

SGEU EDUCATION AND PUBLICITY STANDING COMMITTEE MANUAL

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MANUAL**

SGEU

Saskatchewan Government and General Employees' Union

SGEU EDUCATION AND PUBLICITY STANDING COMMITTEE MANUAL

**APPROVED BY THE
EDUCATION AND PUBLICITY STANDING COMMITTEE (E&P)
September 5, 2019**

SGEU Policy and Constitution will be adhered to.

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1. Mandate of Education and Publicity (E & P) Committee

As per SGEU Constitution;

- 1.1 Be responsible for the education of members in the principles, policies and practices of the union and provide training courses through the Education Officer of SGEU for all elected members.¹
- 1.2 Arrange for the publicity and promotion of educational materials in union affairs and programs for members.²
- 1.3 Consult with the Communication Officer in matters of policy and operations of Union Publications.³
- 1.4 Develop and maintain the strike manual in consultation with the bargaining committees / sectors, with proper outline of procedures to be followed in the event of a strike by one of the union's bargaining units. The Strike manual has to be reviewed upon a strike action or change in relevant legislation. Annual review is warranted only when the document has been used.⁴

2. Composition of E&P Committee⁵

- 2.1 The E&P Committee comprises of eight members.
- 2.2 One person elected from the membership of each of the six (6) sectors.
- 2.3 One person elected from Human Rights and Equity conference.
- 2.4 One person from Provincial Council if there are no other Provincial Council members already on the committee.
- 2.5 The standing committee will hold two-year terms. The Public Service, Community Services and Retail Regulatory Sectors will hold elections in odd-numbered years. The Health, Crown and Education Sectors and HR&E will hold elections in even-numbered years.⁶
- 2.6 Alternates shall attend their respective Committee meetings in the absence of the elected representatives, and s/he will have voice and vote.⁷
- 2.7 Alternates to the Committee will replace the regular member upon his/ her resignation from the position.⁸

¹ SGEU Constitution 6.10.7.1

² SGEU Constitution 6.10.7.2

³ SGEU Constitution 6.10.7.3

⁴ SGEU Constitution 6.10.7.4

⁵ Refer to SGEU Policy 8.1.2

⁶ SGEU Constitution 6.10.3.5

⁷ SGEU Policy 8.1.2.5

⁸ SGEU Policy 8.1.2.6

- 2.8 The Chair or designate shall represent the E&P Committee at the SFL Education committee.⁹

3. Term of Committee

- 3.1 The term of E&P Committee shall begin at the first meeting of the committee immediately following Convention.

4. Elected Positions

- 4.1 Chair – Elected for one-year term by the Committee at the first meeting following the SGEU Convention.¹⁰
- 4.2 Vice Chair – Elected for one-year term by the Committee at the first meeting following the SGEU Convention.

5. SFL Education Committee

- 5.1 SFL Education Committee- The chair of E&P Committee or designate as per SGEU Constitution.

6. Responsibilities of E&P Committee

As per SGEU Policy;

- 6.1 In conjunction with the Human Rights and Equity Committee and the F.A.I.R committee, develop educational modules for inclusion in different leadership development courses.
- 6.2 Members of the E&P Committee shall promote attendance at union education courses by reporting on course schedules at conferences, conventions, annual general meetings, and other gathering of members.¹¹
- 6.3 Members of the committee shall 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.¹²
- 6.4 Represent on the Education Committee of Saskatchewan Federation of Labour.¹³
- 6.5 Oversees and implement the Leadership Development Courses.

⁹ SGEU Constitution 6.10.3.6

¹⁰ SGEU Policy 8.1.3.1

¹¹ SGEU Policy 8.5.6.2

¹² SGEU Policy 8.5.6.3

¹³ SGEU Policy 8.5.6.4

7. Responsibilities of Members of E&P Committee

- 7.1 Bring the education concerns, information and complaints from their sectors to the Committee.
- 7.2 Share information from the E&P Committee keeping in mind the confidentiality requirement.
- 7.3 Participate in the Committee activities.
- 7.4 If any representative is unable to attend the meeting, it is their responsibility to contact their alternate and inform the chair about it.

8. Responsibility of Chair

- 8.1 Chair meetings of E&P Committee
- 8.2 Complete and submit budget to the Provincial Council.
- 8.3 Complete an agenda for the E&P meetings a minimum of ten (10) days prior to each meeting.
- 8.4 SGEU staff to forward agenda and minutes to standing committee members a minimum of seven (7) days prior to the meeting.
- 8.5 Submit Convention reports to the SGEU Secretary Treasurer no later than mid-January for typing and duplicating to form part of the Convention proceedings. All Standing Committees are required to submit Convention reports.
- 8.6 At the close of the meeting, the Chair/designate will sign the attendance list and expense claim forms.
- 8.7 Will complete a meeting planner before each quarterly meeting and submit it to the staff assigned and secretary treasurer.

9. Responsibility of Vice Chair

- 9.1 Perform the duties of the Chair in their absence.

10. Standing Committee/Provincial Council Member

- 10.1 Where more than one person from Provincial Council sits on a Provincial Council Standing Committee, provincial Council will, at 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)¹⁴

11. Responsibility of Provincial Council Member

¹⁴ SGEU Policy 8.1.2.3.1

- 11.1 Provincial Council representatives to the Provincial Council standing committee 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)¹⁵

12. Responsibility of Education Officer assigned to E&P Committee

- 12.1 Develop one-year training plans of the leadership development courses and any other courses for participation based on workplace size, geography, location or other special needs and submit to the committee for approval.
- 12.2 Develop courses that includes a focus on challenging discrimination and harassment within union and workplace.
- 12.3 Update the package of information given to the new members as required.
- 12.4 Evaluate and update leadership development courses as needed.

13. Meeting attendance

- 13.1 Members of E&P Committee missing three consecutive committee meetings, without prior notification to the Chair, will be removed and the alternate shall replace them on the Committee.¹⁶

14. Complaints against E&P Committee

- 14.1 The Provincial Council has the responsibility to hear complaints from members regarding alleged violations of the SGEU Constitution and /or policies by Provincial Standing Committee.¹⁷
- 14.2 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.¹⁸

15. E&P Representative Vacancies

- 15.1 Sectors are responsible to let the Chair know about any changes of their representatives.

¹⁵ SGEU Policy 6.6.1.1

¹⁶ Refer SGEU Policy 8.4.1

¹⁷ SGEU Policy 6.7.1

¹⁸ SGEU Policy 6.7.2

- 15.2 If any representative is unable to attend the meeting. It is their responsibility to contact their alternate and inform the chair about it.

16. Meeting Policy & logistics

16.1 Meeting Policy

- a) Appointment of Ombudsman
 - b) Statement of Equality
 - c) Statement of Treaty Location
 - d) Adoption of agenda
 - e) Adoption of previous minutes.
 - f) Quorum of membership shall be 50 % of the Standing Committee membership.
 - g) The content of Provincial Council Standing Committee minutes should include a brief statement as background to motions made, the mover and seconder, and the outcome of motion.
- 16.2 The E&P Committee will meet a maximum of four times per year. If more meetings are required, approval must be obtained from the President.¹⁹
- 16.3 All meetings to be conducted in accordance with SGEU Constitution.
- 16.4 If a member of 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 Chair of the Committee.²⁰
- 16.5 Committee 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.²¹
- 16.6 The committee Chair 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 will submit all expense claims and the attendance sheet to the Accounting Department.²²
- 16.7 Whenever possible, meetings will be held in facilities with accessible bathrooms for all.²³

¹⁹ SGEU Policy 8.1.4.2

²⁰ SGEU Policy 8.1.4.3

²¹ SGEU Policy 7.1.2

²² SGEU Policy 7.1.3

²³ Refer to SGEU Policy 7.1.15

17. SGEU Meeting Ombudsman

- 17.1 Union leaders will, by their word and deeds, foster understanding of and respect for the role of Ombudsman at union meetings.²⁴

18. E&P Meeting Minutes

- 18.1 The administrative assistant to the Committee is responsible to keep the accurate written record of each meeting. In the absence of the above, the Director of SGEU Labour Relations will determine who will keep the record.²⁵
- 18.2 Complete, clear and succinct notes are made during the meeting²⁶.
- 18.3 Before distribution, the minutes will be marked as draft.²⁷
- 18.4 Draft minutes will be distributed in advance of the next meeting.²⁸
- 18.5 Draft minutes will be approved at the following meeting of the Committee.²⁹
- 18.6 Amendments can be made if necessary. No minutes of any meeting be distributed to the membership without authorization of the Chair of the Committee from which the minutes are gathered.³⁰
- 18.7 A copy of approved, signed minutes of E&P Committee minutes will be sent to the SGEU Secretary Treasurer.

19. Legal Advice

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

20. Budget

- 20.1 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 the stipend and union leave, travel and sustenance. This is submitted to the Administrative Committee for approval in October of each year. ³¹
(PC May 99) (Revised PC Dec 03) (Revised PC #2007-06-64)

²⁴ SGEU Policy 7.3.1

²⁵ Based on SGEU Policy 7.4.1

²⁶ SGEU Policy 7.4.2

²⁷ SGEU Policy 7.4.2

²⁸ SGEU Policy 7.6.2

²⁹ SGEU Policy 7.7.1

³⁰ SGEU Policy 7.7.1

³¹ SGEU Policy 8.3.1

21. Union Leave³²

- 21.1 All Committee members must have prior approval before taking any union leave. Prior approval will be requested in advance of use from the E&P Chair.
- 21.2 Union leaves will be provided to Standing Committee members.
- 21.3 If travel to or from a meeting can be completed by 9:00 PM, no union leave for the following workday will be issued for travel notwithstanding Policy Article 10.2.6.5, as per SGEU Policy Manual.³³
- 21.4 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.³⁴
- 21.5 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.³⁵
- 21.6 When an adjustment is requested, a full shift is covered by union leave only if necessary.³⁶
- 21.7 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.³⁷

22. Expense Claims

- 22.1 Members are required to complete an expense claim in order to receive payment for pay loss, travel, sustenance, dependent care, and other approved expenses.³⁸
- 22.2 Claims for expenses must be submitted within three months from the date they are incurred and there shall be no payment after the three-month time limit unless approved by the Administrative Committee.³⁹
- 22.3 The Accounting Department will not process expense claims for members attending Committee meetings or negotiations until the attendance record and travel lists has been submitted by the Committee Chair. Turnaround time on expense claims will be three weeks from the date of receipt by Accounting.⁴⁰

³² Refer to SGEU Policy 10.2.11

³³ SGEU Policy 10.2.11.6

³⁴ SGEU Policy 10.2.11.7

³⁵ SGEU Policy 10.2.11.8

³⁶ SGEU Policy 10.2.11.9

³⁷ SGEU Policy 10.2.11.10

³⁸ SGEU Policy 10.2.1.1

³⁹ SGEU Policy 10.2.1.2

⁴⁰ SGEU Policy 10.2.1.3

- 22.4 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) ⁴¹
- 22.5 Any request for unusual expenses or union leave must receive prior approval of the President.
- 22.6 Altered expense claims – 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.⁴²
- 22.7 Rates for mileage, accommodation, meals, in- city travel allowance and stipend will be provided in accordance with SGEU Policy Manual.

⁴¹ SGEU Policy 10.2.1.4

⁴² SGEU Policy 10.2.2.1