

**SHOP STEWARD'S SPECIAL MEETING
SHOPE STEWARD SEMINAR
Sutton Place Hotel
10235 101 Street
April 15, 2008**

MINUTES

1. **CALL TO ORDER** at 8:30 a.m.
2. **WELCOME** to all Shop Stewards, members and guests.
Zonia Wuschenny, Chief Shop Steward, welcomed Shop Stewards, members, guests and presenters to the Shop Steward Seminar of 2008.
3. **CORRESPONDENCE POLICY – SHOP STEWARD ASSEMBLY**
 - a) **The Chair should always have prior knowledge and see the correspondence.**
 - b) **The Chair should never be surprised by any correspondence or contents of the correspondence.**
 - c) **If there are any questions or discrepancies regarding the contents of the correspondence then the following should always apply:**
 - 1) **Contents of correspondence should be investigated.**
 - 2) **Correspondence referred to Executive Board for their perusal and action.**
 - 3) **Correspondence referred to appropriate area(s).**
 - 4) **If contents or correspondence refers to a person(s), the named person or person(s) in the correspondence should be made aware of the correspondence and its contents and be given an opportunity to respond.**
 - 5) **After items 1 to 4 have been completed, then the correspondence if required can be dealt with and put over to future meetings.**
 - d) **Correspondence that is of a General Benefit or a Benefit to the General Membership should ONLY BE READ and attached to the minutes for circulation.**
 - e) **Correspondence will not be read or attached to the minutes if the Correspondence bears no signature.**
4. **ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections to the agenda.
5. **SHOP STEWARD TRAINING**

Civic Service Union 52 Business Agents gave an overview of the Collective Agreements of the four Bargaining Units, City of Edmonton, Edmonton Public Library, EPCOR and Telus World of Science.

Audrey Tosh, Business Agent covered Duty to Accommodate, wage progression, posting and filling vacancies and classification and appeals. Audrey answered questions from the floor.

Michelle Strong, Business Agent covered management rights and Dispute Resolution. Michelle also answered questions from the floor.

Amber Andersen, Business Agent, covered discipline, job selection, hours of work, remuneration, statutory holidays and vacation. Amber also welcomed questions from the floor.

The Bargaining Units then separated and the bargaining process was explained by the individual Bargaining Representatives to those Shop Stewards and members from their units. Following the Bargaining Unit Representative's presentation, individual Bargaining Unit Contract provision discussions were held, each discussion facilitated by a Business Agent.

Following the lunch break a presentation was made by two Edmonton City Police Detectives on Avoiding Personal Fraud. The Officers explained and illustrated the various ways thieves operate and then gave suggestions on how individuals can protect themselves. The Officers answered questions from the floor and provided a number of valuable suggestions to use for protection from personal fraud both in everyday transactions and when traveling, which is sometimes a very vulnerable time for people.

The individual Bargaining Unit Contract provision discussions continued for the rest of the afternoon with the Business Agents rotating between the Bargaining Unit member groups to cover sections of interest from the individual Bargaining Unit Collective Agreements.

6. REPORTS

6.1 Sergeant-at-Arms Report

The Sergeant-at-Arms attendance record will be attached to these minutes.

7. GOOD AND WELFARE

7.1 The next Shop Steward Meeting will be May 20, 2008 at the Norwood Legion at 5:30 p.m.

8. ADJOURNMENT

The Shop Steward Seminar adjourned at 4:30 p.m.

Karen Miller
Recording Secretary