

WELCOME

**NEW MEMBER
HANDBOOK**

CSU⁵² civic
service
union

Updated: January 2019

WELCOME

Message from the President



On behalf of myself and the Board of Directors, I want to welcome you as a Member of Civic Service Union 52.

As an independent union, we gain our strength and voice from our Members. Our mission is to have our Members work in safe and healthy work environments, earning fair wages for the work you do. Our goals include enhancing the lives of our

Members, which in turn improves and strengthens our communities.

We have prepared this package as a first step in your relationship with us. We encourage you to visit our website at www.csu52.org to see the latest information posted there. At any time if you have questions about your Membership, your Collective Bargaining Agreement, working conditions or other issues, do not hesitate to contact the Union Office. Our Labour Relations Officers are here to answer your questions and provide assistance.

Most of all, we encourage you to become involved in union activities. Come to General Membership Meetings. Find out what the role of a Shop Steward is. Check out our website and see committees that are part of our organization.

Be involved, have a voice.

In solidarity,

A handwritten signature in black ink that reads "Lanny Chudyk". The signature is fluid and cursive, written in a professional style.

Lanny Chudyk
President, CSU 52

WHAT IS A UNION?

The Role of a Union

Aristotle is often credited with the concept, “The whole is greater than the sum of its parts.” This is true for workers who chose to belong to a union. As a group of workers, unions negotiate collective agreements to improve their standard of living and working conditions, to achieve job security and fair treatment, and to give voice to the concerns and interests of the workers. Workers who band together have collective strength to better their rights and interests.

History and Development of Unions

UNIONS BECOME LAWFUL: THE NINE-HOUR MOVEMENT

In 1872, workers organized protests across Canada in an attempt to secure shorter work days to 9 hours. At the height, the Toronto Typographical Union (TTU) Local 91 organized one such demonstration that grew to 10,000 marchers and began to strike at Toronto printers. Twenty-four members of the strike committee were arrested for conspiracy because trade union activity was considered illegal.

Sir John A. MacDonald granted the right to associate in trade unions as a means to embarrass his political rival, a prominent Toronto printer, and gain support from workers. Though the Toronto Printers Strike did not immediately lead to 9-hour work days, the Trade Union Act of 1872 legalized and protected union activity.

UNION RECOGNITION: THE WINNIPEG GENERAL STRIKE

The Winnipeg General Strike is the most well-known strike in Canadian history. In 1919, thirty thousand workers went on a general strike to fight for collective bargaining rights and better working conditions and wages. Pressured from the powerful elite, Ottawa intervened and ordered the RCMP to put a stop to the strike. Violence erupted resulting in 30 casualties and 1 death. This day became known as Black Saturday. Nevertheless, organized workers persisted for 25 years.

In 1944, prolonged labour unrest pressured William Mackenzie to use the War Measures Act to enact PC 1003. This emergency Order-in-Council legally recognized unions and forced employers to bargain in good faith. This was quickly adopted by provincial labour legislation and stands today throughout Canada.

UNION SECURITY: THE RAND FORMULA

Soon after the Second World War, in 1945, management at the Windsor Ford plant challenged the closed shop rule (compelling all workers to belong to the union). In opposition to this challenge, the United Auto Workers went on a 99-day strike.

Justice Ivan Rand of the Supreme Court of Canada was charged with bringing an end to the strike through arbitration. In his ruling, a compromise between the competing interests was presented. It said workers must pay dues if they benefit from a collective agreement but they were not compelled to join the union. This is known as the Rand Formula and it ensured the security of labour unions across Canada.

THE HISTORY OF YOUR UNION

THE BEGINNINGS

The Edmonton Civic Service Association was formed in 1909. The Association represented clerical, technical and administrative employees of the City of Edmonton.

THE CHARTER

On April 15, 1918, the Association, now known as Civic Service Union 52 (CSU 52), affiliated with the National Union of Public Employees and received its Charter from the Trades and Labour Congress of Canada.

MERGERS

In 1963, the National Union of Public Employees and the National Union of Public Service Employees merged. The new organization was titled the Canadian Union of Public Employees (CUPE). CUPE National was the largest labour organization in Canada.

INDEPENDENCE

In 1969, due to a perceived decline in services provided, CSU 52 restored the self-servicing structure previously practiced and once again hired its own Business Agents and legal representation.

On March 7, 1978, motivated by concerns over the National office's interference in local political affairs, inadequate training programs and lower per-capita tax payments by Eastern affiliates than Western affiliates, CSU 52 severed its affiliation with CUPE and has since remained as an independent union.

CSU 52 Today

Your union continues the tradition of championing quality municipal services in both public and private sectors. Currently, CSU 52 represents approximately 6,500 members from five bargaining units:

- Capital Power
- City of Edmonton
- Edmonton Public Library
- EPCOR
- TELUS World of Science - Edmonton

The Collective Bargaining Agreement (CBA) for each bargaining unit sets out the wages, overtime, job security, leave, disability, layoff and recall rights, health benefits, vacation and hours of work, to name a few provisions.

Find your CBA at www.csu52.org

WHAT WE DO

Collective Bargaining

Each of the five bargaining units have their own CBA.

Negotiations Committees consist of two Union Office employees, the Director of Labour Relations (Chief Negotiator) and an experienced Labour Relations Officer, and a number of specially trained members of the bargaining unit including the Contractual Unit Director, an elected Board of Directors position.

Each Negotiations Committee researches current trends in labour and economic markets and surveys the membership for issues and interests. Combining all information, each committee establishes the priorities and bottom-line proposals and prepares the strategy of negotiations with their employer.

After negotiations are completed, a Memorandum of Agreement (MOA) is presented to the bargaining unit's membership for ratification. A ratification vote is conducted and the MOA is either accepted or rejected. If accepted, this becomes the official and binding CBA. If rejected, the negotiation process starts anew, mediation is requested, voluntary arbitration is requested, or a strike/lockout vote is conducted.

Representation in the Workforce

If you have questions about your CBA, your Shop Steward is your first source of information. You can find the name and contact information on your CSU 52 bulletin board in your workplace.

If you believe any of your rights have been violated, you should contact the Union Office immediately at 780-448-8900 and ask for the Labour Relations Officer (LRO) on duty. All CBAs have timelines for filing a grievance, so be sure to not wait.

CSU 52 employs nine LROs who are professionals and experts in representing your rights and interests. Often, LROs attempt an informal resolution with management to resolve workplace issues. Alternatively, LROs file grievances on behalf of the member(s). Types of grievances are individual, group and policy. The staff investigate, schedule hearings, prepare evidence and arrange witness testimony. In an arbitration proceeding, LROs present the position of the union. A frequent undertaking for LROs is to represent the needs of a member who requires medical accommodation. Overall, LROs interpret and administer the CBAs in a consistent and equal manner ensuring compliance with all the terms and conditions.

Your union dues work to pay for the excellent and reputable representation provided by the Labour Relations Officers and the Administrative Support Staff.

HOW YOUR UNION WORKS

Structure

CSU 52 is an independent union. We are not affiliated with a national or international union. Although we promote working in concert with other labour organizations, we value being able to directly meet the needs of our membership.

Governance

CSU 52 is governed by its *Constitution & Bylaws*. This document outlines the objectives, membership, structure and operations of the union. The ultimate governing body of CSU 52 is the General Membership. The Bylaws outline the rules of elections, duties of committees, frequency of meetings and other regulations. All members should review these governing documents and become familiar with how their union works.

DEMOCRACY

All committees, including the Board of Directors, are elected from within the membership by the membership. The election procedure is governed under the Bylaws. Other specifics outlined in the Bylaws include the dates of elections, terms of positions, qualifications for nominations and procedures for election officers.

REGULATED

The Board of Directors

As a whole, the Board meets monthly to conduct the business of the union. The Board is responsible for the day-to-day operation of union business under the direct management of the President. Under the Board of Directors Sub-Committees, this body is responsible for complaints, contract review, hiring, policies and procedures, and union management.

Standing Committees

A variety of the union functions are designated to the Standing Committees. These include the Bylaws, Discipline, Financial Review, Grievance Appeal, Negotiations (5) and Sergeant-at-Arms committees, and the Shop Stewards Assembly.

Other Committees

As approved by the General Membership, the union may formulate Other Committees to perform specific responsibilities. Currently, there are the Education, History, Public Events, Publications, Social and Young Workers committees.

TRANSPARENCY AND ACCOUNTABILITY

All committees are required to report their actions to the Board and, in turn, the Board is responsible to report to the membership. Importantly, the Board prepares and presents the annual budget for membership approval and provides details of any audits at the General Meeting. Additionally, the Bylaws detail the frequency and other specifications pertaining to union meetings. At union meetings, members receive vital reports to the ongoing business, vote on motions, and are provided with important correspondence and other matters.

Partners & Affiliations

COALITION OF EDMONTON CIVIC UNIONS

The Coalition of Edmonton Civic Unions (CECU) came together in October 1993. It was formed in response to the 1994 City budget that was calling for deep service cuts, which would have resulted in across-the-board layoffs affecting all four unions (UFCW Local 401 was not yet a CECU member). At the time, there was also an issue of whether union leaders could speak out without risking employer action.

In banding together, the unions asserted that we stand together as unions with common interests and that we demand fair treatment for all civic employees.

The CECU Liaison Representative, currently Liam Peuramaki, reports to each local President and conducts the day-to-day business for the organization.

In total, the CECU represents over 10,000 members.



Civic Service Union 52 (CSU 52)

Representing technical, professional, administrative and clerical workers (Capital Power, City of Edmonton, Edmonton Public Library, EPCOR and TELUS World of Science - Edmonton).



Amalgamated Transit Union Local 569 (ATU Local 569)

Representing bus drivers, light rail operators, maintenance and clerical personnel and other transit and municipal employees (City of Edmonton and City of St. Albert).



Edmonton Fire Fighters' Union (IAFF Local 209)

Representing uniformed dispatchers, fire fighters, inspectors, investigators, mechanics and support personnel (City of Edmonton).



International Brotherhood of Electrical Workers Local 1007 (IBEW Local 1007)

Representing electricians and a wide array of trades and non-trades workers (Building Trades of Alberta, Capital Power, City of Edmonton, Electrical Industry Training Centre, Employee Benefit Funds Administration, EPCOR, and more).



United Food and Commercial Workers Local 401 (UFCW Local 401)

Representing a wide array of workers mainly in the food industry (Maple Leaf Foods, Old Dutch Foods, Real Canadian Superstore, Safeway and Sobeys, just to name a few).

BEING A UNION MEMBER

Whether you previously belonged to a union or if this is the first experience working under a union contract, CSU 52 encourages all members to take advantage of being unionized.

Union dues not only pay for collective bargaining and representation, but a host of other supports, activities and events.

Dues Structure

INITIATION FEE

Currently, there is no initiation fee (\$0.00). Members may request for a Membership Card by submitting an online application form through the CSU 52 website at www.csu52.org

Alternatively, a paper copy of the application form is attached as the last page to this handbook.

COLLECTION

The dues for all members and employees, except Honorary Life and Honorary Members, shall be the amount as passed by the membership at the time the union budget is approved and shall be collected bi-weekly through the “Rand” system of check-off for union dues.

AMOUNT

As of January 2018, the dues structure for a bi-weekly pay period consists of a flat rate portion (\$8.00) and a ratio portion (3/4th of 1%, or 0.0075, multiplied by gross salary).

Example: A CSU 52 member earning a gross bi-weekly salary of \$2,000.00 will pay \$23.00 in union dues for that pay period.

$$\$8.00 + (0.0075 \times \$2,000.00) = \$23.00$$

For any person coming under the scope of any of our collective agreements and earning less than \$250.00 in a bi-weekly pay period, the union dues shall be a maximum of \$2.30 for that pay period.

The CSU 52 union dues structure continues to be one of the lowest within Canada.

Member Supports

- Education and training through professional development funding
- Promote general well-being and advancement of members
- Support through a benevolent fund
- Bursaries and scholarships to members' children
- Promote social, recreational and cultural activities among members
- Union education and training

PARTICIPATION & ENGAGEMENT

CSU 52 believes strongly in the principle of member-driven unionism and in the power of a collective voice. Literally, you are the union. Your union is as great and as strong as the energy that members collectively contribute. We encourage each and every member to get involved and be active!

General Membership Meetings

General Membership Meetings are held five times a year with a start time of 5:30 p.m. at the Norwood Legion (11150 - 82 Street), unless otherwise noted on meeting notices:

- 2nd Tuesday of **January** – *Committee Elections*
- 1st Tuesday of **April** – *Voting of Bylaws Amendments*
- 1st Tuesday of **June** (at the CSU 52 Office) – *BBQ Dinner*
- 1st Tuesday of **October** – *Board of Directors Nominations Deadline*
- 1st Tuesday of **December** – *Christmas Dinner*

Contractual Unit Meetings

Each of the five Contractual Unit Directors are responsible for holding at least two meetings throughout the year for the membership in their bargaining unit. These are typically open forum meetings that allow members to learn information, discuss and ask questions specific to their bargaining unit.

Member Events

You have the opportunity to be involved in all sorts of activities put on by your committees.

The **Public Events Committee** rallies members together to volunteer at events that focus on helping the local community.

The **Social Committee** puts together several annual events including the Spring Banquet honouring members who retired the previous year, the Children's Christmas Party at Galaxyland, West Edmonton Mall and the Ski-Snowboard-Snowtube Day.

The **Young Workers Committee** also organizes annual events such as the Slo-Pitch Team during the spring/summer months and the family-friendly Bowling Night.

Announcements about upcoming events are sent to member workplace bulletins, emailed to e-News subscribers, published in *The Advocate* quarterly newsletter, and posted on the CSU 52 website and Facebook and Twitter feeds.

Helpful Hints

BE IN THE KNOW

Opportunities to get involved and participate are always available.

- Subscribe to e-News emails (provide your personal email address on the Membership Card Application or subscribe at www.csu52.org)
- Follow us on Facebook (www.facebook.com/civicserviceunion52) and Twitter (www.twitter.com/CSU52)
- Take the time to read meeting minutes and other correspondence posted on your workplace bulletin

BE OPEN MINDED

Give yourself the permission to investigate committees, activities and events that may be of interest to you and give it a try!

BE WILLING

Even if you can only offer a little bit of time, everyone has something to offer. Imagine what we could do if everyone is pulling the rope in the same direction!

DON'T BE SHY

This is difficult for many people, but we all have to start somewhere. The truth is, you are always welcome and wanted.

BRING A FRIEND

When you have someone alongside you, it lessens the apprehension about starting something new.

To fill out the Membership
Card Application online,
go to:

bit.ly/CSUapply

MEMBERSHIP CARD APPLICATION

Bargaining Unit

- Capital Power
- City of Edmonton
- Edmonton Public Library
- EPCOR
- TELUS World of Science - Edmonton

Work Information

Section/Department: _____

Position/Job Title: _____

Address (include floor, if applicable):

Employee ID/Payroll Number: _____

Phone Number: _____

Shop Steward or Mailout Representative:

Your Shop Steward or Mailout Representative is usually the person who receives and distributes/posts Union mail in your work area. If unknown, leave blank.

Personal Information

Full Name: _____

Mailing Address: _____

Phone Number: _____ Home Cell

Email Address (personal, non-work):

Oath

I hereby make application for membership in Civic Service Union 52 and agree to abide by its Constitution & Bylaws.

- I do most solemnly declare that I will, to the best of my ability, support and obey the Constitution & Bylaws of this union and any rules, regulations, policies, practices, lawful orders and decisions adopted by CSU 52.
- I will assist my fellow members and I will not purposely or knowingly wrong a member of CSU 52.
- I will not support, organize or assist in the withdrawal of members from CSU 52.
- I will not engage in any conduct prejudicial to the good order and welfare of CSU 52.
- Should I breach this Oath, I shall be deemed to have forfeited all rights of membership in CSU 52.
- To all this, I pledge my word and honour to observe and keep this Oath as long as I remain a member of CSU 52.

Consent

I agree that CSU 52 may collect, use and disclose personal information insofar as such information relates to the obtaining, managing and maintaining of my employment, within the bargaining unit represented by CSU 52 and insofar as it relates to the administration of the collective agreement, to collective bargain and to the administration of CSU 52.

Applicant Signature: _____

Date: _____

Please submit your completed application to CSU 52.

Your Membership Card will be sent to your work address within 5 business days.



Civic Service Union 52

10212 - 112 Street NW
Edmonton, Alberta
T5K 1M4

8:00 am to 4:30 pm
Monday to Friday
(Closed on Stat Holidays)



(780) 448-8900



info@csu52.org



facebook.com/civicserviceunion52



twitter.com/CSU52



www.csu52.org