

# Policies & Procedures Guide

**Canadian Office & Professional  
Employees' Union Local 343**

Revised July 2018

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## **STANDING AGENDA**

For the Executive Board meetings

1. Roll Call of Officers
2. Review of Correspondence
3. Approval of Minutes
4. Business Arising from the Minutes
5. Business Addressed between Meetings
6. Financial Reports:
  - a. Treasurer's Report
  - b. Trustees' Report
7. Committee Reports:
  - a. Personnel
  - b. Education
  - c. Constitution (Biennial General Meeting/Convention)
  - d. Communications
  - e. Political Action
  - f. Young Worker
8. Business Representatives' Reports
9. Other Business
10. Next Meeting Date

## **RULES OF PROCEDURE**

1. The Chair, in addition to answering questions, shall be permitted to speak once upon each subject before the Biennial General Meeting without relinquishing the chair.
2. The Chair gives the floor to the delegates according to the speakers list. Invited by the Chair to take the floor, the delegate identifies herself/himself and the unit she/he represents.
3. The delegate's speech will be pertinent to the subject under discussion and will be a maximum of five (5) minutes in length.
4. A delegate may not speak a second time on the same subject before other delegates wishing to speak for the first time have had the opportunity to do so.
5. It is not permitted to interrupt a delegate's speech, except to point out an infraction in the procedural rules.
6. If a delegate is called to order, she/he is to stop her/his speech until the Chair has decided on the presumed infraction and has given her/him the right to speak again.
7. When the assembly is presented with a motion, the Chair asks if there is any discussion. At the end of the discussion (or if there is no discussion), the motion is put to a vote.
8. Questions will be decided by a show of hands.
9. When a delegate moves to put the question, all discussion ceases immediately. If the motion to put the question is carried, the motion under debate is then voted upon. If the motion to put the question is defeated, the debate on the motion being discussed continues.

10. Late resolutions, except emergency resolutions, should be submitted in writing before adjournment on the first day of business and accepted by a majority vote of the delegates.
11. A delegate may not propose the referral of a motion after taking part in the debate on the motion.
12. A motion to refer is not subject to discussion and is immediately put to a vote. However, a member of the committee that prepared the motion may, before the vote, explain the position of the committee.
13. No motion, other than referral, or putting the question, or adjournment, is permissible during debate on a motion.
14. In all cases not covered by these procedural rules, Bourinot's Rules of order is the authority.

# **DISCRIMINATION & HARASSMENT**

## **Preamble**

COPE Local 343 is absolutely opposed to any form of discrimination or harassment based on race, colour, sex, religious or political affiliation, national or ethnic origin, age, mental or physical disability, sexual orientation, gender identity or expression, citizenship, creed, record of offenses, marital or family status or other grounds prohibited by applicable human rights law.

Discrimination and harassment are expressions of power or perceived power and superiority. Union solidarity is based on the principle that we are Sisters and Brothers and that we are all equal. Discrimination and harassment erode that principle because it assumes that some union members are inferior and not entitled to being treated respectfully.

Harassment is defined as any unwelcome action(s), whether verbal or physical, that occurs once or repeatedly and its effect is to humiliate, insult and degrade an individual or a group. Unwelcome means any action(s) that the harasser knows or ought to reasonably know, that would not be desired by or would offend the person to whom the action or conduct is directed.

Harassment is no joke. The actions may be subtle or overt, but they are always offensive and demeaning. To ignore discrimination and harassment is to condone the acts of the harasser and further victimizes the member who has been subjected to the discrimination and/or harassment.

The intent of this policy is to send a clear message to would be harassers that their actions will not be tolerated at COPE Local 343 functions and sponsored events. It is also intended to assure participants at COPE Local 343 functions and sponsored events that if they experience discrimination and/or harassment, they will be supported when reporting it. Confidentiality will be respected throughout the process.

## **Procedure**

At the commencement of every COPE Local 343 sponsored event and function, the highest union official or representative must bring the COPE Local 343 policy on discrimination and harassment to the attention of every participant. Where possible, copies of the COPE Local 343 discrimination and harassment policy will be distributed.

### COPE Local 343 Sponsored Events

If at a COPE Local 343 sponsored event, such as a meeting of bargaining unit members, a participant believes they are being discriminated against and/or feels harassed:

- The participant, accompanied by a supportive Sister or Brother (if the participant chooses), shall approach the Chair, the Chief steward, or a steward to report the harasser. If the staff representative is present, the participant can also report the incident to them.
- The union representative receiving the report shall take action necessary to stop the discrimination or harassment, up to and including removing the harasser from the sponsored event. At a minimum, the harasser will be notified that their conduct or actions were unwelcome and have made a participant feel devalued.

### COPE Local 343 Functions

A COPE Local 343 function is defined as a Convention, the Biennial General Meeting, the Executive Board meeting, an Educational or a Social.

At the commencement of every COPE Local 343 function, the Members of the COPE Local 343 Executive Board in attendance will be identified.

If at a COPE Local 343 function, a participant believes they are being discriminated against and/or feels harassed:

- The participant, accompanied by a supportive Sister or Brother (if the participant chooses), shall approach a COPE Local 343 Executive Board Member to report the harasser.

If a Sister or Brother witnesses a participant being discriminated against and/or harassed:

- The Sister or Brother can approach the participant to offer support and to accompany them in reporting the matter to a COPE Local 343 Executive Board Member.

In both instances (experiencing or witnessing), the COPE Local 343 Executive Board Member shall take action necessary to stop the discrimination or harassment, up to and including removing the harasser from the function. At a minimum, the harasser will be notified that their conduct or actions are unwelcome and have made a participant feel devalued.

### COPE Internal Discipline Procedure

Should the participant who has been subjected to the discrimination and/or harassment at a COPE Local 343 function or sponsored event want to pursue the matter further, they can consider filing a complaint pursuant to the COPE Internal Discipline Procedure. They can speak to a COPE Local 343 Executive Board Member about this.

They can also consider filing a complaint with the Human Rights Tribunal of Ontario.



## **CONFLICT RESOLUTION PROCEDURE**

*(Inactive, as Local 343 does not presently have any staff)*

In the event that a member has concerns regarding a representative of COPE Local 343, either in the performance of their duties and/or in the representation of a unit, the following procedure has been established:

1. The issues of concern, along with all relevant facts, are to be sent to the President of Local 343, in writing.
2. The President, upon receipt of the information, will schedule a meeting with the Personnel Committee.
3. The Personnel Committee will compile a list of information required from the staff person, in order to thoroughly investigate the matter.
4. The Personnel Committee will meet with the staff person and address the issues of concern.
5. Once the investigation is complete, the Personnel Committee will make a recommendation to the Executive Board in order to determine what action is to be taken.
6. The Personnel Committee will again meet with the staff person to advise of the outcome of the investigation and proceed with agreed upon action.
7. The Personnel Committee will correspond with the complainant, in writing, as to its findings as a result of the investigation and what action, if any, will be or has been taken.

## **TRAVEL & PER DIEM**

For those members driving or taking the TTC or other public transit to attend any Local 343 Biennial General Meeting, Convention, Executive Board meeting, unit proposal and/or ratification meetings, negotiations, grievances and/or arbitration meetings or any special meetings approved by the Executive Board; the following travel and per diem will be applicable

### **Travel is paid as follows:**

When the round trip is 50 kilometres or more, mileage is paid at the rate of 0.45¢/km. The total mileage claimed cannot exceed the cost of airfare.

Members who take the TTC and other public transit will have their costs covered.

Members shall take the first available mode of transportation home, within reason, upon the conclusion of the meeting.

All parking will be covered for the above meetings upon presentation of a receipt.

### **Per Diem is paid as follows:**

Members can claim the meal(s) they purchased at the following rate.

|           |         |
|-----------|---------|
| Breakfast | \$15.00 |
| Lunch     | \$25.00 |
| Dinner    | \$60.00 |

|             |  |
|-------------|--|
| Conventions | \$100.00 per day (COPE National Convention & Mid-Term Conference, COPE Ontario Convention & AGM, OFL, CLC) |
|-------------|--|

When meals are provided at any function, the per diem may be reduced or waived to offset the cost of the meal.

### Standing Committee Travel & Per Diem

For those members attending Standing Committee meetings after working hours, they will receive a meal subsidy of \$15.00. When meals are provided, this subsidy will be reduced or waived to offset the cost of the meal. Parking will also be paid provided a receipt is presented for such meetings.

### Accommodation

At meetings or functions outlined above that require accommodation, members are encouraged to share hotel accommodations. The Local will pay the cost of shared accommodation. If a member wants single accommodation, the Local will pay an amount equal to the cost of half (1/2) of the double occupancy rate and the member will pay the balance of the cost. In all circumstances, the Local will pay an equal amount per person for any accommodation. The Executive Board has the discretion to make exceptions on the accommodation.

Special accommodation requirements may be requested but need prior approval from the Local 343 office (example: sleep disorders etc.).

### Transportation Arrangements

The Local will book the airline tickets so that tickets can be changed if necessary; however, the Local will only pay for one change. Where possible, all due consideration will be given to the preference of the member for whom the air travel arrangements are being made.

### Other Expenses

Prior approval must be obtained from the Executive Board.

# **DONATIONS**

## **Labour Donations**

Local 343 will contribute a minimum of \$100.00 to each strike or support requests received from the CLC and/or the OFL. This amount can vary at the Executive Board's discretion or when passed in a motion by the Local's Biennial General Meeting or at the Local's Convention.

Local 343 may contribute up to \$1,000.00 in support of a campaign or event hosted by a labour or labour friendly organization.

The Local does not contribute to private, for profit organizations currently under boycott by the CLC or the OFL.

## **Political Donations**

When permitted, the Local will support candidates in municipal, provincial and federal elections who seek our support. The candidate must provide proof of endorsements by a local labour council. The Local will provide the candidate with a donation of \$100.00. Final approval for support must come from the Executive Board.

When permitted, the Local will create an annual donation fund of \$2,500.00 to be divided amongst Local 343 members, who have identified as candidate in a municipal, provincial or federal election. The Local 343 member must submit a written donation request and must also submit proof of endorsement from the local labour council. If more than one election is held in a given year, the Executive Board may increase its political donation fund.

## **Humanitarian/Social Justice Donations**

Local 343 will create an annual donation fund of \$3,000.00 to support the humanitarian/social justice activities that its members are involved in.

The Executive Board may increase its annual contribution to the Humanitarian/Social Justice fund to a maximum of \$5,000.00.

Local 343 members must submit a written donation request that identifies the following:

- the organization and whether or not it is a registered charity. Include the registered charity number, if applicable
- the nature of the request(s)
- reason(s) for the request(s)
- length of time away from work and the type of leave (i.e. vacation, unpaid, lieu time), if applicable
- any other information that may be relevant to the request(s)

If the donation request is approved, the member agrees to report back to the Local, if asked by the Executive Board.

This fund is not intended for sponsorship requests, such as walk-a-thons, pledges or funding rallies.

## EDUCATIONALS

Local 343 encourages members to participate in educationals held by the Local. Expenses are covered.

- ▶ Regional labour council weekend schools are automatically approved. Participants have to register, pay and attend, then bill the Local upon completion.
- ▶ Labour Studies courses and Labour Community Services courses that are offered through the Regional Labour Councils are automatically approved. Participants have to register, pay and attend, then bill the Local upon completion.
- ▶ A maximum of \$4,000.00 has been allotted per occasion for weeklong schools (CLC, OFL, WHSC etc.) to cover such costs as registration, lost wages, travel and per diem. The Education Committee will determine how many members will be approved and the financial support to be given based on the number of request received per session. Once attendance is approved, members cannot change the course they are registered for without prior approval of the Educational Committee otherwise financial support may be withdrawn. No members will be approved for more than one course of this length within the same calendar year.
- ▶ Every four years there is a “Governor General’s Canadian Leadership Conference” that union members can apply for. If accepted, Local 343 member may request assistance from the Local and a portion of the funding allotted for the weeklong schools could be used to sponsor a member.

- ▶ Courses and conferences are specific to members elected or appointed to committees e.g.: (Committees of the OFL and/or CLC) such as Aboriginal Committee, Women’s Committee, Young Workers Committee and the Solidarity and Pride Committee etc. members have to make a request to the Executive Board to attend. Participants have to register, pay and attend, then bill the Local upon completion.
- ▶ Courses offered by COPE Ontario are general union courses that members need for their work in the union, e.g.: Stewards, Collective Bargaining, etc., these are offered during the week and lost wages, travel and per diem are automatically approved. Members usually require a “Union Leave Letter” after registering and this is provided by the Local’s office to the Employers.
- ▶ All regional scholarships will be referred to the Education Committee to advertise, based on identified prerequisites. When the Education Committee has two or more applicants deemed eligible, it will select by the draw process. The Education Committee will refer its recommended applicant to the Regional 2 Vice President’s office.
- ▶ The Local does not provide professional development for members for career planning or self-interest. Also, the Local will not approve a course that provides an advantage to the Employer (job related).
- ▶ Prior approval **from the Executive Board** must be obtained for all other educationals that require lost wages, travel, accommodation and/or registration fee.
- ▶ Other union courses will be considered with a view to what that training brings to the Local, for example, if a member was approved for Instructor Training, then it would be expected that the member would be able to facilitate workshops for the Local or COPE.

# **SCHOLARSHIPS**

## **Scholarship Fund**

Local 343 will create an annual scholarship fund of \$3,000.00 to encourage members and their children to obtain a post-secondary education or a professional designation, including but not limited to attending a trade or professional school, college or university.

At a minimum, successful applicants will receive a \$500 scholarship. The Executive Board can award a maximum of six (6) scholarships annually.

Should there be more successful applicants than awards available, priority will be given to members.

## **Eligibility**

Local 343 Members and their children who have been accepted at or are enrolled in a post-secondary program, including but not limited to a trade or professional school, college or university.

Interested persons will be required to fill out the application and submit it to the Local 343 Executive Board. They will also have to agree that should they receive a scholarship, the Local can at a minimum identify them and their program. The Local will obtain the applicant's consent to reproduce or display the essay or the art piece.

A scholarship recipient may re-apply annually. Should there be more successful applicants than awards available, priority will be given to applicants who have not received a scholarship previously.

A member is a person who is paying dues at the time of the scholarship call.



## **Application**

In the spring, a call will go out to the membership advising that the Executive Board is accepting applications for the Scholarship Fund. The call will tell Members where to get the application form, the theme/topic of the application, and the deadline for submitting the application. The application form will also note the date for submitting a completed application.

As part of the application process, applicants will be required to either write an essay or submit a work of art (i.e., visual, audio or video) that includes a brief description of the piece as it relates to the topic/theme selected by the Executive Board.

## **Evaluation**

A member of the Executive Board will be appointed to receive the applications and prepare them for review by the Executive Board.

To ensure that the evaluation process is fair and free of bias, the appointed Executive Board Member will ensure that the essays and art pieces are identified by a number, which corresponds to an applicant, and not by the applicant's name. The appointed Executive Board Member will not be entitled to review the essays and pieces of art, or take part in the discussion to determine which applicants have been successful.

## **Disbursement**

Upon receipt of enrolment and payment of tuition, the funds will be sent directly to the successful applicant(s).

## DUES STRUCTURE

The following is the dues structure as it stands:

1. Initiation fee \$10.00.  
May be waived at the discretion of the Executive Board
2. Part-time Rate  
Dues for those members working up to and including twenty-four (24) hour per week, shall be 1.5% of gross monthly earnings, or minimum dues of \$13.00 per month, whichever is greater.
3. Full-time Rate  
Dues for those members working in excess of twenty-four (24) hours per week shall be 1.5% of gross monthly earnings, or minimum dues of \$20.00 per month, whichever is greater.

Gross monthly earnings are defined as:

- All hours worked
- Overtime
- Retroactive Pay
- Incentive or performance remuneration
- Commissions
- Award pertaining to pay won through Grievances or Arbitrations (relating to salary compensation)
- Vacations
- Paid Sick Leave
- Top up of SUB Plan
- Bonuses

Benefits such as Pensions, RRSP's, Health Care and Taxable benefits, are excluded from the dues structure

## **STANDING COMMITTEE PROCEDURE**

The Executive Board decided that the Board should take a more active role on all committees. A Board member will be the Chair of the standing committees as per the Constitution.

### ***Process***

- ▶ Chairs will call all meetings;
- ▶ When items are received or submissions received in the Local office, the chairs are notified and copies placed in the appropriate committee file;
- ▶ All articles, documents etc. to be distributed to the membership, will be decided upon by consensus of the appropriate committee.

## **OPERATIONAL GUIDELINES FOR STRIKES**

1. Members of bargaining units on strike shall be entitled to receive strike donations. However, at the conclusion of the strike action, those accumulated contributions that have not been disbursed, shall be held in escrow for a period of 90 days to ensure that all strike obligations have been met. All members who have been on strike must submit all their expense receipts to Local 343 within 60 days of the conclusion of the strike.
2. The following limits shall apply to strike expense authorization for bargaining units. Wherever necessary, business representatives may authorize expenditures up to \$100.00. Expenditures between \$101.00 and \$250.00 shall be subject to authorization by the Finance Committee. The Executive Board must approve all other expenditure in advance.
3. Bargaining units must obtain pre-authorization from the Executive Board prior to any use of cell phones as a means of communication during strikes.
4. The Executive Board has the authority to deal with exceptional circumstances relating to ongoing strike.

# RATIFICATION AND STRIKE VOTES

## Legal Requirements

The union must hold a meeting to discuss the final offer, either for the purpose of ratifying the proposed collective agreement or to take a strike vote. According to the *Labour Relations Act*, 1999, the union must give “reasonable notice” to the membership indicating the purpose, date, time and location of the meeting.

Article 6.8 of Local 343’s Constitution and By-laws states, “twenty-four (24) hours’ notice shall be given for all meetings except strike votes, which shall require forty-eight (48) hours’ notice.” This is a minimum requirement.

The Eastern Time Zone is to be used for scheduling.

## The Process

### A Central Office Location (five or fewer members)

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

The voting method for a bargaining unit in a single office location with five (5) or less members will be by paper ballot. At the conclusion of the ratification/strike meeting, members cast their vote by secret ballot and place it in a sealed ballot box. The votes are counted by the bargaining unit’s elected or appointed committee in the presence of the staff representative. The staff representative takes the ballots to the COPE Ontario office.

### A Central Office Location (six or more members)

For members belonging to a bargaining unit in one central location, the Memorandum of Understanding and relevant document(s) is provided at the ratification meeting. Any member working offsite on the day of the ratification meeting can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

Members working in a home office that is located 50km or less from the employer's central location are expected to attend the ratification. Members will be able to claim mileage.

Members working in a home office that is located more than 50km from the employer's central location can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

At a time determined by the staff representative in consultation with the bargaining/negotiating committee, all members will receive voting instructions at the email address the member provided. The intent is that members receive their electronic ballot after the conclusion of the ratification/strike vote meeting. Members will be given a six (6) hour window to cast their electronic ballot.

## A Central Office Location with Satellite or Regional Offices

For members belonging to a bargaining unit with a central location and satellite or regional offices, the Memorandum of Understanding and relevant document(s) is provided at the ratification meeting for those members working at the central location. Members working in a satellite or regional office electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting. They meet at the satellite or regional office and participate in the ratification meeting by teleconference.

Members working in a home office that is located 50km or less from the employer's central, satellite or regional location, are expected to attend the ratification meeting or attend the satellite or regional office to participate in the teleconference call. Members will be able to claim mileage.

Members working in a home office that is located more than 50 km from the employer's central, satellite or regional location can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

Any member working offsite on the day of the ratification meeting can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

At a time determined by the staff representative in consultation with the bargaining/negotiating committee, all members will receive voting instructions at the email address the member provided. The intent is that members receive their electronic ballot after the conclusion of the ratification/strike vote meeting. Members will be given a six (6) hour window to cast their electronic ballot.

#### Multiple Office Locations in Ontario or across Canada

For members who belong to a bargaining unit that has multiple office locations in Ontario or across Canada, they receive the Memorandum of Understanding and relevant document(s) electronically **one-hour** prior to the meeting. The members in each office will meet and then connect by teleconference to the other office(s). As well, any member working offsite can participate in the ratification meeting by joining the conference call.

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

At a time determined by the staff representative in consultation with the bargaining/negotiating committee, all members will receive voting instructions at the email address the member provided. The intent is that members receive their electronic ballot after the conclusion of the ratification/strike vote meeting. Members will be given a six (6) hour window to cast their electronic ballot.



## **CHILD AND DEPENDENT CARE**

Local 343 recognizes that dependent and childcare responsibilities may limit members from participating in union activities. Local 343 is committed to removing barriers from union participation.

### **Child Care**

The Local will provide licensed on site childcare at all Local 343 functions when there are five (5) or more children. Otherwise the Local will reimburse a member's daycare or childcare costs up to \$75 per child per day.

### **Dependent Care**

The Local will reimburse dependent care costs up to \$75 per family member per day that the member attends a Local 343 function.

### **Executive Board**

When an Executive Board member incurs childcare and dependent care costs in excess of their regular costs, the Local will reimburse them \$75 per occasion when the Executive Board member attends Local 343 Executive Board and committee meetings, or an event in an official capacity.

### **Definitions**

Local 343 functions are: Conventions, the Biennial General Meeting, Executive Board meetings, an Educational or approved Social event.

Reimbursement will be made upon production of either a receipt or the care provider's contact information.

## HONORARIUM

In recognition that Local 343's Constitution and By-laws requires the President, Vice-President, Treasurer, and Recording Secretary to perform certain duties, Local 343 will provide these four officers with a monthly honorarium of \$200.00 for fulfilling the duties of their position.

