



# CANADIAN UNION OF POSTAL WORKERS LOCAL 730 - EDMONTON & AFFILIATES

**AGITATE / EDUCATE / ORGANIZE**

## WELCOME TO OUR UNION FAMILY! **RSMC EDITION**

Being a union member means that your boss no longer has absolute power over you because we, as workers, collectively demanded rights and protections for how we should be treated and how our work should be performed. These measures are compiled in a 100+ page book called a 'collective agreement' (CA). For now, don't worry about absorbing everything in the CA. As a new member, your primary focus is to clear your 6-month probation period. Once cleared, we strongly encourage you to embrace the many opportunities offered by our union to learn about your full rights and become more empowered as a worker in asserting those rights.

Starting off at Canada Post can be much more difficult than imagined. Please use this small package as a basic entry point for learning about the specific rights available to you as a Permanent Relief Employee or an On-call Relief Employee. **Regardless if it's your first day, or you've worked here for 30 years, our union office is here to help you, just call: (780) 423-9000.**

As you adjust to your life as a unionized postal worker, please stay connected via:

1. **Email Updates** - Our listserv shares regular updates, workplace developments, education courses, and other events in our local. To sign-up, send an email request with the subject "add to listserv" to [[union@cupwedm.net](mailto:union@cupwedm.net)].
2. **Local Website** - [www.cupw730.ca](http://www.cupw730.ca) is a hub for important news, contact info for our local union Executive, as well as digital copies of our collective agreement, national constitution, local bylaws, this temp package, and monthly newsletter.
3. **Social Media** - Follow us and interact with other members on [www.facebook.com/CUPW730/](https://www.facebook.com/CUPW730/) and [www.twitter.com/cupw730](https://www.twitter.com/cupw730).
4. **Temp Text/Chat Groups** - We have many active chat groups where members share information and advice; one of these groups is dedicated to supporting our temps. These chats run via a free smart-phone app called 'Signal'. To join, send a request with the subject "add to chat group" to [[union@cupwedm.net](mailto:union@cupwedm.net)].

**AN INJURY TO ONE IS AN INJURY TO ALL!**

# **TIPS FOR PRE'S AND OCRE'S IN CUPW**

*(Updated: 11.24.2020 KB/ET)*

## **Read Your Collective Agreement, Meet your Steward**

The rights of Permanent Relief Employees (PRE's) and On Call Relief Employees (OCRE's) are outlined in the Collective Agreement in Appendix E for OCRE and Appendix F for PRE. Both of these appendices make a reference to several other articles in the CA that apply to Permanent Relief or On Call Relief Employees doing RSMC work. Please familiarize yourself with these appendices and articles mentioned. Any questions or concerns can be brought up to a shop steward or to the Union Office (780-423-9000).

Management is obligated to give you 15 minutes to confer with a shop steward as soon as possible after your first day of work, and they are obligated to provide you with a physical copy of the Collective Agreement when requested as per article 6.03. Alternatively, a digital copy can be found on [www.cupw730.ca](http://www.cupw730.ca) under 'Resources' tab. Any violation of the CA can be challenged through a formal complaint process called the grievance system (see article 9, ask a shop steward or call the Union Office for more info).

## **Two Types of Employees**

There are two types of employees, on call relief, and permanent relief. On call relief are employees that may not work every day, but may cover absences such as vacation leave, or other absences, and will be called in by management to perform work on an assignment when coverage is needed, if you don't work, there is no daily payment.

Permanent Relief are employees are scheduled for work every day, and if there is no work that day, management will assign you to do other duties for 3 hours and send you home. PRE employees who do not work a full day and are sent home after 3 hours are paid \$90 for that day as per Appendix F.

Both OCREs and PREs are paid for the value of the route that they are covering – OCREs are paid at 85% of route value and PREs are paid as per the progression scale outlined in Appendix A (based on seniority).

## **How To Become a Route Holder**

On Call Relief are generally utilized in facilities with 3 or more RSMC routes, and sometimes in Urban areas (such as Edmonton, or larger facilities in the outlying areas). Permanent Relief Employees are utilized in facilities with 14 employees. Both OCREs and PREs have the option to become a route holder. This is solely based on seniority

and how many people “bid” on a route. To bid on an open RSMC route, you can log into the SAP Canada Post site with your credentials and submit your application through the Canada Post employment website.

## **The Probationary Period**

The probationary period for new Permanent Relief employees is 6 months. During this period of time the employer may conduct probationary reviews. New employees are advised to address and document problems and seek advice from stewards. **If you encounter any problems with management, immediately seek out a shop steward or call the union office.** If you have any disability, or any other issues that could affect your ability to perform your work duties, you should discuss this with management when you first become aware it is becoming a problem. Take a steward with you. Always keep track of all the hours and assignments that you work.

## **OCRE and PRE assignments**

PREs will be assigned to vacation leave assignments and assignments longer than 6 months (long term assignments) by seniority. Once on a long term assignment, you cannot be removed from the assignment until it is completed. All other assignments will be assigned at management’s discretion.

OCREs will be called in to perform assignments on a needs-based system at management’s discretion. For each quarter that an OCRE works at least fifteen (15) days and remains an OCRE at the completion of the quarter they will receive \$250.

## **Benefits**

OCREs will accumulate Vacation pay at 4% of actual wages as defined in Appendix A throughout the calendar year. It will be paid out no later than March 31 of the following year. OCREs also receive a boot allowance of \$60 in each quarter that they receive payment outlined above.

PREs receive the same pension plan and benefits as RSMC route holders, as outlined in article 22. It’s important to note that there will be a 6 month waiting period for Dental benefits.

## **Human Rights**

All RSMC employees are covered by Article 5, the Canadian Labour Code, and the Canadian Human Rights Act. **We strongly encourage you to read these articles.** No

employee should have to work in an environment with harassment or discrimination. Do not participate in or encourage any workplace harassment. Learn about human rights issues. If you are injured or sick and can do some sort of modified work, the employer should accommodate you with work. Contact your steward or the union office with any problems related to human rights issues and the duty to accommodate.

## **Safety First**

Post Office work is physical and many CUPW members will experience an injury. PEs and OCREs have the right to refuse dangerous/unsafe work as per the Canadian Labour Code Part II. If you do get injured, report it immediately (that day) to management and a union steward. CUPW Edmonton has a full-time Health and Safety Officer (780-423-9000 x4) to assist you with WCB and other safety matters.

## **Pay Problem?**

Management has payroll enquiry forms to deal with pay problems. If it is urgent (for example your pay cheque doesn't arrive), tell the supervisor right away and if you do not get results, tell the steward or phone the union office (423-9000). Pay problems can also be grieved.

## **Grievance Procedure - Watch Time Limits, Provide All Back-up**

PEs and OCREs have full grievance procedure rights (Article 9). You can file a grievance and a steward can meet with you during working hours to prepare the grievance and conduct an investigation. Grievances must be submitted in writing with all proper documentation to the union office within 25 working days of knowledge of the violation. It is the grievor's responsibility to ensure this happens and to provide all supporting documentation. (In your course of employment with CPC it is a good idea to keep copies of important documents. Set up a personal record keeping system).

## **Useful Canada Post Resources**

Payroll Problems:	1-877-807-9090
Benefits:	1-866-716-1313
Pension:	1-877-423-2879

## **WHEN IN DOUBT - CONTACT THE UNION OFFICE!**

As a dues paying member, you are entitled to service and support from our union office. Never feel embarrassed or hesitant to reach out and ask -- we are always here to help or direct you to someone who can.

Our main office number is (780) 423-9000. Below are line extensions for specific enquiries

**Ext. 1 – President:** [union@cupwedm.net](mailto:union@cupwedm.net)

To get more involved with our union, find a shop steward or ask general questions.

**Ext. 2 – Secretary-Treasurer:** [treasurer@cupwedm.net](mailto:treasurer@cupwedm.net)

Any pay or pension enquiries. Applying for a dues waiver.

**Ext. 3 – Grievance Officer:** [grievance@cupwedm.net](mailto:grievance@cupwedm.net)

Clarifying the CA or filing a grievance.

**Ext.4 – Health & Safety Officer:** [health.safety@cupwedm.net](mailto:health.safety@cupwedm.net)

Any health, safety, disability or accommodation issue.

**[WWW.CUPW730.CA](http://WWW.CUPW730.CA)**