



CSU 52 MEMBERS' HANDBOOK

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MEMBERS OF CAPITAL POWER CORPORATION

MEMBERS OF THE CITY OF EDMONTON

MEMBERS OF THE EDMONTON PUBLIC LIBRARY

MEMBERS OF EPCOR

MEMBERS OF TELUS WORLD OF SCIENCE

WELCOME!

YOU ARE NOW A MEMBER OF

CIVIC SERVICE UNION 52

(CSU 52)

CSU 52 VISION STATEMENT

- We value our members and uphold the principles of our Union.
- We treat our members with fairness, dignity and respect.

MISSION STATEMENT

- We provide the membership with quality leadership, informed advice, valuable service and ensure fairness and equality.
- We protect and continue to enhance existing workers' rights and provide excellent representation.
- We develop collaborative relationships with labour organizations and actively support our community.

COMMITMENT STATEMENT

Our Union is committed:

- To maintain, promote and provide excellent service, representation and support to our members.
- To enhance levels of communication, preserve equality and confidentiality and foster trust.
- To protect and ensure workers' rights and improve working conditions for our members.

WHY DO UNIONS EXIST?

The purpose of any Union is to advance the collective interests of its members. Unions do this by negotiating Collective Agreements and by lobbying to improve laws that affect the membership. Unionized workers who act together and support one another have more power than individual workers. Unions also represent their members by seeing that employers do not violate their Collective Agreements or laws (Occupational Health and Safety, Human Rights, etc.) that affect the members.

Even at a time of cutbacks, wage freezes and contracting-out, unionized workers do better than those with no protection.



BENEFITS FOR MEMBERS

“What does the Union do for me?”

- A Collective Agreement that is negotiated with the member’s best interest in mind
- Reimburses student bursaries for dependent children of CSU 52 members
- Provides financial assistance for members in need
- Financially supports community organizations
- Holds social functions – the Spring retirement banquet and the Children’s Christmas party
- A floral arrangement, fruit basket or a \$35.00 Safeway gift card will be sent to the member during an illness or celebrating a birth
- In the event of a death, a fruit basket, floral arrangement or donation to a charitable organization will be sent to the family/member
- Donations available for members participating in organized sports and activities
- Partial course reimbursements for Union members completing educational courses
- Strike pay
- Partnership with the Coalition of Edmonton Civic Unions

The Advantages of belonging to a Union

Before Unions were established the word was "NO"

No protective equipment



No guaranteed wage increases



No seniority



No job classification



No occupational health & safety programs



No overtime or call in pay



No representation



No paid bereavement or funeral leave



No time off for medical and dental appointments



No life insurance benefits



No pensions



No days off for statutory holidays



No flex time (earned day off)



No Employment standards



No long-term disability benefits



No medical or dental benefits



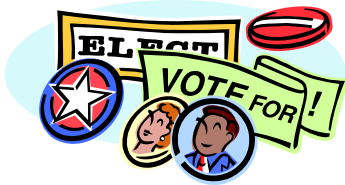
No witness or jury duty pay



No prescription drugs



No political leave



No compassionate care leave



No lay-off provisions



No preference of shift



No job security



No relief periods



No uniform pay scale

Pay Scale	Pay Scale	Pay Scale	Pay Scale
	Level 01	Level 02	Level 03
Group	Minimium	(Within Range)	(Maximum)
	Weekly		
AT01	1,784.75		2,726.25
	Annual*		71,101
AT02	2,337.75		3,113.25
	Annual*		81,184
AT03	2,337.75		3,553.50
	Annual*		92,675
AT04	3,045.75		4,957.50
	Annual*		105,820
AT05	3,045.75		4,527.75
	Annual*		119,084

No promotional opportunities



No grievance procedure



HISTORY OF CSU 52

DATE	DETAILS
1909	The Edmonton Civic Service Association was formed. The Association represented clerical, technical and administrative employees of the City of Edmonton.
1918, April 15 th	The Association became affiliated with the National Union of Public Employees (NUPE) and received its charter from the Trades and Labour Congress of Canada.
1963	The National Union of Public Employees and the National Union of Public Service Employees merged. The new organization was titled the Canadian Union of Public Employees (CUPE). At a General Meeting held in 1963, the members of CSU 52 voted to maintain the independent affiliation previously held with (NUPE) with the Canadian Union of Public Employees. With approximately 85,000 members, CUPE National was the largest labour organization in Canada.
1965	CSU 52 restored the self-servicing structure previously practiced and once again hired its own Business Agents and Legal Counsel. Other large unions in Canada made similar moves. Constitutional amendments were passed at the CUPE National Convention in 1969. These amendments recognized the necessity for the affiliates to hire local Business Agents. The improved representation of CSU 52 members was, in part, resolved and the independent affiliation was maintained.
1978, March 7 th	<p>Motivated by concerns over the National office’s interference in local political affairs, inadequate training programs and lower per-capita tax payments by eastern affiliates than western affiliates, CSU 52 severed its affiliation with CUPE.</p> <p>At this time, the Union was paying in excess of \$175,000 per annum to maintain its affiliation with CUPE National and membership in the Canadian Labour Congress.</p>
1993. Oct.	The Coalition of Edmonton Civic Unions was formed.
2009	CSU celebrated 100 years as a Union.
2010, Nov. 30 th	Marion Leskiw retired from his position of President of the Union. He was elected and served for 16 (sixteen) years.

CIVIC SERVICE UNION 52

CSU 52 has a membership of approximately 4,000 to 5,000 members depending on the time of year. Some of the members of CSU 52 are seasonal workers only. CSU 52 represents technical, professional, administrative and customer service workers employed by:

- a) Capital Power Corporation (CPC)
- b) City of Edmonton (COE)
- c) Edmonton Public Library (EPL)
- d) EPCOR Edmonton and the EPCOR Calgary Contact Centre
- e) TELUS World of Science – Edmonton (T.W.O.S.)



UNION 52 BENEVOLENT SOCIETY

Under Canadian law, unions in Canada cannot hold chattels, land or buildings. Therefore Union 52 Benevolent Society was established and was registered under the Society's Act of Alberta in 1977.

The Executive Board of CSU 52 automatically holds office in the Benevolent Society. By virtue of being a CSU 52 dues-paying member, you are a member of the Union 52 Benevolent Society.

ROLES AND DUTIES OF THE EXECUTIVE BOARD

All of the Executive Board positions are elected two year positions.

The President:

- presides at meetings of the Union and of the Executive Board
- is an Ex-Officio member of all Committees
- oversees the proper functioning of the Union. This is the only position in the Union which is a full-time paid position

The 1st Vice President:

- assumes the duties of the President, in the President's absence and chairs meetings in the President's absence
- assists the President and represents the Union at the Coalition meetings
- chairs Executive Board Sub-Committees

The 2nd Vice President:

- assumes the duties of President in the absence of the 1st Vice President
- chairs Executive Board Sub-Committees

The Treasurer:

- is responsible for keeping all financial accounts of the Union
- maintains correct and proper accounts of all its members

The Recording Secretary:

- is responsible for recording, compiling and forwarding of all Executive Board and General Membership minutes to the Union office for distribution

The Trustees (3)

- ensure the funds of CSU 52 are managed in the best interests of the membership
- review all cheques and disbursements and audits the financial accounts monthly
- reports the results of the audit to both the Executive Board and the membership

The Chief Shop Steward

- chairs Shop Steward Meetings and Senior Shop Steward Meetings
- is responsible for education and training programs for Shop Stewards

The Contractual Unit Representatives (5)

- chairs the Negotiations Committee in their respective unit
- provides members, Shop Steward(s) and Senior Shop Steward(s) with advice, counsel and direction

There is a Contractual Unit Representative for each Unit.

1. Capital Power Corporation
2. City of Edmonton
3. Edmonton Public Library
4. (a) EPCOR Edmonton (Unit Representative)
(b) EPCOR Calgary (Associate Representative)
5. TELUS World of Science-Edmonton



COLLECTIVE AGREEMENTS

A Union negotiates the terms and conditions of employment for its members, including general wage adjustments.

The Collective Agreement is a set of rules that says, “This is the way both parties agree that things should be.” The Collective Agreement does not enforce itself. It requires members to make sure that it is followed and to take the proper steps when it is not followed.

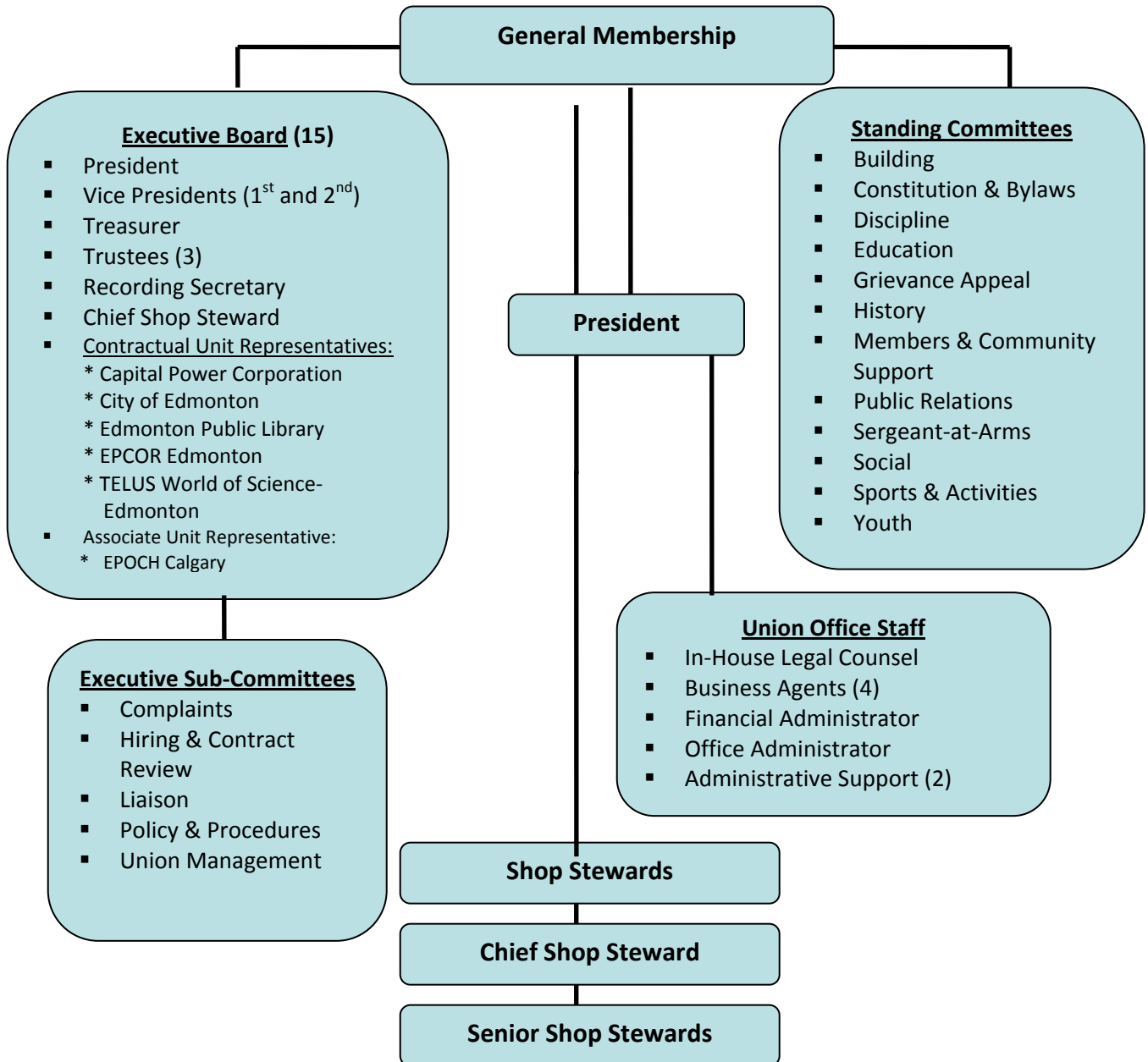
Contracts are negotiated by representatives of the employer and the various Union Negotiation Committees. The elected Negotiation Committee involved in bargaining is assisted by the Union Legal Counsel who is the Chief Spokesperson. The Legal Counsel is assisted by the Business Agents who provide expertise in various areas and the Office staff who provide administrative assistance.

The Collective Agreement is an agreement between the employer and the Union. Once a new agreement is signed and in place, it is the responsibility of both parties to ensure that the terms agreed to are followed.

All CSU 52 agreements, meeting minutes, publications and forms are accessible on the Union’s website at www.csu52.org, or by contacting the Union office.

WHO MANAGES CSU 52?

The General Membership elects the administrative body called the Executive Board. The Executive Board establishes policies and procedures for the Union Officers and staff to follow in.



MEETINGS

The **GENERAL MEMBERSHIP** meeting is held on the first Tuesday of each month.

The **EXECUTIVE BOARD** meeting is held on the second Tuesday of each month.

The **SHOP STEWARDS ASSEMBLY** meeting is held on the third Tuesday of each month.

The **GENERAL MEMBERSHIP** and **SHOP STEWARDS** meetings are held at 5:30 p.m. at the Norwood Legion, 11150 - 82 Street.

The **EXECUTIVE BOARD** meetings are held at 5:30 p.m. at the Union office at 11305 - 95 Street.

Calgary Contact Centre **GENERAL MEMBERSHIP** meetings are held on a Thursday on an as-required basis. Calgary EPCOR members will be notified in advance by their Contractual Unit Representative of the date, time and location.

- Members may attend meetings for many of the other Committees, including meetings of the Executive Board, but must first notify and receive permission from the presiding Chair prior to attending. Guests cannot vote on matters while attending these meetings.
- Due to confidential matters, members cannot attend meetings for the following Committees:
 - Discipline
 - Grievance Appeal
 - Members and Community Support
 - Negotiations

HOW CAN I BECOME INVOLVED IN UNION ACTIVITIES?

A Union is strong because the members work together toward common goals. This is your opportunity to participate in the development and improvement of the Union. It is the members who determine the priorities of the Union. Being involved gives a member an opportunity to express their views and opinions.

There are several Committees you could participate on. You can review the Terms of Reference found on the CSU 52 website and contact the Committee Chairperson for more information.

Come to the General Membership, Shop Stewards or Executive Board meetings to see your Union in action. You must obtain prior authorization from the Chair prior to attending an Executive Board or a Shop Steward's meeting.



HOW CAN I BECOME AN ACTIVE MEMBER?

By signing an oath card, you will receive a Union Membership Card.

Once you have your card you can participate in the following:

- President and other Executive Board elections
- Negotiations Committee elections
- Ratification of the Collective Agreement for your Contractual Unit.
- Special elections
- Attend Union meetings

To obtain a Membership Card, contact your Shop Steward or the Union office at 780-448-8900 or info@csu52.org or on the Union website under Publications www.csu52.org

WHY DO I PAY UNION DUES?





Union dues cover:







- the operating costs of the Union, including the hiring of office staff and Business Agents and Legal Counsel
- strike fund
- costs related to collective bargaining
- legal costs and services (i.e. grievances)
- training and conferences
- honorariums of Committees and the Executive Board






Despite legal challenges and periodic attempts to raid our membership, CSU 52 has remained as an independent Union since March 7, 1978. The dues paid by our members are still amongst the lowest in North America.

UNION STANDING COMMITTEES

<p>CSU 52 also has several committees that are created from the general membership. The Committees are elected at the November General Meeting and are usually for a two year term. All members in a Union position e.g. on a Committee or a Shop Steward receive a yearly honorarium. The Executive Board receive a monthly honorarium.</p>	
<p><u>Building Committee</u></p> 	<ul style="list-style-type: none"> ▪ Provides the offices of CSU 52 with proper building maintenance and security ▪ Ensures that all equipment and furniture is in good repair ▪ Is responsible for the safety and emergency procedures at the Union building
<p><u>Community and Membership Services Committee</u></p> 	<ul style="list-style-type: none"> ▪ Manages the funds for the following: <ul style="list-style-type: none"> ▪ Donations to charitable and non-charitable local organizations. ▪ Financial assistance to members in need ▪ Post secondary student bursaries
<p><u>Constitution and Bylaws Committee</u></p> 	<ul style="list-style-type: none"> ▪ Reviews and updates notices of motion pertaining to the CSU 52 Constitution & Bylaws and the Union 52 Benevolent Society Bylaws
<p><u>Discipline Committee</u></p> 	<ul style="list-style-type: none"> ▪ Investigates all charges against member(s) as brought before the Union under Article 7 of the Bylaws

<p><u>Education Committee</u></p> 	<ul style="list-style-type: none"> ▪ Encourages training to increase the knowledge, skills and proficiencies of the members in labour relations ▪ Provides financial support to members who undertake continuing education related to Union activities, and the labour movement and career development
<p><u>Grievance Appeal Committee</u></p> 	<ul style="list-style-type: none"> ▪ Hears appeals of grievances, classification challenges and appeals denied by the Business Agents and the President of CSU 52 ▪ Hears appeals of disciplined members as per Bylaws Article 7
<p><u>History Committee</u></p> 	<ul style="list-style-type: none"> ▪ Records and keeps archival material of the history of CSU 52 and Union 52 Benevolent Society
<p><u>Public Relations Committee</u></p> 	<ul style="list-style-type: none"> ▪ Designs and produces the Advocate (the Union newsletter) ▪ Designs and produces the Members handbook
<p><u>Sergeant-at-Arms Committee</u></p> 	<ul style="list-style-type: none"> ▪ Ensures only active members and approved guests are admitted to General Meetings, Special Meetings, and Shop Steward Meetings ▪ Assists in maintaining order at meetings
<p><u>Shop Stewards Assembly</u></p> 	<ul style="list-style-type: none"> ▪ Increases the knowledge, skill and proficiency of the Shop Stewards and the General Membership of CSU 52

<p><u>Social Committee</u></p> 	<ul style="list-style-type: none"> Organizes social events for Union members. Annual functions may include: Spring (retirement) Banquet, Children's Christmas Party or other events as deemed appropriate
<p><u>Sports and Activities Committee</u></p> 	<ul style="list-style-type: none"> Provides cash donations and/or promotional items to sporting events or social activities involving CSU 52 members
<p><u>Youth Committee</u></p> 	<ul style="list-style-type: none"> Increases the relevance and importance of CSU 52 in the lives of its younger members and fosters an understanding of the benefits of membership

COALITION OF EDMONTON CIVIC UNIONS

The Coalition of Edmonton Civic Unions (CECU) consists of five Unions who meet on a regular basis to discuss common issues of mutual interest:

- | | |
|-------------------|--|
| 1. CSU 52 | Civic Service Union 52 |
| 2. ATU 569 | Amalgamated Transit Union, Local 569 |
| 3. CUPE Local 30 | Canadian Union of Public Employees, Local 30 |
| 4. EFFU Local 209 | Edmonton Fire Fighters Union, Local 209 |
| 5. UFCW 401 | United Food & Commercial Workers, Local 401 |

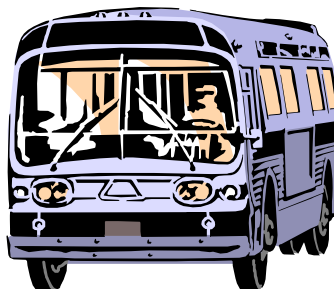
Coalition of Edmonton Civic Unions (CECU)

The Coalition was formed in October 1993. The Coalition consists of 5 Unions and a total of approximately 11,000 members. This gives our Union power when they negotiate issues with the City. If one Union was to go on strike, other Unions in the Coalition would give their support. Representatives from these Unions meet once a month to discuss mutual issues.

1. **CSU 52 – 4,544 members**



2. **ATU 569 (Amalgamated Transit Union) – 2,224 members**



3. **Edmonton Fire Fighters Union - 945 members**



3. CUPE, Local 30 (Canadian Union of Public Employees) – 3,100 members



4. UFCW, Local 401 (United Food and Commercial Workers)



The Coalition was formed in response to the 1994 City budget which was calling for some particularly brutal service cuts which would have resulted in across-the-board layoffs affecting each Union. At that time there was also an issue of whether Union leaders could speak out without risking employer action. In 1996, the CECU hired a full-time Liaison Representative who reports to each Union president.

The Coalition:

- endeavours to gather and share information and coordinate action
- promotes and maintains strong relationships between Civic Unions and other Unions or organizations that complement our goals
- provides a forum for the discussion of issues, exploration of values and interests, resolution of differences and the formation of strategies and action plans providing for a common approach to collective bargaining and public policy making
- building constructive relationships with the employer based on shared working relationship interests
- provides a strong voice in the Alberta labour movement.

NOTES:

The Members Handbook was prepared by the Public Relations Committee with the assistance of the CSU 52 Office Administration Staff.

Revised: October 2011