERS

- 10.30.1 SGEU will use only unionized couriers.

10.31 SGEU CREDIT CARD POLICY

- 10.31.1 SGEU's ability to meet the needs of its members depends on efficient use of SGEU funds. SGEU funds include access to credit cards. It is the policy of SGEU to protect its funds from waste, theft and misuse. Protecting SGEU funds takes many forms: making sure that purchases are legitimate union expenses, keeping accurate records of funds spent, and using the credit card for permitted purposes only. Theft is a criminal action and criminal charges may be pursued.
- 10.31.2 The internal finance policy of SGEU will cover the credit card use for the President, SGEU Secretary Treasurer and any authorized SGEU Administrative Assistant. The intent of this policy is to cover credit card use for the Sectors and Locals of SGEU and their authorized officers. (Res #P3 C-2010)(PC#2015-12-158)
- 10.31.3 SGEU Sectors and Locals may use a credit card if they adhere to the following processes:
- 10.31.4 No more than two Executive positions of the concerned Sector or Local are authorized in writing to have charging privileges to that credit card by that body and their names are forwarded to the SGEU Secretary Treasurer.
(Res #P3 C-2010)
- 10.31.5 Said Executive members must sign a form found in Appendix A. That form indicates that they have read, understand and are bound by the conditions of this policy which may be amended from time to time.
- 10.31.6 General conditions of use of the credit card are for expenses that have been approved by motion of that Sector or Local.

- 10.31.7 The credit card cannot be used for cash advances, personal use or for the purchase of alcohol.
- 10.31.8 Card holders must retain transactional evidence to support all charges. Card holders must retain all original documentation (receipts and invoices) outlining any components of a bill.
- 10.31.9 Card holders will adhere to the following record management procedure.
- 10.31.10 Original receipts must be retained by the Treasurer of the Sector or Local.
- 10.31.11 The SGEU Secretary Treasurer may, at any time, audit credit card transactions. The Sector or Local Treasurer must produce copies of all transaction receipts and minutes supporting expenditures on demand for audit purposes by the SGEU Secretary Treasurer. The receipts will also be presented to the annual audit of the Sector or Local per their bylaws.
(Res #P3 C-2010)
- 10.31.12 In the event of a disputed transaction the SGEU Secretary Treasurer will be advised and will work towards the resolution with the Sector or Local. Sector or Local executive officers who are given signing privileges for credit cards shall familiarize themselves with the credit card company policy on disputed transactions. If circumstances present themselves indicating the potential of criminal action the SGEU Secretary Treasurer, in consultation with the SGEU President, will contact the appropriate police agency.
(Res #P3 C-2010)
- 10.31.13 When a member with signing privileges is no longer holding the Sector or Local Executive office the credit card privileges will be cancelled immediately. This will trigger a final audit of the credit card by the Sector/Local. New officers will be assigned credit card signing authorization according to the Sector or Local's named position for which signing authority is prescribed.
- 10.31.14 Credit card numbers will be registered with the SGEU Secretary Treasurer in the event that the credit card is lost or stolen. Lost or stolen cards are to be cancelled immediately with the credit card company and the SGEU Secretary Treasurer advised of the loss or theft. The credit card statement will be audited by the Executive members and forwarded to the SGEU Secretary Treasurer.
(Res #P3 C-2010)
- 10.31.15 The credit card statements will be audited by an Executive member(s) who do not have signing authority, to verify that purchases are within the policy and direction of the Sector/Local.

10.31.16 The SGEU Secretary Treasurer or President can call for the cancellation of any SGEU credit cards when there is cause to believe there has been suspected fraudulent activity, wrong doings or potential decertification.
(Res #P3 C-2010)(Rev. PC#2014-06-34)

10.31.17 Credit card payments and balances are the sole responsibility of the Sector/Local.

10.31.18 Appendix A
_____ (Name), the undersigned have read, understand and am bound by the conditions of the SGEU Credit Card policy which may be amended from time to time.

Signature

Date

(New Article PC #2008-04-45) (Revised PC #2007-06-64)

10.32 SUPPLIER GRATUITY ACCEPTABLE USE

10.32.1 Introduction

10.32.1.1 At SGEU, gratuities from suppliers received by the Staff and Elected Officials in exchange for purchases such as office supplies and equipment will be distributed fairly and equitably.

10.32.1.2 Any such gratuities must be kept within the SGEU organization and are not to be used by individuals for personal use.

10.32.2 Record Keeping

10.32.2.1 The Financial Controller will develop and keep current a record of any items that are given to the organization. This will include but is not limited to gift cards, items earned from points, gift baskets, purchase incentives and honorariums.

10.32.3 Acceptable Use

10.32.3.1 Gratuities may be used for:
1) auctions at conferences, conventions, PC meetings etc.
2) gifts to employees for recognition
3) prizes for in house contests and surveys

10.32.4 Points

10.32.4.1 Points earned on Air miles, Aeroplan or hotel type cards belong exclusively to the cardholder and the cardholder will be responsible for any and all liability related to Canada Revenue Agency assessment(s) on these rewards. SGEU staff and members will not seek to add any additional costs to any service to cause increase to the points rewarded.

10.32.4.2 SGEU staff and members will stay in approved accommodations only and use only approved airlines which are requested through the proper purchase order procedures. Any requests outside of these guidelines must be requested and approved in writing by the President or Secretary Treasurer of SGEU.

10.32.5 Process for accessing gratuities

10.32.5.1 Request in writing will be made to the Financial Controller of SGEU. The Financial Controller will approve based on the Acceptable Use criteria above and the requester will be required to sign for the item.
(New article – PC#2015-02-18)

11. BUILDING POLICY

11.1 PROVINCIAL BUILDING

- 11.1.1 The Provincial Office in Regina may rent meeting space in keeping with Policy 11.3.
(Rev PC#2015-12-80)

11.2 MEETINGS

11.2.1 Union Meetings

- 11.2.1.1 Sectors, Locals, and Bargaining Committees of SGEU may use the building facilities free of charge for committee meetings or for membership meetings dealing with bargaining. This applies to day or evening meetings.

11.2.2 USW Local 9841

- 11.2.2.1 USW Local 9841 may use the meeting facilities of SGEU (day or evening) for Union business at no cost when not required by SGEU groups.
(PC#2015-12-81)

11.2.3 SGEU Members

- 11.2.3.1 Meeting space may be booked by an SGEU member for other groups with same or similar values at no cost during normal office hours when not required by SGEU groups.
(PE Sept 93) (Revised PC Dec 03) (Revised PC #2007-06-64)(PC#2015-12-82)

11.2.4 Other Unions

- 11.2.4.1 Meeting space may be booked by other Unions of same or similar values at no cost during normal office hours when not required by SGEU groups.
(Rev. PC#2015-12-84)

11.3 SOCIAL FUNCTIONS

(Rev PC#2015-12-86)

- 11.3.1 SGEU Sectors/Locals and SGEU Bargaining Units/Committees (SGEU Groups) can book space at the Regina Office for social functions.

- 11.3.1.1. The Secretary Treasurer will make the final decision regarding requests to use the facilities for a social event. For these social functions, a contract will be signed between SGEU and the booking

party. If there is a disagreement the decision will be appealed to the Administration Committee if requested by the booking party.

- 11.3.1.2 Only the Regina Officer Lower Level A, B & C or portions thereof are available for social functions (afternoon or evening). The conference room, theatre, and other boardrooms are available at the discretion of the Secretary Treasurer.
- 11.3.2. Booking of social functions are not allowed at the Saskatoon and/or Prince Albert offices.



**SOCIAL FUNCTION CONTRACT
DEVONSHIRE UNION HALL
LOWER LEVEL**

I, _____, do hereby agree to the following terms and conditions to use the above facility for a social function.

1. **Evening socials - commissionaire must be hired and present for duration of the social function.**
2. **If kitchen utensils are used, all must be washed, dried and cleared away and the kitchen left in a neat, orderly manner. SGEU will arrange for the washing up of dishes, etc., on request, and the cost will be billed directly to the group.**
3. **If tables and chairs are to be set up, notify the Secretary Treasurer in advance of the approximate number required.**
4. **No liquor is to be brought into the building, except under permit with prior approval from the Secretary Treasurer. Gambling is prohibited. Premises are to be vacated by 2:00 a.m.**
5. **No decorations or plastic tape are to be fastened to any of the walls, except with the prior approval of the Secretary Treasurer. Violation of this regulation makes the SGEU group responsible for any repairs or redecorating.**
6. **Permission must be approved to decorate, and decorations must be removed by SGEU group using the hall. SGEU is not responsible for the removal of decorations.**
7. **Hot meals, banquets, buffets, etc., must be catered to by outside licensed caterers, using their own kitchen facilities for preparation of food.**

8. An additional charge of cleanup may be imposed on SGEU group, at the discretion of the Secretary Treasurer, if the facility has been left in a dirty or disorderly state.

User Group

Secretary Treasurer

FUNCTION: _____

DATE: _____

START TIME: _____ END TIME: _____ HOURS: _____

LIQUOR PERMIT NO: _____

SEATING ARRANGEMENTS/SPECIAL TERMS OR CONDITIONS:

11.4 SECTOR/LOCAL OFFICES

(Rev. PC#2015-12-97)

11.4.1 Access to office space at no charge will be provided as follows:

- a. Regina office – All Sectors, PSGE Local 1101
- b. Saskatoon office – Education and PSGE Sectors, PSGE Local 1102
- c. Prince Albert office – Health Sector, PSGE Local 1105

11.4.1.1 The Sector/Local can place furniture as they see fit for use in their designated office space.

11.4.1.2. Sector/Locals are responsible to insure all contents placed in their designed space.

11.4.1.3 The Secretary Treasurer along with sector VPs will determine the number of keys that will be provided to Sector/Local to allow for access to their office space and meeting rooms.

11.4.1.4 The Sector/Local shall have access and be granted use of office equipment at no charge.

11.5 SASKATOON OFFICE

11.5.1 Provincial Council appoints the Administration Committee as the Directors for the Building's subsidiary company.

(Created PC#2009-03-02)

11.6 BUILDING RENOVATIONS

11.6.1 Any contract work to be done on the SGEU building must be done by unionized contractors.

(PE Sept 93) (C-94) (Revised PC #2007-06-64)

11.7 BUILDING – Annual Inspection

(PC#2015-12-99)

- 11.7.1. The Secretary Treasurer will verify, on behalf of SGEU, that all required inspections are completed at all SGEU Buildings.

11.8 BUILDING – Outside Vendors

(PC#2016-04-21)

- 11.8.1 Vendors are required to obtain written permission from the Secretary Treasurer or designate in order to solicit their products at an SGEU location. As not to interrupt the work flow of staff and members vendors will be restricted to access between the hours of 12 noon and 1:00 pm. (Written permission will outline any additional restrictions applicable to the vendor).

12. SGEU GENERAL POLICIES

12.1 DECENTRALIZATION

12.1.1 For any government's decentralization initiatives, the Union's policy is:

- (1) the Government to provide full and open disclosure and consultation
- (2) negotiation of the process
- (3) no job loss
- (4) voluntary movement first, then post
- (5) no monetary loss (i.e. real estate, etc.)

(Res #E2 C-91)(PE July 94) (Revised PC #2007-06-64)

12.2 DEVOLUTION

12.5.1. 12.2.1 SGEU Position on Devolution

12.2.1.1 SGEU defines devolution as the movement of any service from a directly funded institution to one that is funded by a grant, or, in other words, the movement from direct government service provision to a non-government organization.

12.2.1.2 As an organization that represents workers in both settings, we are opposed to the present direction and rationales for devolution. We see it as the result of deficits caused by governments whose spending and taxation priorities have moved away from service provision towards attempts at industry development, coupled with waste and patronage.

12.2.1.3 The SGEU supports the Indigenous communities' right to self-government. However, SGEU will insure that workers' rights will not erode as a result. SGEU does not see Indigenous self-government and unionized workplaces as being incompatible.

(Revised PC Dec. 2006 - Motion #2006-12-39-MCL-17) (Revised PC #2007-06-64)

12.2.1.4 A full statement on SGEU's position on devolution is presented in Appendix 11, SGEU Position on Devolution. This policy paper outlines SGEU's recommendations, concerns, and decisions in regard to devolution.

(CF - Jan/93) (Revised PC #2007-06-64)

12.3 THIRD PARTY INITIATIVE

- 12.3.1 SGEU is opposed to any transfer of services out of existing bargaining units. However, the following criteria must be met in all situations where service provision is transferred from an existing employer to any third-party government, or community-based organization(s):
- 12.3.2 The new employer will recognize SGEU as the sole bargaining agent, will accept all provisions of the Collective Agreement in force at time of transfer,
- 12.3.3 Will accept revisions to the Collective Agreement as agreed to from time to time between the transferring employer and the Union, and will adopt all of the union endorsed transferring employer's policies in effect at time of transfer, unless changes are agreed to by the union; and
- 12.3.4 Incumbent employees shall be given first opportunity to move with their home position into the new unit; and
- 12.3.5 In cases where employees choose not to move with their positions, the existing employer shall provide a comparable position for them to move to.
(PC Jan 2000) (PC May 2002) (Revised PC #2007-06-64)

12.4 REPRESENTATIVE WORKFORCE FOR INDIGENOUS WORKERS

- 12.4.1 SGEU has developed an action plan and implementation strategy to work toward a representative workforce in all SGEU bargaining units. The complete policy paper, including historical background and present situation, is included in Appendix 2.
- 12.4.2 SGEU developed a framework, based on principles similar to those in representative workforce agreements relating to Indigenous workers, but applied to representation in the workforce of workers of colour, workers with disabilities, and gay/lesbian/bisexual/transgender workers.
- 12.4.3 SGEU will demonstrate its commitment to this important issue and:
 - 12.4.3.1 Work with the Public Service Commission and the Indigenous Government Employees Network (AGEN) to identify barriers that are mitigating against Indigenous employment in Executive Government;

- 12.4.3.2 Identify ways and means of encouraging Indigenous people to apply for jobs in Executive Government;
- 12.4.3.3 Encourage all departments to conduct audits as part of succession planning and provide information on the types of skills and training Indigenous people will need to compete for upcoming jobs; and
(Res #6 C-01) (Revised PC #2007-06-64)
- 12.4.3.4 SGEU re-sign a Representative Workforce Agreement with the Department of First Nations and Métis Relations and work toward effective strategies to achieve representative workforces in the workplaces for which SGEU is a bargaining unit.
(Res P-25, June 2007 PC) (Revised PC #2007-06-64)

12.5 REPRESENTATIVE WORKFORCE

- 12.5.1 SGEU support the principle of having a steward body that is representative overall of the province's population.
- 12.5.2 SGEU develop and adopt an internal representative workforce strategy to enhance the recruitment and retention of equity stewards. This strategy would include:
 - 12.5.2.1 A campaign focusing on positive equity-group role models within the union.
 - 12.5.2.2 Steward recruitment drives at all equity conventions and SGEU conventions to encourage equity-group members to become stewards.
 - 12.5.2.3 "Job fairs" and targeted training for equity-group members interested in becoming stewards.
 - 12.5.2.4 Creation of an equity-steward support network for those who wish to shadow, consult with, or be mentored by other stewards.
 - 12.5.2.5 Support for and direction to chief stewards to recruit equity-group stewards, in particular to fill vacant steward positions.

12.6 PRIVATIZATION/CONTRACTING OUT

12.6.1 SGEU opposes the privatization and/or contracting out

12.6.1.1 SGEU opposes the privatization and/or contracting out by any means of any and all government services and will actively pursue the return to public control of all such services privatized and contracted out. (PC Jan 2000) (Revised PC #2007-06-64)

12.6.2 Privatization – Saskatchewan Liquor and Gaming Authority

12.6.2.1 SGEU will lobby against the transfer of the Saskatchewan Liquor and Gaming Authority, such as handing over management and profit opportunities to sports organizations, in whole or in part, to other interests.

(Res #70 C-91) (PE July 94) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-47)
(Revised PC #2007-06-64)

12.6.3 Privatization - Corrections and Public Safety

12.6.3.1 SGEU supports publicly run Corrections and Young Offender programs, run by the Government of Saskatchewan, and condemns any move to privatize these services out of direct government control.

12.6.3.2 SGEU opposes any attempts to privatize or convert current services offered by Saskatchewan Department of Corrections and Public Safety and totally rejects the concept of "prisons for profit".

12.6.3.3 SGEU supports campaigns to educate the public on the impact that privatization in Corrections will have on Saskatchewan communities.

12.6.4 Inmate Work Crews

12.6.4.1 SGEU has a number of objections to the inmate labour programs and how employers use it. Our concerns are not just for provincial employees, although government workers have been most directly affected to date. We also feel that the Community Services Placement Program, as it now stands, is an ineffective rehabilitation measure and is damaging to the overall public interest. SGEU has developed a Position Paper on Inmate Work Crews, attached in Appendix 4.

(C-95 – P#2, 3, 5, 9, 10) (C-97 #L-3)(PC July 2000) (PC Dec 03) (Revised PC #2007-06-64)

12.6.5 Privatization - Health

12.6.5.1 SGEU continues to oppose privatization of health services and will lobby for publicly funded and administered care programs.

(Res. #P 45 C-96) (Revised PC Dec. 2006 - Motion #2006-12-39-MCL-18)
(Revised PC #2007-06-64)

12.6.6 MDS Labs

12.6.6.1 SGEU will ask other unions not to invest in MDS Labs. SGEU will also ask the SFL to address this with the CLC.

(PC Dec 03) (Revised PC #2007-06-64)

12.6.7 Privatization - Highways

12.6.7.1 SGEU opposes the privatization or contracting out of services provided by Union members employed in the Department of Highways. If highways jobs are devolved to municipalities, SGEU will do everything it can to retain those jobs as SGEU jobs.

(Res. #P15and 16 C-98) (PC July 2000) (Revised PC #2007-06-64)

12.6.7.2 SGEU believes that the Department of Highways is the only organization that can maintain a provincial transportation system.

(PC July 2000) (Revised PC #2007-06-64)

12.6.8 Privatization - Post-Secondary Education

12.6.8.1 SGEU opposes any devolution or privatization in the Department of Learning.

(PC Nov 99) (Revised PC #2007-06-64)

12.5.2. 12.6.9 Privatization - Provincial Parks

12.6.9.1 SGEU opposes any privatization or contracting out of services in Saskatchewan Provincial Parks. SGEU supports an injection of capital funding into our provincial park system.

(PC July 2000) (Revised PC #2007-06-64)

12.7 HARASSMENT

12.7.1 SGEU shall go on record as opposing harassment that may include but is not limited to:

12.7.1.1 Verbal abuse or threats

12.7.1.2 Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.

- 12.7.1.3 Practical jokes which cause awkwardness or embarrassment;
- 12.7.1.4 Displaying pornographic, racist or other offensive or derogatory pictures;
- 12.7.1.5 Unwelcome invitations or requests, whether indirect or explicit,
- 12.7.1.6 Intimidation;
- 12.7.1.7 Leering or other gestures;
- 12.7.1.8 Condescension or paternalism which undermine self-respect;
- 12.7.1.9 Unnecessary physical contact, such as touching, patting, pinching, punching;
- 12.7.1.10 Physical assault.
(Res #117 C-90) (Revised PC #2007-06-64)
- 12.7.2 SGEU members should accept each other's rights, including the right not to be harassed. SGEU will work towards guaranteeing a Union member's right to be free from harassment by Union members in the workplace and at Union functions and events, through educating the membership on the issue.
(Res #117 C-90) (Revised PC #2007-06-64)

12.8 NON-DISCRIMINATION

- 12.8.1 SGEU shall not promote or participate in any activity or program that appears to support racism, sexism, abilism, homophobia, heterosexism or other forms of discrimination.
(Res # 117 C-90) (PC Mar 2002) (Revised PC #2007-06-64)
- 12.8.2 SGEU condemns the Reform Party's racist and discriminatory policies against the Indigenous peoples of this country, and any other political party that endorses racist and/or discriminatory policies.
(PE Sept 73) (Revised PC #2007-06-64)

12.9 HOMOSEXUALITY

- 12.9.1 SGEU adopts the following policy on homosexuality:
 - 12.9.1.1 At no time, and under no circumstances, shall a superior, peer or subordinate threaten, extort or harass any member of this Union on the grounds of suspected or factual sexual orientation. This includes slanderous or libelous statements concerning the member's alleged sexual proclivities. The "pink-baiting" of

members for the purposes of morally, emotionally or financially blackmailing them, either in or out of a work situation, shall be strictly prohibited.

- 12.9.2 The SGEU also dedicates itself to attaining necessary human rights legislation and contract language to protect and strengthen this policy.
(Res #117 C-90) (Revised PC #2007-06-64)

- 12.9.3 Appendix 12 contains the entire SGEU Policy Statement on Homosexuality.

12.10 SAME GENDER SPOUSAL BENEFITS

- 12.10.1 SGEU will provide support to all groups and individuals that are currently working to achieve the definition of spouse to include spouse of the same gender in all benefit plans.
(PE July 97) (Revised PC #2007-06-64)

12.11 RACISM

- 12.11.1 SGEU realizes that racism, by its very nature, is anti-labour. Because racism pits one worker against another, it prevents us all from working together to reach our full potential. Organized labour has a proud history of standing up for equality in the workplace and the community.

- 12.11.2 SGEU's Policy Statement on Racism is included in Appendix 13. This statement discusses how discrimination works, the law, labour's responsibility and SGEU's desire to commit the necessary human and financial resources to initiate activities to fight racism in the workplaces represented by SGEU.
(Res #117C-90) (Revised PC #2007-06-64)

12.12 CLC ANTI-RACISM TASK FORCE REPORT

- 12.12.1 SGEU endorses the report of the CLC National Anti-Racism Task Force and will, whenever possible, work towards implementing the recommendations contained in the Task Force report.
(Res #P-4 C-98) (Revised PC #2007-06-64)

12.13 AIDS - SUPPORT

- 12.13.1 SGEU will support the Saskatchewan AIDS Advisory Committee, as well as other groups, such as AIDS Regina and AIDS Saskatoon, and encourage them to provide the public with comprehensive educational programs on the causes and prevention of AIDS. (C-90) (Revised PC #2007-06-64)

12.14 STATUS OF WOMEN

- 12.14.1 Through the SFL, NUPGE and the CLC lobby the Federal Government to reinstate the funding to the federal Department of the Status of Women which impacts the ability of the Status of Women to lobby and do research.
- 12.14.2 Responsibility for home/family work still falls disproportionately on women. In order to encourage women members to become and remain stewards, SGEU needs to ensure that family responsibilities are not an undue barrier. SGEU will launch a union-wide campaign to create awareness of the need for equal sharing of home/family work between spouses.
(Revised PC #2007-06-64)

12.15 VIOLENCE AGAINST WOMEN AND INTERPERSONAL VIOLENCE

- 12.15.1 Policy Statement
- 12.15.1.1 All **persons** have the right to be free from the threat of violence. SGEU has an obligation, as a trade union, as an employer and as a member of the community, to do its part in combating violence against women **and interpersonal violence**. SGEU has developed a Policy Statement on Violence Against Women **and Interpersonal Violence**, Appendix 14. The policy discusses SGEU's responsibility as a Trade Union, an employer, and a community member. (Res #117 C-90) (Revised PC #2007-06-64) (CONV 2019 Res P#4)
- 12.15.2 Women's and Interpersonal Services - Budget Cuts
- 12.15.2.1 SGEU, as well as the SFL, NUPGE and CLC, **shall** speak out against violence against women **and interpersonal violence** at every opportunity, to educate its members about this crisis and demand the budget cuts to **these** services are reinstated.
(Res #33 C-91) (Revised PC Dec. 2006 - Motion #2006-12-39-MCL-19) (Revised PC #2007-06-64) (Revised CONV 2019 P#5)

12.16 FAMILY VIOLENCE

- 12.16.1 SGEU recognizes the problem of family violence and, whereas society has further identified these problems, SGEU **shall** develop and implement an educational program to be included in Leadership Development Course training.
(Revised CONV 2019 Res P#3)

12.16.2 Representatives of SGEU will work to interact with members and management in a manner that demonstrates awareness and compassion, and will lobby the government and other organizations for improved services for victims of family violence.

(Res #86 C-94) (Revised PC #2007-06-64)

12.16.3 SGEU endorses the Silent Witness project.

(Res #P5 Conv 2012) (Created PC #2012-06-17)

12.17 PORNOGRAPHY

12.17.1 SGEU shall go on record as being opposed to any form of pornography and shall support organizations or groups in opposition to pornography.

(Res #117 C-90) (PE Mar 97) (Revised PC #2007-06-64)

12.18 DE-INSURING HEALTH SERVICES

12.18.1 SGEU opposes the restructuring of health services, where it is an excuse for cutbacks in staffing, de-insuring of services and privatizing services that are now or have been publicly funded.

(Res #P22 C-94) (Revised PC #2007-06-64)

12.19 CUTBACKS IN SERVICES

12.19.1 It is the government's responsibility, under The Canada Health Act, to maintain the true principles of health care:

- universality
- accessibility
- comprehensiveness
- publicly funded
- publicly administered

12.19.2 We have already seen cutbacks in health care in the areas of chiropractic, optometric and dental services and increased costs to individuals for prescription and Saskatchewan Abilities Council plans. Core services in health regions must reflect a holistic definition in health, including Social Services raising adequate income, food, environment, as well as health education and abuse prevention programs.

(Res #48 C-93) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-20) (Revised PC #2007-06-64)

12.20 BILL C-69/C-20

- 12.20.1 SGEU reaffirms our mandate to strengthen provincial social safety net programs. SGEU must work, in coalition with other unions and social justice organizations, to develop a national health strategy and launch a national health campaign.
(Res #45 C-93) (Revised PC #2007-06-64)

12.21 DE-SKILLING

- 12.21.1 SGEU will publicly oppose de-skilling and will lobby the government to support this opposition.
(Res #P45 C-96) (Revised PC #2007-06-64)

12.22 EDUCATION FUNDING

- 12.22.1 There is a continued emphasis by SIAST for cost recovery and revenue-gathering programs whereby education must pay for itself, which is detrimental to the community. SGEU will continue to pursue increased public funding for secondary and post-secondary education and encourage NUPGE to do the same.
(Res #39 C-91) (Revised PC #2007-06-64)

12.23 HOME CARE FUNDING

- 12.23.1 SGEU supports the financing of home care services through public funds and opposes user-fees as a means of financially supporting these programs.
(Res #44 C-93)(PE July 94) (Revised PC #2007-06-64)

12.24 LOCAL REVENUE RAISING

- 12.24.1 SGEU is concerned that individual regions will be held responsible for funding health services.
- 12.24.2 This will give the Provincial Government an opportunity to off-load its responsibility for health care.
- 12.24.3 The potential exists for different communities to have to pay different tax levies for services.
- 12.24.4 This erodes the principle that health care services should be publicly funded.
- 12.24.5 It also creates an uneven health care service because poorer communities will not be able to afford the same level of services as richer communities.

- 12.24.6 SGEU opposes local revenue raising for health regions.
(Res #50 C-93) (Revised PC Dec 2006 - Motion #2006-12-39-MCL-21) (Revised PC #2007-06-64)

12.25 HOUSING FOR THE ELDERLY

- 12.25.1 SGEU supports initiatives for supportive, dignified, affordable housing for the elderly living independently, and will lobby the provincial and federal governments to encourage projects for such housing.

12.26 ACCESSIBILITY/SPECIAL NEEDS

- 12.26.1 All meetings, social activities, conventions, courses, etc. should be booked only in places that are accessible. Special needs such as personal needs, dietary needs, telecommunication devices for the deaf, etc. are all accommodated at such events. Current financial policies should reflect flexibility to ensure that physically challenged members' needs are met in room sharing, travel, special needs, etc.
(Res #P43 C-96) (Revised PC #2007-06-64)

- 12.26.2 SGEU will strongly encourage all locals, sectors, bargaining units to adopt policies which recognize our members special needs (i.e. child/elder care, dietary, physical, etc.).

- 12.26.3 SGEU will make, and publicize the availability of, large-print collective agreements and, on request, recorded collective agreements.
(Revised PC #2007-06-64)

12.27 BRIEFS TO PROVINCIAL GOVERNMENT

- 12.27.1 General

- 12.27.1.1 The Table Officers of SGEU, in concert with the Provincial Council, may present an annual brief to the Provincial Government outlining the Union's concerns and issues.
(C-90)(PE July 94) (P-15, PC June 2007 – Removal of articles 12.25.2 – 12.25.2.1)
(Revised PC #2007-06-64)

12.28 UNION DOCUMENTS: TERMINOLOGY

- 12.28.1 Non-stereotyped terms shall be used in SGEU literature and correspondence (i.e. "chair" or "chairperson", Ombudsman).
(C-90)(PE July 94) (Revised PC #2007-06-64)

12.29 SGEU SLOGAN

- 12.29.1 SGEU's identity and image slogan shall be "Working Together For Saskatchewan".
(PE 83)(PE July 94) (Revised PC #2007-06-64)

12.30 VIOLENT OFFENDERS

- 12.30.1 SGEU shall take a stand in favour of better provisions for protection for law enforcement officers, correction workers and the public; and also support the retention and development of programs to deal with treatment of violent members of society.
(Res #117 C-90) (Revised PC #2007-06-64)

12.31 SOCIAL ACTION

- 12.31.1 An overwhelming body of statistical evidence indicates a staggering level of poverty in Canada, particularly in Saskatchewan. There is an increasing demand on the limited resources of food banks and publicly funded human resource agencies. School boards and community groups have instituted school lunch and breakfast programs to feed impoverished children and Saskatchewan's infant mortality rate is the second highest in the country. Public services to the impoverished have been cut, reduced or privatized, ostensibly to trim the fat from government expenditures. Federal and provincial governments have created budget deficits due to unfair and unequal taxation policies, which favour corporations and wealthy individuals, and subsidies, tax holidays, forgivable loans and grants to profitable corporations and businesses.
- 12.31.2 Canada's conservative governments have enacted a political, economic and social agenda that globalizes production and competition, thereby eroding the Canadian social wage and social safety net and exposing individuals to the vagaries of the international market place.
- 12.31.3 SGEU resolves to continue its fight against unfair taxation policies, the erosion of public services, free trade, privatization, deregulation and the attack on the impoverished and the powerless.
- 12.31.4 SGEU will also continue its efforts to secure an adequate and stable funding base for all public services and, in particular, for non-governmental organizations.
(C-91)(PE July 94) (Revised PC #2007-06-64)
- 12.31.5 SGEU call on the federal and provincial governments to provide full core funding to sustain community based organizations so that they can continue serving the community. (Res. P11 C-03) (Revised PC #2007-06-64)

- 12.31.6 SGEU will acknowledge and support the Commission of Canada's Calls to Action in regards to the Truth and Reconciliation processes, supporting the calls of action to change child welfare; education; language and culture, health, justice, including the reconciliation of the rights of indigenous peoples; equity for Indigenous peoples in the legal system; and professional development and training for public servants on the history of Indigenous peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, and Indigenous law, training in intercultural competency, conflict resolution and anti-racism.
(Created Res. P9, Conv #2018)

12.32 FOOD PROGRAMS

- 12.32.1 The City of Regina's 1989 Mayor's Board of Inquiry into Hunger brought forward many recommendations and many volunteer groups in the City of Regina have sprung up, with limited resources to provide local feeding programs.
- 12.32.2 SGEU will lobby all levels of government in making aid for these groups a priority and providing the necessary resources and funding to these groups (i.e. Rainbow Youth Centre, Chili for Children, Regina Food for Learning and others) so that they may continue and enlarge their food programs.
(Res #78 C-91) (PC Dec. 03) (Revised PC #2007-06-64)

12.33 CULTURAL LIAISONS

- 12.33.1 Cultural industries in Canada are labour intensive. Insecurity and poor pay is a way of life for artists and many workers in these cultural industries. Public funding for the arts and cultural activists has been reduced in recent years.
- 12.33.2 SGEU resolves to encourage sectors and locals to improve cultural liaisons by advertising in local cultural programs and publications, purchasing season tickets and promoting local cultural events to their membership.

- 12.33.3 SGEU will also work with cultural organizations to lobby for an increased commitment from municipal, provincial and federal governments to cultural programs. (Res #80 C-91)(PE July 94) (Revised PC #2007-06-64)

12.34 MULTICULTURALISM

- 12.34.1 The Constitution of Canada recognizes the multicultural nature of Canada. The province of Saskatchewan has a large number of people whose cultural background is neither English nor French and many of these cultural groups have a long history in the province and have participated in the building of the province. Recognizing this, SGEU supports multicultural activities and programs in Canada.

(Res #81 C-91)(PE July 94) (Revised PC #2007-06-64)

- 12.34.2 SGEU supports the statement that culture does not supersede an individual's human rights. Hiding behind culturalism to justify acts of violence towards any individual is against our universal humanitarian principles. (Res #P-6 Conv 2012) (Created PC #2012-06-18)

12.35 RECYCLING

- 12.35.1 SGEU will use recycled paper and any other recycled material whenever possible. SGEU will also recycle, whenever possible, all material used. SGEU will encourage the Government of Saskatchewan to use recyclable materials whenever possible; and will encourage the government to make every effort to promote and make possible the recycling of paper, glass, metal and petroleum products in Saskatchewan.

(PE Mar 97) Revised PC Dec 03) (Revised PC #2007-06-64)

12.36 CITY RUN CREMATORIALS

- 12.36.1 SGEU should strongly support the proposal of a city-run crematorium in Regina, to serve Regina and southern Saskatchewan, and lobby the City for such a facility.
- 12.36.2 SGEU urges the province to adopt the stricter air-quality standards used by the Ontario Department of Environment for crematoria (double-chambered crematoria at higher temperatures).

(Res #64 C-93) (Revised PC #2007-06-64)

12.37 NUCLEAR POWER

- 12.37.1 SGEU opposes Saskatchewan moving into nuclear power and waste. SGEU will be pro-active, environmentally responsible by

supporting Saskatchewan Power to move into wind, solar and other renewable technologies, which are developing worldwide.

(Res #102 C-92) (PE Mar 97) (Revised PC #2007-06-64) (Reaffirmed PC #2009-06-32)

12.38 NUCLEAR REACTORS

12.38.1 SGEU goes on record as opposing nuclear reactors in and for Saskatchewan.

(Res #102 C-92) (PE Jan 94) (Revised PC #2007-06-64) (Reaffirmed PC #2009-06-33)

12.39 URANIUM MINING IN SASKATCHEWAN

12.39.1 SGEU will act in solidarity with the people of Northern Saskatchewan and the Hatchet Lake Band, in particular, by publicly declaring our support for, and assisting in, the lobby for a full public inquiry into all aspects of uranium mining in Saskatchewan.

(Res #117 C-90) (PE Mar 97) (Revised PC #2007-06-64)

12.40 SASKATCHEWAN HUMAN RIGHTS COMMISSION

12.40.1 SGEU supports the Saskatchewan Human Rights Commission and will lobby the provincial government to supply adequate funding so that more staff can be hired by the Commission, enabling them to fulfill their mandate.

(PC Nov 99) (Revised PC #2007-06-64)

12.40.2 SGEU will lobby the provincial government and the Saskatchewan Human Rights Commission to have gays and lesbians included in the designated groups. (Res P#12 C-01) (Revised PC #2007-06-64)

12.40.3 SGEU will lobby the Minister responsible for the Human Rights Commission and the Premier to restore the Human Rights Commission's funding to the previous level and consider increasing the Human Rights Commission's budget in the near future.

(Res P#5 C-03) (Revised PC #2007-06-64)

12.41 COMMUNITY SERVICES EQUITY CAMPAIGN

12.41.1 SGEU will fully support the Community Services Sector's campaign to reach wage parity with the public service.

(PC Nov 99) (Res P#10 C-03, Reaffirmed C-04, C-05, C-06, 07, 09)

12.41.2 SGEU endorses the "We're Still Worth More" campaign, and provides financial assistance and moral support.

(Reaffirmed Conv 2009)

12.41.3 SGEU designate a staff person to the campaign or endorse giving a member union leave to assist in the co-ordination of the campaign.

(Res P-5, C-04) (Revised PC #2007-06-64)

- 12.41.4 SGEU will endorse and promote November 6th as Community Services Worker Appreciation Day.
(Conv 2009, Res P-4)

12.42 WCB REBATES TO EMPLOYERS

- 12.42.1 SGEU will contact the Minister responsible for the Workers Compensation Board to ask him/her to urge the government to have no further rebate initiatives for employers. SGEU will also request and assist the SFL to investigate any anticipated refund programs, and will campaign for surplus monies in the injury fund to be redirected to safety and research projects and for enhancement of benefits.
(PC July 2000) (Revised PC #2007-06-64)

12.43 HEALTH CHARTER

- 12.43.1 SGEU adopts the principles for change to the health care system as outlined in SGEU Health Charter, Appendix 3. The Charter includes strategies, alternatives and plans for future action.
(Res #121 C-96) (Revised PC #2007-06-64)

12.44 PAY EQUITY

- 12.44.1 SGEU will lobby, on its own and through the SFL and other supportive groups, for "pro-active" legislation regarding pay equity.
- 12.44.2 SGEU will undertake the necessary research and planning to develop a pro-active public campaign to pressure the Provincial Government to initiate an employer-initiated pay equity program, in both the public and private sector, in Saskatchewan.
- 12.44.3 SGEU will develop and implement an educational component on pay equity geared towards the Union membership.
(Art. 12 Revised PC Dec 03) (Revised PC #2007-06-64)

12.45 STRATEGIC PLANNING

- 12.45.1 SGEU adopt the five strategic priorities and the operational plan recommended by the Provincial Council and the Strategic Planning Committee.

- 12.45.1.1 The five strategic priorities are:
Improved governance and administration
Equity within SGEU
Effective stewards and bargaining
Unionize Indigenous and young workers
Promote public service and the value of unions.
(Res P-27, C-04) (Revised PC #2007-06-64)
- 12.45.2 SGEU will assess current equity representation within the elected structure by:
- 12.45.2.1 Developing the rationale for identifying equity members;
- 12.45.2.2 Reviewing the previous self-declaration form to improve accuracy, insure privacy and increase response;
- 12.45.2.3 Developing a revised self-declaration form;
- 12.45.2.4 Soliciting a response from all elected members and
- 12.45.2.5 Compiling and documenting the responses.
(Res P-32, C-04) (Revised PC #2007-06-64)

12.46 HEALTH CARE

- 12.46.1 SGEU will hold the government to account for every pre-election promise made to protect and improve Canada's public health care system.
(Revised PC Dec 2006 -- Motion #2006-12-39-MCL-48) (Revised PC #2007-06-64)
- 12.46.2 SGEU will continue to pressure the Federal Government to implement the recommendations of the Romanow commission, particularly the recommendation for the Federal Government to fund a minimum of twenty-five percent (25%) of the cost of the public health care system.
- 12.46.3 SGEU will continue to pressure the Federal Government to involve organizations representing health care workers, including their unions, in future discussions of how to protect and improve public health care in Canada.

- 12.45.4 SGEU will work with Health Care Unions to urge the Provincial Government to:**
- a. Establish Provincially legislated quality of care standards for all health care services, including minimum staffing levels.**
 - b. Increase staffing (direct care and support staff) in health care services.**
 - c. Provide safe and healthy work environments that support high quality care.**
 - d. Implement the recommendations outlined in the Saskatchewan Ombudsman 2015 report “Taking Care”.**

(Created CONV 2019 P#8)

- 12.46.5 SGEU will:**
- a. Work with Health Care Unions to lobby the Provincial Government and Saskatchewan Health Authority (SHA) to eliminate violence against health care workers.**
 - b. Lobby the Provincial Government and SHA to improve working conditions of health care workers.**
 - c. Lobby the provincial Government and the SHA to ensure health care workers have their violent incidents investigated without repercussions.**

(Created CONV 2019 P#9)

- 12.46.6 SGEU will educate the Provincial Government that the solution to the problem of superbugs, is appropriate health care funding and staffing levels.**

(Created CONV 2019 P#10)

- 12.46.7 SGEU will lobby the Provincial Government to amend the Ambulance Act to enable the creation of Provincial publicly delivered emergency medical services system with Provincial guidelines and standards.**

(Created CONV 2019 P#11)

12.47 HEALTH FUNDING

- 12.47.1 SGEU will, through the SFL and NUPGE, lobby the Provincial and Federal Government for increased funding for health care.**

12.48 CHILD CARE AGREEMENTS

- 12.48.1 Work through the SFL to pressure the provincial government to take a strong stand against the cancellation of the child care agreement.**
- 12.48.2 Actively support provincial child care advocacy organizations to protect the child care agreements.**

12.48.3 In conjunction with the CLC and NUPGE, SGEU will forcefully lobby the Federal Government members of Parliament and the party leaders to pressure them against cancelling the child care agreements.

12.48.4 Vigorously take part in the major campaign spearheaded by the Child Care Advocacy Association of Canada for a not-for-profit national Child Care Program that begins with honouring the Federal-Provincial agreements and significant federal funding in the 2006 Federal budget.

(Res #E-1, C--06) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-49)

12.49 CANADIAN WHEAT BOARD

12.49.1 Through the affiliation with SFL, NUPGE and the CLC demand that the Canadian Government retain the current powers of the Canadian Wheat Board and consider expanding our market system to other crops.

12.49.2 Go on record that this Convention is opposed to the attack on the Canadian Wheat Board by the Harper Government.

(Res P-21, June 2007 PC)

12.50 INDEMNIFICATION OF OFFICERS

12.50.1 Union Officials Indemnification

12.50.1.1 The purpose of this policy is to outline the protection that SGEU will provide to certain union officials listed below who are charged or may be charged with a criminal offense, or are subject to legal proceedings before a court or tribunal as a result of carrying out their duties as a union official, including the provision of legal services if necessary.

12.50.2 Application

12.50.2.1 SGEU is a Trade Union constituted pursuant to the laws of the Province of Saskatchewan. Union officials covered by this policy are Provincial Council members, Provincial Council alternates, Long Term Disability Supervisory Committee members and their alternates.

- 12.50.3 Indemnification in Civil Actions or Administrative Actions
 - 12.50.3.1 SGEU agrees to provide the following protection to the officials listed above:
 - 12.50.3.1.1 SGEU agrees to indemnify and save harmless each Official and his or her theirs and personal representatives, against all costs, charges and expenses, including an amount to settle an action or satisfy a judgment, reasonably incurred in respect of a civil or administrative action to which he or she was made a party by reason of being an official of the Union.
 - 12.50.3.1.2 Each Official shall carry out his/her duties in a manner consistent with the Constitution, Policies and Bylaws of the Union and act honestly and in good faith with a view to the best interest of the Union.
 - 12.50.3.1.3 In order to be entitled to indemnification the union official must inform the President of the matter at the earliest reasonable opportunity after the union official becomes aware of a possible or actual claim or proceeding as a result of any alleged act or omission within the scope of the union official's duties.
 - 12.50.3.1.4 The President shall have the union official facing the civil action provide him or her with a written report and statement of the incident. The report should include:
 - A summary of the incident;
 - A list of potential witnesses; and
 - An assessment as to whether or not the elected official was acting in good faith and within the scope of their duties.
 - 12.50.3.2 SGEU shall have the right to represent the official in any action or proceeding that includes the Union as a co-respondent.
 - 12.50.3.3 The Indemnity Policy does not cover legal costs incurred by the official in relation to charges and trials under the SGEU Constitution and does not cover legal costs incurred by the officials against the Union.
- 12.50.4 Access to Legal Services for Civil Actions or Administrative Actions
 - 12.50.4.1 In the event of the need for legal services as the result of civil or administrative proceedings, the President or designate may authorize the provisions of legal services to the union official as appropriate. This decision will be made in consultation with SGEU legal counsel.

- 12.50.4.2 Legal services for the union official shall be provided if the official has acted in good faith in carrying out his or her duties.
- 12.50.4.3 Union officials have the right to appeal the President's refusal to provide legal assistance. The appeal shall be made to the Administration Committee within 14 working days. The decision of the Administration Committee shall be made within 14 working days. The decision of the Administration Committee shall be final and binding.
- 12.50.4.4 Union officials may obtain private legal counsel at their own discretion and at their own expense.
- 12.50.5 Access to Legal Services for Criminal Proceedings
 - 12.50.5.1 In the event that a union official is facing criminal charges arising from actions carried out in the course of their duties, the President or designate will conduct an investigation to determine if the elected official's action were carried out in good faith.
 - 12.50.5.1.1 Note: If a union official has been formally charged, the internal investigation shall be put on hold to protect the elected official's right not to incriminate himself/herself. Other witnesses may be interviewed.
 - 12.50.5.2 A union official charged with a criminal offense arising from good faith actions undertaken in the scope of their duties, will be entitled to hire a lawyer of his or her choice subject to the fee arrangement being approved by the President, in consultation with SGEU legal counsel.
 - 12.50.5.3 In the event that the union official chooses not to participate in the investigation, financial assistance for legal services may be denied. This will be determined by the President on a case by case basis. The union official will be placed on leave of absence from all of their positions representing SGEU.
 - 12.50.5.4 Union officials have the right to appeal the President's refusal to provide legal assistance. The appeal shall be made to the Administration Committee within 14 working days. The decision of the Administration Committee shall be made within 14 working days. The decision of the Administration Committee shall be final and binding. (Article 12.50 – PC #2008-06-53)

12.51 SGEU MEMBER INFORMATION

- 12.51.1 SGEU shall communicate to all members the importance of submitting accurate information to the union regarding change of address and elected-officer registration. (Revised PC #2007-06-64)

12.52 COMPASSIONATE CARE LEAVE

- 12.52.1 SGEU will, through SFL and NUPGE, lobby the government to amend EI regulations to extend the compassionate care leave to include care giver leave for non-terminal illnesses, family obligations that are beyond the individual's control and/or during a family member's pregnancy and post natal care.
(New Article 12.52 – 2009 Conv, P-7)

12.53 STATION 20 WEST PROJECT

- 12.53.1 SGEU, through the SFL, will lobby the provincial government to restore funding to the Station 20 West Project.
(New Article 12.53 – 2009 Conv, P-8)

12.54 NATIONAL CHILD CARE

- 12.54.1 SGEU supports a National Child Care program.
(Created Res P4, CONV 2015)

12.55 National Pharma Drug Program

- 12.55.1 SGEU supports a National Pharma Drug Program.
(Created Res P5, CONV 2015)

13. SGEU PROVINCIAL GRIEVANCE POLICY

(Grievance Policy (Article 13) (Revised PC #2011-10-22) (Revised PC #2013-06-29)

It should be noted that in some cases, the provisions of the relevant collective agreement will take precedence over this policy. In all cases, members, elected representatives and staff must be familiar with the terms of the relevant collective agreement.

In all instances, the person filing a grievance must consult the Collective Agreement to ensure the grievance is filed properly and time limits are observed.

In this policy, “bargaining unit” means the negotiating committee of the bargaining unit, or the unit’s grievance committee(s), if the unit’s bargaining guidelines have committee(s) established for the purpose of reviewing the merits of grievances.

Grievances are the property of the Union (SGEU) and, as such, the Union (SGEU) determines whether a grievance will proceed or end at all stages of the procedure.

13.1 FILING A GRIEVANCE

(Revised PC #2013-06-29)

- 13.1.1 Grievances should be filed by a steward or, if no steward is available, an elected member or Labour Relations Officer (LRO).
- 13.1.2 A steward should seek advice from their Chief Steward or LRO if unsure about a grievance.
- 13.1.3 When a member files his/her own grievance without steward or LRO support, that member shall be responsible for sending the necessary supporting documentation to the LRO.
- 13.1.4 Policy grievances shall be initiated by the Bargaining Unit or designate.
- 13.1.5 LROs/Stewards shall co-ordinate activities associated with grievances. Stewards, Bargaining unit Chair or designate, shall represent the Union at grievance meetings.
- 13.1.6 Specific training in the handling of grievances at grievance meetings shall be available to the stewards to prepare them for grievance handling.

(Res #P-31, C-06) (Revised PC #2007-06-64)

13.2 GRIEVANCE FORMS

(Revised PC #2013-06-29)

- 13.2.1 It is the responsibility of the person filing the grievance to ensure that copies of the grievance form, and copies of all related documents, are sent to the proper SGEU office. It is the responsibility of the LRO to ensure the grievor, Steward and the bargaining unit are informed of the progress of the grievance including copies of all correspondence.

13.3 RESOLVING GRIEVANCES

(Revised PC #2013-06-29)

- 13.3.1 Grievances may be resolved without being advanced to a third party. This section determines what procedures will be followed when grievances are resolved without reference to a third party. In all instances of grievance handling the Bargaining Guidelines and subsequent procedures for that bargaining unit shall be adhered to.

13.3.2 Closing A Grievance With The Grievor's Consent

- 13.3.2.1 When the grievor and bargaining unit (when the Grievance has wider implications affecting other members) agrees that the settlement achieved is satisfactory, or that withdrawing the grievance is appropriate, the LRO should obtain the written agreement of the grievor before writing the employer to close the file. Settlements that are less than or outside of the original settlement sought will be confirmed by the LRO after Agreement with the grievor and bargaining unit, (when the Grievance has wider implications affecting other members) is obtained

13.3.3 Closing A Grievance Without The Grievor's Consent

- 13.3.3.1 When the LRO/Bargaining Chair/Bargaining Committee or Designate negotiates an agreeable settlement approved by the Bargaining Unit, the LRO will attempt to obtain acceptance from the grievor (bargaining unit if a policy grievance or steward/chief steward if a group grievance).
- 13.3.3.2 If the grievance is recommended to be withdrawn, the LRO will inform the grievor of the reasons in writing, via Registered Mail. Copies of this letter will be sent to the steward and the bargaining unit. If the grievor, or bargaining Unit (when the Grievance has wider implications affecting other members) disagrees, he/she may within Twenty-one (21) days of receipt of the Registered Letter, ask the Screening Committee to make a decision about the grievance. If no response is received from the grievor in the Twenty-one (21) day period, the grievance shall be closed.

- 13.3.3.3 In termination grievances, members cease to be a member at the point the grievance file is closed (SGEU Constitution Article 4.6.1) and the grievor shall be so informed. A copy of correspondence shall be sent to the Vice-President of the Sector and SGEU's Information and Support department.

13.4 THE SCREENING COMMITTEE

(Revised PC #2013-06-29)

- 13.4.1 The President shall be responsible for establishing a Screening Committee to determine whether grievances will proceed to a third-party resolution process. The Committee will be composed of three LROs (unrelated to the grievance being considered), named to the Committee at the President's discretion for all sectors except the Public Service Sector who shall have a screening committee established as per Article 13.5 of this policy
- 13.4.2 Where the Bargaining Committee/Bargaining Unit Chair or designate assigned to the grievance believes that a grievance should proceed to a third-party resolution process, the LRO will formulate a recommendation for the Screening Committee. The LRO will be responsible for preparing the documentation necessary for the Committee to determine the merits of the grievance, by completing a Request for Decision form.
- 13.4.3 Where a grievor has requested that the Screening Committee review the LRO's decision to close a grievance file, the LRO will be responsible for preparing the documentation necessary for the Committee to determine the merits of the grievance by completing a Request for Decision form.
- 13.4.3.1 The LRO will include any further documentation provided by the grievor in his/her request to have the decision reviewed updating the Request for Decision as required.
- 13.4.4 Grievances approved for third-party resolution will proceed through the process chosen facilitated by the LRO or legal counsel assigned, under the general direction of the President and the bargaining unit chair or designate.
- 13.4.5 When the Screening Committee decides that a grievance should not proceed to a third-party process, the Committee will inform the grievor of this decision in writing, with reasons by registered letter. Copies of this letter will be sent to the steward and the bargaining unit. This letter will also inform the grievor of his/her right to appeal this decision to the applicable Grievance Committee, provided the grievor responds in writing within Twenty one (21) days of receipt of the registered letter. If no response is received from the grievor in the Twenty one (21) day period,

the grievance shall be closed. If the registered letter is returned from the post office, the Union will make reasonable attempts to contact with the grievor, prior to closing the grievance.

13.5 PUBLIC SERVICE BARGAINING UNIT GRIEVANCE POLICY

(Revised PC #2013-06-29)

- 13.5.1 This section of the Policy is intended to provide an internal grievance-approval process for the Public Service Bargaining Unit that is efficient, lawful, and fair. Throughout this process, the Bargaining Unit will take steps necessary to ensure that the grievances continue to be processed in accordance with the prescribed procedure within the time limits, and ensure that the Public Service Bargaining Unit has input at every stage of the grievance procedure, providing the bargaining unit recommendations, approvals, directions and appeals on grievances filed in the PS/GE Bargaining Unit
- 13.5.2 PS/GE Grievances are referred to a third party for determination only with the approval of the PS/GE bargaining unit or designate (the applicable grievance Committee as set out in this policy).
- 13.5.3 The approval process for mediation and mediation/arbitration, precedent-setting arbitration and expedited arbitration require only the approval of the PS/GE bargaining unit or its designate, the Sector Screening Committee.
- 13.5.4 Upon receipt of the filing of a grievance in the PS/GE bargaining unit that concerns terminations, payroll, administration, or staffing, the LRO shall advise the Chair of the PS/GE Negotiating Committee, or designate and if requested forward copies of the grievance form, and any collateral documents.
- 13.5.5 When deemed necessary by the Chair of the PS/GE Negotiating Committee, the Chair shall direct the LRO in the handling of the grievance through the steps of the grievance process.
- 13.5.6 The LRO will research the grievance to ensure the grievance has merit in consultation with the applicable Regional Grievance Committee and complete the Request for Decision Form including the LRO's and the Regional Grievance Committees recommendations and which dispute resolution the grievance should follow. This Request for Decision will be reviewed by the PS/GE Sector Screening Committee who will provide the required approvals, directions, decisions etc.
- 13.5.7 Notwithstanding the above, a PS/GE bargaining unit grievance can be expedited through the process by providing the appropriate

documentation such as the Request for Decision directly to the Chair of the PS/GE Negotiating Committee for a review by that committee and approval for arbitration.

13.5.8 Regional Grievance Committees

(Revised PC #2013-06-29)

- 13.5.8.1 Each of the three Regional Grievance Committees (North, South and Central) shall consist of four members who shall be appointed by the Negotiating Committee and approved by the Bargaining Council. Each Regional Grievance Committee will also have one alternate appointed by the Negotiating Committee.
- 13.5.8.2 The Negotiating Committee Chairperson shall put out a call for interest for membership on the three Regional Grievance Committees in the Bargaining publication. Selection shall be based on qualifications and experience.
- 13.5.8.3 Each Regional Grievance Committee shall elect a Chairperson and an alternate to the Chairperson at the first meeting of the committee following their appointment. The Chairperson must be a member of Bargaining Council.
- 13.5.8.4 The term of the Regional Grievance Committees is from the first Bargaining Council meeting following the Proposals Conference to the first Bargaining Council meeting following the next Proposals Conference.
- 13.5.8.5 The mandate of the Regional Grievance Committees is to review grievance files at all stages of the grievance process; as designates of the Bargaining Unit provide direction/recommendations as required; assist the LRO in gathering information for the grievance files; assist stewards/chief stewards and LRO's to run Step I and II meetings, and to provide the required recommendations of the Bargaining Unit concerning proceeding to third party resolution or file closure. They shall also make recommendations to the Bargaining Unit to address concerns with language and the development of proposals. The Committee shall meet as required.
- 13.5.8.6 The members of the Regional Grievance Committee shall not be a member of the PS/GE Screening Committee or the PS/GE Grievance Appeal Committee due to conflict of interest.

- 13.5.9 PS/GE: Sector Screening Committee
(Revised PC #2013-06-29)
- 13.5.9.1 The PS/GE Screening Committee shall consist of four members and an alternate appointed by the PS/GE Negotiating Committee and approved by the Bargaining Council. LRO's shall attend meetings of this committee as required by the committee. The Director of Labour Relations shall be assigned to this committee to provide advice and guidance.
- 13.5.9.2 The Negotiating Committee Chairperson shall put out a call for interest for membership on the PS/GE Screening Committee in the Bargaining publication. Selection shall be based on qualifications and experience.
- 13.5.9.3 The PS/GE Screening Committee shall elect a Chairperson and an alternate to the Chairperson at the first meeting of the committee following their appointment. The Chairperson must be a member of Bargaining Council.
- 13.5.9.4 The members of the PS/GE Screening Committee shall not be a member of one of the Regional Grievance Committees or the PS/GE Grievance Appeal Committee due to conflict of interest.
- 13.5.9.5 The term of the PS/GE Screening Committee is from the first Bargaining Council meeting following the Proposals Conference to the first Bargaining Council meeting following the next Proposals Conference.
- 13.5.9.6 The mandate of the PS/GE Screening Committee is to serve as the Screening Committee for PS/GE Bargaining Unit grievances and to perform the decision making functions of the Screening Committee for the Public Service Sector as per Article 13.5 of the SGEU Policy Manual. This includes making decisions concerning which grievances should proceed to third party resolution, which type of third party resolution should be utilized and whether grievances referred should be closed. The committee also shall make recommendations to the Bargaining Unit to address concerns with language and the development of proposals. This Committee will meet as required.

- 13.5.10 **Sector Appeal Committee**
(Revised PC #2013-06-29)
- 13.5.10.1 The PS/GE Appeal Committee shall consist of six members appointed by the PS/GE Negotiating Committee and approved by the Bargaining Council. One alternate shall also be similarly chosen.
- 13.5.10.2 The Negotiating Committee Chairperson shall put out a call for interest for membership on the PS/GE Appeal Committee in the Bargaining publication. Selection shall be based on qualifications and experience.
- 13.5.10.3 The PS/GE Appeal Committee shall elect a Chairperson and an alternate to the Chairperson at the first meeting of the committee following their appointment. The Chairperson must be a member of Bargaining Council.
- 13.5.10.4 The members of the PS/GE Appeal Committee shall not be a member of one of the Regional Grievance Committees or the PS/GE Screening Committee due to conflict of interest.
- 13.5.10.5 The term of the PS/GE Appeal Committee is from the first Bargaining Council meeting following the Proposals Conference to the first Bargaining Council meeting following the next Proposals Conference.
- 13.5.10.6 The mandate of the PS/GE Appeal Committee is to serve as the appeal body for all PS/GE grievance appeals and to fully act as the equivalent of the Provincial Grievance Appeals Committee as its counterpart in the Public Service. The committee shall also make recommendations to the Bargaining Unit to address concerns with language and the development of proposals. The Committee shall meet as required.
- 13.5.11 The term of office for, the Sector Appeal Committee, Sector Screening Committee and Regional Grievance Committees will be a three year term.
(PC #2010-04-20 – New Article 13.6)
- 13.5.12 The Appeal Hearing Guidelines will be the same as PGAC 13.6.11.

13.6 APPEALS - THE PROVINCIAL GRIEVANCE APPEAL COMMITTEE

(Revised PC #2013-06-29)

13.6.1 The SGEU Constitution shall determine the size and composition of the Provincial Grievance Appeals Committee (PGAC), and shall determine how members are elected or appointed to the Committee, and their term of office. Except for the PS/GE bargaining Unit the PS/GE Appeal Committee shall act as the appeal body when grievors disagree with the decision of the Screening Committee.

13.6.2 All Sectors and the Equity Conference in selecting members to serve on this committee shall only choose members who have had previous training concerning grievances and some experience with the grievance processes. Qualification criteria that potential committee members need to meet is:

- i. Members that are elected to the PGAC should have previous training in grievances or must take grievance training when offered
- ii. Must keep current on Labour Law jurisprudence
- iii. All alternates must have previous grievance training or must take grievance training when offered before sitting on the PGAC for an appeal

Grievance training will be offered to all members elected to the PGAC as it becomes available. (Revised PC #2016-12-107)

13.6.3 When an appeal hearing date has been set the grievor will, via registered mail, be given at least 30 days' notice of any scheduled appeal hearing date, time and place, including the applicable time lines to respond. The grievor will be informed that h/she may elect to have someone attend with him/her, to assist in the presentation of the appeal.

13.6.4 For group grievances the grievors may select one representative from the group and one other person to assist in the presentation of their appeal.

13.6.5 A request from an appellant to attend their hearing via conference call will be considered, provided seven (7) days' notice of such request is provided to the PGAC to allow for the booking of rooms and conference call setup.

13.6.6 If upon receipt of this notice the grievor indicates the date, time and place for the appeal hearing is not suitable, their hearing will be set

for the next scheduled meeting of the PGAC. If the appellant fails to appear at this second scheduled hearing the committee shall proceed in their absence.

- 13.6.7 If contact has not occurred with the appellant then one cancellation be allowed for the appellant, then the committee has the discretion to proceed in the absence of the appellant at the next scheduled meeting.
(PC #2009-04-27)
- 13.6.8 Upon appeal notification the grievor shall be copied with all relevant material the PGAC has.
- 13.6.9 The grievor shall in the return envelope, provide any additional information that they will be relying on at the appeal at least ten (10) days in advance of an appeal.
- 13.6.10 Grievors gainfully employed by a bargaining unit represented by SGEU will be covered for wage loss or stipend, whichever is applicable. Grievors who are no longer gainfully employed in a bargaining unit represented by SGEU shall be paid stipend. Travel expenses incurred by the grievor to attend the appeal process will be borne by the Union and shall be paid as per SGEU rates and shall be calculated based from the workplace from which the claim was filed or the present residency of the claimant whichever is closer to where the appeal is being held. If the grievor elected to have someone attend the hearing with him/her, and that person is an SGEU member, that person will also be eligible for leave and expense reimbursement, in accordance with existing policies. If the member chooses an advocate outside the SGEU, the member shall bear the cost and expenses of that advocate.
- 13.6.11 Hearing Guidelines
(Revised PC #2013-06-29)
- 13.6.11.1 The Provincial Grievance Appeals Committee will conduct the appeal hearing in a manner consistent with the concept of the duty of fair representation and the principles of natural justice.
- 13.6.11.2 Any PGAC member who has or may have a conflict of interest in participating in the hearing will excuse himself/herself from the hearing.
- 13.6.11.3 A representative of the Screening Committee and when possible the LRO attached to the grievance file will attend each hearing, to present the reasons why it determined the grievance file should be

closed and they shall absent themselves during deliberations of the PGAC.

- 13.6.11.4 The parties should make their case as succinctly as possible. If new relevant information is presented the committee may adjourn and refer the new relevant information to the LRO responsible for the grievance file who will then prepare a new or amended Request for Decision (including obtaining input from the Bargaining Unit) and process the grievance through the Screening Committee.
- 13.6.11.5 After the presentation and any questions of clarification from the PGAC, the grievor, advocates, witnesses and respondent Screening Committee representative shall leave, and the PGAC shall deliberate, in private, to reach a decision. The decision of the PGAC, with reasons, shall be sent to the grievor within thirty (30) days of its hearing.
- 13.6.11.6 The decision of the Provincial Grievance Appeals Committee shall be final within the Union.
(PC 02) (Revised PC #2007-06-64)

13.7 ACTIVE GRIEVANCES - EMPLOYEES MOVED TO OUT-OF-SCOPE POSITIONS

- 13.7.1 Where a member, who is covered by an active grievance, subsequently goes out-of-scope, the Union will proceed with the grievance subject to the appeal process as previously outlined.

13.8 UNION NOMINEES TO ARBITRATION BOARDS

- 13.8.1 SGEU will establish and deliver a training program for Union nominees to boards of arbitration.
- 13.8.2 Each Sector who uses three person arbitration boards shall forward a list of prospective members to SGEU, who can act as Union nominees on arbitration boards.

14. ORGANIZING

14.1 ORGANIZING - A PRIORITY

- 14.1.1 SGEU shall continue its positive action and program in organizing the unorganized; and this organizing shall be made a priority of the SGEU with resources being allocated to allow for the contingencies of increased membership servicing and expanded educational and publicity programming.
(Res #119 C-90) (Revised PC #2007-06-64)

14.2 ORGANIZING THE UNORGANIZED

- 14.2.1 The following refers to the two distinct groups of the organized - the newly organized (prior to bargaining the first Collective Agreement) and the existing organized.
- 14.2.2 Solutions
- 14.2.2.1 There is a need for better structures and support mechanisms to provide orientation, follow-up and SGEU internal support network.
- 14.2.3 Internal
- 14.2.3.1 Orientation provided through education programs, committees to establish functioning within the large SGEU and development of Union committee job descriptions (ie. the role of the steward, the role of the bargaining committee).
- 14.2.3.2 Immediate research on a collective agreement - identification of the new unit's needs.
- 14.2.3.3 Recognition by provincial office and sectors as to sector appropriate for the new units, pay loss for people involved in networking and childcare support.
- 14.2.3.4 Members to be fully apprised of rights regarding union leave.
- 14.2.4 Geographic
- 14.2.4.1 Support for provincial networking between like groups (ie: Prince Albert and Saskatoon Crisis Intervention, Transition Houses).

Development of a sector outreach program - introduction to other units and a buddy system, which twins new units to established units to share experiences and concerns and offer practical advice.

14.2.5 Resources and Tools – General

14.2.5.1 Model contracts made available.

14.2.5.2 Information on what physical resources are available from the provincial office (ie: staff roles, films, books, legislation).

14.2.5.3 Development of a new member package to demystify the Union structure and Constitution.

14.2.5.4 Support systems (ie. barriers which prohibit women from participating fully).

(Revised PC Dec 2006 - Motion #2006-12-39-MCL-22) (Revised PC #2007-06-64)

14.2.6 Problems of the Existing Organized

14.2.6.1 Apathy - members who feel they have no input into the Union's functioning.

14.2.6.2 No Union presence in some workplaces.

14.2.6.3 Frustration at not being able to share concerns with like units (ie. Prince Albert, Saskatoon, Regina Correctional Centres, etc.)

14.2.6.4 Difficulty accessing LROs.

14.2.7 Solutions

14.2.7.1 Need for sectors to assume greater responsibility for establishing a functioning steward system and a more direct role in education of members; and the addition of more staff to improve the quantity of membership servicing.

14.2.8 Resources and Tools - Stewards

14.2.8.1 Stewards must complete basic stewards training course.

14.2.8.2 Reviewing of the stewards education program to provide better tools and skills education.

14.2.8.3 More LRO presence in the workplace; as a preventative, rather than reactive, measure.

14.2.8.4 Pay loss for sector/local members to provide education and ensure functioning steward system.

14.2.8.5 Mechanisms to provide for like units to communicate directly.

14.2.8.6 Development of a member orientation kit to demystify the Union structure and constitution.
(Res #112 C-91) (Revised PC Dec 2006 - Motion #2006-12-39-MCL-22) (Revised PC #2007-06-64)

14.3 ORGANIZING INDIGENOUS WORKERS

14.3.1 SGEU resolves to focus on organizing Indigenous workers into the SGEU.
(Res #91C-91) (Revised PC #2007-06-64)

14.4 ORGANIZING

14.4.1 Unions are vitalized by organizing unorganized workplaces. Non-unionized employees can be victimized in their work situations. SGEU will continue an aggressive approach to organize new units within our Union.
(Res #40C-91) (Revised PC #2007-06-64)

14.4.2 SGEU will, as part of its program to achieve pay equity, develop and implement a strategy to organize non-union workplaces.
(Res #28C-91) (Art. 14 Revised PC Dec-03) (Revised PC #2007-06-64)

15. LEGISLATION

15.1 RIGHT TO WORK

- 15.1.1 The Saskatchewan Government and General Employees' Union shall take steps necessary to combat any move towards right-to-work legislation; and shall take steps to educate its members about right-to-work legislation and how it would affect them.

(Res #76 C-85, As Approved by PE #76-85, with the understanding that this refers to all kinds of right to work, including negative decisions under the Charter.) (Reaffirm PE July 94)
(Revised PC #2007-06-64)

- 15.1.2 SGEU will continue to work for the right to strike for all Canadian workers. In particular, SGEU will support efforts to repeal existing legislation and oppose any new legislation that restricts the rights of any employees to engage in job actions.

(PE July 94) (Revised PC #2007-06-64)

15.2 ACCESSIBILITY LEGISLATION

- 15.2.1 SGEU shall continue to exert pressure for immediate improvement to the accessibility legislation.

(PE #394 C-83) (Revised PC #2007-06-64)

- 15.2.2 SGEU Brief on Uniform Building and Accessibility Standards

(CONCERNS REGARDING BILL 19 - January 12, 1984) (Revised PC #2007-06-64)

- 15.2.3 Recommendations

- 15.2.3.1 The Government of Saskatchewan should withdraw the proposed Section III of the legislation that deals with accessibility. The Advisory Committee on Uniform Building Standards should be reconvened to design proposals that ensure reasonable/honourable access with realistic/honourable emergency egress accessibility to all disabled persons.

- 15.2.3.2 New appeal procedures should be included to provide for full and exhaustive negotiated solutions.

- 15.2.3.3 The government should undertake a full revision of this legislation.

(PE Mar 97) (Revised PC #2007-06-64)

15.3 WORKERS' COMPENSATION

- 15.3.1 SGEU will look into legislation being introduced to amend the Workers' Compensation Act and develop a strategy to actively fight any undermining of the rights of injured workers and a brief will be presented to the Workers' Compensation Board Committee of Review.

(Res #115C-90) (PE July 94) (Revised PC #2007-06-64)

15.4 STORE HOURS/PART-TIME EMPLOYMENT

- 15.4.1 SGEU will actively support changes to the various labour legislation to correct and protect Canadian workers from the inhumane practice of part-time employment, resulting from longer store hours.

(Res #109C-91) (PE July 94) (Revised PC #2007-06-64)

15.5 MINIMUM WAGE

- 15.5.1 SGEU will lobby the Provincial Government to increase the minimum wage to \$15.00 per hour, indexed thereafter to the cost of living.

(PC Nov 99) (PC July 2000) (Revised PC #2007-06-64) (Revised PC#2018-06)

15.6 TELEPHONE SERVICE

- 15.6.1 SGEU will also actively support any efforts to maintain existing affordable, universal telephone service and convey the sentiments, by letter, petition, telephone calls and other means, to the appropriate government, legislative and regulatory authorities.

(Res #69 C-91) (PC May 99) (Revised PC #2007-06-64)

15.7 SOCIAL ASSISTANCE

- 15.7.1 SGEU shall lobby the Provincial Government to increase social assistance rates to levels that reflect the actual cost of living.

(Res #98C-92) (PC May 99) (Revised PC #2007-06-64)

15.8 PERSONAL HARASSMENT & BULLYING

- 15.8.1 SGEU will lobby the Saskatchewan Provincial Government to develop a comprehensive Occupational Health & Safety Regulation to prevent personal harassment and bullying in the workplace.

(Res P-1 PC May/June 04) (Art. 15 Revised PC Dec 03) (Revised PC #2007-06-64)

15.9 ANTI-SCAB LEGISLATION

- 15.9.1 SGEU will work with the SFL to demand that Anti-Scab Legislation be introduced in our province by the government.

- 15.9.2 SGEU will demand the legislation be introduced as soon as possible to avoid unnecessarily long strikes which only last because of scab labour.
- 15.9.3 SGEU will demand that the proposed legislation would not be linked to essential services legislation.
(Res P-22 PC June 2007) (Revised PC #2007-06-64)

16. MEMBERSHIP

(Rev. PC#2015-12-78)

16.1 MEMBERSHIP COMMUNICATION

- 16.1.1 Each member of SGEU will receive a report, as soon as possible, of the reasons for, and results of, actions taken or decisions made by the Provincial Council in matters that are highly controversial and require the understanding and support of the general membership.
- 16.1.2 SGEU will request the Communications Officers to publish one issue annually of Union Matters as an Annual Report to members, to be distributed to all members and posted on the Union's website.
(Res P#18 C-03) (Revised PC #2007-06-64)

16.2 MEMBERSHIP DUES

- 16.2.1 New Bargaining Units
- 16.2.1.1 When new agreement groups are organized and certified, these members commence paying dues 60 days after certification.
(C-77) (Revised PC #2007-06-64)
- 16.2.2 LTD Premium - Active Life Member
- 16.2.2.1 Active life members will be required to pay the LTD plan "special dues assessment/premium" part of the union dues because it is, in effect, the purchase of insurance coverage and, although it is a form of union dues, it is levied for a very specific and concrete purpose.
(C-75)(Res #116 C-90) (Revised PC #2007-06-64)

16.3 ASSOCIATE MEMBERSHIP - STAFF

- 16.3.1 All SGEU staff is to become non-active associate members of SGEU for the purpose of belonging to the SGEU LTD Plan; membership fees are to be waived. (Article 4.8 of the SGEU Constitution)
(PE 89)(PE Jan 94) (Revised PC #2007-06-64)

16.4 ASSOCIATE MEMBERSHIP - LTD

- 16.4.1 All requests for associate membership in the LTD Plan will be referred to the Administration Committee for review and recommendation to the Provincial Council.

- 16.4.2 Approved memberships will be assessed a "one time" \$25.00 initiation fee.
(PE 92) (PE Mar 97) (Resolution P-6, 2007 Conv) (Revised PC #2007-06-64)

16.5 MEMBERSHIP RECORDS

- 16.5.1 SGEU Membership Records will generate a membership list based on workplace to be given to the sector/local Chairs on a semi-annual basis, for the purpose of keeping the membership records more accurately.
(Conv 2009, Resolution P-9)

- 16.5.2 The proper committee of the Provincial Council will make the necessary arrangements whereby the stewards in the workplace are made aware, by personnel, of terminations and of all new hiring, preferably by introduction, so that new employees could then be welcomed and made aware of their union membership. SGEU will negotiate that employers of SGEU members copy the SGEU office on hiring, terminations, etc., and stewards then be notified and membership lists be kept up-to-date. Wherever possible, SGEU shall negotiate the electronic transfer of such information.
(C-80) (Revised PC #2007-06-64)

- 16.5.3 The Provincial Office will supply a monthly list of new members to the sectors concerned, in order for the sector/local officers to initiate the new members at the local level.
(C-68) (Revised PC #2007-06-64)

- 16.5.4 The Membership Records clerks will send a list to each bargaining unit twice a year, indicating the members whose mail has been returned to the union and request that the bargaining units take action to determine why.
(PE-84) (PE Jan 94) (Revised PC #2007-06-64)

16.6 MEMBERSHIP MEMORIALS

- 16.6.1 SGEU will honour members who pass away while serving SGEU for exemplary service to the Union.
- 16.6.2 Memorials will be a plaque honouring the member and will be displayed in one of the SGEU offices.
(Res #110 C-91) (PE 167) (Revised PC #2007-06-64)

16.7 MEMBERS RUNNING FOR PUBLIC OFFICE

- 16.7.1 The provincial body of SGEU will not fund SGEU members running for public office. They may approach their sector/local and local labour council or labour committee. SGEU will consider individual requests for in-kind donations such as photocopying.
(PE Mar 98) (Revised PC #2007-06-64)

16.8 MEMBERSHIP - CROSSING PICKET LINES

- 16.8.1 SGEU recognizes the right of other union picket lines and their right to establish them. SGEU members should only cross a picket line with the permission of the picketing union.
(PE 93) (Revised PC #2007-06-64)

16.9 RECOVERY OF ASSESSMENT - CROSSING PICKET LINES

- 16.9.1 The Provincial Council will take legal action against these scabs in Small Claims Court or any other legal forum to recover this assessment.
(Res #78 C-93) (Revised PC #2007-06-64)

16.10 SCAB - DISCIPLINE

- 16.10.1 Action will be taken against any and/or all scabs regardless of their position in the Union.
(Res #74 C-93) (Revised PC #2007-06-64)

16.11 ELECTED POSITIONS - GEOGRAPHICAL CHANGE

- 16.11.1 Geographical Change
- 16.11.1.1 If a member is elected to a position that is dependent on geographical location, and the member subsequently changes his/her geographical place of employment, the member can remain in his/her elected position until the member completes his/her probationary period in the new position.
(PC Jun 01) (Revised PC #2007-06-64)

- 16.11.2 SGEU, through the Sectors and Locals, will actively encourage Indigenous members, especially Indigenous youth, to run for elected positions, and attend SGEU Convention, in order to identify and address any barriers there might be to Indigenous people becoming involved in SGEU.
(Res. P-14, PC June 2005) (Revised PC #2007-06-64)
- 16.11.3 SGEU is committed to the representation of women in all levels of leadership in the union and understands that this goal can only be achieved by adopting and implementing a strategy, including recruitment targets, to deliberately recruit women into these roles.
(Revised PC #2007-06-64)
- 16.11.4 To monitor progress, SGEU will collect and analyze information about the participation rates of women and other equity-group members in leadership roles (stewards, chief stewards, bargaining committees, sector/local executives, Provincial Council, standing committees, Administration Committee) compared to their presence in the membership. This data will be reported annually to convention.
(Revised PC #2007-06-64)

17. EDUCATION AND TRAINING

17.1 LEADERSHIP DEVELOPMENT PROGRAM - POLICY PAPER

- 17.1.1 Sectors/locals and the Provincial Council will make every effort to see the maintenance and further development of our education program as a priority in the Union. Specifically, these bodies will take part in identifying training and education needs in the Union and refer suggestions to the Education and Publicity Committee. Where possible, these bodies will also help provide resources in the development of course content and in the delivery of training courses which deal with areas within their jurisdiction.
(Res P-7 2007 Conv.) (Revised PC #2007-06-64)
- 17.1.2 The Education and Publicity (E&P) Committee is a Union-wide committee for the purpose of overseeing the education program.
- 17.1.3 Sectors/locals and/or bargaining committees will discuss education and training needs to be referred to the E & P Committee.
(Res P-8 2007 Conv) (Revised PC #2007-06-64)
- 17.1.4 Sectors and locals must take on an active role in membership education and in providing suggestions on further education work within the Union. All sectors/locals will ensure their members are informed of the policies and practices of the trade union movement, in general, and SGEU in particular.
(Revised PC #2007-06-64) (Rev. PC #2014-06-35)
- 17.1.4.1 Sectors shall:
- 17.1.4.1.1 Have in place an Education Committee;
- 17.1.4.1.2 Ensure a full steward system is in place within their Sector;
- 17.1.4.1.3 With the assistance of the E & P Committee, conduct orientation sessions for new members;
- 17.1.4.1.4 Each year, assess their training needs and advise the E & P Committee or the Education Officer of those needs; and
- 17.1.4.1.5 Within thirty (30) days of the annual general meeting each year, each sector/local shall submit the name of the chairperson of their Education Committee to the Education Officer.
- 17.1.5 The Provincial Council Standing committees: Women, Human Rights/Equity and FAIR should continue education work in their areas of responsibility. These committees should work with the

Education and Publicity Committee to minimize duplication of work. In return, the Education and Publicity Committee needs to ensure the needs of these committees are met.

(C-90)(PE July 94) (Revised PC Dec 2006 - Motion #2006-12-39-MCL-51) (Revised PC #2007-06-64)

- 17.1.6 SGEU will, where possible, use members from equity seeking groups to facilitate at SGEU schools, conferences, etc.
(Res. P-13, PC June 2005) (Revised PC #2007-06-64)
- 17.1.7 SGEU courses shall include a focus on challenging discrimination and harassment within the union and workplace. These courses shall communicate that fighting discrimination and increasing equity-group participation benefits all members, not just equity-group members.
(Revised PC #2007-06-64)
- 17.1.7.1 The above-mentioned courses shall further communicate what is and what is not gender and racial discrimination and that the union supports a representative workforce.
(Revised PC #2007-06-64)
- 17.1.8 SGEU will supplement face-to-face steward education with on-line materials, but will not use distance education as a replacement for in-person, classroom training of stewards, other elected leaders, and members.
(Revised PC #2007-06-64)
- 17.2 SGEU BURSARY PROGRAM**
- 17.2.1 To be awarded to a member of SGEU or to a member's spouse, or common-law partner, or dependent, as defined by the Canada Revenue Agency.
(Revised Res #P-7, PC June 2006) (Revised PC #2007-06-64) (Revised PC #2016-12-72)
- 17.2.2 The member must have held membership in the SGEU for at least one year. A dependent, as defined by the Canada Customs and Revenue Agency, of a retired or deceased SGEU member would be eligible if the parent had been a member for the required length of time.
(Res P-7, C-06) (Revised PC #2007-06-64)
- 17.2.3 Bursaries will only be awarded to students attending a recognized university, community college, other post-secondary institution, the Labour College of Canada or such other institutions or courses that the awarding body may deem appropriate.

- 17.2.4 An eligible person can apply for and receive a bursary at any point during his/her course, but no person may receive more than one provincial E & P bursary in a calendar year.
- 17.2.5 Financial need, and an essay shall be taken into account in making awards.
(Revised PC #2016-12-73)
- 17.2.6 In submitting an application, a candidate shall include an essay of approximately 500 words. Topics of the essay will be determined annually by the E&P Committee.
(Revised PC #2016-12-74)
- 17.2.7 In making awards for a given year, the awarding body shall take into account the different starting times for different courses at eligible institutions.
- 17.2.8 Advertising for the bursary will appear in the Union publications and the SGEU website www.sgeu.org.
- 17.2.9 Annually, the Education and Publicity Committee shall set the criteria amounts, and deadlines for the bursary program.
- 17.2.10 The E&P committee will not release information related to the bursary selection without the applicant's consent.
(C-90)(PE July 94) (PC Oct 2000) (Res P-9, 2007 Conv) (Revised PC #2007-06-64) (Rev. PC#2017-12-51)

17.3 SGEU Mentor Training Program

- 17.3.1 SGEU shall develop a steward-mentoring program to enlarge the pool of stewards.
(Res. P-16, PC May/June 04) (Revised PC #2007-06-64) (Res P6, CONV 2015)

17.4 LEADERSHIP DEVELOPMENT

- 17.4.1 The E&P Committee shall develop a one-year training plan of the Leadership Development Course 10, 11, 20, and 30 and any priorities for participation based on workplace size, geographic location, or other special needs. The committee shall review and re-assess on a yearly basis.
(Revised PC #2007-06-64) (Rev. PC#2014-06-37)
- 17.4.2 SGEU courses include a focus on challenging discrimination and harassment within the union and workplace.

- 17.4.3 These courses shall communicate that fighting discrimination and increasing equity-group participation benefits all members, not just equity group members.
- 17.4.4 Leadership Development Course 10 Selection Criteria
 - 17.4.4.1 All stewards and chief stewards, in SGEU, are required to complete the Leadership Development Course 10 as a basic minimum training.
 - 17.4.4.2 Other SGEU members who wish to enroll in the Leadership Development Course 10 may apply online to the Education Department for approval to attend the course.
(Res. P7, Conv 2015)
 - 17.4.4.3 If course enrolment exceeds the maximum of fifteen (15), the Education Department shall give priority to elected and officially registered chief stewards and stewards.
(Res. P8, Conv 2015) (Res. P11, Conv 2018)
 - 17.4.4.4 Sectors/locals shall actively encourage Equity seeking persons to attend the Leadership Development Course 10.
(C-95)
- 17.4.5 Pay Loss for Leadership Development Course 10 Participants
 - 17.4.5.1 Upon authorization by the Education Officer, or designate, shift pay loss will be paid by SGEU for members whose shift occurs during the Leadership Development Course 10 course.
(Res #P-12, PC June 2006) (Revised PC #2007-06-64) (Res P9, CONV 2015)
 - 17.4.5.2 Names of persons requiring union leave for the purpose of attending Leadership Development Course 10 must be submitted to the Education Officer, or designate, for approval.
(Res #P-12, PC June 2006) (Revised PC #2007-06-64) (Res. P10, CONV 2015)
 - 17.4.5.3 Sectors/locals which, based on the results of their recruitment strategy, can demonstrate a need for fast-tracked steward training shall work with the Education Officer, or designate, to have their steward training needs met.
(Revised PC #2007-06-64) (Rev. PC#2014-06-40) (Revised P12, CONV 2015)
- 17.5.1 Leadership Development Course 20 and 30
 - 17.5.1.1 Selection Process
 - 17.5.1.1.1 In the event that applications exceed the school spaces available on the application closing date, seats will be allocated as follows:

- 17.5.1.1.1.1 Stewards and elected officials will be accepted according to the length of time that was transpired since he/she has completed the prerequisite training (longest wait first).
- 17.5.1.1.1.2 In all cases of course selection, a twenty (20) percent equity representation will be maintained.
- 17.5.1.1.1.3 The remaining applicants and late applicants will be placed on the waiting list. As vacancies occur, applicants will be selected from the waiting list in accordance with the above guidelines.
- 17.5.2 Labour School Selection
 - 17.5.2.1 Selection Process for SFL/CLC Spring School
(Res P-10, 2007 Conv) (Revised PC #2007-06-64)
 - 17.5.2.1.1 In consideration of candidates applying for the SFL/CLC Spring School, the following system of points will be awarded:
 - 17.5.2.1.1.1 Candidates will be selected by using the following point system reflecting the level of union activity: President 5; Vice President 4; Sector Table Officer 3; Chief Steward 3; Local Table Officer 2; Provincial Council 2; Negotiating Committee 2; Steward 2; Bargaining Council 1; Committee Member 1/committee, Max of 4; Chairperson of Sector, Local or Provincial Council Committee 1; Attendance at general/executive 1 per meeting, Max. 3.
 - 17.5.2.2 In addition to the above criteria, preference will be given to SGEU activists who have attended the Leadership Development programs of SGEU.
 - 17.5.2.3 Applicant will be aware that following completion of SFL/CLC School he/she is responsible to submit a written report to the provincial E&P Committee or their sponsoring body to be received 30 days after the school. Failure to provide a written report may disqualify the person from attending any further courses.
(Res P-16, PC June 2007) (Revised PC #2007-06-64)
 - 17.5.2.3.1 E&P sponsored applicants must submit their report to the Education Officer, or designate.
(Rev P16, CONV 2015)
 - 17.5.2.3.2 Report to include: (1-3 pages)
 - Course objectives
 - Course content
 - How course relates to SGEU
 - Personal critique

- Is course of value? Do you recommend it?
- Was there ample opportunity to interact with the other affiliates?
Explain
- List 3-4 key points of the course.

17.5.2.3.3 In applying, the member will be asked to list reasons how this course will benefit her/him and how this education received will then benefit SGEU.

17.5.2.3.4 The E&P committee shall inform person of the protocol that is expected at the school.

17.5.3 Attendance and Participation

17.5.3.1 Participants selected for any educational (internal or external) will be required to attend and participate in all sessions (including exams, if applicable) of that educational in order to be eligible for allowable expenses, to receive his/her certificate of completion and be considered for future courses from the sponsoring local, sector, or committee. (June 2017 PC) (June 2007 Provincial Council, P-17) (Revised PC #2007-06-64) (Revised P20, CONV 2015)

17.6 LEADERSHIP DEVELOPMENT COURSE PROCEDURES

17.6.1 Upon request, the Education and Publicity Committee will make available the current Leadership Development Course Procedures Guide to sectors, locals, and bargaining units.
(PE - Mar. 93) (Revised PC #2007-06-64)

17.7 LEADERSHIP DEVELOPMENT COURSE TRAINING - STEWARDS/CHIEF

17.7.1 SGEU is committed to having more trained stewards and chief stewards to carry out their responsibilities, as effectively as possible, and to empower all Union members in the workplace.
(C-94) (Revised PC #2007-06-64)

17.7.1.1 Use all means possible to encourage stewards to attend Leadership Development Course courses, including placing Leadership Development Course 20A, 20B, 20C and 30 application forms on SGEU's web site. (Revised PC #2007-06-64) (Rev P21, CONV 2015) (Rev PC#2016-12-75)

- 17.7.2 All registered stewards shall endeavour to attend the Leadership Development 10 within one year of being elected stewards and the Leadership Development 20A, 20B, 20C within three years of being elected stewards (Article 5.5.8 Constitution). (C-94) (Revised PC Dec 2006 = Motion #2006-12-39-MCL-23) (Revised PC #2007-06-64) (Rev PC#2014-06-41) (Rev. PC2016-12-76)
- 17.7.3 All registered chief stewards shall endeavour to complete Leadership Development 30 within three years of being elected to the position of chief steward (Article 5.5.8 Constitution). (C-94) (Revised PC Dec 2006 = Motion #2006-12-39-MCL-23) (Revised PC #2007-06-64) (Revised P-3; Conv. 2012) (Rev PC#2014-06-41)
- 17.7.4 Each sector/local chairperson, vice chairperson, secretary, provincial council member and committee chairperson shall endeavor to attend the Leadership Development 10, and Leadership Development 20A 20B 20C within two years of being elected (Article 5.5.6 Constitution), and encouraged to complete the Leadership Development 30 within three years. (C-94) (Revised PC #2007-06-64) (Rev PC#2014-06-41)(Rev PC #2016-12-77)
- 17.7.5 Current stewards and local members with previous experience and/or equivalent training through SGEU or other unions shall apply in writing to the provincial E&P committee for recognition of previous training. (C-94) (Revised PC #2007-06-64) (Res P22, CONV 2015)

17.8 NEW MEMBER ORIENTATION

- 17.8.1 All bargaining units are encouraged to negotiate employer-paid time in the workplace to do union-controlled new-member orientation and education. (June 2007 Provincial Council, P-36) (Revised PC #2007-06-64) (Rev P23, CONV 2015)
- 17.8.2. The Leadership Development 5 kit is to be distributed to all new members upon initiation into the Union. The Education Department will update the package of information given to the new members as required. All members will be introduced and encouraged to complete the online new member interactive orientation program. (Created PC#2014-06-42)

17.9 LEADERSHIP DEVELOPMENT COURSE 11 RESPECTFUL WORKPLACE

(PC#2015-12-129)

- 17.9.1 SGEU will offer the Leadership Development 11 course *Respectful Workplace* in conjunction with the Leadership Development 10 course and will be included in the one-year plan as per Article 17.4.1. This course provides information about the law and union

policy relating to harassment. The course has been adapted to the workplace setting for all members. (Rev. PC#2014-06-42)

- 17.9.2 The Leadership Development Course 11 is designed to provide elected Union officials and members with an awareness of their roles and responsibilities in implementing the Union's goal of zero tolerance towards any form of harassment.
- 17.9.3 The E & P committee will be responsible for all course costs except Leadership Development Course 12. Requests for the course and trained facilitators must be directed to the Education Officer or designate.
(Rev. PC#2014-06-48) (Rev P24, CONV 2015)
- 17.9.4 Once a year, the Leadership Development Course 11 will be offered to Provincial Council members who have not completed the course, and others who apply.
(#P28 C-98) (Revised PC #2007-06-64) (PC#2015-12-130)
- 17.9.4.1 The Leadership Development Course 11 will ensure that elected Union officials and members are aware of their roles and responsibilities in implementing the Union's goal of zero tolerance towards any form of harassment.
(#P18 C-97) (Revised PC #2007-06-64) (Rev P25, CONV 2015)
- 17.9.5 In the Steward Manual and Leadership Development Course training, encourage stewards to talk to their chief steward or LRO when they encounter harassment in the union or in the workplace. Emphasize that any harassment is unacceptable and should be reported immediately to the appropriate authority.
(Revised PC #2007-06-64)
- 17.10 ADDITIONAL LEADERSHIP DEVELOPMENT COURSE TRAINING**
- 17.10.1 Workshops and online modules be developed and offered covering a variety of labour relations topics such as, but not limited to: Mediation, Long-Term Disability, WCB eligibility, return to work arrangements, harassment prevention, serving as a panel rep, presenting Step 2 grievances, arbitration preparation, and serving as a union nominee on an arbitration board.
(Rev. PC#2014-06-46)
- 17.10.2 These courses would be available to any member who have the appropriate prerequisites designated for the given course.
(PC#2015-12-131)

- 17.10.3 SGEU shall continue to educate members by offering Unionism on Turtle Island and equivalent courses each year.
(Revised PC #2007-06-64)
- 17.10.4 SGEU will provide sufficient resources for ombudsman training to have trained ombudsman at all conventions, Provincial Council meetings, conferences, annual general meetings, proposals-gathering meetings, and ratification votes. SGEU will work toward the goal of having a trained ombudsman at all SGEU meetings and events.
(Revised PC #2007-06-64)
- 17.10.5 The Leadership Development Course program will provide stewards with training to deal with hostility from supervisors and co-workers when that hostility is motivated by the stewards' union role.
(Revised PC #2007-06-64)
- 17.10.6 Leadership Development Course training and the Steward Manual will equip stewards in cases of a disagreement with a member, about how to explain the member's appeal process when the steward thinks there is no grievance, and about how to explain the grievance procedure and grievance definition to members.
(Revised PC #2007-06-64) (Rev P26, CONV 2015)
- 17.10.7 To help chief stewards follow through on their role of educating stewards, create a resource bank of learning modules that chief stewards can use for short presentations in workplaces and at union meetings.
(Revised PC #2007-06-64)
- 17.10.8 SGEU will provide information to stewards and chief stewards on relevant issues, such as the latest trends in labour law, spotting signs of burn-out, how to mentor and recruit, etc.
(Revised PC #2007-06-64) (Rev P27, CONV 2015)
- 17.10.9 SGEU shall develop a module designed to increase stewards' comfort with conflict situations. The module will be included in the Leadership Development Course 20B.
(Revised PC #2007-06-64) (Rev. PC#2014-06-51) (Rev PC #2016-12-79)
- 17.10.10 Review how conflict-related skills are taught in all levels of Leadership Development Course training, with a view to increasing all stewards' comfort level in addressing conflict. (Revised PC #2007-06-64)
- 17.10.11 Leadership Development Course training courses should be regularly evaluated and updated as needed.
(Revised PC #2007-06-64)

17.11 LEADERSHIP DEVELOPMENT INSTRUCTION

17.11.1 Leadership Development 5, 10, 11, and 12 shall endeavor to be instructed by elected representatives who have facilitator skills or training and/or have the requisite knowledge and abilities to instruct the specific courses.

(December 2005 PC) (Revised PC #2007-06-64) (Rev P28, CONV 2015) (PC ##2015-06)

17.11.2 Leadership Development 5 may be instructed by elected representatives from the workplace.

(Created P29, CONV 2015)

18. CONFERENCES, CONVENTIONS AND COURSES

(Rev. PC#2015-12-79)

18.1 ACCESSIBILITY

- 18.1.1 Necessary steps shall be taken to ensure all SGEU conventions, conferences and courses are fully accessible (including accessible transportation to and from the event, building facilities and provisions for alternate forms of communication - ie. sign language, braille and tape, alternate hand/voice and the use of templates for ballot voting and the availability of attendants, if necessary.)

(Res #98 C-90) (PE Mar 97) (C-2002) (Revised PC #2007-06-64) (Revised Conv 2009 – Resol P-11)

- 18.1.2 When organizing conventions, courses and conferences within SGEU, all committees should seek the input of the provincial and/or Human Rights/Equity Committee to provide advice on accessibility. SGEU should encourage all other affiliated organizations to obtain similar input and advice when planning conventions, conferences and courses.

(PE July 97) (Revised PC #2007-06-64)

- 18.1.3 Whenever possible, meetings will be held in facilities with accessible bathrooms for both men and women.

(Revised PC #2007-06-64)

18.2 ELIGIBILITY - SGEU DELEGATES AT CONVENTIONS

- 18.2.1 No person shall be eligible to be credentialed as a voting delegate of Conventions of SGEU, NUPGE, the SFL, the CLC or any other labour organization unless he/she is a member in good standing of SGEU, or a direct employee of SGEU who is authorized by the appropriate elected body of SGEU to act on its behalf.

(Res #99 C-90) (PE Mar 97) (Revised PC #2007-06-64)

18.3 HUMAN RIGHTS/EQUITY CONFERENCE

- 18.3.1 SGEU shall sponsor a biennial Human Rights Equity conference.

(Res #100 C-90) (PE Mar 97) (Dec 2006 PC - Motion PC #2006-12-40-HRE-3)

(Revised PC #2007-06-64)

- 18.3.1.1 To be held in even numbered years in the fall.

- 18.3.1.2 The mandate of the conference will be decided by the comments on the evaluations from the previous conference.

- 18.3.1.3 The Human Rights/Equity conference may be used to deliver steward training and other training intended to ensure a representative steward body.
(Revised PC #2007-06-64)
- 18.3.2 Selection Criteria for Delegates
- 18.3.2.1 Be an SGEU member in good standing;
- 18.3.2.2 Belong to an equity seeking group;
- 18.3.2.3 The 75 delegates to the Human Rights/Equity Conference will be selected as follows:
- 18.3.2.3.1 The Human Rights/Equity Committee members and the Provincial Council Representative to the committee are automatic delegates;
- 18.3.2.3.2 The FAIR Committee members are automatic delegates;
- 18.3.2.3.3 Members elected at the prior Human Rights/Equity Conference as the Equity member of the SGEU Provincial Council Standing Committees are automatic delegates to the next Human Rights/Equity Conference;
- 18.3.2.3.4 The remainder of the seventy-five (75) delegate seats will be selected as follows: first time applicants, and then the Human Rights Committee will make all attempts to equalize representation of the Equity groups.
- 18.3.2.4 Selection of conference delegates is completed by the HR/E Committee members.
(PC #2007-12-23) (Revised PC #2007-06-64)

18.4 EDUCATION SEATS

- 18.4.1 All Courses should provide seats for equity seeking groups, and rank and file members who express an interest in attending. There will be a minimum of twenty (20) percent of the seats in each educational for all equity groups.
(#P29 C-96) (PE 96) (Revised PC #2007-06-64)

18.5 HONOURARIUMS FOR GUEST SPEAKERS

- 18.5.1 Guest speakers can only be brought in with the approval of the committee organizing the event. Not all speakers require a honourarium. Organizations such as most unions and labour organizations pay staff to speak at courses or conferences. Other

organizations have speaker's bureaus and willingly provide names of speakers at no cost to SGEU. If a committee wants to pay a guest speaker an honorarium, the following guidelines will apply:

- 18.5.1.1 If a speaker comes from within the city where the event is being held, or SGEU is not covering any other expenses, the amount of honourarium paid will be up to a maximum of \$1000.00 per day. This will only be paid for speakers at conventions or other major events.
(Revised PC Dec 2006 - Motion #2006-12-39-MCL-24) (Revised PC #2007-06-64)
- 18.5.1.2 If SGEU is bringing in someone from outside, we will pay expenses based on our per diem rate and mileage. If the speaker requires accommodation, SGEU will book the room at a hotel of our choice.
- 18.5.1.3 SGEU will pay reasonable travel expenses based on our policies. That is, we will pay mileage based on the rates SGEU members receive, pay for flights between cities in Saskatchewan, or pay for car rentals, whichever is cheapest.
- 18.5.1.4 Committees may bring someone in from outside the province if their budgets allow for it. This should be done the cheapest way possible (e.g. seat sales, staying over Saturdays, etc.). However, in the interest of fiscal responsibility committees are urged to use local resources whenever possible.

****Note that these are the *maximum* suggested amounts, and committees can pay less, depending on the amount of time the guest is speaking.**

(PC Dec 2000) (Revised PC #2007-06-64)

19. ORGANIZATIONS/ASSOCIATIONS

19.1 SASKATCHEWAN HEALTH COALITIONS

- 19.1.1 SGEU shall maintain membership in the Saskatchewan Health Coalition and encourage locals to join such coalitions where they exist.
(PE 83)(PE 94)

19.2 SASKATCHEWAN HUMAN RIGHTS ASSOCIATION

- 19.2.1 SGEU will join the Saskatchewan Human Rights Association.
(PE 83)(PE 94)

19.3 SASKATCHEWAN COALITION FOR SOCIAL JUSTICE

- 19.3.1 SGEU endorses and will give full support to the Saskatchewan Coalition for Social Justice and other similar coalitions in Saskatchewan.
(Res #118 C-90)(PE Jan 94)

19.4 SASKATCHEWAN ASSOCIATION FOR LIFELONG LEARNING

- 19.4.1 SGEU will maintain membership in the Saskatchewan Association for Lifelong Learning.
(PE 90)(PE Jan)

19.5 CANADIAN CENTRE FOR POLICY ALTERNATIVES

- 19.5.1 SGEU will act as a sustaining member of the Canadian Centre for Policy Alternatives.
(PE Jan 94)

19.6 GROUP HOME CAMPAIGN

- 19.6.1 SGEU will continue its support and assistance to the Group Home Campaign.
(PE July 94)

19.7 UNEMPLOYED WORKERS HELP CENTRE

SGEU will provide annual support and assistance as per Article 10.29.4.

19.8 NEXT UP SASKATCHEWAN

SGEU will provide annual support and assistance as per Article 10.29.5.

20. OTHER UNIONS

20.1 SUPPORTS FOR OTHER UNIONS - GENERAL

- 20.1.1 SGEU shall give active support to other unions. This support may include moral and/or financial support as well as picket line support.
(Res #120 C-90) (PE July 94) (Revised PC #2007-06-64)

20.2 RELATIONSHIP WITH OTHER UNIONS

- 20.2.1 SGEU shall work with other private and public sector unions to represent the best interest of private and public sector employees.
(Res #120 C-90) (PE July 94) (Revised PC #2007-06-64)

21. CANADIAN LABOUR CONGRESS (CLC) and NATIONAL UNION OF PUBLIC AND GENERAL EMPLOYEES (NUPGE)

21.1 CLC CONVENTION

- 21.1.1 Upon receipt of the CLC Convention call, the Provincial Council will cause a letter to be directed to all sectors encouraging them to send their full complement of delegates so that SGEU has full representation at CLC Conventions.
(PE Jan 94) (Revised PC #2007-06-64)

21.2 SECTOR CREDENTIALS

- 21.2.1 Credentials to the CLC Convention will be the property of the individual sectors. Sectors will not be required to forfeit them if they do not wish them to be filled.
(PE Jan 94) (Revised PC #2007-06-64)
- 21.2.2 The President will be an automatic delegate to the CLC Convention. His/her credential will be drawn from the overall numbers of delegates.
(Res #34 C-91) (Revised PC #2007-06-64) (Res #P17 C-2010)

21.3 DELEGATE EXPENSES

- 21.3.1 The Provincial Council is responsible for delegates' pay loss and expenses to CLC Conventions.
(C-88)(PE July 94) (Revised PC #2007-06-64)

21.4 NUPGE DELEGATE ENTITLEMENT

- 21.4.1 Sector representation by population will be used to calculate NUPGE delegate entitlement. The automatics, the SGEU President and the NUPGE Vice President, will be drawn from the overall numbers of delegates when determining allocation of NUPGE credentials.
(PC Oct 2000) (Revised PC #2007-06-64) (Res #P16 C-2010)
- 21.4.2 Names are drawn from a hat at each June Provincial Council Meeting to determine two members and two alternates of Provincial Council to attend the NUPGE Leadership School. (PC #2012-06-27)
- 21.4.3 The annual rotation for Sector supported registrants to attend the NUPGE Leadership School is as follows: (as of 2013 Year) Retail Regulatory; Health; Education; Public Service; Crown; Community Services. Sector(s) chosen to attend, will rotate to the bottom of the rotation list for the following year. (PC #2013-06-40)

22. SASKATCHEWAN FEDERATION OF LABOUR (SFL)

22.1 SFL CONVENTION

22.1.1 SFL Sector Credentials

22.1.1.1 SFL Convention Credentials for SGEU sectors shall be forwarded to the SGEU Head Office at 1011 N Devonshire Dr., Regina S4N 5C5.

(Rev. PC#2015-12-63)

22.1.1.2 SGEU Head Office will advise each sector of the number of their delegates, as determined by the SFL.

22.1.1.3 SGEU Head Office will request Sectors to:

22.1.1.3.1 Provide a list of their delegates;

22.1.1.3.2 Provide a list of their alternates in order of priority;

22.1.1.3.3 Advise the SGEU Secretary Treasurer if the Sector will release any spare credentials to other sectors; if so, if they have a preference of which sectors they would like to have them.

(Res #P3 C-2010)

22.1.1.4 SGEU Head Office will:

22.1.1.4.1 Advise Sectors which Sectors have used their spare credentials

22.1.1.4.1 Issue union leave;

22.1.1.4.2 Make hotel bookings; and

22.1.1.4.3 Issue a travel arrangements list

22.1.1.5 The signing officers for SGEU credentials to the SFL Conventions will be any combination of the President, the SGEU Secretary Treasurer and one other Table Officer.

(Revised PC #2007-06-64) (Res #P3 C-2010)

22.1.1.6 It is important that the SGEU President be informed on all issues in the trade union movement and that they attend all possible trade union conventions to stay informed of issues. To this end, the SGEU President and the SFL Vice-President will be automatic delegates to the SFL Convention and their credentials shall be drawn from the overall numbers of delegates.

(Revised PC #2007-06-64) (Res #P17 C-2010)

22.1.2 SFL Convention Call

- 22.1.2.1 The SGEU Secretary Treasurer will, upon receipt of the SFL Convention call, will inform the sectors of the need for full representation at the SFL Convention.
(Revised PC #2007-06-64) (Res #P3 C-2010)

22.1.3 SFL Convention Procedures (Rev. #2015-12-70)

- 22.1.3.1 Two floor whips will be appointed for the SFL Convention to ensure that SGEU delegates are attending.
(PE 83)(PE Jan 94) (Revised PC #2007-06-64)

22.2 SFL STANDING COMMITTEES

22.2.1 Criteria - SFL Standing Committees

- 22.2.1.1 The following procedure is to be used as the criteria for the selection of members to sit on SFL standing committees as per:

22.2.1.2	<table><tr><th>SFL Committee</th><th>SGEU Appointment</th></tr><tr><td>Indigenous</td><td>FAIR Com Chair or Designate</td></tr><tr><td>OHS/Workers' Compensation</td><td>OHS Com Chair or Designate</td></tr><tr><td>Solidarity & Pride</td><td>HRE Representative</td></tr><tr><td>Women's</td><td>Women's Com Chair or Designate</td></tr><tr><td>Young Workers</td><td>HRE Representative</td></tr><tr><td>Apprenticeship</td><td>Chair of PSS Trade and Technology</td></tr><tr><td>Education</td><td>E&P Com Chair or Designate</td></tr><tr><td>Pensions & Benefits</td><td>Appointed from the Health Sector</td></tr><tr><td>Shiftwork</td><td>OHS Com Chair or Designate</td></tr><tr><td>Trade</td><td>Elected at Provincial Council</td></tr><tr><td>Central Strategy</td><td>President</td></tr></table>	SFL Committee	SGEU Appointment	Indigenous	FAIR Com Chair or Designate	OHS/Workers' Compensation	OHS Com Chair or Designate	Solidarity & Pride	HRE Representative	Women's	Women's Com Chair or Designate	Young Workers	HRE Representative	Apprenticeship	Chair of PSS Trade and Technology	Education	E&P Com Chair or Designate	Pensions & Benefits	Appointed from the Health Sector	Shiftwork	OHS Com Chair or Designate	Trade	Elected at Provincial Council	Central Strategy	President
SFL Committee	SGEU Appointment																								
Indigenous	FAIR Com Chair or Designate																								
OHS/Workers' Compensation	OHS Com Chair or Designate																								
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Shiftwork	OHS Com Chair or Designate																								
Trade	Elected at Provincial Council																								
Central Strategy	President																								

(Revised PC#2014-10-49; PC#2014-10-50) (Constitutional Article 6.10.3.1.4)

- 22.2.1.3 Appointments of the Administration Committee as approved by Provincial Council.

- 22.2.1.4 Staff as determined by the President.
(Revised PC #2007-06-64) (Res #P1 C-2010)

- 22.2.1.5 SGEU representatives to the SFL Committees shall be required to act as representatives of the entire Union, and not just the Sector to which they belong.
(PC#2015-12-74)

- 22.2.2 Those on the SFL Committees will present written reports to their respective SGEU Standing Committee. In the case where no

SGEU Standing Committee Exists, reports are to be sent to the SGEU President. (PE 89) (PE Jan 94) (Revised PC #2007-06-64) (PC#2015-12-75)

22.3 REPRESENTATIVES - SFL EXECUTIVE COUNCIL/COMMITTEES

22.3.1 SGEU representatives to the SFL Executive Council shall be required to make written reports to the Provincial Council and the SGEU Annual Convention.

(Res #134 C-90) (PE Mar 97) (Revised PC #2007-06-64) (Res PC#2015-12-73)

22.4 SFL'S ROLE

22.4.1 SGEU shall instruct the SFL executive that the following is expected:

22.4.1.1 That SFL take an active leadership role in promoting increasing the minimum wage, improving working conditions of the workers and fighting against government cutbacks, in general, and social programs, in particular.

22.4.1.2 That SFL be an active participant in community-based coalitions which are formed to fight back around trade union and social issues.

22.4.1.3 That SFL provide research materials which may be used by the affiliates in their internal and external "fight back" campaigns.

22.4.1.4 That SFL provide educational programs, both internally and externally. Internally, so that affiliates can exchange information and strategies around the issues and, externally, so that the general public is informed about trade union and social issues.

22.4.1.5 That SFL appear both visible and supportive of all affiliates, in their attempts to counteract government cutbacks and other issues which impact on labour.

(Res #95 C-85) (PE July 94) (Revised PC #2007-06-64)

22.5 SFL VICE-PRESIDENTS

22.5.1 The SGEU President will automatically be endorsed by the SGEU Caucus as one of SGEU's SFL Vice-Presidents.

(C-89) (PE July 94) (Revised PC #2007-06-64)

22.6 MANDATORY DRUG TESTING POLICY

22.6.1 SGEU will use the Saskatchewan Federation of Labour's Mandatory Drug Testing Policy.

22.7 LABOUR COUNCILS

22.7.1 Labour councils promote the best interest of all affiliates.

22.7.2 Labour councils give all unions access to collective strength.

22.7.3 Affiliation to labour councils benefits all of us as trade unionists.

23. PROVINCIAL SPORTS

23.1 GENERAL

(Rev. PC #2015-12-76)

- 23.1.1 The Provincial Council can/should promote certain popular sports activities as dictated by member interest, on a provincial inter-local basis.
(PE July 94) (Revised PC #2007-06-64)

- 23.1.2 All competitions shall be open to all members without any stipulation as to gender.
(C-67) (Res #113 C-91) (PE July 94) (Revised PC #2007-06-64)(Rev PC#2015-12-76).

23.2 POLICY AND PROCEDURES - PROVINCIAL SPORTS EVENTS

- 23.2.1 Events and Location

- 23.2.1.1 Notification of events, host, locations, dates, contact people, etc., will be sent to all sectors/locals (chairpersons and secretaries). Additional notices will be made in the SGEU publications.
(C-67) (Res #113 C-91) (PE July 94) (Revised PC #2007-06-64)(Rev. PC#2015-12-77)

24. RETIREMENT

24.1 RETIREMENT - SGEU MEMBERS

- 24.1.1 Upon the request of a sector/bargaining unit/local, the President and the Executive Director of Operations will send a letter congratulating members on their retirement.
- 24.1.2 A letter will go out with the retirement certificate asking if the retiree wishes to continue receiving SGEU publications at no charge.
(Res #207 PE 84) (Revised PC #2007-06-64)

24.2 RETIREMENT - SGEU STAFF

- 24.2.1 When a staff member retires, the President or his/her designate, on behalf of SGEU, will present a retirement gift, to a maximum of \$200.00, along with a card on behalf of the membership.

24.3 MANDATORY RETIREMENT

- 24.3.1 SGEU will work to ensure that there are adequate pension benefits for its members and that the traditional retirement age of 65 be lowered with fully indexed pension benefits. Further that SGEU protect members from any clauses that may constitute enforced early retirement because of evaluation of older employees, especially any that may be because of technological change.
(Res #36 C-88) (Revised PC #2007-06-64)
- 24.3.2 The SGEU will actively lobby for pensions that will ensure proper quality of life for retirees.
- 24.3.3 The Union shall address the inadequacies of present pension plans and will work to improve pension plans and job security to facilitate the changes that open retirement will mean to the individual.
(PE Mar 97) (Art. 24 Revised PC Dec 03) (Art. 24.3 Revised PC May/June 2004 P-19)
(Revised PC #2007-06-64)

25. STEWARD STRUCTURE

25.1 COMMON SET OF SERVICES

- 25.1.1 SGEU commits to providing members with a common set of services through the steward system and to providing a common set of supports to stewards in order to build their capacity to deliver those services to members.

(Revised PC #2007-06-64)

25.2 ESTABLISHMENT OF STEWARD DISTRICTS

- 25.2.1 Sectors will establish steward districts in a manner that guarantees no steward will represent over 25 members. A steward district may be any definable workplace unit (department, building, floor, shift, crew, etc.) with twenty-five (25) or fewer members.

- 25.2.2 Notwithstanding the above, with the approval of the sector, a district may elect two stewards to job-share one steward position. Existing nomination and election procedures shall continue to be followed, and job-sharing is not intended to alter existing numbers of voting members on sector or local executives or other bodies. Job-sharing is intended to be used in conjunction with the steward-mentorship program, in situations where the current steward is close to retirement, and to achieve the goal of a representative steward body.

(Revised PC #2007-06-64)

- 25.2.3 To address chronic vacancies, create mentoring relationships, or avoid hostility toward stewards, among other issues, SGEU supports involving as many stewards as there are volunteers wanting to serve in the role, while still respecting the principle that every steward must be elected or acclaimed every two years, following the procedures set out in bargaining guidelines and other governing documents. The Union encourages sectors and locals to allow for increased steward participation despite the 1:25 steward-to-member ratio referred to herein.

(Revised PC #2007-06-64)

25.3 SMALL BARGAINING UNITS - MORE THAN ONE STEWARD/ DISTRICT

- 25.3.1 Smaller bargaining units may have more than one steward per district. For the purpose of establishing chief stewards, however, the district, rather than the number of stewards, will be the deciding factor.

25.4 NUMBER OF CHIEF STEWARDS - MORE THAN 10 STEWARD/ DISTRICTS

- 25.4.1 There should be one (1) chief steward for every ten (10) steward districts. Only stewards may be nominated for chief steward. If no steward is available to be nominated for the Chief Steward position, the position will be filled according to the Sector Bylaws. Chief stewards are elected by the membership in the affected steward districts unless otherwise stated in the Sector Bylaws, Local Bylaws or the Bargaining Guidelines.
(December 2005 PC) (Revised PC #2007-06-64) (Revised PC #2011-06-36)

25.5 NUMBER OF STEWARD DISTRICTS - LESS THAN 10 STEWARD DISTRICTS

- 25.5.1 Smaller bargaining units, with fewer than 10 steward districts, will share chief stewards. These bargaining units shall elect chief stewards as per their sector bylaws.
(Revised PC Dec 2006 -- Motion #2006-12-39-MCL-55) (Revised PC #2007-06-64)

25.6 UNION LEAVE

- 25.6.1 Under the new job description of the chief steward, the chief steward will be required to be active in dealing with grievances outside their bargaining unit.
- 25.6.2 Union leave will be provided by the sector/local to chief stewards at those times when they are required to deal with grievances outside their bargaining unit.

25.7 IDENTIFYING POTENTIAL STEWARDS

- 25.7.1 SGEU supports the principle of having a steward body that is representative overall of the province's population and will develop and adopt an internal representative workforce strategy to enhance the recruitment and retention of equity stewards. This strategy would include:

- 25.7.1.1 A campaign focusing on positive equity-group role models within the union: posters of equity-group stewards, profiles of them talking about why they took on the role, why they like it and why other equity-group members should become stewards.
- 25.7.1.2 Steward recruitment drives at all equity conventions and SGEU conventions to encourage equity-group members to become stewards. This could include delivering steward training and dealing-with-conflict training at Women's and Human Rights/Equity conferences.
- 25.7.1.3 "Job fairs" and targeted training for equity-group members interested in becoming stewards.
- 25.7.1.4 Creation of an equity-steward support network for those who wish to shadow, consult with, or be mentored by other stewards.
- 25.7.1.5 Support for and direction to chief stewards to recruit equity-group stewards, in particular to fill vacant steward positions.
- 25.7.2 SGEU shall develop a program to support women moving into chief steward and other roles, targeting particular sectors but applicable to all, which may include fast-tracking women through Leadership Development Course training and providing access to mentors.
- 25.7.3.1 The above recruitment strategy shall:
 - 25.7.3.1.1 Have as its guiding principles: provision of clear information about what the steward role entails; be the start of a comprehensive system of union support and engagement which includes education and protection of steward rights; emphasizes the collective good over individual good; and maintains and achieves a representative steward body.
 - 25.7.3.1.2 Encourage members of all equity groups and from all occupational groups and regions to run for elected positions, unless there is under-representation of a particular group that needs to be addressed by targeted recruitment.
 - 25.7.3.1.3 Be based on communicating the steward job description.
 - 25.7.3.1.4 Describe the role that union leaders, chief stewards, and stewards should play in recruitment.
 - 25.7.3.1.5 Prescribe how to and how not to recruit.

- 25.7.3.1.6 Use as recruiters those stewards or chief stewards who have completed at least Leadership Development Course 20.
- 25.7.3.4 Each sector/local shall assess the state of their steward system and develop a deliberate plan for steward recruitment to address both the need for a succession strategy and the goal of building a more representative steward body. An annual report of each plan shall be made to the President and Provincial Council to underline the importance of the activity and to allow for regular monitoring and support.
- 25.7.4.1 Sectors/locals which, based on the results of their recruitment strategy, can demonstrate a need for fast-tracked steward training shall work with the Education Officer to have their steward-training needs met.
- 25.7.5 SGEU shall undertake further research with Indigenous stewards to determine why they became/remain involved and with former stewards to determine why they stopped being a steward.
- 25.7.6 SGEU shall regularly collect basic information about stewards as part of the steward registration process, including: equity-group characteristics (gender, age, ancestry, disability), were they elected or acclaimed, were they asked to run by someone, etc. At the end of each year, a database report shall be prepared and presented to Provincial Council and Convention so that the union can see how it is progressing in maintaining and achieving a representative steward body.
- 25.7.7 Provincial Council and Membership Records shall be responsible for developing a process for efficient, effective, and accurate steward registration. The process should include a means to track down late or missing forms and the periodic provision of a steward list to each sector/local secretary for review and correction, if needed.
- 25.7.8 SGEU will develop a set of steward-recruitment materials, including pamphlets, posters, and advertisements in union publications and on the web page. These materials are to be based on the core steward job description, and will educate members about the volunteer role of steward and promote becoming a steward.

- 25.7.9 Encourage chief stewards to play a role in identifying inactive stewards and determining how to support them. Supports could include encouraging them to take Leadership Development Course 10, 20, and 30 and provision by chief stewards of short, in-house training sessions based on materials prepared by the union's education program. Such training courses could be delivered on a cross-sectorial basis, within a common geographic area.
- 25.7.10 Sectors/locals will advise new stewards of who to contact if their chief steward is not responding to requests for help.
- 25.7.11 Each sector will establish an organized system for identifying potential stewards from other areas of Union activity. Each sector will be provided with up-to-date lists of Occupational Health and Safety committee members who may assist in this process.
- 25.7.12 Provincial Council develop a policy to allow workplaces and bargaining units to call on and utilize the special training of stewards from other sectors, if no specialist is available within that sector or geographic area.
(Article 25 New PC #2007-06-64)

25.8 STEWARD NETWORKING

- 25.8.1 SGEU foster more opportunities for stewards to network across sectors within the same geographical area for the purpose of mutual support, sharing problem-solving strategies, and socializing.
(June 2007 Provincial Council, P-32) (Revised PC #2007-06-64)

25.9 BASIC STEWARD TRAINING

- 25.9.1 Chief Stewards and stewards shall complete the Leadership Development Course 10, 11, 20, and 30 as provided by the provincial Education and Publicity Committee within the time limits set out in Article 17 of the Policy Manual. Encourage bargaining units to amend their bargaining guidelines in keeping with the above to maintain consistency.
(Revised PC #2007-06-64)

25.10 DEVELOPMENT OF EDUCATIONAL MATERIALS

- 25.10.1 SGEU shall maintain a Steward Manual to assist stewards and chief stewards. New stewards shall be provided with a Steward Manual upon registration. The Steward Manual will include the core job descriptions for steward and chief steward and further essential information to assist them in carrying out their roles, including the supports available to them from the union. The Steward Manual

shall be reviewed at a minimum of every five years and updated if needed, and all stewards and chief stewards shall be provided with any revised materials. The Steward Manual shall be the responsibility of the Education Officer and the Education & Publicity Committee.

(Revised PC #2007-06-64)

25.10.2 Effort will be expended on developing educational materials for stewards that can be used in one-half hour to one hour presentations.

25.10.3 To increase members' and stewards' knowledge of the steward role, SGEU shall develop a booklet containing all constitutional, policy, and bylaw provisions relating to the roles of steward and chief steward and the administration of same. This document shall be provided to new stewards upon registration and to Leadership Development Course 10 participants, and placed on the SGEU web site. It shall be updated annually, as governing documents change.

(Revised PC #2007-06-64)

25.11 CONDUCTING OF REGULAR MEETINGS

25.11.1 Chief Stewards will be responsible for conducting regular meetings with the stewards in their district for discussion, information exchange and skill development.

25.11.2 Encourage chief stewards to set up regular gatherings of equity-group stewards and allies to discuss stewards' experiences with discrimination/harassment, with a goal to identifying effective strategies for resolution.

(Revised PC #2007-06-64)

25.12 STEWARD APPRECIATION

25.12.1 Stewards are the backbone of the union.

(Revised PC #2007-06-64)

25.12.2 SGEU condemns the rate of discrimination and harassment that stewards face, both in the workplace and within the union, and commits to taking comprehensive action to address and reduce the occurrence, including reviewing SGEU's internal processes to ensure that members and stewards who experience discrimination/harassment within the union have effective avenues by which to seek redress.

(Revised PC #2007-06-64)

- 25.12.2.1 When an elected person is terminated or suspended for union activity, SGEU must advance the grievance through the grievance procedure and schedule the matter for arbitration within 6 months of the date the grievance was filed.
(Res #P13 C-2010)
- 25.12.3 SGEU recognizes that stewards are volunteers and supports their right to take a break from the role and in other ways set limits on how much union work they volunteer to do. The union shall communicate this position through information in the Steward Manual, in Leadership Development Course training, and the steward-mentoring program.
(Revised PC #2007-06-64)
- 25.12.4 Encourage chief stewards to periodically check in with their stewards about their workloads and stress levels, to reassure them it is acceptable to take a break, and to help them set limits on involvement if need be.
(Revised PC #2007-06-64)
- 25.12.5 Chief Stewards (or a sector/local executive member) will, when a steward is dealing with a particularly stressful case, rotate in another steward to take responsibility, on a temporary or permanent basis, to prevent steward burn-out.
(Revised PC #2007-06-64)
- 25.12.6 SGEU encourages stewards with disabilities to self-identify to the union and indicate what, if any, accommodation they need to assist them in performing their steward duties. SGEU is committed to providing reasonable accommodation where needed for stewards to carry out their duties.
(Revised PC #2007-06-64)
- 25.12.7 SGEU shall increase the profile and appreciation of the steward role by ensuring annual funding for regular provision of steward pins, scrolls, appreciation events, and other acknowledgements of gratitude. (Revised PC #2007-06-64)
- 25.12.8 The following policy will be implemented to show appreciation for the work of the stewards:
- 25.12.8.1 Sectors/locals should sponsor at least one annual event for stewards - a dinner, picnic, luncheon, etc.
(Art. 25 Revised PC Dec 03) (Revised Res # P-21, PC June 2006) (Revised PC #2007-06-64)
- 25.12.8.2 Upon request by sectors/locals, SGEU will prepare scrolls for all stewards with five years of service and in five year increments after that. (Res #P-21, PC June 2006) (Revised PC Dec 2006 -- Motion #2006-12-39-MCL-56)
(Revised PC #2007-06-64)

26. PORT-A-PLAN

- 26.1 SGEU shall own and, therefore, control the conditions of a "Government Employees Port-A-Plan", which will attempt to incorporate the following features:
 - 26.1.1 Flexible - in that it allows members to purchase additional low-cost term insurance, in units of \$20,000.00, up to \$200,000.00 basic, plus optional additional insurance.
 - 26.1.2 Voluntary - with participation in the plan by members' individual choice.
 - 26.1.3 Portable - with policies carried by associate members to any residency or occupation, following separation from government employment for any reason whatsoever.
 - 26.1.4 May be carried up to age 90.
 - 26.1.5 Provides for waiver of premiums in case of six months total disability, up to age 65.
 - 26.1.6 Provides for conversion of up to and including 100 percent of the face amount, up to age 90.
 - 26.1.7 Provides that dependents' insurance may be purchased by spouse.
 - 26.1.8 Provides for optional additional low-cost accidental death and dismemberment insurance.
 - 26.1.9 Provides insurance at rates that are less than one-half the cost than would be the case if the insurance was purchased as individual term insurance policies.
 - 26.1.10 Available to children of participating members, under Young Adult clause.
(Res #121 C-90) (PE Mar 97)

27. SUPERANNUATION/PENSIONS

27.1 GENERAL

- 27.1.1 SGEU considers superannuation to be a subject of collective bargaining.
(Res #139 C-90) (PE Mar 97) (Revised PC #2007-06-64)
- 27.1.2 SGEU shall undertake all reasonable measures to have all superannuation plans covering all SGEU members amended, where possible, to conform with the terms of The Pension Benefits Act and The Pension Benefits Amendment Act 1980 in as timely a manner as possible.
(Res #139 C-90) (Revised PC #2007-06-64)
- 27.1.3 SGEU advocate for the progressive use of pension funds to support sustainable development, full employment, living wages, and strong public services, and
- 27.1.4 SGEU coordinate the education of pension activists and union-side trustees.

27.2 SUPERANNUATION BOARDS

- 27.2.1 Board Representatives
 - 27.2.1.1 The Union will demand representation on both the Public Employees' Superannuation Plan and the Public Service Superannuation Plan.
 - 27.2.1.2 Representatives will be elected at the Annual Convention.
 - 27.2.1.3 The names of those elected will be put forward to the Lieutenant Governor of Saskatchewan as our choice of representatives on the appropriate boards.
 - 27.2.1.4 Representatives will be required to submit their resignations to Convention, although incumbents would be eligible for re-election.
(Res P-13, June 2007 PC) (Revised PC #2007-06-64)
 - 27.2.1.5 Any Union member is eligible for nomination and election if he/she agrees in writing to accept the nomination and the terms.
 - 27.2.1.6 Representatives will be required to report to the Convention.
 - 27.2.1.7 Representatives will be accountable to the Union.

27.2.1.8 Representatives will reflect Union policy and act according to the decision of the Union.
(Res #139 C-90) (Revised PC #2007-06-64)

27.2.1.9 The following shall govern the selection and conduct of the SGEU member on the boards of the PSSP and PESP:

27.2.1.9.1 Successful candidates and alternates must be members in good standing in SGEU.

27.2.1.9.2 Successful candidates shall be subject to the SGEU Code of Ethics.
(Res #54 C-91) (Revised PC #2007-06-64)

27.3 BENEFITS - COMMON-LAW RELATIONSHIPS

27.3.1 Any benefit plans that SGEU participates in or runs shall ensure that the definition of common-law relationship recognizes both heterosexual and homosexual relationships.
(PE 86) (PE Mar 97) (Revised PC #2007-06-64)

27.4 JOINTLY TRUSTEED PENSION PLANS

27.4.1 SGEU supports the establishment of Jointly Trusteed Benefit and Pension Plans and will seek to negotiate for such joint plans as appropriate.
(Art. 27 Revised PC Dec 03) (Revised PC #2007-06-64)

27.4.2 SGEU continue to fight for the principle of worker ownership and control over pension funds, and
(P-7, PC June 2005) (Revised PC #2007-06-64)

27.4.3 SGEU advocate for the progressive investment of pension funds to support sustainable development, full employment, living wages, and strong public services, and

27.4.4. SGEU coordinate the education of pension activists and union-side trustees.
(Res #P-9, C-06) (Revised PC #2007-06-64)

28. NATIONAL/INTERNATIONAL ISSUES

28.1 NUCLEAR DISARMAMENT

- 28.1.1 SGEU, as a responsible, democratic body of public opinion, states:
That it favours total and complete multilateral nuclear disarmament
and condemns the production of the neutron bomb and other
weapons of mass destruction.
(Res #117 C-90) (Revised PC #2007-06-64)

28.2 CRUISE MISSILE

- 28.2.1 SGEU emphatically rejects the theory of the survivable nuclear war
and demands the Federal Government immediately cancel the
agreement with the United States for the testing of the cruise
missile.
(Res #117 C-90) (Revised PC #2007-06-64)

28.3 INTERNATIONAL CONFLICTS - UNDERDEVELOPED COUNTRIES

- 28.3.1 SGEU condemns all governments that violate human rights, and
persecute or murder trade unionists and other innocent members of
their society, and shall ask the Saskatchewan and Canadian
Governments to not provide assistance to repressive governments.
(Res #117 C-90) (Revised PC #2007-06-64)
- 28.3.2 SGEU shall support the right of self-determination by people of all
countries in the world without intervention of any outside nation.
SGEU shall forward, to the Canadian Labour Congress and the
National Union of Public and General Employees, all further
resolutions dealing with international conflicts as a matter of SGEU
policy.
(Res #117 C-90) (Revised PC #2007-06-64)

28.4 CHARTER OF RIGHTS AND FREEDOMS

- 28.4.1 SGEU will work with community groups who are using the Charter
of Rights and Freedoms to challenge discriminatory legislation.
(PE Jan 94) (Revised PC #2007-06-64)

28.5 SEXUAL ORIENTATION

- 28.5.1 SGEU will lobby the federal government to introduce and pass
amendments to the Canadian Charter of Rights and Freedoms to
include sexual orientation as a prohibited ground for discrimination
under the Charter.

28.5.2 SGEU will also fully support Bill C-309, a private member's bill to amend federal legislation to redefine spouse to recognize same-sex relationships. SGEU will lobby Members of Parliament to pass this bill.

28.5.3 SGEU will lobby through NUPGE and CLC for immediate amendments to the Criminal Code to include the protection of gay, lesbian, two-spirited, bisexual and transgendered persons within the hate propaganda provisions.
(PC Nov 99) (Res #4 C-03) (Revised PC #2007-06-64)

28.6 SOUTH AFRICAN GOVERNMENT

28.6.1 That SGEU continue international solidarity work through the trade union movement by strengthening relationships with COSATU (Congress of South African Trade Unions) and continuing our support for the ANC (African National Congress) during the transition to democracy in South Africa.
(PE July 94) (Revised PC #2007-06-64)

28.7 DAYCARE

28.7.1 Federal For-Profit Daycare

28.7.1.1 SGEU will take a pro-active role to fight any attempts to allow Federal Canada Assistance Plan funding to the provinces to go to "for profit" daycares.
(Re.#39 C-88) (PE Mar) (Revised PC #2007-06-64)

28.7.2 National Childcare Program

28.7.2.1 Through NUPGE and the Canadian Labour Congress, SGEU will lobby the federal government for a fully-funded 24 hours per day seven days per week non-profit national childcare program that utilizes fully trained, professional child care workers.
(PC Nov 99)(PC July 2000) (PC May 02) (Revised PC #2007-06-64)

28.8 SGEU AND INTERNATIONAL SOLIDARITY

28.8.1 For SGEU, as with other unions, to make a commitment to support international solidarity issues means that our members have recognized and accepted several important facts.

- 28.8.2 We are not the only ones under attack. Across Canada and the United States, the labour movement is being hit hard by an open, hostile and well-orchestrated right-wing political ideology that is out to break unions.
- 28.8.3 SGEU understands that the SGEU membership is currently facing perhaps the most important struggle in our history. The government is promoting the downsizing of the public sector in what the government believes to be a step in the right direction to solving the provincial deficit. As public servants, SGEU membership knows they are not the cause, nor are they responsible for Saskatchewan's failing economy.
(PE July 94) (Revised PC #2007-06-64)
- 28.8.4 We know that the stereotyped image of the lazy, over-paid government worker with the soft job is not only very prominent but, more importantly, used against us as a rationale to cut jobs and divert attention away from the public services we provide that are being cut. We recognize this attack as a form of prejudice against us, simply because we are trade unionists.
- 28.8.5 We have come to understand that fighting against racism at home is as important as fighting racism abroad. Although it is hard for us sometimes to admit to ourselves that Canada and, in particular, Saskatchewan have a history of systematically discriminating against native people, immigrants and minorities in employment, housing, education and the mass media, we are committed to an educational program in our Union to combat racism and build support systems so those in power can't continue to play one group off against the other, at our expense and their gain.
- 28.8.6 Through technological change, we see how automation of our workplaces creates either unemployment or a de-skilled labour force that is partly brought on by the ability of large corporations to use low-paid workers from Asian countries. We also see that cheap labour anywhere is used to try and keep our wages down.
- 28.8.7 In Canada, racism is used to justify why employers hire immigrant labour in ghettoized, unorganized jobs so they can tell other Canadians that they are willing to work for less and are not ungrateful and greedy like other, mostly white, unionized workers. Take a look around in our own Union. Have you ever wondered why there are not more native people in SGEU in proportion to the number of native people in your community? Well, to belong to a union someone has to hire you. SGEU has had employment equity on the bargaining table for several years now and the PSC refuses to negotiate it (among other issues). Their employment equity

program only applies to the private sector on a volunteer basis - not to themselves.

- 28.8.8 As a strictly moral issue, we can understand the immediate need to end apartheid, not reform it, and replace it with a democratic society. As a trade union issue, we have come to understand that in the long run it is in the interests of all working people to support the struggle to end apartheid. The victory of South African workers will remove one more low-wage country where workers have no rights to which multi-national companies can move their operations, when they think Canadian workers have won too much.
- 28.8.9 In the same light, we have come to realize that a victory for workers in Nicaragua, in maintaining independence and self-determination of their country from American control, strengthens Canadian workers' fight against the plan for an integrated North American economy under free trade.
- 28.8.10 Once we have accepted these facts, we know our commitment to fight racism and support solidarity internationally requires an implementation program so all these issues can be addressed to produce some tangible results.
- 28.8.11 Accordingly, we recommend the following:
 - 28.8.11.1 Internally
 - 28.8.11.1.1 Challenging racism is a trade union issue that requires a sustained effort to have a positive impact. All aspects of membership courses and shop steward training courses should have a built-in component that deals with racism and working within your community with native, minority and immigrant organizations to discuss co-operation and support, which will demonstrate the ongoing commitment of SGEU to combat racism.
 - 28.8.11.2 Externally
 - 28.8.11.2.1 Supporting workers struggles internationally, as well as at home, can be done by endorsing and actively supporting the Nicaragua Tools for Peace campaign, the sanctions and divestment campaign against the South African government and boycotts of table grapes from Chile and California. These are concrete examples of how SGEU can make international solidarity a trade union issue.
 - 28.8.11.3 Financially
 - 28.8.11.3.1 Recognizing the financial state of our union, SGEU, where possible, will translate this support into a financial commitment.

28.8.12 **Pro-Active and Progressive Policy**

- 28.8.12.1 Finally, that SGEU actively promote, within the labour movement, a pro-active and progressive international solidarity policy at the SFL, NUPGE and CLC that keeps in mind what SACTU says "An Injury To One Is An Injury To All".
(C-87) (PE July 94) (Revised PC #2007-06-64)

28.9 PEACE

- 28.9.1 SGEU demands that the Canadian government support peaceful negotiations and that Canadian forces be used for peace keeping only when any outbreak or conflict cannot be controlled or justified.

- 28.9.2 Canada should show its true commitment to peace by providing adequate funds to meet social needs within Canada, and to provide foreign aid that promotes self-reliance in other countries in the world.
(PE Jan 94) (Revised PC #2007-06-64)

28.10 RESTORE CBC IN CANADA (NUPGE)

- 28.10.1 SGEU will encourage the National Union to condemn the cutbacks in the CBC and demand that the government restore the funding to our national broadcasting service. SGEU will encourage the National Union to actively participate in coalitions aimed at strengthening and restoring public broadcasting in Canada.
(PE July 94) (Revised PC #2007-06-64)

- 28.10.2 SGEU goes on record insisting that full and proper funding be restored to the CBC immediately.
(Res #62n C-91) (PE Mar 97) (Revised PC #2007-06-64)

28.11 CANADIAN CONSTITUTION

- 28.11.1 It is the commitment of SGEU to do everything in its power to keep this country intact.
(Res #63 C-91) (PE Mar 97) (Revised PC #2007-06-64)

28.12 HEALTH CARE FUNDING/BILL C-69

- 28.12.1 The SGEU insists that the Saskatchewan government strongly petition the Government of Canada to restore sufficient funding to health care and to maintain a level of health care that ensures equal access to high quality health care for all Canadians.
(Res #65 C-91) (PE Mar 97) (Revised PC #2007-06-64)

28.13 EL SALVADOR

- 28.13.1 SGEU condemns the actions of the United States government, will continue its support for the UNTS (National Federation of Salvadorian Workers) and calls on the Canadian government to halt all bilateral aid to the Salvadorian government.
(Res #84 C-91) (Revised PC #2007-06-64)

28.14 CONTINENTAL FREE TRADE

- 28.14.1 SGEU will work to participate with groups, such as the Common Frontiers Project, Pro-Canada Network and other related organizations, to ensure an equitable and just pact.
(Res #89 C-91) (Revised PC #2007-06-64)

28.15 REPRODUCTIVE HEALTH SERVICES

- 28.15.1 SGEU supports the inclusion of reproductive health services for women in the Provincial Health Plan. (Res #84 C-92) (Revised PC #2007-06-64)

28.16 NORTHERN IRELAND - HUMAN RIGHTS CENTRE

- 28.16.1 SGEU endorses and supports the Bloody Sunday Initiative as the founding initiative for a Human Rights Centre in Derry, Northern Ireland. (Res #85 C-92)(Res #103 C-92) (Revised PC #2007-06-64)

28.17 EMPLOYMENT INSURANCE (EI) CAMPAIGN

- 28.17.1 SGEU will join with the SFL and the Prairie Region CLC to campaign in Saskatchewan to educate and mobilize members on the EI issue and to try and stop the theft of billions of dollars of EI funds by the Federal government. Sectors and Locals will be called on to take an active part in this campaign. (PC July 2000) (Revised PC Dec 2006 - Motion #2006-12-39-MCL-26) (Revised PC #2007-06-64)
- 28.17.2 SGEU will write letters through the SFL, NUPGE and the CLC to the Provincial and Federal governments lobbying for changes to the EI Program that would include a provision for family leave for primary care-givers whose family members require extended care.
(Res#19 C-03) (Revised PC #2007-06-64)

29. OCCUPATIONAL HEALTH AND SAFETY

29.1 INJURED WORKERS - DAY OF MOURNING

- 29.1.1 SGEU will endorse and participate in the April 28th Day of Mourning.
(Res #32 C-87)(PE July 94) (Revised PC #2007-06-64)

29.2 JOINT TRAINING

- 29.2.1 SGEU supports the concept of joint committee training and SGEU should encourage its members to attend and participate in Occupational Health & Safety courses.
(Res #37 C-88)(PE July 94) (Revised PC #2007-06-64)

29.3 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

- 29.3.1 SGEU will co-operate with any good programs that are developed to provide for training and orientation and the safe handling of workplace chemicals.
(Res #39 C-88)(PE July 94) (Revised PC #2007-06-64)

29.4 HEALTH CARE WORKERS

- 29.4.1 SGEU will lobby the provincial government to legislate adequate protection for health care workers and we will work with other unions, such as SUN and CUPE, to make public the concerns of health care workers.
(Res #41 C-88) (PE July 94) (Revised PC #2007-06-64)

29.5 VIDEO DISPLAY TERMINAL (VDT) POLICY

- 29.5.1 SGEU will lobby the provincial government for legislation, regarding VDT's, that can be enforced by the Department of Labour.
(Res #40 C-88) (PE July 94) (Revised PC #2007-06-64)

29.6 CORRECTIONAL CENTRES

- 29.6.1 SGEU will lobby the provincial government to develop legislative standards and regulations for SGEU members working in correctional centres.

- 29.6.2 Workers in provincial correctional centres suffer with unusually high levels of stress. The rate of sick leave usage and Workers' Compensation rates reflect an unacceptable amount of accidents and injuries, both physical and psychological. Recent cuts by the provincial government have created an alarming staff shortage and The Occupational Health and Safety Act and Regulations does not provide corrections workers with protection in these areas.
(Res #42 C-89) (PE July 94) (Revised PC #2007-06-64)

29.7 OCCUPATIONAL HEALTH AND SAFETY - CONTRACT LANGUAGE

- 29.7.1 SGEU has identified Occupational Health and Safety as a priority issue in negotiations, and the education of all members and staff on the issues of Occupational Health and Safety is of great importance.
(Res #60 C-91) (PE July 94) (Art. 29 Revised PC Dec 03) (Revised PC #2007-06-64)

- 29.7.2. The SGEU Occupational Health and Safety Committee shall develop proper Occupational Health and Safety language for Collective Bargaining Agreements.
(Created: P34-Conv 2014)

30. SGEU ANTI-HARASSMENT POLICY

(Revised CONV 2019 Res I#3)

30.1 SGEU STATEMENT OF EQUALITY

30.1.1 Unions were formed and developed historically on the basic principle of fighting for equal treatment for all members in the Union based on collective action. This basic goal has not changed.

30.1.2 The most effective tool to attain our goal of equality is the elimination of all forms of harassment and/or discrimination.

(Revised P4-Conv 2017)

30.1.3 These cruel and discriminatory forms of behaviour weaken the Union. All too often members of our Union are perpetrators as well as victims. This destructive behaviour must stop.

30.1.4 The practice of any form of harassment and/or discrimination by anyone negates our ability to achieve equality and stands in stark contrast to everything positive that unions have come to represent.

(Revised P6-Conv 2017)

30.1.5 Any and all forms of harassment and/or discrimination in our Union meetings, conferences, conventions, and workplaces or communities, weaken ourselves and our Union's ability to be a vehicle for social justice. *(Revised P7-Conv 2017)*

30.2 DEFINITION OF HARASSMENT

30.2.1 Harassment can be defined as any unwelcome or unwanted action by any person against another. It can be a verbal or physical action on a single or repeated basis, which intimidates, humiliates, insults, degrades or threatens.

30.2.2 "Unwelcome" or "unwanted" means any action(s) which the harasser knows or ought reasonably to know are not desired. Harassment is an inappropriate expression of real or perceived power or superiority by the harasser(s) over another person(s).

30.3 HARASSMENT AT SGEU MEETINGS OR EVENTS

(Revised Conv 2019 I#3)

- 30.3.1 At the commencement of each meeting/event one or more Ombudsman will be designated and identified.
- 30.3.1.1 SGEU will provide sufficient resources for Ombudsman training to have trained Ombudsman at all convention and ratification votes. SGEU will work toward the goal of having a trained Ombudsman at all SGEU meetings and events.
(Revised PC #2007-06-64)
- 30.3.1.2 SGEU will work toward having trained Ombudsman on duty at all union meetings to promote respectful behaviour and full participation.
(Revised PC #2007-06-64)
- 30.3.2 The mandate of the Ombudsman will be to deal with informal complaints of harassment.
- 30.3.3 To stop harassment we must make every effort to act as quickly as possible to challenge and stop offensive behaviour.
- 30.3.4 If it happens to you, take responsibility.
- 30.3.5 If possible, tell the person(s) how you feel. Be specific. Say you want the behaviour to stop and try to find a solution.
- 30.3.6 Don't blame yourself. Each person is responsible for his or her own actions.
- 30.3.7 Tell the Ombudsman. Every effort will be made to ensure confidentiality.
- 30.3.8 The Ombudsman will assist you with the informal process.
- 30.3.9 If you are accused of harassment take responsibility...
- 30.3.10 Stop the actions, comments or offending behaviour immediately.
- 30.3.11 Each person is responsible for his or her own actions.
- 30.3.12 Try to resolve the issue. If you take positive action to correct your behaviour, you may want to keep a record of the steps you took.
- 30.3.13 If the Ombudsman is involved, s/he will assist you with the informal process.

- 30.3.14 Every effort will be made to deal with complaints prior to the conclusion of the event.
- 30.3.15 If unresolved, a formal complaint may be filed against you with the **Local, Sector or** the MC&L Chairperson.
(Res #P1 C-2010)

30.4 HARASSMENT IN OUR WORKPLACES

- 30.4.1 All bargaining units should negotiate anti-harassment clauses in their Collective Agreements to include:
- mechanisms to resolve disputes,
protection for the complainant and
education awareness sessions on harassment for everyone in the workplace.

30.5 HARASSMENT IN OUR COMMUNITIES

- 30.5.1 We can challenge harassment and discrimination in society at large.
- 30.5.2 We have an obligation to fight for equal rights for all people by lobbying for legislative changes and working with other unions and organizations to challenge discrimination.
- 30.5.3 Our goal must be zero tolerance.

30.6 STATEMENT OF EQUALITY: SHORT VERSION

At the start of each meeting/event/function the following statement shall be read.

SGEU Statement of Equality

All SGEU meetings and events will be held in an environment free of harassment and/or discrimination; SGEU has a zero tolerance for any harassing and/or discriminatory actions, behaviours and comments.

Harassment is any behaviour that undermines the dignity, self-esteem or security of an individual, or creates an intimidating, threatening, hostile or offensive environment.

Our Union will not tolerate any forms of harassment and/or discrimination which violate a member's right to be treated with

*dignity and respect. **Such action by a member may result in immediate expulsion from the meeting or event by the Chair or Ombudsman.***

30.7 HARASSMENT COMPLAINT PROCESS

- 30.7.1 When an incident of harassment occurs, the complainant or witnessing SGEU members are encouraged to address the situation immediately. If a resolution between the parties is reached at any step in the process, the issue will be considered resolved. Every effort will be made to find a resolution before the end of the event you are attending.
- 30.7.2 Complainant
 - 30.7.2.1 If possible, tell the person(s) how you feel. Be specific. Say you want the behaviour to stop and try to find a solution.
 - 30.7.2.2 Don't blame yourself. Each person is responsible for his or her own actions.
 - 30.7.2.3 Tell the Ombudsman. Every effort will be made to ensure confidentiality.
 - 30.7.2.4 The Ombudsman will assist you with the informal process.
 - 30.7.2.5 Every effort will be made to deal with complaints prior to the conclusion of the event.
 - 30.7.2.6 If unresolved, the Ombudsman may recommend that the person file a formal complaint and submit it directly to the MC&L Chairperson.
(Rev PC#2016-12-98)
- 30.7.3 Alleged Harasser
 - 30.7.3.1 Stop the actions, comments or offending behaviour immediately.
 - 30.7.3.2 Each person is responsible for his or her own actions.
 - 30.7.3.3 Try to resolve the issue. If you take positive action to correct your behaviour, you may want to keep a record of the steps you took.
 - 30.7.3.4 If the Ombudsman is involved, s/he will assist you with the informal process.
 - 30.7.3.5 Every effort will be made to deal with complaints prior to the conclusion of the event.

- 30.7.3.6 If unresolved, a formal complaint may be filed against you with the **Sector, Local** or the MC&L Chairperson **in accordance with the Internal Member Dispute Policy, Article 2.7**. (Res #P1 C-2010)

30.8 ENSURING EFFECTIVE ANTI-HARASSMENT POLICY

- 30.8.1 To ensure the anti-harassment policy is effective, SGEU has made a commitment and will demonstrate its political will by providing Education through leadership development programs at all levels and maintaining an ongoing Visibility Campaign.
- 30.8.2 Ongoing evaluation of education programs and complaint process is required.

30.9 OMBUDSMAN

- 30.9.1 SGEU is committed to ensuring a harassment-free environment within the Union. To this end, Ombudsman will be required to complete the Ombudsman training course.
- 30.9.2 Ombudsman will be assigned to resolve disputes or informal complaints as they arise within the Union.
- 30.9.3 Ombudsman will be appointed at the commencement of each Union meeting or function. The Ombudsman will be selected on the basis of availability and geography. (Revised - PC #01-176) (Revised PC #2007-06-64)

(Revised, PC #2011-06-27: Secretary/Treasurer throughout the Policy Manual to SGEU Secretary Treasurer)

Appendices

APPENDIX 1 - SGEU HIRING POLICY

It is the desire of the Saskatchewan Government and General Employees' Union to be a fair and equitable employer. To this end, the following policy will be followed in the hiring of in-scope (USW Local 9841 represented) staff positions:

Hiring Panel

Hiring will be carried out once approval to hire has been signed off by the DHRO, by a panel consisting of at least one management staff, the President or his/her designate, and, in the case of an internal applicant selected for interview a representative from USW Local 9841.

(Revised PC#2013-02-26) (Revised PC #2014-06-85)

Hiring Process

Applicants that are members of USW Local 9841 will be assessed in accordance with the provisions of their Collective Agreement with SGEU.

When hiring outside USW Local 9841, the following guidelines will apply:

Preference will be given to qualified, current members of an SGEU Bargaining Unit who are in good standing before considering other external applications.

(Revised PC #2017-10-28)

Applicants' qualifications for a position will be assessed based on the knowledge, skills, and abilities required to perform all of the duties of the position as required by the job documents and posted in the advertisements.

When assessing qualifications, knowledge, experience, and skills acquired in elected positions within SGEU may be assessed as equivalent to skills learned and knowledge gained in academic settings based upon the knowledge, skills, and abilities required for the position and possessed by the individual.

When two or more applicants meet the knowledge, skills, and abilities to perform the duties, current membership with SGEU will be used as the determining factor.

If all the above factors are equal, then members of designated equity groups will be given preference over non-equity candidates.

The Chair of the Staffing Panel may provide, upon request, post interview feedback to SGEU members applying for positions.

(Revised PC#2013-02-05)

If the provisions outlined above are not met, the panel will report to the Provincial Council, through the Administration Committee, the candidate chosen.

A report of recent hiring's shall be provided by the Director of Human Resources to the Provincial Council at its next meeting.

(Revised PC#2013-02-27)

(Appendix 1 - Amended PC #2008-06-52) (Res #P1 C-2010)

APPENDIX 2 - SGEU POLICY ON A REPRESENTATIVE WORKFORCE FOR INDIGENOUS WORKERS

Developed from the 1997 Discussion Paper based on the Indigenous Government Employees Network (AGEN) and Saskatchewan Government and General Employees' Union (SGEU) PARTNERSHIP AGREEMENT - An Implementation Process to increase Indigenous employment in the public sector

History

The SGEU FAIR Committee was established and has been active since 1989 to provide a forum to support Indigenous union members in dealing with issues regarding racism in SGEU and the workplace, and to recommend anti-racist policies, to promote and provide education and programs, and promote and support job opportunities for Indigenous members.

The Indigenous Government Employees Network (AGEN) was formed in 1993 to provide Indigenous government employees from the public and crown sectors to meet and discuss issues of common concern.

On May 7, 1996, SGEU signed a Partnership Agreement with AGEN, which stated that "the parties agree to co-operate in the development and implementation of initiatives designed to achieve a public service in which Indigenous people achieve equity in numbers and occupational levels in keeping with their proportion of the provincial population" and in order to achieve these initiatives "the parties agree to establish a joint committee to study barriers to Indigenous employment in the workplace and recommend solutions to remove barriers or other practices which may limit future Indigenous employment; and recommend initiatives which will encourage both parties to the Partnership to better understand each other's issues including union processes and cultural sensitivity."

The AGEN/SGEU Joint Committee submitted a Discussion Paper on proposed initiatives to remove barriers, and an implementation process to increase Indigenous employment in the provinces public sector workforce to the 1997 AGEN Conference and the SGEU Common Front. Additional presentations were made to the five sectors in SGEU namely, Community Based Services, Crowns, PS/GE, Adult Education and Health. These presentations were completed in March 1998.

From these sector discussions in the union and at AGEN Conferences, the following union policy was developed to support the implementation of the Partnership.

Goal of a Representative Workforce

SGEU supports the goal of achieving a Representative Workforce. Previous union policies on Devolution and Indigenous Self Government (CF Sept/97) and Employment Equity General Guidelines for SGEU (Res. #60/91) also support this concept. Support for this goal means that the union will actively press for Indigenous workers to be represented in all workplaces with which it has collective bargaining agreements. The intent is to establish representation in proportion to the numbers of Indigenous Peoples in the provincial population, by community and/or region, whichever is most applicable.

As importantly, SGEU's support means that part of this goal is to ensure that qualified Indigenous workers are fairly represented throughout all levels of jobs in any given workplace. Although the Partnership Agreement speaks mainly to the public sector workforce, the union's support for this goal is extended to all sectors and bargaining units in SGEU.

Historical Barriers Long Since Established

Employment access problems have been a longstanding concern for Indigenous Peoples in this province. There are many historical reasons for this occurring. In an effort to put today's issues in perspective, an analysis and understanding of the basis for present inequalities is necessary.

Colonialism, domination and assimilation policies provided the backdrop for the litany of abusive treatment of First Nations and Métis. The Highlights from the Report of the Royal Commission on Indigenous Peoples, 1996 summarize the five volume report. The list seems endless, but it is important to give examples of some of the more damaging laws and policies.

First Nations:

The Indian Act passed in 1876 treated all First Nations as one entity/group. This Act assumed all 'Indians' had the same culture, language, political and economic systems, when in fact this is not the case. The resulting effect saw the break up of Nations into bands and settlements. This Act was designed to exclude 'Indian people' from participation into mainstream Canadian society.

The instituting of the Reserve and pass system in 1885 was in effect until 1960. One of the outcomes of this system left Indigenous Peoples without the right to vote in federal and provincial elections. In fact, they were not considered citizens of Canada unless they were prepared to give up their identity.

This racial categorization of Indigenous Peoples by law fragmented families and nations into status, non-status, and Métis.

The loss of Indigenous lands and resources; the criminalization of Indigenous cultural practices; paternalism; cultural genocide; racist education policies; compulsory attendance in residential schools, and racist employment policies are

all contributing factors to the current social and economic status of Indigenous Peoples.

Métis Nation:

The Royal Commission argues that the 'dismissive treatment' of the Métis by British and successive federal governments in not recognizing them as Indigenous or legitimate settlers left the Métis with the status of squatters. The historical land deal referred to as 'Scrip' left the Métis without a land base on the prairies. The effect of this treatment has been demonstrated in the denial of many of the programs and services that First Nations receive, even though the government recognized the Métis as Indigenous peoples in the Constitution Act, Section 91(24), 1982.

Indigenous Women:

In 1951, changes to the Indian Act gave First Nations women the right to vote in band elections for the first time. Part of the divisiveness occurred when First Nations women married a 'non-Indian' and ceased to be 'Indian', and by extension so did her children. It was not until the 1985 amendment to the Indian Act, Bill C-31, did women get their treaty rights restored, although not necessarily including their right to band membership, or access to subsidized housing, health care, burial on reserves.

Overall, the systematic destruction of the family, languages, and cultures; destruction of Indigenous political, social and economic institutions, has had a profound detrimental and lasting effect on Indigenous Peoples. It was an intentional governmental policy set out to destroy traditional Indigenous governments, societies and cultures.

The historic systemic discrimination in the education system resulted in a disproportionate number of Indigenous Peoples lacking the ability to make a living wage. Again, historical policies linking education requirements with labour force needs determined that it was only necessary for First Nations Peoples to receive a rudimentary education because they would only be utilized for domestic and farm labor. If an Indigenous person chose to pursue a proper education, they had to do so at the expense of giving up their Indigenous and treaty rights. The result was to establish a reserve pool of support labour for incoming settlers.

In 1969, the federal government's White Paper on Indian policy provided impetus for Indigenous Peoples to enter into a long, pro-active struggle towards self-determination. The overwhelming rejection of the government's notion of 'equality' and 'invitation to join Canada's mainstream' within five years which would mean an end to the existence as distinct peoples, sparked a national debate. Joined in the larger Indigenous political struggles internationally, the fight for

nationhood gained recognition in the Constitution Act, 1982, of 'existing Indigenous and treaty rights'.

Present Situation

Today, we witness the result of these colonial Euro-centric policies via: staggering dropout rates, poverty, chronic health problems, high suicide rates, poor housing, and high unemployment rates combined with other socio-economic indicators contribute to the overall plight of First Nations and Métis Peoples. This history, still not taught in mainstream schools, explains the profound inequalities that exist today. These inequalities have an effect on all Canadians, but a disproportionate effect on Indigenous Peoples. To continue with the status quo path of dependency is neither acceptable nor economically sound for any Canadian.

During the 1980's and into the 1990's, the trend in education attainment levels among Indigenous Peoples has increased and reduced the gap between Indigenous and the non-Indigenous mainstream, but the corresponding relationship to jobs has not kept pace. Unemployment and underemployment continue unchecked and remain well above that of other Canadians.

As the demographics change in this province, there will be 12.4% of the workforce age population of Indigenous ancestry by the year 2010. However, Indigenous workers made up only 3% of the provincial government workforce according to the 1991 Census report. This percentage remained the same in 1998. Other factors that influence labor force participation are an aging of the general population and a large and growing Indigenous youth population, coupled with overall government and private sector downsizing.

Efforts made to rectify these inequalities through voluntary employment equity programs have produced slow, unsatisfactory results. In 1979, human rights legislation consolidated into the Saskatchewan Human Rights Code that made legal provisions for employment equity and education equity programs. By March 1997, SGEU had only 4 out of 51 (7%) collective agreements with Employment Equity programs registered with the SHRC. They were the PS/GE since February 1988, SPMC since February 1995, Northlands College since September 1995 and John Howard Society since June 1996. Some other collective agreements have exemptions like Gabriel Dumont Institute and several community based organizations.

The Challenge

Moving from paternalism to partnership requires a fundamental change in thinking for Canadians that are not of Indigenous descent. Trade unionists have much strength to draw upon, strength that comes from the core of union principles of solidarity and collective responsibility. How we in the labour

movement proceed will prove to be either our greatest strength or our greatest weakness.

Recognition

Today's problems are shared by everybody, but are disproportionately impacted on Indigenous Peoples. Massive unemployment in the Indigenous community is a direct result of a conscious policy to exclude Indigenous Peoples from labor force participation. Representative hiring must be done in the overall context of increased jobs for all workers while respecting the seniority rights of employees. It necessarily means renewing the fight for full employment policies. Doing nothing reinforces the status quo's present discriminatory practices.

SGEU recognizes the treaty rights of First Nations and that the Métis Nation is a culturally distinct group of people. Indigenous Peoples are nations that have a right to govern themselves. This recognition is acknowledged in union policies on Devolution and Indigenous Self Government, Policy Statement on Racism, Non-Discrimination, and Support for Métis Rights.

In the context of the union's ability to correct past wrongs and injustices, we have a collective responsibility to bargain in good faith those aspects in our collective agreements that may have unintentionally created a barrier to access and career advancement for people of Indigenous ancestry.

An Injury to One is an Injury to All.

Action Plan

Concrete changes need to occur immediately to rectify this situation. The need for job creation is paramount to breaking out of the existing economic and social conditions. To this end, SGEU will pressure the provincial government into ensuring that the appropriate financial and human resources are made available to achieve the goal of a Representative Workforce for Indigenous Peoples Employment.

This Action Plan will include pressuring the provincial government to:

Encourage the Government to avoid contracting out of work that is performed, or could be performed, by Indigenous workers in the Public Service, and to follow devolved work into the Indigenous Community to ensure the work remains unionized and within our Union.

Implement an Indigenous labour employment policy in the public sector, crown corporations, and any other places of employment that is either fully or partially funded by government.

Improve existing Human Rights legislation that would include more effective enforcement provisions and mandatory plans under its jurisdiction.

Provide immediate and on-going education to all employees in each bargaining unit/workplace with a goal to create an understanding of the need for such a policy and ensure its smooth implementation.
Provide in-service training including literacy training, where necessary and career path counselling and planning.

Work with employers and the public post-secondary training institutions to expand the range of occupations for which work-study programs such as co-op training, practicum's, articling, and apprenticeship training are available.
Ensure recruitment and hiring practices, recognition of relevant job experience, appropriate support services, promotion practices, layoff, bumping and recall practices are in place that are free from any barriers that exclude representative hiring, but support the seniority principles of the Collective Agreements.
Implement an inventory of Indigenous employment candidates and make the inventory available to all employers that receive any government funding.
Develop a system to monitor and report on the utilization of this inventory.

Implementation Strategy

The SGEU/AGEN Joint Committee will take responsibility, after consultation with the Sectors, for the Action Plan and report to the AGEN Conference and, through the FAIR Committee, to the Provincial Council.

Each Sector of the union will develop a strategy to implement this Action Plan in their Sector. The Sector's representative to the FAIR Committee will act as the Sector's liaison back to the SGEU/AGEN Joint Committee for carrying out the work stemming from the Partnership Agreement and this policy. The FAIR Committee will provide updates and reports to the Provincial Council.

Timeframe

SGEU has a responsibility to be accountable and timely, within its structures, for member education, and all aspects of the organization. To this end, reporting will be done to the annual SGEU convention and the AGEN Conference.

Monitoring will also be done outlining the success of the government and other employers regarding movement towards the implementation of a Representative Workforce outlined in this policy.

(PC JAN 99) (Revised PC #2007-06-64)
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APPENDIX 3 - HEALTH CHARTER

1. Introduction

On January 27, 1992, the Government of Saskatchewan released a document outlining proposed changes to the health care system. It was to be based on the “wellness Model”. In essence, the New Democratic Government presented a major health reform centered on the concept of wellness rather than illness.

Several groups and organizations in Saskatchewan began to review and examine the wellness mode as it was originally presented. Changes have had significant implications for all residents of Saskatchewan.

In 1992, a special sub-committee of the Common Front of SGEU was established with a mandate to analyze the Department of Health’s wellness model, and to produce a health charter for the Union that will indicate clearly our vision of health care in Saskatchewan, and which will serve as a guide in future bargaining strategies.

Devolution of health care from Provincial government to District Health Board has been occurring. The vision of “wellness” introduced in 1992 by the NDP government is resulting in a focus on cost cutting and service reduction.

2. Current Problems with the Saskatchewan Health Care System

A number of studies across Canada have identified current medical practices and procedures that are necessary and which result in waste and inefficiency within the health care system. In particular, there is some concern about over-diagnosis and over-treatment of patients.

The fee-for-service payment mechanism provides an incentive to doctors to order more tests and treatments in order to maintain their incomes. As a result, our health care system is almost totally treatment or illness-orientated with little emphasis on prevention and health promotion. Consumers of health care are not encouraged to look for alternatives or to look at ways to change the social causes of disease.

Similarly, our health care system is orientated toward costly and highly sophisticated technology. Little effort is spent evaluating the changes in medical delivery or technology to determine whether the new technology or treatment is actually benefiting people. Again, this has served to deny our ability to question if the health system could be more effective so we get more for what we spend.

Finally, the most basic problem with health care is that most public policy with respect to health has dealt with health services, not with health in general. Health is a result of many things – good nutrition, housing, access to a job, and a stable

income. In other words, the status of a person's health is dependent on factors that go far beyond the health care system. Care must be taken that changes are made in a way that maintains the social safety net.

In Saskatchewan, the situation has become all too clear – if one is better off, their likelihood of enjoying good health is greater than one who is less well off.

The current trend to privatization of health services heightens the disparity of access based on income and increases the burden on families and communities. The NDP policy of decentralization has resulted in emergence of new problems. For example: differences between districts get bigger not smaller; easier for government to cut funding to small local services; districts tendency to off-load onto charities or on to women at home; and erosion of the standardization of services.

The cuts in staffing, multi-skilling and increasing workloads are impacting on health care workers and the clients they serve.

3. Health Care Policies in Saskatchewan

Saskatchewan has always played a leading role in the introduction of innovative programs in the health sector.

It has developed a number of co-operative, grass-roots progressive ways of meeting health needs in the province.

For instance, Saskatchewan has led North America with:

The first Union hospital district legislation (1916)

The first free tuberculosis treatment (1929)

The first province-wide Medicare plan implemented by Tommy Douglas and the CCF (1949)

The first province-wide Medicare plan implemented by Woodrow Lloyd and the NDP (1962)

In addition, during the 1970's Allan Blakeney and his NDP government expanded the Medicare system with a number of new programs, including the School-Based Children's Dental Program, the Prescription Drug Plan, Saskatchewan Aids to Independent Living and the Saskatchewan Aid Plan.

From the beginning, health and health services were viewed as a basic right and public resource. However, in recent years under-funding, cutbacks and privatization have threatened our health care system. At the federal level, the

Chrétien government has continued drastically reducing transfer payments to the provinces funding which has traditionally paid for things like health care and education. Since 1982, Saskatchewan has lost more than 1.5 billion due to unilateral federal cutbacks and further cutbacks are expected. Provincial reaction to these tough federal measures has been neither innovative nor progressive.

Massive reductions in health care spending and user fees have become the norm among provincial governments across the country. Predictably this has meant closure of hospital beds, reduced levels of service and job losses.

In January 1992, the new Minister of Health, Louise Simmard, announced that the government would be moving Saskatchewan to a holistic health system that would be based on five principles – wellness orientated, community based, built on partnerships, coordinated, responsive and accountable.

This change in policy direction was commended at the time implemented, but the cutbacks and decreases in service provision are still ongoing.

The stated intent of past budget reductions has been an attempt to balance the needs of the health system with the necessity of contributing to deficit reduction. According to government officials, this balance is being achieved by targeting reductions to institutions and “open-ended programs” programs. The actual outcome has been a reduction in services, increased privatization and increasing burdens to families and communities.

The relocation of funds within the health care budget, particularly the \$9.5 million package of wellness programming and reform initiatives (although less than one percent of the total health budget) has been dismally ineffective.

Unfortunately, the measures taken to allow the Department of Health to redirect resources are all too familiar – reduction of beds/staff positions, user fees and privatization (i.e. Drug plan deductive increases, de-insurance of optometric and chiropractic services, air ambulance fee increases and disappearance of children’s dental coverage).

Governments, federal and provincial, must be convinced that health care reform cannot be based on attempts to reduce the deficit. Reforming the system to save money should be accomplished without sacrificing quality and levels of service. There are alternatives to cutbacks.

Only long-term savings, this province must commit to a comprehensive preventative health care process, which must remain the basis of the reform process.

SGEU's Health Charter

SGEU believes that the following principles must provide the foundation for any changes to our health care system.

1. Definition of Health

There is a growing recognition that our health care system must have a broader focus. What is required is a comprehensive approach to health.

In 1978, the World Health Organization defined health as “a state of complete physical, mental and social well-being and not merely the absence of disease”. Comprehensive health care includes health promotion/prevention, diagnostic/assessment, treatment and follow up health and social services designed to meet the identified health needs of the province.

The goal must be to create a social and economic environment that promotes good health. This would include:

A recognition that unemployment, poverty, living conditions and environmental issues are factors that must be dealt with when formulating a comprehensive and workable health policy

A recognition of the increasing importance of work-related conditions to good health such as occupational health and safety standards, stress levels, recreation opportunities and the continuing availability of education and training

Recognition that the well-being of individuals and society as a whole is improved if challenging jobs are provided at full and reasonable wage levels.

2. A Strategy for Health

Currently, there has been emphasis on a community based directed health care system. While supporting such a concept, attention must also be paid to the need for comprehensive, long-term planning at the highest levels.

This planning function must be expanded beyond the Department of Health and coordinated with other related departments. It would include issues such as:

Human Resources

Funding

Provincial Standards

3. Examine alternatives to the fee-for service payment system

There have been numerous criticisms of the current fee-for service system of physician remuneration.

Alternative funding arrangements must be examined (salary and/or capitation) to restructure the health care system.

Any movement toward the introduction of health care premiums or user fees must be strongly opposed.

Eliminate “for-profit” health care as seen in nursing homes, private laboratories and all contracted-out health services.

Give non-physician staff a larger role in the health care system.

Better use must be made of other qualified health care staff to do some of the work now performed by doctors.

Enhanced roles for other health care professionals (midwives, nurses, homecare workers, etc) is a means of achieving a more cost-effective and efficient health care system, without jeopardizing the quality of care.

Under these circumstances, greater emphasis on continuing education and distance education will be essential.

Any new developments in the health system must recognize the need for a shared responsibility of the public, health professionals and government.

Meaningful consultation and input into reform initiatives will ensure that the system is responsive to the many partners involved in delivering and receiving health care.

Encourage greater emphasis on mental health services throughout the province.

There is a recurring mismatch between patient needs and resources available to address them. Programs and support services to assist people and their families to cope are imperative.

Health promotion and prevention of disease must remain a major government priority.

There is overwhelming agreement among all groups and individuals in Saskatchewan that we need to emphasize real efforts towards health promotion and disease prevention, and move away from our illness-driven system.

A system-wide emphasis on health promotion would improve the health of all and encourage self-reliance and self-responsibility.

Both federal and provincial governments must indicate their commitment to health care by discontinuing the offloading of recent years.

Cost should not be given a primary emphasis when the goal is to improve health. Restoring funding levels is the only way to ensure the viability of the most important component of our social safety net.

4. Future Action

In order to ensure that the Health Charter plays a significant role within SGEU, certain concrete actions should be considered:

A financial and moral commitment to the Health Charter.

The maintenance of a permanent standing committee to monitor the government's reform process in the months ahead, and to continue to review and evaluate the relevance of the Charter. The composition of the Committee should include Health Sector, CSS and Northern Health.

An understanding among all sectors that the Health Charter should serve as an important element in future bargaining.

Reviewing and monitoring the effectiveness of the SGEU Health Charter. Monitoring rural and community health meetings and keeping SGEU in general, and health care members specifically, informed on all health care issues.

To promote education, policy development, and strategies for SGEU in general, and health care members specifically, on all health care issues.
To initiate and maintain communication and awareness of health care issues for SGEU members.

To network with other provincial organizations within and outside of Saskatchewan. This committee acts as a liaison to NUPGE and CLC campaigns that are introduced as part of a nation-wide health care reform.
Focusing on policy matters relating to provincial health care reform and the delivery system.

Working with established District Union Councils for faster communication and working relationships and to encourage formulation of District Union Councils
Address broad provincial issues of health reform.

Monitor and challenge NAFTA agreement and the consequences of its implementation on universal publicly funded Health Care.

APPENDIX 4 - SGEU POSITION PAPER ON INMATE WORK CREWS

Since the early 1960's, the provincial correctional system has made inmate labour available to parks and other public facilities, with or without supervision from corrections staff. This Community Service Placement Program, as it is now called, is described by Justice Department officials as a means of rehabilitating offenders through useful work. Participating inmates, who are usually in the last six weeks of their sentence, may work six or more hours per day on their assigned crews, and are paid a stipend which varies from \$.60 to about \$1.00 per hour.

The inmate work program first began in the provincial parks. In its early stages, inmate crews were restricted to an "odd job" role, carrying out work that would not be done otherwise. The crews were specifically not supposed to do the work of regular employees of the facilities, nor were any paid workers to be displaced by the inmates. These limitations are still spelled out in the formal agreements between the provincial corrections service and management of operations where inmates are placed.

In practice, however, this "no displacement" clause has not been lived up to. Over the years, the work of the inmate crews in the provincial parks has expanded to include regular maintenance work once done by paid employees. This has included park clean-up, sanitation, painting and repair, minor equipment maintenance and, in some cases, even power line construction and fire surveillance.

The effect of the jail crews on levels of paid employment in the parks has been very negative. Compared to earlier years, the number of employees on staff has declined. We estimate that an average of ten jobs per provincial park have been lost in recent years due to inmate labour.

At the same time, the number of weeks worked for remaining employees has declined. With much of the pre- and post-season park preparation (annual maintenance, firewood, etc.) now performed by inmates, seasonal employees are recalled later in the spring and laid off earlier in the fall. Winter employment has almost disappeared. Many seasonal employees now have difficulty obtaining enough work to qualify for unemployment insurance over the winter.

From humble beginnings in Moose Mountain Provincial Park, the inmate labour program has become a large scale operation. Crews are dispatched on a daily basis, from permanent camps in or near provincial parks, and from the three provincial men's correctional centers. Placements are also no longer restricted to the parks. Crews are being used in city maintenance, hospital services and other work situations.

Most recently, inmate crews have been doing roadside clean-up and are regularly employed in "development" work in Wascana Centre Authority.

According to management sources, the inmate labour program will be expanded as much as is practical at this time. We can expect to see inmates appearing in other new situations and many jobs, which now seem secure, may be threatened.

SGEU has a number of objections to the inmate labour program and how employers use it. Our concerns are not just for provincial employees, although government workers have been most directly affected to date. We also feel that the Community Service Placement Program, as it now stands, is an ineffective rehabilitation measure and is damaging to the overall public interest.

One clear result of the program is that it creates unemployment. Under its present structure, this is inevitable, despite management's claims to the contrary. All public sector operations are faced with very tight budgets and staff shortages. The availability of free labour has proven too tempting for managers trying to "balance the books". Regular activities are cut from budget to budget, being replaced by unpaid labour from the correctional centres. In every case SGEU is aware of, inmate work placements have eventually meant reduction in the regular labour force.

SGEU doubts the effectiveness of the rehabilitation program, which places offenders in work situations that are so unlike the normal work world. We fully support the idea of rehabilitation through productive labour. This cannot be accomplished, however, by creating an artificial environment for inmates for either punitive or protective motives.

The existing program is dangerously close to the "chain gang" system, where inmates simply become free labour for governments and other employers.

We propose an alternative form for the work placement program, based on the principle of normalization. The goal of the inmates' work experience should be to approximate, as far as is possible, the responsibilities, expectations and rewards of employment in the regular work force.

Under the SGEU plan, inmates would be placed in certain vacancies in the work force and receive the prevailing wage for that type of employment. Management expectations for inmate workers and the rights of inmates on the job would be as close to normal as possible, given the legal status of the offender.

For unionized workplaces, this proposal means that inmates would be subject to negotiated salary levels and work conditions, paying union dues and earning seniority towards possible recall on release from custody. Employers would be encouraged to hire the offenders on release.

We suggest that, for inmates earning wages under this type of program, the correctional service be allowed to charge a reasonable room and board. Excess earnings should be used for support of inmates' families, for personal use or placed in trust for use on release to help in re-establishing life in the community. We believe the motivation of adequate wages for labour and the prospects of employment on completion of sentence will increase the effectiveness of the placement program.

With increased revenue from current inmates and less likelihood of future incarceration, public costs of the corrections system should decline. At the same time, the work placement program would not contribute to greater unemployment and the rights of existing employees would not be undermined. Working people, the general public and the corrections system would all benefit from this proposal.

SGEU has indicated its willingness to negotiate, with the provincial government and other employers of its members, with a view to arriving at a mutually acceptable approach to inmate work placements. Our most recent example is the unilateral placement of crews in Wascana Centre Authority. In all cases, however, we have been denied the right to meaningful negotiation. Past experience and current trends lead us to conclude that the provincial government and its agencies are using the inmate placement program in a cynical fashion, as a cost-cutting plan rather than a rehabilitation program. We feel we have a responsibility to protect the rights of our own membership and to prevent further growth of a forced labour system in Saskatchewan.

(Reaffirmed PC May 99) (Revised PC #2007-06-64)

APPENDIX 5 - PARENTAL RIGHTS/DAYCARE

SGEU will push for employer sponsored, parent controlled day-care for the working parents in SGEU.

Policy Statement on Parental Rights

Preamble

The care of children is an issue that deeply affects all of us. Because we value our children so highly, we value the care they receive. We must ensure that we collectively address the needs of children, which we experience as working parents, rather than searching for piecemeal, individual solutions.

The problems and responsibilities of working parents are real and pressing issues that SGEU can address through educational and bargaining programs and through our participation in a broad campaign for improved social benefits.

In general, working parents, particularly women, are penalized for having children. Of necessity, male and female parents are permanent members of the workforce who need a whole range of supports in the rearing of children.

The fundamental rights and needs of parents are maternity, paternity and adoption leave, the right and opportunity to care for the health and education of children, the right of parents to safe and healthy working conditions, the right to family-raising leave and the right to quality child care.

In order to achieve improvements for the rights of parents, SGEU is committed to implementing and integrating our policy on parental rights through all structures and programs of the Union, and by our participation in broader labour and community involvement.

The struggle for parental rights in the 80's is a continuation of labour's earlier struggles for universal accessible public education, family allowance, Medicare, unemployment insurance and universal pensions. We can be assisted by the efforts of other labour and community groups who share our commitment to achieving legislative and social reform.

Education is Key to Understanding

SGEU will actively promote the involvement of all members through Union publications and education programs about parental rights issues. In depth education of bargaining committees is essential to achieving improved contract benefits.

Bargaining is Key to Winning

Our negotiating committees, by accepting the responsibility and obligation to fight for improved parental rights, can advocate a bargaining program to:

Protect and improve the opportunity to bear children through maternity, paternity and adoption leave provisions in the contract.

Address the cost and time factors necessary to raise children, which may vary with the age and community support available. Male and female parents should have the opportunity to share the responsibility for raising children. Contracts can assist this responsibility and ease the strain on parent(s) trying to cope with family and work; flexible provisions, such as employer providing and financing child care, paid leave to care for sick children and school or medical appointments and child care pay for voluntary overtime hours.

Guarantee the right of parents to safe and healthy working conditions; for example, contract provisions that provide the right of a pregnant employee to refuse to work on a video display terminal.

As the needs of children change with age and environment, our program must reflect the need for flexible alternatives. Our policy shall be to provide the best benefit for the largest number of employees; therefore, our priorities, at any given time, should reflect the short and long term nature of this issue.

(Res. #85/90 C - Reaffirmed) (PE March 97 - Reaffirmed) (Revised PC #2007-06-64)

APPENDIX 6 - POLICY STATEMENT ON TECHNOLOGICAL CHANGE

Introduction

The following facts about technological change make it imperative that SGEU, as Saskatchewan's largest union, ensure that existing Union policy in this area is implemented.

We must be able to win the necessary protection for our members at the bargaining table against the potentially negative impact of the new technology on employment and occupational health. In addition, we can and must play a leadership role organizationally within the trade union movement on this key issue, affecting not only government employees but also all Canadian offices and plants.

Every effort shall be made by SGEU's bargaining committees to implement the existing technological change policy adopted at the 1982 Convention, as follows:

Technological change shall be defined as any change in the workplace that affects one or more employees.

No unilateral imposition of technological change by employers shall be allowed.

The workers shall be guaranteed the right to strike on technological change issues during the life of a collective agreement.

Employees who are transferred, demoted or reclassified as a result of technological change shall be guaranteed re-training for other positions, at the employer's expense, with no loss of pay.

No employee shall be laid off as a result of the introduction of technological change.

All new job classifications created through the introduction of technological change shall be automatically included within the scope of the collective agreement.

Workers shall have an absolute right of access to information concerning equipment and chemicals used in their workplace and to research and reports, conducted in relation to occupational health and safety issues, affecting their workplace.

Workers shall have the right to refuse to do work, without loss of pay or job discrimination, if the work creates any health hazards or perceived health hazards.

The development of any form of cottage industries through the introduction of technological change shall be militantly opposed; and "no contracting out" clauses shall be pushed for in agreements.

Every effort shall be made to link up SGEU with other union's committees in this area to share information and ideas.

The Union shall participate in educational forums with other unions and labour groups, women's organizations and community-based groups to provide information to the public as well in the area of technological change.

(Res. #86/90 C - Reaffirmed) (PE March 97 - Reaffirmed) (Revised PC #2007-06-64)

APPENDIX 7 - SGEU HUMAN RIGHTS/EQUITY - PAY EQUITY POLICY

The Problem – The Wage Gap

Women on average receive 66 cents for every dollar earned by a man. This difference in income is known as the wage gap. This gap has existed ever since women entered the paid labour force and has shrunk by only seven and a half cents in the last 20 years.

The Undervaluation of Women's Work

A portion of the wage gap exists because the work that is performed by women is undervalued by society. Occupational segregation is one of the other elements of the wage gap. Women have historically been denied access to many occupations and are generally clustered in a limited number of poorly paid occupations. For example, how many female electricians do you know?

Much of the work done by women closely resembles unpaid tasks women have historically done in the home or in the community - cleaning and taking care of children, the sick and the elderly.

Even when the work done by women is not that which would be traditionally considered "women's work", the work is undervalued and hence underpaid, if it is women who dominantly perform the tasks. Clerical work is a good example.

Pay Equity as a Goal

The goal of pay equity is to eliminate the gender based wage gap. Pay equity is a (goal, not a process. Put in another way, the goal is to have the wages earned by women determined by the value of the work that they do. This means that the gender of who has generally performed the work, or those who currently perform the work, will not impact on the wages earned. It is not necessary to "scientifically" determine the value of the work because we know that wages or the value of work has never been scientifically determined in the past, but it is necessary to attempt to alleviate the most obvious wage discriminations. The easiest ways to alleviate the most obvious wage discrimination are:

"Get the Bottom Up"

One of the simplest ways to remove the most glaring of the inequities is to get the bottom up. Since job classifications dominated by women tend to be concentrated in the lowest end of the pay scale, any measure to increase the wages of the lowest paid workers would help shrink the wage gap.

The easiest way to "get the bottom up" is to bargain more dollars for those in the lowest pay ranges. The employer must be told that the costs of studying, evaluating and negotiating a formal, gender-neutral job evaluation plan may not

be the most effective way to narrow the wage gap. Merely applying more dollars to those in the lowest pay ranges may have a bigger affect in narrowing the wage gap than the most high-tech job evaluation plan. Employers generally like the idea of formal job evaluations, primarily because, in most cases, they do very little to change the status quo.

Equalizing Entry Level Base Rates

One of the most obvious pay inequities is usually found in the rates of pay for entry-level positions. Generally the entry level rate of pay for work performed primarily by women is much lower than the rate of pay provided for entry level positions dominated by men. We must ensure that there is a single "base" rate for entry-level positions. This one rate would apply to entry level classifications regardless of the sex of those who usually fill those job classifications. As mentioned before, it does not take a complex job evaluation system to determine that most entry-level positions require similar levels of education, skill and responsibility.

Preventing the Gap From Widening

To prevent the gap from widening even further we must put an end to all percentage increases, since this always means more money into the hands of the highest paid workers. Units should attempt to bargain across-the-board dollar increases.

Other Strategies to Improve Women's Overall Income Level Relative To Men

- employment equity measures
- quality, universal, affordable childcare
- better maternity/paternity leave provisions
- accessible training programs
- protection and benefits for part-time workers

Legislative Recommendations

Legislation is necessary to ensure that all working women in the province are paid fairly for the work they do.

The committee recommends that SGEU support, in principle, the concept of pay equity legislation. The legislation should:

- cover workers in both the public and private sector, union and non union workplaces, large and small employers and workplaces dominated by women
- set out minimum standards for any process that is used
- provide for unions to negotiate their own solutions to achieve pay equity
- ensure that pay equity is achieved through a pro-active model, rather than a complaints-based model
- ensure that no employees' wages are reduced as a way to achieve pay equity
- should establish an accessible, funded complaints process

establish rigorous monitoring procedures
set out strict penalties for non-compliance
set up an independent pay equity commission to monitor and oversee the process.

We recommend that SGEU continue to work, through the SFL and in coalitions with other women's and community groups, to lobby for comprehensive pay equity legislation. SGEU supports the Saskatchewan Pay Equity Coalition's recommendations contained in the Coalition's "Discussion Paper".

Formal Job Evaluation Plans

A formal job evaluation plan is another option for closing the wage gap. It is the most time-consuming and the most inefficient use of time and resources. A formal job evaluation plan is based on the following premises:

- 1) It is possible to objectively quantify exactly what each job classification should be paid in comparison to another.
- 2) It is possible to take gender biases, stereotyping and our socialization out of the language used in the job evaluation questionnaires; out of the minds of those completing the questionnaires and out of the minds of those who have put the process together.
- 3) There can be a major reallocation of the wage scale without causing massive disruption within a workplace or, in the alternative, there can be enough "new" money added to the total wage package to accommodate the elimination of the wage gap. If there is not enough money available to eliminate the wage gap, people will be satisfied with a reduction of the wage gap.

If it were possible to objectively quantify and explain why people are paid what they are, then we could clearly and numerically explain the difference between the value of the work done by someone who is earning minimum wage and the salary earned by a sports figure, a doctor and a trade's person.

If it were possible to remove any form of bias from the evaluation process, then it should be possible to explain all the elements of systemic discrimination based on gender, and its results that we find in our families, our workplaces, our communities and our cultures.

If a formal job evaluation system eliminates pay inequities and radically narrows the wage gap, then how is it that provinces that have had mandatory pay equity legislation, requiring a formal job evaluation system, still have a wage gap similar to provinces that do not have mandatory job evaluation process aimed at creating equal pay for work of equal value?

It is the committee's recommendation that formal job evaluation processes should not solely be relied on to narrow the wage gap.

There is a potential for the employer to claim that "pay equity has been achieved" when, at best, some of the worst inequities may have been addressed at outrageous expense for the results that were achieved.

The experience of those whom have undergone a formal job evaluation process is that minor adjustments are made, but the status quo remains intact.

Some formal job evaluation processes are better than others, but even the best formal job evaluation process is costly and time consuming. In the end, the formal process can only redistribute the funds that are available. Therefore, the actual results of the process are not determined by the process but by the money the employer is willing to make available to the process and the ensuing wage adjustments.

Forcing the employer to make money available for pay equity adjustments is difficult. We believe that most employers will not make funds available to narrow the wage gap unless they are forced to by legislation.

Guidelines for Bargaining a Formal Job Evaluation Process

If your bargaining unit finds itself in a position where you will be using a formal job evaluation process as a means of narrowing the wage gap, here are some guidelines to assist you.

The job evaluation process should be bargained at a separate table, away from the "main" table negotiations. This ensures that money for regular increases cannot be seen to get mixed up with "equity pay-outs". A letter of understanding usually handles these negotiations.

Everything about the job evaluation plan should be fully negotiated, which includes such things as the evaluation forms, questionnaires, processes for gathering information, weights, points and factors.

The job evaluation scheme should be carried out jointly by union and management. All necessary steering and technical committees should have 50/50 representation. At least 50 percent of every committee should be female.

Every attempt must be made to keep the job evaluation plan free from gender bias. This is extremely difficult to do, because most of us will not even recognize some of our own biases. One of the most obvious ways a job evaluation plan can be biased occurs when skills that are normally required in traditionally female occupations are overlooked. Such "invisible skills" are such things as caring for others, multi-tasking, small motor skills and communication skills.

SGEU bargaining units are encouraged to carefully check out any job evaluation system and should not rely on outside consultants to design and implement a plan.

Experience shows that outside consultants tend to try to control the process, mystify the process and have a tendency to re-enforce the status quo. SGEU should review job evaluation systems and make recommendations about which plan to avoid and which to accept, with modifications, if necessary. In general, watch out for "canned plans" that cannot be negotiated. A good plan will be fully negotiable, will use plain language, will use simple formulas for calculations and start by measuring female dominated occupation groups first to see if the plan captures the skills normally required in traditionally female dominated occupation groups.

A quantitative, weighted point style evaluation system usually results in the greatest narrowing of the wage gap. This type of system establishes factors such as skill, effort, responsibility and working conditions, then determines how much weight to give each factor. The final step is to look at each job and assign a certain number of points to each factor. The total number of points the job receives will determine where the job is placed in the pay grid.

A good starting place with evaluations is to attempt to define and rate all the duties and skills in traditionally female dominated jobs. This is necessary to catch the invisible skills of women.

Every effort should be made to evaluate all people who work in the wage gap and wage lines are fairly measured. All persons establishment (including less than full time positions) to ensure that should be evaluated by a single, gender-neutral job evaluation plan. No positions should be excluded for any reason. Common reasons the employer may want to exclude positions include seniority, merit, temporary training assignments, market requirements, etc.

Once the evaluation is completed, jobs will be repositioned on the pay grid. If the evaluation was gender-neutral, female-dominated jobs should move up on the pay scale.

A bottom-line demand must be that no one's wages are decreased as a result of this evaluation process.

All employees must continue to receive all negotiated increases (no red circling).

It should be made clear, at the outset that money for pay equity is over and above normal wage increases.

All offers of lump sum payouts should be rejected.

There should be no cost ceiling attached to the process. This tends to place an artificial limit on wage adjustments. Actual amounts of pay increases will be handled at the negotiating table when the new pay grid is established.

There should be time lines built into the process.

There should be provisions for "system maintenance" (i.e. periodic monitoring to ensure that the old inequities don't reassert themselves).

It may be possible to negotiate a gender neutral job classification plan/specifications without doing a full job evaluation system. This may assist in achieving pay equity.

A Final Word on Pay Equity

The wage gap has existed ever since women entered the paid work force. Unfortunately, it has been calmly accepted that the work done by women was not equal to that done by men, no matter what the work was, what level of skill was required for the work or the responsibility associated with the work. To change the way we see things and "value" things will not be a simple exercise. Society's values will not change overnight; and will definitely not change by the mere passing of a piece of legislation.

We will not achieve pay equity in one fell swoop. It is important not to close the door on future changes.

Finally, bargaining committees should always try to keep pay equity in the political realm as opposed to the technical realm. The wage gap is not a technical problem; it is a political issue. Remember that the goal is to narrow the wage gap; if management is burying you in charts, graphs, formulas and other indecipherable, technical material, refuse to be a part of it. If you cannot understand it, it's too complex. Technical data is often used as a smoke screen to ensure that no real changes are made.

We recommend that any bargaining unit planning to proceed with a formal job evaluation plan be required to bring their plan forward to the Table Officers to approve. Approval will be based on previously established guidelines.

Member Education Recommendations

An issue of common ground should focus on pay equity.

Pay equity should be a mandatory component of all Union courses. A workshop kit on pay equity could be developed to use as a resource with members.

The next SGEU Bargaining Conference should focus on pay equity as a key issue for upcoming bargaining rounds.

Summary: How to Achieve Pay Equity in a Nutshell

Human Rights Equity Committee Recommendations:

Bargain collectively for increases to the bottom end of your pay scale - "get the bottom up".

Bargain collectively for equal entry-level wage rates.

Prevent the wage gap from widening by not allowing wage increases to be calculated and added to the existing pay grid in the form of percentages.

Work hard in your workplace and lobby publicly for:

- a) employment equity measures to remove any barriers for women,
- b) quality, universal, affordable childcare,
- c) better maternity/paternity leave provisions,
- d) accessible training programs,
- e) protection and benefits for less than full time workers,
- f) gender neutral class plan,
- g) pay equity legislation.

If your bargaining unit finds itself in a position where you feel that it is necessary to negotiate a formal job evaluation process, contact the LRO assigned to the unit or the staff Job Evaluation Officer. The Table Officers must approve a job evaluation system prior to a bargaining unit proceeding with the job evaluation plan.

(Res. #7/95 C) (Revised PC #2007-06-64)

APPENDIX 8 - SGEU POLICY ON SMOKING IN THE WORKPLACE

Rationale

Over a generation ago, medical science proved conclusively that cigarette smoking is directly linked to cancer and promotes heart and cardiovascular disease. 32,000 Canadians will die this year from smoking-related diseases.

Because the dangers of smoking are well known, individual attitudes towards smoking have led many people to quit smoking and fewer people to start. But, social attitudes toward smoking are changing, too. Smoking is fast becoming socially unacceptable.

Studies show that about 20 percent of non-smokers suffer acute (observable, short-term) health effects when exposed to environmental tobacco smoke (ETS): irritation of eyes, throat, nasal passages and, even more serious, bronchial problems and, sometimes, disabling allergic reactions.

But, the development of chronic (long-term, not so readily observable) health effects, due to exposure to ETS, is a risk that everyone faces. Current research indicates that all non-smokers may be subjected to a significantly higher health risk due to exposure to ETS. It is not now simply a matter of ETS injuring a small minority of non-smokers.

As a Union, we support all practices that reduce workers' exposure to hazardous substances while at work. It follows, then, that we must also support or encourage initiatives to eliminate workers' exposure to the known hazards of ETS.

But since we represent smokers, too, do we (or how do we) protect their rights? But what rights, if any, do smokers have? Can we argue that smokers have the right to contaminate the air of non-smokers? Few will agree.

Is there a safe level of ETS contamination? There are no statutory standards to refer to. At least 50 of the gases and particles that make up ETS are proven to be carcinogenic in animals and humans, or both. Many, therefore, argue that there should be no worker exposure to ETS. That is the position we take with respect to all other workplace carcinogens.

Statutory threshold limit values (TLV's) are established for several hundred workplace substances. Workers exposed to lower than threshold limits are still at risk, but at a level of risk that legislators have deemed acceptable. We, as workers, often disagree and want instead to be subjected to zero risk.

If a standard was established for ETS, would we accept it or take the position that zero exposure is still the ideal, as it is for other hazardous substances? To be consistent, we'd have to advocate zero exposure.

Related Issues

Good ventilation in the work environment is necessary - regardless of whether there is ETS present. That must remain a major objective in our push for improvements in the work environment.

When employers propose contract clauses dealing with smoking in the workplace, we must refuse to bargain such clauses. Far better are clauses that guarantee that the air we breathe is free of all toxins and is properly ventilated. ETS is only one problem in seeking proper air quality. Occupational health committees should keep this in mind, too.

ETS is not only generated by workers, but by the public that visits or lives in our workplaces. Smoking policies should cover the latter source, as well. We must support the concept of employer-funded smoking cessation programs. We must never lose sight of the obvious fact that tobacco smoke is, first, a major hazard to smokers and, second, a significant hazard to non-smokers.

We must not allow discrimination between smokers and non-smokers, either in job opportunities or job security. Disciplinary action against uncooperative smokers may be a new problem for us and our stewards but, our role remains the same regardless of a worker's offence; we represent all workers, without judging them, and ensure any discipline is reasonable and non-discriminatory.

Policies

Our goal is the elimination of workers' exposure to all hazardous substances at work - including tobacco smoke.

We support workers' efforts to eliminate exposure to ETS. Where any members seek SGEU assistance in eliminating ETS, we will ask smokers and non-smokers to elect representatives who will arrive at a consensus on how to eliminate ETS. We will assist in mediating where requested.

We support and encourage the voluntary participation of employees in employer-funded smoking cessation programs.

We support the broader dissemination of information on the hazards of ETS.
(Res. #90/90 C) (Revised PC #2007-06-64)

APPENDIX 9 - SGEU RESPECTFUL WORKPLACE POLICY

1. Preamble

When developing a policy for negotiation, the Union establishes definitions and a set of principles, in addition to providing guidance and information. From the documentation and information gathered, the Common Front Harassment Policy Review sub-committee recognized each Bargaining Unit's differing perspectives regarding level of participation, methods of problem solving and enforcement under each existing Workplace Harassment policy. The following information is based on legal requirements, research and experience with employers' current policies and practices.

The sub-committee proposes the following Statement of Principles, Definition of Harassment and Types of Harassment as a minimum. As well, the sub-committee has listed a series of items that must be considered for inclusion in any Respectful Workplace policy or program.

This committee encourages changing the name from 'anti-harassment' to 'respectful workplace' as it takes any stigma away and presents dealing with this issue in a positive manner.

2. The sub-committee recommends the following:

DO NOT bargain any union responsibility into your collective agreement for harassment, i.e. any joint responsibility for the process.

DO INCLUDE a statement that the employer has exclusive responsibility to prevent harassment in the workplace.

DO FILE a grievance under no discrimination clause in conjunction with filing any formal harassment complaint.

3. THE UNION SHOULD BE INVOLVED "IN CONSULTATION" with the employer on the following:

Philosophy or principles of policy emphasis on respectful workplace

Definitions

Types - discrimination, sexual, personal, poisoned work environment, systemic

Caution re: personal – The committee recommends resolving this type at the informal level and not including it in the formal investigative procedure. It is important to differentiate between conflict and harassment. If harassment under other definitions surfaces then a complaint can proceed under another definition.

Experience from different sectors in the union has proven that joint ventures in this area do not work. Legal liability is no longer in question, it's a reality. Note: indemnity could be an issue for the union if bargaining units remain involved in a joint process of "shared" responsibility. Which party would be responsible for legal costs if a charge of defamation is made during the course of an investigation? Provided the proceedings determine "good faith" involvement and participation the union should be covered. It seems to be much clearer if the union puts the onus on the employer for exclusive responsibility.

4. Statement of Principles

It is the employer's responsibility to provide a safe and healthy workplace, free of harassment. Each employee has a responsibility not to harass others, and to change behaviour if he or she knows, suspects, or is informed that his or her actions might be considered harassment by another.

Employers will ensure that all employees are provided with information about the Policy and will strive to create harassment awareness, through a variety of means, for all persons in the work environment.

Employers are obligated to ensure the Policy is fair and legitimately applied. Anyone who alleges harassment is assured that the complaint will be heard and dealt with according to the Policy and Procedures. It is equally important that those against whom allegations are made have the opportunity to respond to such allegations. A Policy is intended to ensure that the rights of the complainant and the respondent are fairly and equitably represented. No presumption of guilt or innocence will be made while an investigation is in progress.

Employers will be committed to ensuring that all parties involved in harassment proceedings are protected from intimidation or repercussion once an incident has been reported, as well as during and following an investigation.

The Union will recognize that every member has the right to be treated with dignity and respect, and to work in a workplace free of harassment.

The Union will not condone or tolerate any harassment. The Union will support and encourage its members to speak out and confront harassers and to defend their members when inappropriate disciplinary sanctions are imposed by the employer.

5. Definition of Harassment

Harassment is a form of discrimination and is illegal under the *Saskatchewan Human Rights Code* and *The Occupational Health & Safety Act*.

Harassment is defined as any unwelcome or unwanted action by any person against another, by management, co-worker, client, public or community. It can be a non-verbal, verbal or physical action on a single or repeated basis, which humiliates, degrades or threatens.

“Unwelcome” or “unwanted” in this context means any actions which the harasser knows or ought reasonably to know are not desired by the victim of harassment.

Harassment is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control.

6. Types of Harassment

The following examples are intended to provide an understanding of the types of harassment. They are not meant to be all encompassing, or limit in any way the ability to hear or respond to complaints:

Discrimination – Provincial and Federal laws prohibit discrimination based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age nationality, religion, ancestry or place of origin and receipt of public assistance.

Sexual – is defined as unwelcome, explicit or implicit verbal or physical conduct or display of a sexual nature, or sexual advances, or requests for sexual favors that demeans an individual on the basis of sex.

Personal – is objectionable conduct or comment, directed towards a specific person, or persons, which has no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment.

Examples: threats, bullying, coercion, isolation, actual or threatened physical assault, verbal assault, taunting, ostracizing, vulgar language, malicious gestures or actions, abuse or improper use of power and authority.

Poisoned Work Environment – this exists where a form, or forms, of harassment have become common place among a group of people in a work environment. A poisoned work environment is a workplace where the stress from interpersonal conflict will usually result in one or more of the following: reduced productivity, high absenteeism, reduced self-esteem, low morale, high incidence of employee health concerns (LTD, hospitalization, Workers' Compensation, etc.), increased incidences of harassment, increased negativity, polarization, emotional outbursts, increased irritability, increased vindictiveness, increased isolation/alienation, increased grievances, increased turnover, cynicism, increased conflict, increased abuse of power, increased feelings of powerlessness/ hopelessness.

Systemic – is defined as a system of policies and procedures that are formal or informal and have evolved over a long period of time to the point where they are implicitly understood if not actually prescribed. These procedures may or may not have originated with the intent to discriminate but clearly result in the creation and maintenance of barriers to the employment, promotion and equality of employees.

7. Items That Must Be Considered

The following is a list of items to be included by any Bargaining Unit involved in the negotiation and consultation of the development of a policy:

The philosophy or principles of the policy.

Clear procedures for informal and formal complaints; options for a resolution process, timeframes and screening for formal investigation.

Strongly recommend that investigators should be from outside the workplace and be mutually agreed upon.

Timeframes need to be tight and clearly defined. For example, in most cases the whole process, including appeal, can be completed within two months.

The investigation procedures, by whom, mandate, due process, complaint screening or in-take procedure, documentation and evidence, distribution of the report assuring that the final report goes to all parties, and follow-up regarding investigator recommendations. Check lists should be developed by the union for guidelines where appropriate.

Roles, responsibilities, and accountabilities of all the parties involved in the administration of the policy must be clearly defined.

Strongly recommend that counselling or other support services be offered for complainant and respondent during and after a complaint and/or investigation. (EFAP, elders, etc.)

Prevention of retaliation and/or frivolous complaints.

Duty of fair representation, discipline of Union members, legal liability of union/stewards. Advice to be provided to sectors by the Provincial Council.

Appeal procedures need to be clearly defined, what can be appealed and by whom. The appeal requires a clear statement of what principle of natural justice was violated. Who hears the appeal is also critical.

Mandatory ongoing workplace education for all employees (in- and out-of-scope) on “what is harassment”, the policy, procedure and legislation.

Complainants have the right to access other legal recourse, such as OH&S, SHRC and the grievance procedure.

Employer pays for all aspects of implementation of the Policy and actions resulting from the policy, including leave of absence with pay for complainants and/or respondents, witnesses, advocates, training, mediation/conflict resolution, investigations, etc. and the ongoing maintenance of a Respectful Workplace. Employer to print and publicize, for the benefit of all employees, the policy/program regarding Respectful Workplace, including the conflict resolution, complaints and appeal procedure.

Employer will establish a semi-annual reporting mechanism for complaints filed and will post a report outlining the harassment issue, final decision, and resolution; without breaching confidentiality. This will help bring closure. Multi-unit sectors or smaller Bargaining Units may want to jointly develop methods and procedures to share resources, such as mediators and investigators. Union should provide a list of acceptable names of mediators and investigators.

The aforementioned is certainly not all inclusive, but should provide the basis of a comprehensive policy or program. Specific information regarding any of the above may be accessed by researching existing policies and Union resources.

(Prov. Council, Nov. 98) (Revised PC #2007-06-64)

APPENDIX 10 - JOINT UNION/MANAGEMENT COMMITTEES OPERATING GUIDELINES

Committee Structure

All joint committees shall be composed of an equal number of Union and employer representatives.

The minimum size of any joint committee shall be four (4) members, of which two (2) will be Union representatives and two will be (2) employer representatives.

Quorum shall be established when at least fifty (50) percent of the Union representatives are in attendance.

Where the minimum committee size provisions are in effect, quorum shall be established only when both Union representatives are in attendance.

Requirement that Union representatives to the union/management committee holding Union positions are accountable to their respective bargaining committees and are subject to the Union Constitution, Policy Manual and Bargaining Guidelines.

The Union shall reserve the right to select its representatives to any joint committee.

Co-Chairperson Selection

Each party shall select its co-chairperson. Union representatives to joint committees shall elect its co-chairperson from among its numbers.

Co-chairpersons shall alternately preside over meetings.

Jurisdiction

The Joint Committee shall not have the ability to affect changes that impact on provisions of the Collective Bargaining Agreement or terms and conditions of employment and shall refer such matters, as arise, to the parties responsible for collective bargaining.

All committee decisions/recommendations shall be made by consensus.

Joint committees shall have the ability to strike sub-committees or ad-hoc committees and shall set guidelines and procedures for such committees.

Full disclosure, on behalf of both parties, is essential for the Joint Committee to be effective.

Meetings of the Committee

All joint committee meetings shall be held during normal hours of work.

If joint committee meetings are not held during normal working hours, Union representatives will be paid at the appropriate overtime rates.

The committee shall meet at the request of either party (within a specified time frame to be negotiated).

A mutually agreed upon agenda shall be made available in advance (time frame as negotiated).

The employer agrees to backfill all work normally assigned to Union representatives while they are engaged in committee business.

Union representatives shall suffer no loss of pay or benefits while engaged in committee business.

Communication

Minutes will be taken at each committee meeting, and will be posted in a conspicuous location in the workplace for the perusal of the employees.

A copy will be forwarded to the bargaining committee chairperson.

Costs Covered by the Employer

While not exhaustive, the employer should cover the following associated costs:

- caucus and research time;
- travel costs;
- meals;
- accommodation costs;
- child/dependent care, where circumstances prevail;
- communication costs associated with the typing and distribution of committee meeting minutes;
- education and training - union/management committee members.

Internal Policy

The following provisions shall be adhered to and shall be incorporated into the bargaining unit's guidelines:

All Union representatives to joint committees shall be elected according to the constitutional requirements outlined for the election and recall of shop stewards.

If the Union representative to the joint committee sits on the joint committee, by virtue of being a bargaining council representative, campus committee representative or negotiating committee representative, then the unit's bargaining guidelines shall govern with respect to the election and recall of that individual.

All Union representatives to joint committees are accountable to those persons who elected them.

All Union representatives to joint committees are responsible to, and must report to, the negotiating committee or their bargaining unit.

All Union representatives to joint committees should attend Leadership Development Course 10, 20 and 30.

It is understood that staff may be assigned to participate in the joint committee process. Any member of the negotiating committee may attend a meeting of a joint committee as requested by the unit's negotiating committee.

All bargaining units must evaluate the effectiveness of their joint process committees. It is recommended that the evaluation occur annually or at least at each proposal gathering process.

It is recommended that the following questions be answered as part of the evaluation process:

Is the joint committee making useful recommendations?

Are the recommendations being implemented?

Is the employer trying to by-pass regular bargaining through the joint committee process?

Has the employer provided full disclosure of information?

Has the joint committee effectively communicated with the membership and the negotiating committee?

Do the Union representatives to the joint committee have adequate training and union education to operate effectively?

Internal Communications

The bargaining committee shall ensure that their Union members on union management committees are placed on the respective steward mailing lists.

(CF May, 1996) (Revised PC #2007-06-64)

APPENDIX 11 - SGEU POSITION ON DEVOLUTION

Saskatchewan Government and General Employees' Union recognizes that government funded services can and have been enhanced by community input into programming. We see that enhancement every day in our non-government organization membership. However, we do not wish to propagate the downsides we experience in this sector by creating more CBO's.

From SGEU's perspective, devolution is defined as the movement of any service from a directly funded institution to one that is funded by a grant. In other words, the movement from direct government service provision to a non-government organization.

As an organization that represents workers in both settings, we are opposed to the present direction and rationales for devolution. We see it as the result of deficits caused by governments whose spending and taxation priorities have moved away from service provision towards attempts at industry development, coupled with waste and patronage. The deficits are being used for the off-loading of programs from one layer of government to another. When we run out of governments to off-load onto, the next step is to off-load to the community and, finally, the workers.

Having said that, we are very aware that we live in a society where governments do what they want. It is apparent that this government and others will be moving service delivery programs to the community and SGEU is committed to participate in the process, so that workers are not damaged during the transition.

While devolution will not be solely restricted to the process of implementing Indigenous self-government, we expect it to have a significant impact on our Union.

The SGEU supports the Indigenous community's right to self-government however; we will insure that workers' rights will not erode as a result. We do not see self-government and unionized workplaces as being incompatible.

In order for the government to proceed with devolution and for the Union to fulfill its role respecting workers' rights, we propose the following process:

Full and Open Disclosure

The government will provide the Union, in each and every instance, with all community proposals and correspondence (including government initiated calls for proposals). The Union will be allowed representation at all meetings held to discuss possible service changes.

Decisions

When the government has determined that a service will be turned over to a community organization, the Union will be advised immediately.

It is the Union's position that the following principles must be met in all situations where service provision is turned over to a community organization:

The new employer will recognize the Union and the collective agreement.

Workers will move with their jobs, unless agreement is reached otherwise. If workers do not move with the work, the government will provide one of the following:

- another acceptable job;
- early retirement;
- retraining and re-employment.

The Union has serious concerns in areas other than worker protection. These areas are:

Fragmentation and duplication of programs - we can see the dollars being spent on the same program being provided by a number of groups. This is already the case in the area of adult education. There is a good argument to be made for the government to clearly define the mandate of public sector educational institutions to avoid duplication of programs. There are also numerous other areas where dollars are spent on duplicate programs.

Standardization is also a concern. With the reorganization of health care delivery though the implementation of the wellness model, a real danger exists that provincial standards will be sacrificed in the short term to achieve the goal of community control.

At this point, as services are being consolidated under one single board, it is not clear how local priorities will be integrated across the province, and what is in place at the departmental level, provincially, to ensure uniformity of delivery and program content. This is particularly a problem if public services are transferred from a provincial base to community organizations or private agencies. This problem is not unique to health care delivery.

The government has to remain accountable. Too often we have seen community boards being used as a buffer between workers and service and the government. Simply passing out the money is not good enough. The public service of Saskatchewan is too valuable to simply turn it over to the lowest bidder.

In conclusion, SGEU is very concerned that devolution can end up not only producing a larger ghetto of low wage workers, but also a fragmented, disorganized, low quality service delivery mechanism. This will produce a deeper demoralizing for the people of Saskatchewan.

(CF - Jan/93) (Revised PC #2007-06-64)

APPENDIX 12 - HOMOSEXUALITY - POLICY PAPER

Homosexuals have long had a history of many and various forms of discrimination. These range from name-calling to "fag-bashing". Gays and lesbians have been exposed to extortion, blackmail, firing, eviction and other forms of mental and physical abuse.

A variety of symbols for gays and lesbians have arisen out of their most brutal hardships dating back to the dark ages. The term "fagot", for example, was derived from the bundle of sticks used as fuel to burn homosexuals at the stake in the 1700's. "Gay" was derived from the French term for the men who acted in women's roles on stage; they were referred to as "les gai". The most recognizable symbol of homosexuality is the pink triangle which was used as identification on the uniforms of gay men imprisoned in the Nazi concentration camps.

It is the purpose of this policy paper to attempt to right some of these past injustices. We realize we cannot undo the damages of the past 2000 years, nor can we abolish the archaic prejudices and stereotypes built into our society. If this was a fair world, we would not need this paper. We desperately need a policy by which all men and women are protected in their bedrooms and their boardrooms.

The fact that a person is a homosexual has no bearing on the performance of his/her job function. What one does in one's own bedroom does not enter into their place of employ. Therefore, no one should be subjected to the unjust prejudices of those they do not invite into their bedrooms. Therefore, the SGEU adopts the following policy:

At no time, and under no circumstances, shall a superior, peer or subordinate threaten, extort or harass any member of this Union on the grounds of suspected or factual sexual orientation. This includes slanderous or libellous statements concerning the member's alleged sexual proclivities. The "pink-baiting" of members in order to morally, emotionally or financially blackmail them, either in or out of a work situation, shall be strictly prohibited.

In conclusion, the SGEU also dedicates itself to attaining necessary human rights legislation and contract language to protect and strengthen this policy.

(Res. #117/90 C - Reaffirmed) (Revised PC #2007-06-64)

APPENDIX 13 - SGEU POLICY STATEMENT ON RACISM

Trade unionists are not new to the ugliness of prejudice. All a union member has to do is to read a local newspaper, listen to some elected officials or speak to an uninformed foreman or supervisor to come across negative, ignorant attitudes toward unionism.

Nor are unionists unfamiliar with discrimination - the overt acting out of prejudiced attitudes, which denies persons or groups their rights. The labour movement continues to have to fight for its very right to exist. Strike-breakers, anti-union management seminars and restrictive legislation, in the public sector, wear away at our basic rights daily.

It is not surprising, then, that the labour movement has always championed the cause of victims of racial discrimination. We realize that racism, by its very nature, is anti-labour. Think of the most insulting term one unionist can call another. It would have to be the word "scab". A racist is very like a scab - dividing working people and creating artificial barriers that undermine solidarity.

Because racism pits one worker against another, it prevents us all from working together to reach our full potential.

Why Combat Racism Now?

We know from experience in Canada that discrimination becomes most rampant when two things are happening - economic insecurity and increased visibility of racial minorities. In the last ten years, we have seen unemployment rise to unprecedented levels. Inflation and high interest rates make it next to impossible for working people to feed, clothe and house their families. Competition for jobs, housing, education and social services is intense. And, when times get tough, the tendency is to look for easy answers - for scapegoats. All too often, some union members fall into this trap. Visible minorities get blamed, not the inadequate economic and social policies of our governments. White supremacist groups, slithering into Canada and spreading their vile message of racial hatred among us, take advantage of our insecurity in these times. It is up to us to counteract that message and the time is now.

How Discrimination Works

Racism hurts us most when it prevents minorities from contributing to our economy and our society as full and equal participants. And this is guaranteed when discrimination becomes entrenched in our major institutions (businesses, governments, schools and police forces, for example), which exclude or operate to the detriment of racial minorities. Some of this discrimination may take place unintentionally but it is still discrimination. Consider employment tests and application forms that contain a cultural bias like "Canadian experience", which

effectively screens out minority groups, unrealistic height requirements that exclude certain minority group members, employment agencies that ensure their clients never see a non-white applicant, out-moded recruitment and promotion practices that retard the advancement of racial minorities or the refusal to establish an independent citizen review process for complaints against the police. All these practices have the effect of discrimination and must be countered by new initiatives.

The Law

The Saskatchewan Human Rights Code prohibits discrimination because of race, creed, religion, colour, sex, marital status, physical disability, nationality, ancestry or place of origin. While enforcement has been able to deal with some of the most obvious and appalling discrimination, the lengthy complaint by complaint, individual case process is insufficient to overcome the entrenched practices described previously. If the Saskatchewan Human Rights Commission is to be perceived by the public as an ardent advocate of human rights, it must speak out loudly and aggressively against incidents of racial discrimination. Investigation and conciliation of cases are necessary functions, but equally important are education and public relations activities. The Commission must be given the people and money to carry out its many interrelated activities. The Commission's low budget and lack of staff have ensured extensive backlogs in processing complaints. The Commission does not inspire public confidence.

Two key mechanisms for dealing with the more subtle forms of entrenched discrimination are employment equity and contract compliance.

It makes sense that, in order to get a government contract, a company renders public service by undertaking certain good faith measures to increase visible minority participation in their operations. Examples might be advertising in the ethnic newspapers and media, and approaching leaders of minority groups to recruit applicants. A contract should not be signed without prior agreement to such measures. In the public sector, the Saskatchewan Human Rights Commission should be empowered, by law, to ensure that such good faith measures are undertaken by various municipal and provincial boards and departments of government.

Without such meaningful positive action, visible minorities will continue to be invisible in our economic and social fabric.

Labour's Responsibility

To combat racism in all its manifestations, the labour movement must exert a massive sustained effort and the necessary time and resources. We have to educate ourselves, as well as the general public. We need strong and effective

legislation and we need to work with the community at large. We must organize vigorous coalitions to promote human rights.

Organized labour has a proud history of standing up for equality in the workplace and the community.

Once again we must co-operate to form community action coalitions to combat racism and promote human rights.

We will all reap the benefits.

Accordingly, we recommend the following as necessary components of a program to combat racism:

Affiliated unions and district labour councils continue to support the SGEU campaign against racism, by hosting one day weekend seminars to serve as an educational and organizational tool within their communities.

District labour councils form community action coalitions in co-operation with ethnic, church, labour and other groups in their community, to combat racism and promote human rights.

The labour movement must continue to demand that the Saskatchewan Government provide the necessary increases in staff and money to the Saskatchewan Human Rights Commission in order for it to clear up the excessive backlog of complaints, as well as perform effectively in the areas of community, race and ethnic relations and public education.

The labour movement should continue to press for stronger human rights legislation and, in particular, demand effective contract compliance and employment equity provisions.

In the absence of such forceful legislation, unions should pressure employers to establish employment equity programs to correct the historical discrimination suffered by minority group members in our society. Unions should further pressure employers to examine their hiring and promotion practices, application forms and tests and do outreach to the community by advertising in the ethnic press and meeting with minority group leaders.

The labour movement should pressure for a totally independent civilian complaints board empowered to investigate all complaints against the police from the time they are lodged.

SGEU should commit the necessary human and financial resources to initiate the following activities:

- a) Develop and implement educational and community action programs on racism for the general membership, stewards and, as a contribution to the efforts, of affiliated unions and district labour councils in combating racism.
 - b) Mandate the Human Rights/Internal Equity Committee of the Common Front and the Employment Equity Committee of the Common Front to jointly develop an employment equity program model, consistent with trade union principles, and recommend a timetable for the negotiation of employment equity programs in workplaces represented by SGEU.
 - c) Continue its efforts to have a workplace that is free of racism and that provides fair employment opportunities to equity groups.
- (Res. #117/90 C - Reaffirmed) (Revised PC #2007-06-64)

APPENDIX 14 - SGEU POLICY STATEMENT ON VIOLENCE AGAINST WOMEN AND INTERPERSONAL VIOLENCE

Violence against women **and interpersonal violence** involves the overt or implied use of coercion, which results in **one's** loss of control **over** their own body. It is part of a larger societal pattern of violence ranging from the **psychological** violence of hate literature, including pornography, to the threat of nuclear annihilation. The various expressions of violence in our society have, as their goal, the establishment and maintenance of power and control over human lives.

The use of violence reinforces other forms of societal control and, in our society, one of the most pervasive forms of control is economic. Members of economically disadvantaged groups are more likely to be victims of violence and, traditionally, women's labour has been either unpaid or underpaid. Where wage parity does exist, as in unionized shops, women tend to be congregated in the lower-paying jobs, in the so-called "pink ghetto".

All **persons** have the right to be free from the threat of **interpersonal** violence. SGEU has an obligation, as a trade union, as an employer and as a member of the community, to do its part in combating violence against women and **interpersonal violence**.

As a Trade Union:

SGEU must work to ensure that **all** members are free from sexual harassment in the workplace. This includes:

SGEU will lobby the provincial government to enact legislation with respect to violence against women and interpersonal violence, and to give workers access to adequate time away from work when facing domestic violence. Negotiate in Collective Agreements workplace supports for employees who face interpersonal violence.

Clear, precise definitions of sexual harassment in all contracts, with carefully delineated procedures to follow in order to enforce the no-sexual-harassment clauses.

A commitment to actively prosecute cases of sexual harassment, on behalf of its members.

Educational programs to ensure **all** members understand their rights and what recourse they have in the case of infringement of their rights.

SGEU must have, as a goal, equal pay for work of equal value.

The above are goals that should be common with other trade unions. SGEU also has a special responsibility, as a representative of workers providing counselling and support services to the victims of violence against women **and interpersonal violence**.

SGEU must:

Support such workers and affirm the worth of society of the services that they provide.

Oppose measures, such as cutbacks, that hinder them in their work.
Organize non-unionized CBO's so primary intervention workers may have the protection of unionization.

As an Employer:

SGEU must work with Local 9841 to ensure that SGEU's employees have no less protection than its own members.

As a Community Member:

SGEU must become involved in women's and community groups attempting to combat the problem of violence against women **and interpersonal violence**. SGEU would bring, to such groups, the trade union principles of the worth and dignity of workers and would represent SGEU's position about the societal nature of violence against women **and interpersonal violence**. SGEU would support such groups' activities, where feasible, and not in conflict with other goals. SGEU would inform its members of the goals and activities of such groups and encourage branch support of local groups.

(Res. #117/90 C - Reaffirmed) (Revised PC #2007-06-64) (Res CONV 2019 P#6)

Appendix 15 - SGEU VIOLENCE POLICY AND WORKING ALONE

(New Policy - PC #2013-06-35)

Introduction

Section 14 of *The Occupational Health Act 1993* and Section 37 of *The Occupational Health and Safety Regulations, 1996* require that the Employer, Saskatchewan Government and General Employee's Union, hereon in being SGEU, develop and implement a written workplace violence policy.

This document is the province wide workplace violence policy and applies to all employees of the SGEU. It is being developed in consultation with the Occupational Health and Safety Committee. It outlines a workplace violence prevention program, defines appropriate responses to violent situations and addresses instances of when an employee is working alone.

Definitions

Clients/Members

are members of the public or members of one of the bargaining units to which the staff of SGEU service.

Employee

a person who is paid a salary and is employed by the SGEU.

Employer (Act 2 (1)(i))

means a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.

Violence (Regs, 37(1))

means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe that the worker is at risk of injury.

Working Alone (Regs, 35(1))

means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

Commitment

SGEU recognizes that the potential exists for violent acts or threats of violence to be directed against staff. SGEU will make every effort to identify potential sources of violence and implement procedures where none exist to eliminate or minimize risk.

This may include cameras on exits, panic buttons and miscellaneous safety measures. Employees will be made aware of the potential hazards of workplace violence and the appropriate action for them to take to protect themselves.

Employees will take reasonable steps to minimize the risk of potential violence for themselves and others.

Any employee of SGEU who has been a victim of violence will be given the opportunity on company time, to be examined by the worker's physician. A worker who visits a physician or other health care specialist for treatment or counseling will not lose any pay or other benefits.

Employees will follow established procedures and policies to minimize the risk of workplace violence and working alone and will report incidents to their manager as soon as possible. Under no circumstances should staff deal with disruptive situations alone or in a closed room, nor be working alone without following the proper procedures.

Review and Revisions

The Occupational Health and Safety Regulations, 1996 require that the workplace violence policy be reviewed every three years. This version of the policy must be reviewed prior to June 1, 2016 and revised where necessary. It must also be continually reviewed when a change in circumstances that may affect the health and safety of workers occurs.

Worksites

This policy applies to all SGEU worksites, which includes any office or work location that our employees may be performing the work of the employer and:

1011 N Devonshire Dr, Regina

Suite 201, 1114 – 22nd Street West, Saskatoon

31 – 11th Street West, Prince Albert

Threats of a Disturbance

If you see an instance where there appears to be an assault or violence, call 911 or local emergency number that must be posted in the workplace. Anyone who sees the situation can make the call. Do not wait for someone else to call.

When reporting to the police ensure the following:

Identify who you are, where you are and why you are calling.

Identify to the 911 operator who the person creating the disturbance is (if known)

Advise the police of the situation, evidence of a weapon.

Stay on the line if possible, always ensure your own safety.

Follow-up for all incidents

Staff person(s) witnessing the incident is required to complete an incident report and give it to the manager.

If applicable staff person completes Worker's Compensation Board (WCB) report

Manager or peer support will provide debriefing within eight (8) hours or before the staff leaves for the day.

Manager/peer support will ask staff for permission to call family members if appropriate and assess possible need for worker to take time off, and arrange for transportation home.

Manager/peer support will immediately assess the need for additional support for staff involved and will supply staff person with Employee and Family Assistance Program (EFAP) information.

Manager/peer support and staff person to develop a plan for any further involvement with the person of concern.

Manager completes incident response checklist and ensures that follow-up services are made available to the staff that is impacted. Within two (2) weeks of filing the incident report the response checklist is signed by the staff person and manager.

Manager insures that copies of the incident report and incident response checklist are provided to the Director of HR and to the co-chairs of the OH&S committee.

OH&S co-chairs will review the incident with the OH&S committee and Director of HR, sign the response checklist and provide any comments with respect to the assessment of future preventative measures.

Identification of Risks

All staff are at risk of being potential victims of theft or violence by intruders. In addition, employees traveling on employer business may be exposed to a variety of violent situations.

Threats of Violence

Threats of violence in person, on the telephone, through the mail, email or fax are not tolerated. Employees will take the following steps when confronted with a violent individual.

An individual who threatens a staff person should be firmly and politely informed that the behavior will not be tolerated.

A staff person should advise the individual that service will not be provided until the threatening behavior stops.

If the behavior continues there are reasonable grounds to believe that the staff person is at risk or injury, the staff person should remove him/herself from the situation at once, call 911 and report the situation to the manager.

Where there is reasonable cause to believe the individual possesses a real risk of violence to staff, all staff will be notified.

An incident report must be completed where there was reasonable expectation that the threat may have escalated into actual violence

In the event of an abusive or threatening phone call, terminate the call and dial *57 to get the number of the caller, then report the call to SaskTel

Actual Incident of Violence

Employees should take all reasonable steps to protect their personal safety and remove themselves from potentially violent situations. However, should violence occur, staff persons should take the following steps:

1. 911 and the manager must be notified immediately. Where the violence involves a manager, the staff person involved should report the incident to the Police and the Director of HR.

The Manager completes the incident checklist and ensures that follow-up services are made available to any staff that have been impacted. Within two (2) weeks of filing the incident report, the incident checklist is signed by the staff person and manager.

Manager insures that copies of the incident report and incident checklist are provided to the Director of HR. and to the co-chairs of the OH&S committee.

Notification of Employees at Risk

When an actual incident of violence has occurred or when it is reasonably expected to escalate into actual violence in the future, the employer will take the following steps to ensure the safety of all staff.

1. The Director of HR or designate will coordinate the advisement of staff at risk. S/he will also coordinate the review of the current procedures to minimize the risk.

2. All available information regarding the source of violence will be provided to staff persons who may be at risk. If available, a description and a picture will be distributed to staff at risk.

3. Where a client file exists incidents will be documented in the file.

Safety Plans

Office Interviews

Staff will meet with members or clients in interview rooms when available rather than their offices.

For the safety of our staff, we have available in Regina office, in reception area wireless panic buttons. Please ensure you obtain one prior to any meetings in the interview room.

Prior to interviewing clients/members the following process should be followed:

- when a volatile situation is anticipated – desks and other furniture are not to block the exit for staff
- when a volatile situation is anticipated, surfaces are cleared of objects that could be used as a weapon
- if available an interview alarm button will be used
- check for any alerts of potential violent behavior of the client prior to interview
- if a potential exists, ask a co-worker or manager to attend the interview
- all incidents are to be reported via an Incident Report Form
- after all incidents, individuals affected are to be provided with the opportunity for debriefing

Working Alone or After Hours

All employees need to email or call a manager if they are planning to work late or be in the building on the weekend. They also need to send a follow up email when they leave.

Some good habits to get into when working alone:

- always park close to the main exit, not a side or back door, preferably in a well-lit area
- whenever possible leave the building with someone else
- conduct a visual check of the parking area to ensure safety before proceeding to your vehicle
- let a family member know in advance when to expect you
- never leave valuables, computers, purses etc. in sight in a vehicle or in common areas
- lock your office door when leaving for more than a few minutes

- ask questions of people who are in areas not intended for the public
- when travelling never leave your bags unattended
- prior to leaving share your planned route with an associate or manager
- if you do not have a cell or survival kit, borrow one that is in the pool
- inquire at your hotel about neighborhood safety
- always carry your business card and identification

Appendix 16 - LEGAL COUNSEL POLICY

(New Policy PC#2013-06-27)

Principles

Quality of service to members, and accountability for member funds.

Accountability

The President of SGEU or designate is responsible for the supervision of legal counsel and for managing spending on legal counsel in accordance with this policy.

Access To Legal Counsel

SGEU Labour Relation Officers access to SGEU's legal counsel must be first approved by their Director of Labour Relations and then by the President or Secretary Treasurer of SGEU or designate.

Provincial Council Standing Committees access to SGEU's legal counsel must be approved in advance by the President of SGEU or designate.

Elected Members access to SGEU's legal counsel must first be approved by their Bargaining Unit chair and then by the President or Secretary Treasurer of SGEU or designate.

Authorization Of Legal Accounts And Spending

Legal counsel is required to provide itemized billing for services.

Legal accounts are reviewed by the President or Secretary Treasurer of SGEU or designate. Accounts that are excessive or inadequately itemized may be informally questioned directly with the submitting counsel by the President or Secretary Treasurer of SGEU or designate.

In addition, all major expenditures on outside legal services – such as retaining expert witnesses, ordering transcripts, or purchasing equipment -- must be preauthorized through the President or Secretary Treasurer of SGEU or designate.

Accounts from legal counsel must be approved and signed by the President or Secretary Treasurer of SGEU or designate before they are paid.

Providing Instructions To Counsel

The President or Secretary Treasurer of SGEU or designate may delegate the provision of instructions to legal counsel to an SGEU employee or officer, save and except for the approval of major expenditures from the legal budget as detailed above, which must be approved by the President or Secretary Treasurer of SGEU or designate.

Legal Counsel are expected to obtain instructions from the President or Secretary Treasurer of SGEU or designate in advance of making decisions respecting the conduct of any matter that may impact SGEU and/or member rights and/or incur liability on the part of SGEU; including but not limited to:

- commencing or discontinuing any proceedings;
- scheduling hearings, arbitrations, mediations, settlement conferences, proceedings before the Labour Relations Board, Court appearances and other legal proceedings;
- agreeing to adjournments;
- entering into settlement discussions;
- establishment of mandate or parameters for settlement;
- providing advice directly to SGEU members;
- selecting, contacting and instructing witnesses;
- disclosing confidential information;
- providing consent on behalf of SGEU in any matter;
- paying accounts on behalf of SGEU;
- hiring investigators, process servers, expert witnesses, consultants, and/or other third parties on behalf of SGEU;
- making representations on behalf of SGEU; and
- Incurring significant fees in providing any service not limited to the above.

Role Of Alternate Legal Counsel

Alternate legal counsel may be accessed by the President or Secretary Treasurer of SGEU or designate on behalf of Management and/or the Membership where necessary to address:

- Legal work that cannot be completed by the contracted law firm due to:
- resource constraints,
- potential conflict of interest and/or other
- ethical constraints, and/or
- a need for specialized expertise.

Alternate legal counsel will not be retained by SGEU simply because a member or SGEU stakeholder requests or prefers a particular lawyer or law firm.

Retention Of Alternate Legal Counsel

All alternate legal counsel retainers are authorized by the President or Secretary Treasurer of SGEU or designate.

Only counsel screened and approved by the President or Secretary Treasurer of SGEU may be retained. SGEU is not liable for any accounts rendered by alternate counsel that were hired without pre-approval by the President or Secretary Treasurer of SGEU, unless an exception has been specifically authorized by the President or Secretary Treasurer.

A retainer agreement or letter is required for all engagements of alternate legal counsel. This letter or agreement must be prepared and signed by the President or Secretary Treasurer of SGEU or designate and must contain:

A statement of the issue/matter alternate counsel is retained for;
A description of the scope of advice, representation and/or services requested;
and
A statement describing SGEU's requirements for itemized billing for legal services.

Reporting

The President of SGEU shall obtain from legal counsel monthly reports that summarize services provided to SGEU.

The President of SGEU reports on the activities of Legal Counsel engaged by SGEU, to the membership of SGEU, through the Provincial Council and the Administration Committee, on a quarterly basis.

In collaboration with the Financial Controller, the President of SGEU tracks and reports on spending on legal counsel, to the membership of SGEU through Convention, on an annual basis.

Appendix 17 - SCENT FREE POLICY

(New Policy PC#2011-06-05)

1.0 POLICY:

SGEU is committed to reducing chemical barriers in order to create a safe and healthy environment where all members and staff can comfortably work and/or attend events and meetings; therefore it is important for everyone to participating in reducing the number of scented products used.

2.0 PURPOSE

The purpose of this Policy and Procedure is to provide information and guidelines, which may be changed from time to time, to promote understanding of the importance of providing a safe and healthy work environment, and to reasonably accommodate people with multiple chemical sensitivities and those diagnosed with conditions that are aggravated by exposure to chemicals found in scented products.

This policy clarifies the Union's expectations of its employees, elected members and visitors to our workplaces and gathering places.

There is a growing number of individuals who suffer from respiratory diseases many of which are triggered by allergic reactions. In sufficient concentrations scented products may be harmful to those with allergies, environmental sensitivity or chronic heart or lung disease.

People with sensitivities can experience real illnesses and injuries including headaches, dizziness, nausea, fatigue, insomnia, depression, anxiety, numbness, skin irritations, asthma and allergy attacks, and shortness of breath.

3.0 SCOPE

This Policy and Procedure applies to all employees, SGEU members and visitors.

4.0 RESPONSIBILITY

Even though enforcement of this policy is the responsibility of SGEU management, the *Occupational Health and Safety Act* and *Regulations* place an obligation on workers to protect the health and safety of their coworkers and themselves. Compliance with this policy depends upon the cooperation and goodwill of everyone who attends an SGEU workplace or event.

4.1 Each employee and SGEU member is responsible for:

Reading, understanding and complying with this policy and for taking actions to protect the health and safety of coworkers and members who are sensitive to certain chemicals.

Providing management with detailed medical information about conditions that are linked to exposure to chemicals in scented products.

Approaching coworkers or members and respectfully requesting the person refrain from using scented products.

Listening, understanding and taking appropriate action if asked to refrain from using scented products.

Realizing that it is not possible to completely prevent scents and chemical contaminants in SGEU workplaces, or at SGEU events held in public or private spaces.

Raising issues that are for bona fide medical reasons and never vexatious or made for an improper purpose.

Managers are responsible for:

Limiting the scented products introduced in the workplace such as cleaning products, air fresheners, plants, etc.

Intervening and assisting in the resolution of situations where employees and or members have been unable to come to agreement about the use/exposure to chemicals.

5.0 PROCEDURES

5.1 All staff, managers and members are asked to refrain from using, wearing, and bringing scented products and materials into SGEU properties and events which means:

5.1.1 Using non-scented body products as much as possible;

5.1.2 Refraining from the use of optional items that give off scents (i.e. air fresheners (solid and spray), potpourri and flowers);

5.1.3 Airing-out recently dry-cleaned clothing before wearing to work;

5.1.4 Using the least toxic cleaning products, disinfectants and paints that are commercially available and store these products in tightly closed, ventilated areas away from staff and visitors.

5.2 The notification of this policy is as follows:

- 5.2.1 Management will ensure that signage informing staff and visitors of the policy is posted in all SGEU workplaces;
- 5.2.2 Where appropriate, flyers and event notices will include a statement advising of the scent free policy;
- 5.2.3 All employees will be provided with a copy of the policy which will be specifically explained to new employees.
- 5.3 People who are experiencing an adverse health effect should;
 - 5.3.1 Report the matter to your Manager or Supervisor as soon as possible;
 - 5.3.2 When a scented product is causing you problems, approach your co-worker/member in a positive manner and share your concerns about the scented product being in the workplace. Express how the scented products are affecting your health. Seek cooperation and understanding to resolve the problem;
 - 5.3.3 When approached about the scented product you should listen to the co-worker/member in a non-defensive way and discuss a resolution in a cooperative manner.
 - 5.3.4 If unresolved the matter should be brought to the attention of the Manager and/or the Human Resources Director who will convene a meeting with the people involved to come to resolution.
 - 5.3.5 The issue may also be raised with the OHS committee who are mandated to deal with health and safety matters in the workplace.

Appendix 18 – SOCIAL MEDIA POLICY

(New Policy PC#2016-02-27)

Common examples of social media forums include, but are not limited to blogs, Facebook, Instagram, LinkedIn, Twitter, chat rooms and YouTube. SGEU currently administers YouTube, Facebook and Twitter accounts as social media platforms for the organization. As new social media trends emerge, SGEU will evaluate the benefits of joining and using new platforms.

Social media is an excellent tool used by SGEU to distribute positive messaging and mobilize public support. Messaging is sent out to SGEU membership, staff, and other union supporters regarding the current work of the union as well as information on events affecting the membership.

The Communications Department of SGEU holds the responsibility for administering and posting to SGEU social media accounts. There are a number of items that must be kept in mind when using social media forums:

- Information posted is available to others immediately.
- Information posted can be shared with others.
- Confidential information should never be posted.
- Careless social media use can cause damage to SGEU's reputation, including that of elected members and staff, as well as our ability to represent members effectively.

Once a message is posted by the Communications Department, others can respond. The Communications Department is responsible for monitoring these responses, and if applicable, comment on posts made by others. In the event a post submitted is considered to fall into one of the categories outlined below, the Communications Department has the authority to delete the post from the account:

- Posting is defaming to an SGEU member or employee;
- Posting is considered racist, sexist or contains discriminatory remarks or images;
- Posting contains inflammatory comments, unprofessional remarks or disparaging remarks about others;
- Posting violates a confidentiality agreement or workplace code of conduct;
- Posting is considered to be a form of harassment in any way. Harassment will be handled through the appropriate investigation channels and may result in discipline.

In circumstances where a person's posts are required to be deleted on more than one occasion, the Communications Department will make every attempt to block or remove that person from accessing the applicable SGEU social media forum.