



CANADIAN UNION OF POSTAL WORKERS LOCAL 730 - EDMONTON & AFFILIATES

AGITATE / EDUCATE / ORGANIZE

WELCOME TO OUR UNION FAMILY! URBAN 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 500+ 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 480-hour 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 temporary 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].
2. **Local Website** - 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/ and 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].

AN INJURY TO ONE IS AN INJURY TO ALL!

TIPS FOR TEMPORARY EMPLOYEES IN CUPW

(Updated: 20.11.25 – RS)

Read Your Collective Agreement, Meet your Steward

The real rights you have are not those rumoured on the work floor, they are those written down in the collective agreement (CA). The CA rights of temporary employees are outlined in Article 44. This article makes reference to several other articles in the CA, which also apply to temporary employees as applicable to the work being performed. Plan to spend some time reading Article 44 and other relevant articles. Direct your questions and concerns to shop stewards or the union office (423-9000 x3). Management is obligated to give you a physical copy of the CA upon request; alternatively, a digital copy can be found on www.cupw730.ca under the 'Resources' tab. Any violation of the CA by Canada Post can be challenged through a formal complaint process called the grievance system (more on that later).

Two Types of Employees

There are two types of employees, temporary (determinate) and permanent or regular (indeterminate). Temporary employees generally work in either Group 1 (internal, in the plants, with a few in wickets) or in Group 2, (external as MSCs and Letter Carriers) with a few in Groups 3 and 4 (Maintenance). Temporary employees are just that - temporary. The advice of the union is that temporary employees should seek permanent positions as quickly as able to improve their own job and work protections, and benefits.

How To Become 'Permanent'

Temporary employees accumulate temporary seniority from the first date of hire. Based on that date, you will be eventually be offered a permanent, regular position if you have completed a transfer form (CUPW-UPO application request form). This should be provided to you on your last day of classes. Otherwise you can get it from any depot supervisor. Make sure you keep any copy of this form that you fill out. If you are by-passed for a permanent position - you personally must file a grievance. Also, temporary employees who do not acquire the specific knowledge of the regular, permanent position revert to temporary status but retain temporary seniority (see Art.13.13).

Your temporary seniority date is also your continuous service date (Article 11.01). Continuous service determines the length of vacation leave you will be entitled to when you obtain a permanent position (however **permanent seniority** will determine when you bid on that vacation entitlement in relation to the seniority of your co-workers).

The Probationary Period

The probationary period for new temporary employees is 480 hours of work. During this period of time the employer “may end ...employment if the employee does not meet the requirements of the job”. This can be grieved if the termination was without just cause, however the burden of proof rests with the employee. New employees are advised to address and document problems and seek advice from stewards. Temps with under 480 hours of work do not have the protections against discipline outlined in Article 10. **If you encounter any problems with management, immediately seek out a shop steward or call the union office.** (If you any disability, or any other issues, that could affect your ability to perform you 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 you work.

Work Assignments & Call-In Lists

There are three ‘call-in’ lists in Edmonton: internal (EMPP), external (Collection & Delivery), and Retail. Work assignments are offered by seniority to qualified temporary employees from the appropriate list. Temporary employees on the external list will generally obtain more hours of work. Temporary letter carriers cannot specify a depot to work in. Temps can, under certain circumstances, move from one list to another. If you wish to move to a different temporary list and you run into difficulty, contact the union office.

Work Assignments - Under 20 Days or 20 Days or More

Ask a supervisor for the contact of who is in charge of temp assignments for your classification. For work assignments of less than 20 days, unassigned qualified temps from the appropriate call-in list are offered by seniority. (You are contacted by management by phone). Work assignments known to be of 20 days or more are posted in the information books in the work sites and temporary employees must submit a written bid (always keep a copy). The assignment goes to the temporary employee who has bid with the most seniority, whether assigned or unassigned. If, in accepting the new assignment, the employee leaves another assignment, that assignment is offered (by phone) to the most senior unassigned temporary employee from the appropriate call-in list.

If you have any questions about work assignments, do not hesitate to call the union office. We cannot routinely track each work assignment and we need our members to bring problems to our attention. If you believe you were by-passed for a work assignment, check it out. Call our Grievance officer (423-9000 x3) and we will check it out. If you think you have a grievance, submit your information in writing to the union office. Always ask questions about the length and nature of the assignment you are accepting. Once you have accepted an assignment you are making a commitment to it,

and the employer is also making a commitment to you.

Bumping

A temp assigned to a regular position whose assignment ends can bump the most junior assigned employee. Call staffing to find out the specifics of the assignment.

Availability 44.11

Temporary employees not currently on assignment can be unavailable for work and will not be called for assignment. However, they must advise the supervisor in writing and provide a date as to when they will be available. In addition, “the employment of a temporary employee shall be terminated if he or she has not been called during a period of 12 consecutive months” (unless disabled or absent for maternity, paternity, adoption or union leave).

Benefits

Although temporary employees are entitled to paid bereavement leave, boot and glove allowance (if working in the jobs that require it) payment for statutory holidays, and vacation pay (6%), they receive a wage supplement of 4% in lieu of insurance plans (disability insurance) and other paid leaves (sick leave, special leave, for example) not listed in Article 44. The exception is the few temporary employees hired prior to 1995 who opted for acquired rights (see 44.37). Temporary employees can have leave for maternity, paternity and adoption purposes and are entitled to EI and WCB benefits.

The employer must grant vacation leave to temporary employees at the rate of 3 weeks per year. (See attached documents).

Human Rights

All temporary employees are covered by Article 5 and 56 (human rights) 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. One of the reasons for work-rule enforcement is to encourage employees to work at safer speeds and take required rest breaks. Temporary employees have the right to refuse dangerous work. 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

Temporary employees have full grievance procedure rights (Article 9). You can file a grievance and the steward can meet with you during working hours to prepare the grievance. Grievances must be submitted in writing with all proper documentation to the union office within 15 working days of knowledge of the violation. It is the griever's responsibility to ensure this happens. (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

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

Ext. 2 – Secretary-Treasurer: treasurer@cupwedm.net

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

Ext. 3 – Grievance Officer: grievance@cupwedm.net

Clarifying the CA or filing a grievance.

Ext.4 – Health & Safety Officer: health.safety@cupwedm.net

Any health, safety, disability or accommodation issue.

WWW.CUPW730.CA