

# POLICIES



Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944

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MAY 2017

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**TELECOMMUNICATIONS WORKERS UNION (TWU), UNITED  
STEELWORKERS LOCAL UNION 1944 POLICIES**

*The Policies were updated in **May 2017** and the changes are highlighted in bold.*

*Revision dates represent language change.*

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## **POLICY 1 – Rules of the Local Annual Delegated Meeting**

- 1.01** The Chairperson or, in his/her absence or at his/her request, the Vice-Chairperson, shall take the Chair at the time specified at all regular and special Local Annual Delegated Meetings. In the absence of either the Chairperson or Vice-Chairperson, the Chair shall make the interim appointment, subject to Local Annual Delegated Meeting approval. In the absence of both the Chairperson and Vice-Chairperson, the President or his appointee shall appoint a pro-tem Chairperson and Vice-Chairperson subject to Local Annual Delegated Meeting approval. R  
Jan 88
- 1.02** When a vacancy occurs in the position of Chair or Vice-Chair, an election shall be held immediately at the present Local Annual Delegated Meeting or, if vacated between Local Annual Delegated Meetings, as the first order of business at the next Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Local Annual Delegated Meeting. R  
Mar 03
- \*1.03** When recognized by the Chair, the delegate shall identify themselves and when speaking shall confine their remarks to the question at issue. R  
Mar 03
- \*1.04** No question of a sectarian nature shall be discussed.
- \*1.05** Speeches shall be limited to three (3) minutes except in moving a motion, when the member shall be allowed five (5) minutes. When making a report, there shall be no time limit. R  
Jan 93
- \*1.06** A member shall not speak more than once on a subject until all who wish to speak have had an opportunity to do so. If the mover of the motion has not exercised their right to speak, the Chair may recognize them at any time. R  
Mar 03
- \*1.07** A member shall not interrupt another except to call a point of order or urgent point of privilege.
- \*1.08** If a member be called to order, they shall at the request of the Chair take their seat until the question of order has been decided. R  
Mar 03
- \*1.09** Should a member persist in unparliamentary conduct, the Chair will be compelled to name them and submit their conduct to the judgment of the Local Annual Delegated Meeting. In such case, the member whose conduct is in question should explain and then withdraw, and the Local Annual Delegated Meeting will determine what course to pursue in the matter. R  
Mar 03
- \*1.10** If the report of a Committee is adopted, it becomes the decision of the Local Annual Delegated Meeting. If defeated, it may be referred back to the Committee for reconsideration.
- \*1.11** Unless otherwise specified, any decision taken by the Local Annual Delegated Meeting shall take effect immediately upon adjournment of the Local Annual Delegated Meeting.
- \*1.12** When a motion to reconsider is approved by a 66-2/3% majority the motion may be reconsidered immediately. R  
Mar 03
- 1.13** Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of Committees are not subject to amendment, but a motion to refer back to the Committee with guidance for reconsideration shall be in order.
- 1.14** A motion to refer back is not debatable except as to advisability to refer and, when properly seconded, the question shall be immediately put to the Local Annual Delegated Meeting.
- 1.15** When a question is put, the Chair, after announcing the question, shall ask: "Are you ready for the question?" If no delegate wishes to speak, the question shall be put. R  
Mar 03

- 1.16** Questions may be decided by a show of hands, a standing vote, or where possible, by electronic voting. Elections shall be conducted by ballot, or where possible, by electronic voting. R  
May 14
- 1.17** Any delegate may appeal the decision of the Chair. When a challenge to the Chair is made, the Chair at the time shall step aside, and the Vice-Chair shall take the Chair. The question shall then be put thus: "Shall the decision of the Chair be sustained?" The question shall not be debatable except that the Chair and challenger may make an explanation for their actions. R  
Mar 03
- 1.18** (a) Emergency Resolutions shall be dealt with as the last order of business before Good of the Order and adjournment.
- (b) Emergency Resolutions shall be presented in writing to the Chair prior to being placed on the floor.
- (c) Emergency Resolutions shall be defined as resolutions dealing with issues that had not arisen by the deadlines set for the Local Annual Delegated Meeting and shall be of such a pressing nature as to require a decision at the present Local Annual Delegated Meeting. R  
Jan 96
- 1.19** Good of the Order shall only include non-contentious issues, announcements or notice of Emergency Resolutions. Any resolution to be considered under Good of the Order shall be submitted in writing to the Chair prior to being placed on the floor. R  
Jan 96
- 1.20** In case of a tie vote, the Chair shall cast the deciding vote. R  
Mar 03
- 1.21** When the previous question is moved, no discussion or amendment of either motion is permitted. If the majority vote that "the question be now put", the original motion has to be put without debate. If the motion to put the question is defeated, discussion shall continue on the original motion. R  
Jan 96
- 1.22** (a) When voting on Committee Reports, delegates shall vote on the body of the report separately. The delegates shall then vote on any recommendations contained in or attached to the Report. Voting shall be on the Committees' recommendations of either concurrence or non-concurrence.
- (b) If a Committee recommendation of non-concurrence is defeated, a motion to refer back to the Committee with direction is in order. R  
Jun 90
- 1.23** Election of CLC delegates will be by plurality vote. Elections for Committee members, Convention Chair and Convention Vice-Chair will be by majority vote. R  
Feb 15
- 1.24** When the doors are locked for an election, they shall remain locked until that ballot in progress has been completed. The Chair in consultation with Credential Chair shall issue suitable warning to all delegates, prior to locking of the doors for the purpose of that election. R  
Mar 03
- 1.25** A motion to suspend the regular Rules of the Local Annual Delegated Meeting or to suspend regular business shall require a sixty-six and two-thirds percent (66-2/3%) vote of the Local Annual Delegated Meeting.
- \*1.26** Any situation not governed by the preceding shall be governed by Bourinot's Rules of Order. R  
Jan 96
- \*NOTE: Any changes contemplated to those marked (\*) Local Annual Delegated Meeting Rules of Order, will require a Local Union Bylaw change.* R  
Mar 03

## **POLICY 2 – General Policy**

### **Headquarters of Table Officers**

- 2.01** The President shall be headquartered in the Lower Mainland of British Columbia. R  
May 16
- 2.02** There shall be one (1) Vice-President headquartered in the Lower Mainland of British Columbia. R  
May 16
- 2.03** There shall be one (1) Vice-President headquartered east of the British Columbia/Alberta border, in the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 office closest to their residence. R  
May 16
- 2.04** The Secretary-Treasurer shall be headquartered in the Lower Mainland of British Columbia. R  
May 16

### **Active Members**

- 2.05** When a member holding any elected position applies for or relieves in a management position, they must present their written resignation of that position to the Unit Executive effective immediately.
- This is not in violation of para. 2, Section 9 (1) of the Human Rights Act. R  
Jan 89
- 2.06** Relieving management supervisors shall not report on any matters that can be construed as being of a disciplinary nature, or evaluation of an employee. R  
Jan 96
- 2.07** Local Union policy shall be non-signature of any Employee Evaluation Form (e.g. SP23). R  
Jan 96
- 2.08** No member shall participate in participatory management groups until the Company agrees to the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 policies on participatory management as laid out by the National Executive Council. R  
Jan 96
- 2.09** The Secretary-Treasurer of the Local Union shall receive, by appointment, any member of the Local Union in good standing who wishes to inspect the books and records of the Local Union.

### **Retired Members**

- 2.10** Members shall be considered retired when they begin collecting any pension negotiated by the Local Union, or where there is no pension, at the decision of the National Executive Council. R  
Jan 97
- 2.11** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Secretary-Treasurer shall organize annual banquets for retired Local Union members. R  
Feb 10
- 2.12** The retired members of the Local Union shall be placed on the mailing list. R  
Jan 96

### **Job Transfers**

- 2.13** Job classifications not changed by a Job Posting Procedure can only be changed by a Letter of Agreement, giving a reason for the change and receiving approval by the National Executive Council. R  
Jan 92
- 2.14** (a) Lateral transfers must have the approval of both the involved Unit's Executive and also the National Executive Council. Such approvals must be in writing and must be a product of a duly constituted meeting of the approving body. R  
Feb 00

- (b) Compassionate Transfers shall be governed by the Human Rights Act under the Duty to Accommodate. The affected Units shall be notified of Compassionate Transfers prior to completion.

Units

- 2.15** Unit Membership Jurisdiction R  
Jan 92
  - (a) Members must belong to a Unit having jurisdiction for their classification in their permanent headquarters. Paid Officers may retain Unit membership for as long as they hold office.
  - (b) For Unit Officers changing jurisdictional boundaries, the original Unit shall decide whether or not a transferring Officer can retain office for the remainder of that elected term only.
  - (c) The new Unit of the transferring member shall process the transferring member and shall be empowered to initiate, process and effect the transfer with or without the signature of the transferring member. R  
Jan 82
  
- 2.16**
  - (a) The National Executive Council shall encourage and assist Units to amalgamate.
  - (b) Amalgamation Process
    - (i) A joint meeting of the affected Units shall be held to discuss the amalgamation.
    - (ii) A membership vote shall be taken in each affected Unit in order to proceed with amalgamation.
    - (iii) A by-laws Committee shall be formed with equal representation from each of the affected areas.
    - (iv) The proposed by-laws must be passed in each of the affected Units.
    - (v) A copy of the proposed by-laws and the ballot counts shall be sent to the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Bylaws Committee.
    - (vi) Upon Local Annual Delegated Meeting approval, the new Unit shall then be formed. R  
Jan 96
  - (c) This policy shall not be interpreted as an impediment to units that have identified the need to reform into more than one unit. R  
Feb 10
  
- 2.17** A copy of all minutes shall be sent to the Secretary-Treasurer of the Local Union no later than fourteen (14) days after each Unit meeting.
  
- 2.18** Units should co-ordinate their meeting times in order to cut down on the need for repeated trips of Local Union Representatives. R  
Jan 92
  
- 2.19** All proposed Bylaw changes shall be included with the meeting notice. R  
Jan 96
  
- 2.20** All education videos created for the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 which require acting skills will be made by unionized firms utilizing unionized actors and actresses. R  
Jun 90

### The National Executive Council

- 2.21** The National Executive Council shall meet a minimum of **six (6)** times per calendar year at the call of the President. Approved National Executive Council meeting minutes shall be distributed to all Unit Officers. R  
May 16
- 2.22** The National Executive Council meetings shall be open to a maximum of three observers per Unit and that those observers be members of their Unit Executive or appointees of their Executive. No Union compensation for time or expenses are to be involved. R  
Jan 96
- 2.23** In order to expedite meetings of the Executive Board, all correspondence shall be reviewed by the Table Officers and where applicable, formulate recommendations as to the disposition of the correspondence reviewed. R  
Feb 15
- 2.24** Effective immediately, recorded votes are to be mandatory at all National Executive Council meetings. R  
Jan 84
- 2.25** Local Union Representatives should have at least one Unit to service and make every effort to attend the Unit's meetings. R  
Jan 96
- 2.26** In order to reduce the Union's legal costs, the paid Officers shall assume more of the responsibility of presenting cases at arbitration. R  
Jan 96
- 2.27** No Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 officer or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Union representative shall meet with management on Union business without another paid Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 officer or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 representative with them as a witness. R  
Mar 07
- 2.28** The National Executive Council will have all existing official bargaining notes entered into the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 data base. R  
Feb 10

### Letters of Agreement

- 2.29** Letters of Agreement formulated during negotiations shall be approved by the Bargaining Committee and included in the bargaining package. Letters of Agreement formulated outside of negotiations shall be signed only after discussion and approval of the National Executive Council. R  
Jan 96
- 2.30** All new Letters of Agreement shall be distributed to Local Annual Delegated Meeting Delegates and Unit Secretary-Treasurers for information at least annually. R  
Mar 02

### Councillors

- 2.31** (a) Councillors should participate in grievances that are taken to the Industrial Relations level and in arbitrations in order to give them experience and reduce dependency on Local Union Representatives. R  
Jan 96
- (b) Local Union Representatives meeting with the Company on Unit issues shall have a Councillor from the Unit involved at those meetings. R  
Jan 94
- (c) Before the Local Union declines to proceed with an arbitration, the servicing Local Union Representatives shall inform the affected Unit Executive and Grievor(s). R  
May 13

- 2.32 Councillors in outlying districts should be allowed to do more servicing of their areas in order to relieve pressure on Local Union Representatives, with the approval of the National Executive Council. R  
Jan 96

**Other Conventions/Conferences**

- 2.33 Provincial Federation of Labour Convention Delegates shall be elected by Units on the basis of one Delegate for each 500 members or less and one additional Delegate for each 500 members or the major portion thereof. The National Executive Council may authorize elections of additional Delegates by the Units. R  
Jan 01
- 2.34 The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 delegation to the Provincial Federation of Labour Convention shall hold caucuses to keep all Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 delegates informed as to what resolutions will be coming up each day for debate. The first caucus shall be held prior to opening of the Local Annual Delegated Meetings to debate positions on issues and elect whips. R  
Jan 01
- 2.35 All persons voting on behalf of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall be members in good standing of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944. R  
Jan 96

**General**

- 2.36 When the Bargaining Committee considers that all other means available through the process of collective bargaining have been exhausted, it shall authorize the taking of a strike vote in the bargaining certification affected.  
  
Upon receipt of a favourable strike vote, the National Executive Council and Tactical or Strike Committee shall have the authority to implement the strike. R  
Jun 83
- 2.37 The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall not use 800 or 900 line numbers except for the purposes of a National 800 Hotline and shall encourage members to use live Operator Services wherever possible. R  
Jan 06
- 2.38 All "Hot" edicts and places not to be patronized shall be published in the Transmitter and other bulletins by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944. R  
Jan 96
- 2.39 The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will investigate any action that would be required to remove the TELUS Management trustees of the TWPP and replace them with elected Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 members of the plan. R  
May 09

**POLICY 3 – Local Annual Delegated Meeting Policy**

**Local Annual Delegated Meeting Agenda/Reports**

- 3.01 (a) Delegates shall receive the Agenda and Committee reports approximately two (2) weeks prior to the Local Annual Delegated Meeting, including a list of all Delegates by Unit and Bargaining Certification. R  
Jan 96



- (b) That the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Local Annual Delegated Meeting delegates be listed in vertical order including the first names, Units and Bargaining Certifications of each delegate in Local Annual Delegated Meeting Minutes and Agendas. R  
Jan 92
- 3.02** (a) The Agenda shall provide for fifteen (15) minutes at the end of each day, and not less than five (5) minutes nor more than fifteen (15) minutes immediately prior to each lunch break, for Good of the Order. R  
Jan 96
- (b) The agenda shall provide time for a National Health and Safety Officer to read a Health and Safety statement and identify emergency and first aid personnel, emergency exits, procedures, and information necessary to safely conduct the business of the Local Annual Delegated Meeting. R  
May 14
- 3.03** The President's and the National Executive Council Reports shall be made in writing to the Local Annual Delegated Meeting, with the exception of certain items of a strategic nature. Upon appointment of any new committee, the President's Report shall include a clear mandate of the committee along with the number of members appointed and a date by which the committee will complete its work. R  
May 13
- 3.04** The Local Union Trustees of the Telecommunication Workers Pension Plan shall report to all regular Local Annual Delegated Meetings regarding the workings and welfare of the Plan. The report shall be followed by a question period from the Local Annual Delegated Meeting Delegates. R  
Jan 96
- 3.05** At each Local Annual Delegated Meeting, a list of Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Arbitration decisions handed down in the preceding year shall be distributed to Delegates, and shall include a brief summary for each case. R  
May 13

### Nominations/Elections

- 3.06** Nominations for Committees shall take place on the first day of the Local Annual Delegated Meeting. On a one or two day Local Annual Delegated Meeting, the nominations shall be one of the first items of business, and the election to take place at the end of the Local Annual Delegated Meeting. Nominations shall be re-opened to fill the duration of a term vacated by a successful candidate." R  
May 17
- 3.07** (a) The Bylaws Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at the Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13
- (b) The Finance Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13
- (c) The Education Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province, with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13

- (d) The Bargaining Committee for the Telus Bargaining Certification shall consist of the President, a minimum of three (3) members of the National Executive Council and a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected by Delegates of that Bargaining Certification: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13
- (e) The Solidarity Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province, with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 14
- 3.08** Alternate delegates shall not be eligible to run for the positions of Chair, Vice-Chair or for Committees. R  
Mar 03
- 3.09** The term of office for Local Annual Delegated Meeting Committees shall be two years, with staggered elections, except for the Bargaining Committee which shall not stand down until after the contract is signed and the Credentials Committee which shall stand down after each Local Annual Delegated Meeting. R  
Jan 96
- 3.10** CLC Convention Delegates shall include the President, Secretary-Treasurer, and eight (8) delegates plus two (2) alternates nominated and elected at Local Annual Delegated Meeting. The number of delegates may be increased by the National Executive Council. R  
Jan 92
- 3.11** Nominees for **Chair, Vice-Chair**, and Bargaining Committee positions of Bargaining Certifications over 1000 members shall: R  
May 17
- (a) Submit a written resume, to be circulated to Delegates at the Local Annual Delegated Meeting.
- (b) Address a three (3) minute speech to the Local Annual Delegated Meeting.”
- 3.12** The number of votes cast for each candidate on each round of balloting for any elected position shall be recorded and made visible at the Local Annual Delegated Meeting for the information of the delegates. R  
May 13
- 3.13** Each ballot must contain a number of votes corresponding exactly to the number of positions to be filled on that ballot. R  
Jun 86

### Committees

- 3.14** The cut-off date for recommendations to Committees from Units shall be **one hundred and twenty (120) calendar days prior to the following** Local Annual Delegated Meeting and. Units shall prepare their recommendations to the fullest extent, e.g. article, paragraph and reason when presenting same to Local Annual Delegated Meeting. R  
May 17
- 3.15** Committee Chairs or their appointees shall gather and prepare all needed material and make it available to committee members ten (10) days prior to any meetings. The Chair shall determine the number of days the committee will meet. The President shall ensure committee Chairs are trained. R  
Mar 03
- 3.16** The Secretary-Treasurer shall arrange time off for Committee Meetings in sufficient time to enable all members to attend. Committee Meetings should not be held during Local Annual Delegated Meeting R  
Jan 96

unless absolutely necessary.

- 3.17** All elected committees will report **to the Local Annual Delegated Meeting**. All other committees may prepare written submissions to be included in the Local Annual Delegated Meeting Kit for information only. A committee desiring to report may do so with notification to the Secretary-Treasurer fifty (50) **calendar** days prior to the submission of the Agenda to Local Annual Delegated Meeting. R  
May 17
- 3.18** Committee members who are not Local Annual Delegated Meeting Delegates shall be allowed time off to participate when the Committee reports, and they shall be paid by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 when they attend. R  
Jan 96
- 3.19** Delegates shall not be on more than one elected Committee. Delegates may, however, be appointed to other Committees provided they have expertise in the subject area of that Committee. This expertise shall be explained to the Local Annual Delegated Meeting. All appointed committees shall be reviewed by the National Executive Council on an annual basis. Should a reduction be necessary, any member sitting on more than one appointed committee will be removed first. R  
Jan 96
- 3.20** All committees, appointed, elected, working and the National Executive Council committees have a specific mandate and that that mandate be in writing and available to any member requesting it.
- Note: Elected committees' mandates are covered in the Bylaws, Article XIII. Local Annual Delegated Meeting Policy No. 4 covers other committees' mandates. Mandates are available from the Secretary-Treasurer upon request.* R  
Jan 99

#### Officers

- 3.21** If an Officer takes early retirement on terms imposed by the Company, this early retirement will take effect on the date stipulated for all employees affected. R  
Jan 96
- 3.22** At the time a Local Union officer's term expires, the Local Union shall make every attempt to place the outgoing officer per seniority and the provisions of their Collective Agreement. R  
Jan 96

#### General

- 3.23** All Local Annual Delegated Meetings are declared non-smoking on the main Local Annual Delegated Meeting floor area. R  
Jan 92
- 3.24** Immediate members of delegates' families shall be allowed to sit at Local Annual Delegated Meeting with prior approval of the Credentials Committee. The National Executive Council shall establish criteria to determine the eligibility of visitors. R  
Jan 96
- 3.25** A room shall be made available outside of the Local Annual Delegated Meeting hours for any groups of members wishing to use it. The allocation of this room will be made by the Chair on an availability basis. All caucus meetings are to be open to any Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 members. R  
Mar 03
- 3.26** The Secretary-Treasurer shall update the policy papers after each Local Annual Delegated Meeting and distribute them to each Unit Officer as soon as possible. R  
May 13
- 3.27** All Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Policies shall be subject to mandatory review every four (4) years. R  
Jan 91

## **POLICY 4 – Financial Policy**

### **Definitions**

- 4.01** (a) Collective Agreement refers to the TWU, USW LOCAL 1944-TELUS Collective Agreement. R  
Mar 07
- (b) Top Communications Technician rate refers to the negotiated wage rate in the current TWU, USW Local 1944-TELUS Collective Agreement. R  
Mar 07
- (c) Upper Fraser Valley refers to Abbotsford, Agassiz, Aldergrove, Chilliwack, Rosedale, Sardis, Yarrow, Hope, Whonnock and Mission.
- (d) Transportation refers to airfares, airport fees, coach lines, ferry fares, road tolls, parking fees, mileage, shuttle and taxi fares to and from airports and ferries. R  
Mar 07
- 4.02** (a) Expenses for Officers, Delegates and members on Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business:
- (b) The determination of out-of-town status shall be beyond 15 miles (24 km.) travelling distance, R  
Mar 07  
by the most direct route, from the meeting site to either the lesser of the two:
- (i) Their residence, or  
(ii) Their work headquarters.
- (c) Any Delegate returning to his residence shall only be entitled to in-town expenses. All daily per diem rates to be rounded out to the nearest dollar. Daily per diem rates cover a 24-hour period. R  
Mar 07  
Exceptional expenses shall require the prior approval of the Secretary-Treasurer.
- (d) Any Officer, Delegate or committee member whose residence is beyond 15 miles (24 km) R  
May 14  
travelling distance, attending a CLC, Federation of Labour or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Annual Delegated Meeting, or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Committee meeting, will have the choice of having a hotel and given out-of-town expenses for the duration of the Local Annual Delegated Meeting or committee meeting(s).
- (e) Any Officer, Delegate or committee member whose residence is beyond 15 miles (24 km) R  
May 16  
travelling distance, attending a USW Convention, Conference, seminar or meeting will have the choice of having a hotel and given out-of-town expenses for the duration of the event.
- (f) Any member on in-town union business extending through supper hours shall be paid an additional R  
May17  
\$11 at the discretion of the Secretary-Treasurer.

### **Local Annual Delegated Meetings**

- 4.03** (a) Expenses for out-of-town members requiring overnight accommodations will be approved hotel R  
May 17  
rate plus \$57 plus transportation. Hotel rate to be established by the Secretary-Treasurer.
- (b) Expenses for in-town members will be \$11, plus parking fees. For late sittings, the in-town daily R  
May 17  
per diem will be double at the discretion of the Secretary-Treasurer.

**Committees (Local Annual Delegated Meeting  
and the National Executive Council appointed)**

- 4.04** (a) Expenses for members not requiring overnight accommodations will be **\$11**. R  
May 17
- (b) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus **\$57** plus transportation. Hotel rate to be established by the Secretary-Treasurer. R  
May 17

**Grievance/Arbitration Process**

(The following does not apply to the normal grievance procedure)

- 4.05** (a) Members not requiring overnight expenses will be provided with their meals either by credit card or by receiving **\$11** per meal, plus transportation. R  
May 17
- (b) Expenses for out-of-town members requiring overnight accommodation will be approved hotel rate plus **\$57** plus transportation. Hotel rate to be established by the Secretary-Treasurer. R  
May 17
- 4.06** Out-of-town members requiring overnight accommodation while on Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business shall receive one-half day time off for travelling on their own time to and from such business, plus transportation. Out-of-town members requiring overnight accommodation residing in Upper Fraser Valley claim two (2) hours travel time for travelling on their own time to and from such business, plus transportation. All other members receive no travel time, i.e. Lower Fraser Valley and Greater Vancouver. Any exceptional travel time shall require the approval of the Secretary-Treasurer. R  
Jan 92
- 4.07** That members on official Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business, Unit general or executive meetings or to attend Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 approved labour courses, be reimbursed for additional costs incurred for child care. The additional costs shall be determined by the differences between normal working day costs and the actual costs incurred. Any exceptional child care expenses shall require prior approval of the Secretary-Treasurer. R  
Jun 91
- 4.08** (a) Mileage will be paid to Regional Executive Officers, Trustees, Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Delegates, Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Committees, the National Executive Council appointed Committees, members attending Unit meetings, or elected, appointed or requested to attend Unit Labour Council meetings shall be paid at the following mileage rate when travelling by automobile to and from the Union sanctioned meeting closest to their normal work reporting location and the total round trip mileage exceeds 40 kilometres. All mileage after 40 kilometres will be paid for at the discretion of the Secretary-Treasurer or Unit executive at the rate as set by the Canada Revenue Agency, plus 3 cents per kilometre per passenger kilometre. R  
May 14
- (b) Extraordinary travel expenses incurred over or under 40 kilometres may be paid for at the discretion of the Secretary-Treasurer or Unit Executive. R  
Jan 01
- 4.09** Secretary-Treasurers' course to be held on an as needed basis. R  
Jun 88
- 4.10** Members of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall be paid hotel room plus **\$57** with prior authorization of the National Executive Council while attending Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 approved labour courses when held at a distance which precludes their return home each night. Members unable to return home due to weather conditions may be paid such expenses subject to approval of the Unit Executive. R  
May 17

**4.11** (a) Members of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall be paid an allowance of 10% of top Communications Technician rate per half day, evening or full day to cover out-of-pocket expenses, when elected, appointed or requested to attend union-approved Education Courses, Labour Council regular meetings, or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Unit Executive meetings. This allowance may be paid to members who are elected, appointed or requested to attend meetings other than those specifically mentioned, at the discretion of the Unit Executive. R  
Mar 07

(b) Any member who qualifies for out-of-town expenses may request an advance of 50% of the per diem which will be paid on the first day of attendance of the Local Union approved function. R  
May 12

**4.12** Unit Executive members not able to return home from Executive or General Meetings because of travel arrangements or weather conditions shall be reimbursed through the Local Union for limited time off of up to four (4) hours the next day, as well as the actual hotel and meal expenses incurred in the overnight stay. R  
Jun 85

**4.13** That the salaries for Officers & Local Union Representatives be as follows:

	<u>July 1, 2015</u>	<u>July 1, 2019</u>	<u>July 1, 2020</u>	
President	\$98,141.75	\$100,104.59	\$102,106.68	R Mar 08
Vice-Pres. & Sec.-Treasurer	\$91,373.36	\$93,200.83	\$95,064.84	
Local Union Representatives	\$84,604.96	\$86,297.06	\$88,023.00	

**4.14** The benefits gained by the master section of the TELUS-TWU-STT Collective Agreement and Letters and Memoranda of Agreement that apply to the master section shall apply to the paid officers.

**4.15** (a) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall sponsor three (3) seven hundred and fifty dollars (\$750.00) scholarships and four (4) one thousand dollar (\$1,000.00) scholarships. R  
May 14

(b) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall sponsor a Wally Alexander Memorial one thousand dollar (\$1,000.00) scholarship to a Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 student of the Labour College of Canada Residential Program. R  
May 14

**4.16** Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Vehicle Allowance R  
May 14

Full time National Executive Council members and Local Union Representatives that require a vehicle for official Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business may elect (1) mileage or (2) a monthly car allowance plus a fuel card for use of purchasing fuel. Regardless of the option selected, either choice shall be the sole compensation paid in relation to vehicle related expenses with the exception of parking, tolls and ferry fares.

(a) If the following criteria are met then a monthly vehicle allowance and gas cards will be given.

- (i) Proper use and liability insurance.
- (ii) Four (4) or more door vehicle.
- (iii) Not older than 10 years.
- (iv) Good working order and presents well.

- (v) Parking fines, traffic infringements are the responsibility of the owner and will not be reimbursed by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944.
- (vi) This allowance shall be in the amount of \$900.00.

(b) Mileage will be paid at the rate in accordance of Financial Policy 5.08.

- 4.17** In order to prevent extreme financial hardship to our members honouring picket lines, a payment of 70% of gross wages will commence on the third day of picketing. R  
Jun 83
- 4.18** That if, in the opinion of the National Executive Council, a group of members on a job action are to be held off the job then a payment of up to seventy percent (70%) of a day's gross wages may be given. R  
Jan 84
- 4.19** All Units shall establish an account in a chartered financial institution and shall deposit all its revenues therein. Credit Unions shall be given first consideration.
- 4.20** Unit Secretaries' remuneration shall be **\$100** rate per month plus **\$11** per Unit General or Special Meeting. R  
Mar 17
- 4.21** All purchases of assets by a Unit above one hundred dollars (\$100.00) or leases and rentals that exceed this amount per year must be approved by the Secretary-Treasurer of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 or the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Finance Committee.
- 4.22** Each Unit that wishes to have TELUS calling Cards will be responsible for all calls charged against the card. Executives of the Unit will be responsible to verify all charges.
- 4.23** Sick Committees are empowered to spend up to thirty dollars (\$30.00) per sick member. A member must be absent over ten (10) working days. One time only per sickness. R  
Jan 91
- 4.24** No Unit may make a donation exceeding the sum of fifty dollars (\$50.00). No further donation may be made to the same cause by the Unit within the calendar year without the approval of the National Executive Council of the Local Union. That Units limit donations to requests within their Unit area only. R  
Jun 87
- 4.25** Monthly the Secretary-Treasurer of each Unit shall send an itemized statement to the Secretary-Treasurer of the Local Union showing the amount expended from the Unit expense account during the previous month. R  
Jan 92
- 4.26** The Secretary-Treasurer of the Local Union shall upon a receipt of the itemized statement of the Secretary-Treasurer of the Unit reimburse the Unit for its expenses.
- 4.27** In an emergency, a Unit Executive may request the Secretary-Treasurer of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 for additional monies to cover extraordinary expenditures subject to approval of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 National Executive Council.
- 4.28** The Local Union will allow one Executive member or Shop Steward off per work location and 4 others per Unit, scheduled to work, union paid time off the job as necessary to attend Unit union meetings, Executive meetings, or a specially-called meeting. An additional person will be allowed paid time off in Units over 200 members at a ratio of 1 person per 100 members. It will be the responsibility of the Unit's Secretary-Treasurer to advise the Telecommunications Workers Union R  
Feb 10

(TWU), United Steelworkers Local Union 1944's Secretary-Treasurer the names of members being booked off. In all cases, the Unit will endeavour to give a minimum of two weeks' notice.

- 4.29** That the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 and its officers should purchase or lease communications and office equipment from companies employing Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Bargaining Unit members when the security and privacy of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 is not put at risk. If in any cases where particular equipment is not available, then purchases or leases should utilize union suppliers when possible. R  
May 09
- 4.30** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 National Executive Council and Local Annual Delegated Meeting donations will be collectively restricted to a maximum of \$10,000 per fiscal year, unless exceptional circumstances prevail as decided by the National Executive Council or Local Annual Delegated Meeting. Exceptional circumstances shall not include donations to political parties. R  
Jan 95
- 4.31** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will establish a Political Action Fund. This fund will be financed by the transfer of two dollars (\$2.00) per member per fiscal year from the Administrative Account. Disbursement of monies from the Political Action Fund will be at the discretion of the National Executive Council or Local Annual Delegated Meeting. R  
Jan 89
- 4.32** All committees shall submit a detailed budget to include all anticipated expenses for the following year's program. All committees reporting to Local Annual Delegated Meeting shall include a brief financial statement for the fiscal period between Local Annual Delegated Meetings. R  
Jan 98
- 4.33** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will allow one elected or appointed Labour Council Delegate per Unit, scheduled to work, Union paid time off the job as necessary to attend a regular, committee, or executive Unit Labour Council meeting. It will be the responsibility of the Unit's Secretary-Treasurer to advise the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944's Secretary-Treasurer the name of the member being booked off. In all cases, the Unit will endeavour to give a minimum of two weeks' notice. R  
May 09
- 4.34** All banked A.F. up to and including February 28, 1992, to be grandfathered in a separate account. R  
Jan 92
- 4.35** (a) The Finance Committee shall present a balanced or surplus operating budget to Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944. R  
Jan 94
- (b) A budget covering surplus funds may be presented by the Finance Committee to Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 when surplus funds are available. R  
Jan 94
- (c) Surplus funds to be defined as those monies over and above a minimum of six (6) months operating expenses in the Administration Account and no other outstanding unfunded liabilities. R  
Feb 00
- 4.36** Effective January 1, 1995, all In Lieu time accumulated will be banked at the rate of pay in effect at the time of banking. If this time is cashed in for any reason, the payout will be at the rate at which it was banked. R  
Jan 94
- 4.37** All expenses submitted by a Unit or one of its members must be accompanied by a copy of any receipt(s) received. R  
Jan 01



- 4.38** When a receipt is required by the Local to substantiate expenses, the receipt must be remitted within 90 days unless extraordinary circumstances exist causing a delay. R  
May 17
- 4.39** That all members submit AF IN LIEU vouchers to the Secretary-Treasurer within 60 days of when such time was earned. If a member presents a valid reason as to why their AF IN LIEU was not submitted within the stipulated timeframe, the Secretary-Treasurer will have the discretion to approve any reasonable request. R  
Mar 07
- 4.40** Any member or Officer of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944, travelling on Local Union business, fly economy class whenever possible. R  
Mar 07
- 4.41** Rank and File Bargaining Committee members negotiating first Collective Agreements be eligible for expenses. R  
Mar 08
- 4.42** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will fund negotiations to a minimum of \$200,000 per year. Any unused amount will be kept in reserves and show as a "Fund for Negotiations". R  
May 16
- 4.43** No monetary loans interest free or otherwise, will be provided by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 to any member. R  
May 13

#### Regional Executive Officers and Trustees

- 4.44** (a) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus \$57 plus transportation. Hotel rate to be established by the Secretary-Treasurer. R  
May 17
- (b) Expenses for in-town members will be \$11, plus parking fees. For late sittings, the in-town daily per diem will be double at the discretion of the Secretary-Treasurer. R  
May 17

#### **POLICY 5 – Political Policy**

- 5.01** The TWU-STT will go on record as opposing the cutbacks to the unemployment insurance system, and the Union continue to press the Federal government to adopt a full employment policy. R  
Feb 15
- 5.02** The TWU-STT will do all in its power to protect the rights of collective bargaining for all public sector unions, including the right to strike, and support labour movement campaigns against legislation which attempts to replace collective bargaining with "formula" bargaining.
- 5.03** The TWU-STT will continue to support the postal workers in their struggle to retain their legal right to strike.
- 5.04** The TWU-STT will fight for the preservation of Medicare.
- 5.05** The TWU-STT will do all in its power to fight so-called "right-to-work" legislation should such legislation ever be introduced federally or provincially. (Re-affirmed June 1983)
- 5.06** The TWU-STT will continue to inform its membership about the effects of all new legislation which will affect the rights or welfare of our members, and that the TWU-STT continue to publicly voice its opposition to any such legislation which is clearly detrimental to the interests of this Union or the labour movement at large.
- 5.07** The TWU-STT will commit itself to involving the membership and the Union as a whole in election campaigns on the side of those candidates and those parties which support the interests of our members and the interests of the labour movement as a whole. The Executive Board may, upon

request or at its discretion, make campaign contributions up to one thousand dollars (\$1,000.00) to TWU-STT members seeking public office.

- 5.08** We inform all levels of government of our concerns through increased communications with politicians.
- 5.09** The TWU-STT will maintain constant vigilance and pressure on the C.R.T.C to ensure the best quality of telecommunications service for the people of Canada.
- 5.10** The TWU-STT will continue to endorse the Political Action Program in the strongest possible way.
- 5.11** The Political Action Committee will continue its present structure, that it continue to meet regularly, and that it pursue an active Political Education Program during the coming year.
- 5.12** The TWU-STT will establish a full-time position for a resource person, whose task shall include co-ordination of the TWU-STT Political Education Program as a first priority.
- 5.13** The TWU-STT will press for the revision and consolidation of minimum labour standard laws by provincial governments, and demand that farm workers and domestic workers be included under such standards.
- 5.14** The TWU-STT will demand the government continue to increase the minimum wage immediately.
- 5.15** The TWU-STT will make major priority in lobbying and organizing political pressure to urge the federal government to make major changes to the Canada Labour Code and Canada Labour Relations Board to ensure (i) that the Board shall have labour representatives on its panels, and (ii) that the Board will follow fair and consistent labour relations policy in the determination of “appropriate bargaining units”, and (iii) that decisions such as the “Section 119” C.L.R.B decision of August 1979, which made no decision on an “appropriate unit” for the TWU-STT, can be overturned.
- 5.16** The Political Action Committee will do everything in its power to call for government investigation and public hearings into the social, economic service and employment effects of technological developments being undertaken by TELUS and other communications companies in Canada.
- 5.17** The TWU-STT will call on the federal government to make drastic changes to the C.R.T.C. to ensure (i) that the C.R.T.C. no longer shall rely on company developed data, surveys, and (ii) that the C.R.T.C. encourage union and public input to investigate TELUS or other phone companies, and (iii) that the C.R.T.C. be mandated and look beyond the narrow aspects of “rate of return” and investigate local community impact, employment, and true quality of service effects of proposals for technology, network changes or rate increases by the phone companies.
- 5.18** The TWU-STT will do everything in its power to involve all parts of the labour movement, particularly the Provincial Federations of Labour to take up technological change as an urgent labour movement concern.
- 5.19** The TWU-STT will endorse the New Democratic Party and the BLOC Quebecois, on the basis that they are the only parties whose principles and record are worthy of Labour’s support, while these parties continue to support TWU-STT members and their best interests.
- 5.20** The TWU-STT will support Labour Council-endorsed Municipal candidates or organizations which clearly represent the needs of working people and the positions of organized labour.
- 5.21** The TWU-STT will go on record demanding the immediate repeal of Bill 54, the Municipal Amendment Act 1980.

- 5.22** Tracts of land will be made available for co-op housing development.
- 5.23** The TWU-STT will go on record opposing any separate form of billing of patients and that doctors be obliged to negotiate their contracts with the provincial government, the same as any other union does.
- 5.24** The TWU-STT will support the B.C. Organization to Fight Racism (B.C.O.F.R.) in their efforts to eliminate racism.
- 5.25** The TWU-STT will denounce all attempts by government or employers to make working people the scapegoats of economic mismanagement, and that the TWU-STT call on Provincial Federations of Labour and the Canadian Labour Congress to conduct the needed public meetings to fight and expose such scapegoating.
- 5.26** The Political Action Committee will conduct a semi-annual seminar on an annual basis.
- 5.27** The Political Action Committee will be authorized the necessary funds to prepare and distribute a regular bulletin, and that a maximum of two members of the Political Action Committee be given one day of Union-paid time to prepare each bulletin.
- 5.28** The TWU-STT will oppose the proposed free trade agreement.
- 5.29** The TWU-STT will, through Provincial Federations of Labour and the Canadian Labour Congress, exert continued pressure on the Federal government to pass Federal Anti-Scab Legislation.
- 5.30** (a) The Political Action Committee will make its priority the formulation of political policy for the TWU-STT and the education of the members of the TWU-STT on the impact of government policy on them: and
- (b) The Political Action Committee will encourage members to become active in community, provincial and federal issues on an ongoing basis.
- 5.31** The TWU-STT will do everything in its power to lobby all levels of government to put a stop to the outsourcing of our member's work and jobs leaving Canada.

#### **Recommendations for Future Use of the Fund**

- 5.32** The TWU-STT will release members to work on federal and provincial election campaigns, providing releases meet the requirements of applicable legislation and the following guidelines:
- (a) The TWU-STT will only accept one list of names submitted by the CLC. The first list will be the last list.
- (b) Only members in good standing will be considered for release. Members will be expected to contribute some of their own time to the campaign.
- (c) Members must take the Union time off during the campaign they are working on.
- (d) There is no limit to be placed on the numbers of people who can be released, as long as there is money in the Fund to pay for it. The TWU-STT will expect the party to limit releases to key ridings and only one person per riding.
- (e) The Union may wish to release individuals to work on a specific candidate's campaign who the Union feels has/will work(ed) on behalf of the Union to the members' best interest.

- 5.33** A donation will be made to the central campaign if requested by either the Canadian Labour Congress or Provincial Federations of Labour.
- 5.34** Distribution of political information to the worksite for bulletin boards and to individual members.
- (a) The Political Action Committee will meet at the first available opportunity in the election window to select/edit material that is judged to be of best use to focus the membership on the issues of the campaign.
  - (b) The Committee will attempt to use the message that has been developed by the Canadian Labour Congress and Provincial Federations of Labour.
- 5.35** Members in good standing who run and get nominated as candidates for the NDP provincially may be released on Union Time for the duration of the campaign.
- 5.36** The Local Union will fund the purchase of tickets to attend fund-raising dinners or other functions that Executive Board considers will be of advantage to the membership.
- (a) The cost of these donations is to be limited to \$3,000.00 per annum from the fund.
  - (b) The tickets will be made available to the Executive Board members and TWU-STT activists within the NDP on a first come, first served basis. Notification of availability will be made through the TWU-STT Hotline as soon as possible.
  - (c) Wherever possible, attendance at these fund-raising activities will give first priority to Union establishments.
- 5.37** The Local Union will help fund TWU-STT members in good standing per Political Policy No. 6.20:
- The TWU-STT will support Labour Council-endorsed Municipal candidates or organizations which clearly represent the needs of working people and the positions of organized labour.*
- (a) Members will be expected to have the endorsement of their Unit and have their application in to the Executive Board (c/o the Political Action Officer) at least one Executive Board date prior to their election date.
  - (b) Members who qualify for a donation will be expected to provide a copy of a campaign expense budget and only ask for a donation if required.
  - (c) The amount of the donations paid will be on the recommendation of the Political Action Officer and with the concurrence of the Executive Board. The total cost of all these donations is not to exceed \$5,000.00 per annum and is to come from the Fund.
- 5.38** The Local Union will not fund individuals to attend political conventions.
- 5.39** The Local Union will continue to assist other recognized unions in election campaigns in which they may be involved, i.e. federal, provincial or municipal. This has to be at no cost to our members while maintaining security over the membership list.
- 5.40** The TWU-STT will fund campaigns of municipal politicians who have indicated a long-time track record for support on issues facing our members. Donations are to be limited to \$100.00 per individual and \$5,000.00 per annum.

**5.41** A donation may be made to a central municipal campaign if requested by either the Canadian Labour Congress or a Provincial Federation of Labour. This donation is not to exceed \$5,000.00.

Note: Final approval for all requests for moneys and assistance rests with the Executive Board subject to appeal to Convention.

## **POLICY 6 – Education Policy**

- 6.01** (a) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will establish an Education Fund to provide funding for the development of courses – paying expenses, and in some cases wages for Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944, CLC and other courses authorized by the Local Union. R  
Jan 98
- (b) This fund will be maintained by a contribution of \$28.00 per member per year to a maximum of 3 years contribution in surplus. R  
Mar 03
- (c) The most recent official membership count will be used to determine the number of members for budgeting purposes. R  
Mar 02
- 6.02** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Education Fund shall be administered by the National Executive Council with input from the Education Committee and pursuant to the Bylaws and the Policies of the Local Union. R  
Jan 98
- 6.03** (a) The priority of this fund shall be to provide courses on trade unionism and supporting activism to every member who wishes to learn about or to become active in the Union. The Education Committee shall maintain records of all members and officers who have taken Union-paid courses.
- (b) In administering the Education Policy the Committee will ensure that there is a balance of courses offered with the purpose to educate/initiate new activists and to broaden the skills of those activists who presently contribute their efforts to their own Unit and to the Union. Each Unit will participate in choosing courses provided to its membership. R  
Jan 01
- 6.04** All instructors' wages, expenses, committee costs and costs related to the design of courses shall be administered out of this Fund. R  
Jan 98
- 6.05** It is our objective as a Local Union that all CLC courses paid for out of this Fund shall be shared equitably by the Local Annual Delegated Meeting Delegates, Unit Executives and Shop Stewards. Preference will be accorded to new Unit officers, members who have not previously attended, and members who have taken weekend courses on their own time. R  
Jan 98
- 6.06** The National Executive Council training shall continue to be paid out of officers' expenses in the General Fund. R  
Jan 98
- 6.07** The National Executive Council of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944, with input from the Education Committee, will retain the authority and jurisdiction to designate the number of CLC winter school courses available and to make a determination of which courses will be made available through sponsorship and expenses paid by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944. R  
Jan 98

- 6.08** (a) Selection of members for CLC Education courses shall be made by the Units and the National Executive Council.
- (b) Unit participation will be based on the following formula:
- |             |              |
|-------------|--------------|
| 1 – 300     | 1 candidate  |
| 301 – 500   | 2 candidates |
| 501 – 800   | 3 candidates |
| 801 – 12004 | candidates   |
| 1201 – 1600 | 5 candidates |
- 6.09** When a member or officer has been authorized to attend a specific course, any change or substitution will require approval from the National Executive Council or the officer responsible for education. R  
Jan 98
- 6.10** Advanced courses will be offered when they are required to meet specific challenges as determined by the National Executive Council of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944, with input from the Education Committee. R  
Jan 98
- 6.11** All Local Union instructors will be approved by the National Executive Council. R  
Jan 98
- 6.12** The Education Committee will compensate for wages lost for members attending approved Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Education courses. R  
Jan 98

## **POLICY 7 – Health and Safety Policy**

### **7.01 Health and Safety Creed**

“THE DEMANDS OF THE SERVICE OR THE IMPORTANCE OF THE JOB ARE NEVER SO GREAT THAT WE CANNOT DO THE JOB SAFELY.” R  
May 13

### **7.02 Your Three Basic Rights**

Labour regulations provide an employee with three rights:

- Right to Know;
- Right to Participate;
- Right to Refuse.

### **7.03 (a) Right to Refuse**

An employee, at work, has the right to refuse dangerous work if he or she has reasonable cause to believe that:

- A condition exists at work that presents a danger to himself or herself;
- The use or operation of a machine or thing presents a danger to the employee or a co-worker;
- The performance of an activity constitutes a danger to the employee or to another employee.

In order for an employee to be protected by the Code when exercising the right to refuse, the employee must follow the proper procedure under Section 128, Part II of the Canada Labour Code

### **7.03 (b) Right to Know**

Through the provisions of the Code, employees have the right to be informed of known or foreseeable hazards in the work place and to be provided with the information, instruction, training and supervision necessary to protect their health and safety.

This right to know is strengthened by ensuring that the methods of communication are appropriate for all employees, including employees with special needs.

Through their health and safety committees or representatives, employees are given the right to have access to government or employer reports relating to the health and safety of employees, but do not have access to medical records of any person except with that person's consent.

### **7.03 (c) Right to Participate**

As health and safety representatives or committee members, employees have the right and the responsibility to participate in identifying and correcting job-related health and safety concerns.

Employers who employ 300 or more employees are required to establish a policy health and safety committee. The purpose of the policy committee is to handle issues that are organization-wide in nature. Because these types of issues go beyond a single work place, there is a need for a more strategic or global approach for their resolution.

Part II of the Canada Labour Code further provides for employee participation through the use of an internal complaint resolution process.

## **7.04 Health and Safety Committee Structure**

All federally regulated committees will meet in accordance with the Canada Labour Code, Part II. Provincially regulated committees will meet in accordance with the appropriate provincial requirements.

Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 National Health and Safety Committee

It is the responsibility of the committee to promote the health and safety of workers. This committee shall meet at least 4 times per year.

### **Workplace Health and Safety Committees**

Each federal work place health and safety committee is required to meet 9 times a year, each provincial work place health and safety committee shall meet 12 times a year. These meetings shall be at regular intervals and during regular working hours.

The policy committee legislation requires that a policy committee shall meet at least quarterly during regular working hours. If additional meetings are necessary, the committee can meet during or outside regular working hours.

## **7.05 Health And Safety Education Fund**

- (a) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 has established a Health and Safety Education Fund to provide funding for the development of courses for Health and Safety Committees, paying wages and travel expenses for National Committee members when visiting Unit Health and Safety Committees.

- (b) This fund will be maintained by a contribution of \$2.00 per member per year to a maximum of three (3) years' contribution in surplus. The most recent official membership count will be used to determine the numbers for budgeting practices.
- (c) This fund will be administered by the National Executive Council of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944.
- (d) All the expenses and wages for Health and Safety Education and Seminars will be taken out of this budget.

## **POLICY 8 – Human Rights Policy**

- 8.01**
- (a) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 is part of a broad social movement whose purpose is to improve the human condition. As such we recognize the inherent dignity and equal and inalienable rights of all members of the human family as the foundation of all freedom, justice, and peace in the world.
  - (b) Our organization strongly supports the United Nations Universal Declaration of Human Rights, which states that “All human beings are born equal with dignity and human rights.”
  - (c) As an integral part of its mandate, the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 encourages and supports aboriginal people, members of minority groups, and the disadvantaged in their fight to obtain what is rightfully theirs. This support also extends to men and women who are victims of systemic discrimination on the basis of their sexual orientation.
  - (d) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 promotes and works for the elimination of racism in our country, our communities, our workplaces and in the labour movement itself.
  - (e) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 is an advocate for the eradication from society of discrimination based on race, creed, colour, ethnic origin, ancestry, place of origin, citizenship, gender, sexual orientation, age, marital status, family status, or disability.
  - (f) We support the right of all workers to join a union and to engage freely in its activities. The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 believes that every individual has the right to dignity and respect and the right to be treated fairly within the union, in the workplace and in broader society.
  - (g) We are advocates of the right of all Canadians to obtain work and financial rewards commensurate with their abilities and without consideration of their gender, ethnic origin, colour, or condition.
  - (h) We maintain the right of all individuals to satisfy basic needs such as food and shelter, as well as the right to an education, meaningful employment, and sufficient retirement income.
  - (i) We believe that it is the role of government to guarantee the respect for each and every person, ensuring their ability to exercise both individual and collective rights within our society. Consequently, we promote the exercise of collective rights such as access to medical services, which complement individual rights and believe that they should be readily available to all citizens.



- (j) Given the increasing importance of protecting privacy as we move into the information age, we urge governments to make any changes necessary in Canada's Human Rights Legislation, Labour and Employment Law, and the Charter of Rights to protect against the invasion of privacy.

*(Please note that the word Convention was replaced with Local Annual Delegated Meeting – January 2015)*

*(Please note that the word Local was replaced with the word Unit – January 2015)*

*(Please note that TWU was replaced with Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 – January 2015)*

*(Please note that the word Union was replaced with Local Union – January 2015)*

*(Please note that the word Constitution was replaced with the word Bylaws – January 2015)*