

What We've Won: Knowing Your Collective Agreement

Staff-Appointed Bargaining Unit



Your Collective Agreement Rights

- ▶ Over the course of seven rounds of collective bargaining, each Bargaining Committee you have elected has worked to enshrine and improve the rights in your Collective Agreement
- ▶ Management has many rights under Canadian labour laws and jurisprudence and the language in our Collective Agreement works to curtail and limit those management rights to help benefit our members
- ▶ Some language is won all at once and other language is improved over multiple rounds of bargaining, bit by bit and word by word

Agenda

- ▶ Hours of Work, Overtime, and Alternative Work Arrangements
- ▶ Job Descriptions and Workload
- ▶ Salary
- ▶ Personal Days, Vacations, and Leaves
- ▶ Career Development
- ▶ Applying to Other Staff-Appointed Positions
- ▶ Healthcare Appointments, Sick Leave / LTD, and Accommodations
- ▶ Health and Safety
- ▶ Bullying and Harassment
- ▶ Management Meetings and Discipline
- ▶ Organizational Change and Layoff
- ▶ Job Evaluation
- ▶ Benefits

Hours of Work, Overtime, and Alternative Work Arrangements

Hours of Work

- ▶ FTE (Full Time Equivalent) hours are 36 $\frac{1}{4}$ hours per week
 - ▶ July and August – 33 $\frac{3}{4}$ hours per week
- ▶ Managers must provide six weeks' notice to change your hours of work

Hours of Work, Overtime, and Alternative Work Arrangements

Overtime

- ▶ If you work more than 36 ¼ hour per week, you must be credited at time-and-a-half
- ▶ Must be approved in advance in writing by your manager
- ▶ Departments must have a policy for last-minute overtime when advanced approval cannot be secured
 - ▶ This policy must be communicated on an annual basis
- ▶ If you work two+ consecutive hours beyond your regular work hours in a workday (or four+ consecutive hours on a day you don't normally work) you get a \$15 meal allowance
- ▶ If you work beyond 9:00pm, you should be provided a taxi voucher or reimbursed for campus parking

Hours of Work, Overtime, and Alternative Work Arrangements

Stand-by and Call-in Pay

- ▶ Unless your job requires stand-by or call-in responsibilities, you are not expected to do work outside regular work hours (including checking e-mail)
- ▶ Stand-by
 - ▶ Two hours of regular pay for each evening on stand-by
 - ▶ Three hours of regular pay for each weekend day
- ▶ Call-In
 - ▶ If you're called in, you're paid a minimum of four hours of regular pay (or a minimum of two hours if you perform the work remotely)

Hours of Work, Overtime, and Alternative Work Arrangements

Flex Time

- ▶ There is no such thing as “flex time” in the Collective Agreement
- ▶ Manager may ask if you would like to flex your time in a week, but they cannot pressure you or force you to flex your time
- ▶ You have the right to decline a request to flex your time
- ▶ If your manager still believes the extra work is necessary, they have the option to approve overtime

Hours of Work, Overtime, and Alternative Work Arrangements

Alternative Work Arrangements (AWAs)

- ▶ An AWA is an arrangement to alter your hours and/or location of work that may include flexible hours, a compressed work week, remote work setting, hybrid-remote work setting, or altered work hours (e.g., an earlier or later start).
- ▶ Decisions whether to grant AWAs should be based on “reasons of departmental operational efficiency, service effectiveness, and the University’s guidelines for alternative work arrangements, including but not limited to the individual duties, tasks, and overall functions of the work.” These decisions should not be arbitrary, discriminatory, or in bad faith.
- ▶ Managers must respond to AWA requests within 15 working days and, if denied or altered, should provide a rationale.

Hours of Work, Overtime, and Alternative Work Arrangements

Alternative Work Arrangements (AWAs) (cont.)

- ▶ AWAs are normally approved for a period between four to twelve months.
- ▶ If your AWA includes remote work, you aren't required to "make up" an on-site day should one of your on-site days fall on a holiday, Presidential Day, or leave approved in advance—except for when operational reasons require it.
- ▶ If the University alters the ongoing terms of, or ends, your AWA prior to the planned end date, then they must provide you a minimum of six weeks' notice.
- ▶ An AWA is not an accommodation.

Job Descriptions and Workload

- ▶ Management has the right to determine and assign work, even if it's not in your job description.
- ▶ Workers have a right to refuse work that is unsafe or illegal.
- ▶ If you are concerned about a task being significantly outside of your role, contact the Union. In general, follow the “Work now, grieve later” rule to avoid insubordination.
- ▶ *LOI: Workload Discussions* requires managers to meet with members who raise workload concerns to try and consider potential solutions to help address those concerns.

Salary

Step Progression

- ▶ 20 paybands and each payband contains nine steps, including a hiring rate and eight further steps
- ▶ Each year, member moves up one step within their payband on the anniversary of their hire date
- ▶ If a member is hired into a job with a different payband, their step increase date changes to the anniversary of the date they started in the new position
- ▶ University has sole discretion to advance members up the steps or hire them at a higher step than required

Across the Board Increases (ATBs)

- ▶ Salary increases that apply to all members in the unit, regardless of which step they're at
- ▶ Current ATB increases are 9% on 1 July 2023; 2% on 1 July 2024; and 1.8% on 1 July 2025

One-Time-Only Payments (OTOs)

- ▶ University has sole discretion to choose to provide OTO payments

Personal Days, Vacations, and Leaves

Personal Days

- ▶ For when “life happens” and should be requested five days in advance.
- ▶ As of the 2023-26 CA, everyone gets five personal days per year (July-June)

Vacation

- ▶ Carryover
 - ▶ Currently: annual accrual + five; five more with manager permission
 - ▶ After 1 Jan 2025: annual accrual; five more with manager permission, and extra five in exceptional circumstances with a vacation plan
- ▶ Management consider operational reasons in approving vacation, but if your department has extended “blackout periods,” contact the Union

Unpaid Leave

- ▶ Up to one year with additional 12-month extension

Personal Days, Vacations, and Leaves

Self-Funded Leaves

- ▶ 3-12 months in length
- ▶ Salary deferral period is between 1-4 years and you must apply six months in advance of deferring salary

Pregnancy, Parental, Primary Caregiver, and Adoption Leaves

- ▶ 17-week pregnancy leave + 35 weeks parental leave
- ▶ 37 weeks parental leave for all other parents

Other Leaves

- ▶ Bereavement Leave
- ▶ Compassionate Care Leave
- ▶ Political Leave

Applying to Other Positions

- ▶ When you apply for another position in the Staff-Appointed Unit:
 - ▶ If you meet the minimum qualifications, you should be interviewed
 - ▶ You should be interviewed before any external applicants are interviewed
 - ▶ You get time off work without loss of pay to attend the interview
 - ▶ Lived experience is taken into consideration along with your qualifications
 - ▶ You must demonstrate you are the most qualified candidate to be successful
 - ▶ You should be notified of the outcome of the search before the successful applicant starts or if the posting is cancelled
 - ▶ If you are unsuccessful, you can request feedback from HR to assist with career development and future job search skills
 - ▶ If you are successful, you can choose to return to your original position within two months

Applying to Other Positions

Secondments

- ▶ When a member in a continuing position applies to a term position and is permitted to return to their original continuing position at the end of that term contract
- ▶ Often helpful for developing your career and skills
- ▶ May last for up to two years
- ▶ No such thing as a “secondment position”
- ▶ Send a written request to your manager after being offered a term position but before you accept
 - ▶ Decisions on secondments should be based on operational efficiency and service effectiveness

Career Development

- ▶ Members can create a career development plan with their manager that's relevant to their current position or any position at the University
- ▶ Members have access to a minimum of four paid days per year of Professional Development time relevant to this plan
 - ▶ Can be used for programmes at the Centre for Learning, Leadership, and Culture; training; workshops; conferences; etc.

Healthcare Appointments, Sick Leave / LTD, and Accommodations

Healthcare Appointments

- ▶ Occasional health care appointments should not be counted as a personal day, sick day, vacation, etc. but members are granted time off with pay to attend
- ▶ You should do your best to schedule health care appointments outside work time whenever possible
- ▶ Regular and frequent health care appointments would generally require accommodation through Health and Well-Being

Healthcare Appointments, Sick Leave / LTD, and Accommodations

Sick Leave and LTD

- ▶ After probation, you have access to 15 weeks of paid sick leave, per illness/injury
- ▶ Managers can request a doctor's note with prior notice
 - ▶ Less than five working days' sick leave
 - ▶ Note to manager, ideally with general, non-specific information and a return date
 - ▶ Five working days or more
 - ▶ Note to Health and Well-Being (HWB)
- ▶ Don't share medical information with your manager or HR
 - ▶ HWB handle employee medical information confidentially and only tell managers what they need to know
- ▶ If you're unable to work for longer than 15 weeks, apply to Long-Term Disability (LTD)

Healthcare Appointments, Sick Leave / LTD, and Accommodations

Medical Accommodations

- ▶ If medical conditions affect your ability to do work (physically, mentally, or otherwise), we encourage you to document these with HWB
- ▶ Documentation should focus on restrictions and limitations
- ▶ If you encounter difficulties, contact your Union Steward

Accommodation Pool

- ▶ Employees who can't be accommodated in their current position
- ▶ First-priority for any Staff-Appointed positions to help them secure a new position where they can be accommodated

Health and Safety

- ▶ Employees have the right to refuse unsafe work
- ▶ If you're injured at work (physically or mentally), ensure you report to WSIB
- ▶ You can report concerns to your Joint Health and Safety Committee (JHSC)
 - ▶ Find yours on the University's Environment, Health and Safety (EHS) website
- ▶ Contact your Union Health and Safety Officer, Mark Austin, at USW Local 1998 if you have specific concerns or challenges

Bullying and Harassment

- ▶ Employers have a responsibility to provide a workplace free from bullying and harassment
- ▶ Document any incidents of bullying, harassing, discriminatory, violent, etc. behaviour
- ▶ Speak with a Union Steward if you have concerns so you can learn your full range of options first
 - ▶ Steelworkers Internal Mediation Service (SIMS)
 - ▶ Informal Resolutions
 - ▶ Formal Complaints
 - ▶ Workplace Investigations (WPI)

Management Meetings and Discipline

- ▶ Management has the right to meet with employees to discuss performance and expectations
- ▶ You have the right to a Union Representative in discipline meetings or meetings which could lead to discipline
- ▶ **Coaching Letters** are non-disciplinary and in your file for 12 months of active employment, or less if your manager determines the issue is resolved
- ▶ **Disciplinary Letters** remain in your file for two years
- ▶ You have the right to view your personnel file with a Union Representative present

Organizational Change and Layoff

- ▶ Management have well-established rights under Canadian labor law to reassign work, reorganize the workplace, and eliminate duties and positions
- ▶ USW Local 1998 has negotiated a safety net for members impacted by organizational change and layoff
 - ▶ Six weeks' paid notice of organizational change
 - ▶ 12 weeks' paid notice of layoff
 - ▶ Redeployment Pool
 - ▶ Pathways to Careers Coordinator
 - ▶ Enhanced Severance

Job Evaluation

- ▶ A joint system to implement pay equity and internal equity in USW jobs
- ▶ USW Local 1998 has the Job Evaluation Committee who reviews newly created positions and helps members with reclassification questions and support
- ▶ If you're in a newly created job, fill out the Job Evaluation questionnaire
- ▶ Manager-Initiated or Employee-Initiated Reclassification
- ▶ If you feel you have been performing duties that are of a higher complexity than your payband, that it's been happening for at least ~six months, and these duties appear to be ongoing, contact the Job Evaluation Committee
 - ▶ jec@usw1998.ca
- ▶ Increased workload is not generally sufficient change for a reclassification

Benefits

- ▶ Green Shield Healthcare and Insurance Benefits
- ▶ Long-Term Disability (Sun Life)
- ▶ Educational Assistance
 - ▶ Undergraduate, Graduate, PhD
 - ▶ Non-Credit Courses
- ▶ Tuition Waivers
- ▶ Childcare Benefit
- ▶ Part-time Status for Family Care

Union-Specific Benefits

- ▶ Lifeline
- ▶ USW Scholarships
- ▶ Injured Workers Program
- ▶ Steelworkers Dental
- ▶ Union Savings

Resources

- ▶ [Collective Agreement](#)
- ▶ [Staff-Appointed Collective Agreement FAQ](#)
- ▶ [Stewards, Grievance Officers, and Union Staff](#)
- ▶ [USW 1998 Website](#)
- ▶ [USW 1998 Newsletters](#)

You Are The Union

- ▶ Attend meetings
- ▶ Get involved on a local committee that interests you:
 - ▶ BIPOC / Racialized Workers for Anti-Racism
 - ▶ CAT (Communication Action Team)
 - ▶ Communications / Steeldrum Newsletter
 - ▶ Health and Safety
 - ▶ Human Rights
 - ▶ NextGen
 - ▶ SteelPride
 - ▶ Women of Steel
- ▶ Voting
- ▶ Become a Steward

Contact Us

- ▶ 25 Cecil St. — Third Floor
 - ▶ Monday-Friday, 9:00am-5:00pm
- ▶ info@usw1998.ca
- ▶ 416-506-9090
- ▶ Find Your Union Steward: <https://www.usw1998.ca/contact-us/find-steward>
- ▶ Facebook: Search 'USW Local 1998'
- ▶ Instagram: USWLocal1998
- ▶ Twitter: @USW1998