

Guide to CUPW



Urban Postal Operations

Acknowledgements

Some of our locals have been producing members' handbooks for years. This booklet draws from this work. CUPW would like to thank locals for their ideas and efforts.

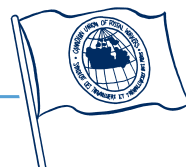
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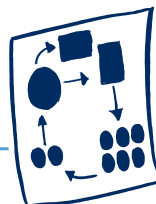
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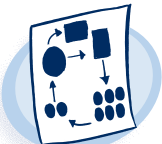
Who We Are

CUPW is a democratic union. CUPW members have a say every step of the way. They elect their own representatives. They help develop priorities for contract negotiations. Members also have a right to vote on the final package of demands that is developed during negotiations and any contract that is negotiated.



Our Members

Our 54,000 members work in large and small communities from Twillingate, Newfoundland to Tappen, British Columbia. A majority of members work for Canada Post as rural and suburban mail carriers, letter carriers, mail service couriers, postal clerks, mail handlers, mail despatchers, technicians, mechanics, electricians and electronic technicians. But CUPW represents more than post office workers. We also represent cleaners, couriers, drivers, warehouse workers, mail house workers, emergency medical dispatchers, bicycle couriers, printers, and other workers in more than 20 private sector bargaining units.



Our Structure

CUPW's national office is in Ottawa. The union has regional offices in Halifax, Quebec City, Montreal, Ottawa, Toronto, London, Winnipeg and Vancouver. There are CUPW locals with elected representatives in over 200 communities across the country.

Ultimate decision-making power in the union resides with the membership. At the local level, members make decisions about bylaws, local activities, delegates to national convention, etc. At the regional level, local delegates develop proposals for union policies, objectives, procedures and negotiations' demands. Every three years, representatives from the locals meet at a national convention to decide on a plan of action for the coming years. They also elect national and regional representatives (See Appendix 1 for a list of National Executive Board positions). CUPW's national constitution and policies are the result of decisions from conventions.

For more information on the union's structure, see the organizational chart at the end of this document (Appendix 2).



Our Constitution and Policies

CUPW's constitution determines the union's objectives and procedures. Delegates to national convention have voted for the provisions in the constitution. CUPW's policies are listed in the coloured pages within CUPW's constitution. Policies are statements of principle that have been adopted by delegates to national convention.



Our History

Our history is an important part of who we are. A few highlights follow:

1965: Postal workers haven't seen much of a wage increase for years. They strike even though public sector workers do not have the legal right to strike. The strike produces a significant increase in salary. It also leads to a Royal Commission into working conditions and an interesting union convention in 1965.

Delegates to the 1965 National Convention replace leaders who failed to back the strike. They adopt rules providing membership control over strike votes. This is part of a move to increase democracy within the union. Delegates also change the name of their organization from the Canadian Postal Employees Association (CPEA) to the Canadian Union of Postal Workers (CUPW).

1965: Part-timers are paid less than full-timers. They have little in the way of benefits and no control over their work. Full-time workers see part-time workers as a threat to their wages and job security because management uses them as a cheap, easily manipulated workforce. Part-timers are expelled from CUPW at the 1965 convention because many crossed picket lines during the 1965 strike.

1967: The federal government passes the *Public Service Staff Relations Act*. This act allows federal sector workers, including postal workers, to choose either compulsory arbitration or conciliation with the right to strike.

The CUPW is certified to represent part-timers. The union begins the process of fighting for equality for part-timers. This makes it harder for management to pit part-timers against full-timers.

Today, part-timers are equal with full-time workers (on a pro-rated basis) in most areas of the collective agreement.

1972: The post office introduces a new classification for people who are coding the mail (i.e. typing the postal code). A letter sorting machine (now called an optical character reader) reads the codes and electronically sorts the mail. The post office argues that this work does not require the memorization and skill involved in manual sortation.



Who We Are



1974: CUPW forces management to get rid of the lower paid coder classification by striking and negotiating a new job classification (postal coder-sorter-sweeper) which combines coding and postal clerk functions into one.

1980: CUPW adds 'sexual orientation' to its 'no discrimination' clause. It is the first union in the federal sector to win this provision.

1981: Parliament unanimously adopts the *Canada Post Corporation Act*, legislation guaranteeing the provision of basic public postal services to all Canadians, no matter where they live. The Act is the product of over two years of consultations between three successive federal governments, business groups and postal unions under the umbrella of the Canadian Labour Congress.

Unfortunately, the unions do not succeed in convincing the federal government to do right by rural and suburban mail couriers. The government includes a provision in the *CPC Act* which prevents rural and suburban mail couriers from being considered employees with collective bargaining rights and other rights under the *Canada Labour Code*. Rural and suburban mail couriers are considered to be contractors. They have no rights, no benefits and inhumane working conditions.

1981: CUPW argues that maternity leave is needed to eliminate the injustice suffered by female workers who are forced to take a substantial loss in pay due to pregnancy. It takes the position that women shouldn't have to pay a penalty because they are the ones in society who bear children. The union wins paid maternity leave after a 42-day strike, making CUPW the first national union to win this right for its members.

1983: Delegates to CUPW's national convention decide that the best way to protect members' wages and working conditions is to improve other workers' wages and working conditions by organizing.

1986: Canada Post announces plans to close or privatize thousands of post offices. The Canadian Labour Congress and post office unions organize a major campaign to stop post office cutbacks and privatization. This campaign results in a moratorium on post office closures in 1994.

1989: CUPW wins a certification vote to represent both inside and outside postal workers. Outside workers were formerly represented by the Letter Carriers Union of Canada.

1992: CUPW negotiates an education fund. It uses this fund to educate members on a wide variety of work, union and social justice issues.



1995: CUPW negotiates with Canada Post to take control of a \$2 million dollar child care fund. It uses the fund to help members who have the most trouble finding or affording good child care, such as night workers and parents of children with special needs.

1995: CUPW negotiates a provision that requires Canada Post to permit temporary workers to fill vacant regular positions based on seniority. Prior to this, Canada Post's representatives often used arbitrary and discriminatory hiring procedures, especially with respect to the filling of internal positions.

1997: The Organization of Rural Route Mail Couriers (ORRMC) is formed. The ORRMC wants basic bargaining rights, not just better contracts that can be changed at the whim of the government or Canada Post. CUPW agrees to help the ORRMC.

2002-2003: CUPW signs up rural and suburban mail carriers as members and negotiates the contracting in of carriers. As unionized workers, they have basic rights and a contract that provides clear rules and improved wages.

2005-2006: In response to Canada Post's announcement that it would be reviewing its network, CUPW launches a campaign against post office and plant closures, including the mail processing plant in Quebec City.

The Conservative government reneges on its election commitment to reconsider the plant closure, but agrees, thanks to our campaign work, to continue the moratorium on post office closures in rural and small towns.

2007: Following a referendum of the membership, CUPW negotiates a contract which changes seniority rules. The new rules mean that the seniority of regular employees is calculated based on the first date of hire in the bargaining unit as an employee of Canada Post (or the Post Office Department for those hired prior to October 16, 1981). They put an end to the injustices suffered by members whose days, months, and even years of work at Canada Post prior to becoming a regular employee were not recognized.

2007: The postal sector is changing very quickly. CUPW only represents about 55 per cent of workers. The union develops a comprehensive, long-term plan to organize non-union workers doing postal work. Many of these workers have unbelievably bad wages and working conditions. CUPW understands that Canada Post will try to contract out and grind down our wages and working conditions if the union does not help these workers obtain additional rights and pay.

The struggle continues



What We Do



Bargaining

CUPW has had bargaining rights since 1967. The wages, benefits and job security that members enjoy are the product of bargaining. But the union's success at negotiations comes from having an active and militant membership. Thanks to this tradition, our urban operations contract with Canada Post is one of the strongest in the country.

All CUPW contracts guarantee specific wages or wage entitlements, benefits and working conditions. They provide a clear set of rules that apply to everyone. These rules prevent managers from being arbitrary or discriminatory when they assign work, schedule vacations, grant leave for the death of a relative, etc.



Grievances

CUPW's collective agreement with Canada Post gives the union the right to submit complaints or grievances on behalf of its members when employer representatives violate contract rules.

For more information, see Article 9 of the contract. To file a grievance for a violation of the contract, contact your shop steward or a local executive member.



Campaigns

CUPW campaigns on a variety of issues, such as child care, sweatshops and trade agreements.



Organizing

CUPW has organized workers in more than 15 private sector bargaining units. We now represent cleaners, couriers, drivers, warehouse workers, mail house workers, emergency medical dispatchers, bicycle couriers, and printers, in addition to postal workers.



Communication

The union keeps members informed about the union's activities through the newspaper *CUPW Perspective*, weekly bulletins, and the national website (www.cupw-sttp.org).

CUPW produces a number of newsletters: *The Rose* for women, the *Stewards' Action Bulletin* for stewards, *Our Health*, *Our Safety* for health and safety activists.



Education

CUPW offers several types of education courses to members. It offers short courses at regional education seminars, held on weekends in the spring and fall. It also offers five-day courses on topics such as health and safety, human rights, the collective agreement, route measurement, women's issues and globalization.

The Union Education Program (UEP) is generally regarded as the flagship of CUPW's education program. In four one-week sessions spread over several months, participants selected from across the country examine work, union and social justice issues from a working class perspective.

Much of the funding for CUPW's education program comes from the Union Education Fund (Appendix U of the contract), first negotiated in 1992 with Canada Post.

For more information on the UEP or other courses, contact your local president or local education committee (Section 9.20 of the National Constitution).



Health and Safety

All CUPW members have the right to a safe and healthy workplace and the right to refuse dangerous work. The union has negotiated rights with regard to unsafe work, accident investigations, clothing, health and safety training, studies, dangerous goods, and other concerns (Articles 33 and 34 of the collective agreement).

CUPW has a National Health and Safety Committee, which meets at least twice a year. This committee is made up of one member from each region (elected at convention) plus other regional and national union representatives. It is responsible for preparing a report on health and safety issues, which includes recommendations to the National Executive Board. (Section 4.12 of the National Constitution).

As well, CUPW representatives sit on local and national health and safety commit-



tees with Canada Post representatives. These committees provide the union with a forum for voicing concerns and pressing for solutions to problems between contracts.

For more information, contact your local president or local joint health and safety committee.



Child Care

CUPW has a child care fund that helps parents balance work and family (Appendix L of CUPW-CPC contract). The union uses the fund to help members who have the most trouble finding or affording high quality child care. To date, it has used the fund for child care and related services, information programs, needs assessments and child care research.

CUPW is currently supporting the following projects or services: child care programs for irregular working hours; supervised care in members' homes; licensed care in the home of a caregiver; short-term emergency child care; after school and summer care or camps; child care information, referral and resources. In addition, the Special Needs and Moving On projects provide support to members whose children and adult sons and daughters have disabilities. All projects, except the Special Needs and Moving On projects, are based in specific locations across the country.

The Child Care Fund is administered by CUPW and financed by Canada Post. For more information, ask your local. To find out more about the Special Needs or Moving on Projects, call 1-800-840-LINK or e-mail cupw-upcespecialneeds@ns.sympatico.ca (English), or 1-888-433-2885 and sttp-sepcprojetenfants@ns.sympatico.ca (French).



Staffing and Route Measurement

CUPW monitors changes in staffing such as the use of part-time, full-time or temporary workers, to ensure that Canada Post is living up to its contract commitments. The union also monitors walk and route evaluation with a view to protecting and creating jobs as well as improving health and safety.



Postal Service and Jobs

CUPW sits on a joint union-management committee that experiments with expanding services and creating jobs (Appendix T of the contract). There is a budget of \$750,000 per quarter, with a cap of \$6 million to fund projects. The committee uses this money to finance start up costs and training for new initiatives. Money can only be spent if both the CUPW and Canada Post agree.



The committee develops and reviews project proposals from local and national representatives of the union or management and decides which projects to pursue. It also decides, through a joint evaluation, which projects are self sustaining (i.e. whether new revenues or savings cover new costs).

The committee does a great deal of training. It has placed more than 50 members in apprentice positions and trained close to 200 members who work in technical services.

To date, the committee has created over 100 new positions by contracting-in work, extending hours and services at retail counters and introducing new services that reach out to business.



Processing and Delivery

CUPW participates in a joint union-management committee that examines the project proposals that are periodically brought forth by the union or management with a view to meeting the needs of employees, the employer and customers (Appendix AA of the contract). The committee decides which projects to implement and evaluate. It makes decisions based on consensus between union and management.

During projects, the union and management may temporally change the collective agreement to conduct and test a new approach, product or piece of equipment. This gives the union a forum for testing changes to collection and delivery of mail while maintaining CUPW's right to veto changes if there is no agreement.

The committee is currently mandated to analyze the factors related to letter carriers' injuries, study the effect of letter carriers' workload, test new product and delivery methods for unaddressed admail and complete the development of standards for the A-62 letter carrier case.



Human Rights

CUPW has local and national human rights committees (Section 4.07 and 9.22 of the National Constitution). The national committee is made up of four working groups: one for aboriginal peoples; one for gays, lesbians, and transgender people; one for people of colour; and one for disabled people. The National Human Rights Committee consists of rank and file members and members working full-time for the union who belong to any of the above groups. It meets twice a year.

The committee is responsible for investigating a variety of matters, including the level of participation of each group within the union, and making recommenda-



tions. The human rights committee submits its recommendations to the union's National Executive Board. It also reports at national convention every three years.

The union also financially assists members of the above groups to encourage their participation in conferences and other forums related to human rights (Section 7.59 of the National Constitution).

In addition, the union has negotiated a no-discrimination clause (Article 5 of the contract) and protection against harassment and violence (Article 56 and Article 33.31 of the contract).

For more information, contact your local president or local human rights committee.



Women

CUPW has local and national women's committees. (Sections 4.06 and 9.21 of the National Constitution). The national committee is made up of one woman from each region (elected by women delegates at the union's national convention) and all women holding national and regional positions within the union. It meets at least twice a year.

The committee is responsible for investigating a variety of matters, including the level of participation of women within the union, and making recommendations. It submits recommendations and the responses of the union's National Executive Board to national convention every three years.

The union also provides financial assistance to encourage women's participation in conferences and other forums related to women's issues (Section 7.58 of the National Constitution).

In addition, the union has negotiated a no-discrimination clause (Article 5) and protection against harassment (Article 56) in the contract.

For more information, contact your local president or women's committee.



Retired Workers

The union is currently developing a structure for retirees who wish to remain active in the union

Some CUPW locals have committees that study, educate and recommend on issues relating to pension and retiree benefits.



International Solidarity

CUPW has negotiated an International Postal Fund of \$200,000 per year as part of its collective agreement with Canada Post (Appendix R of the contract). The fund pays for solidarity projects with postal unions and labour organizations in other countries. Unions around the world face many of the same challenges as CUPW in dealing with employers, governments and international trade laws. The fund allows CUPW to work with these unions to develop innovative solutions to our common problems.



Your Local



Local

The union has components across the country called locals. A local is made up of CUPW members in a defined area. It may include all members in a large city, one town or several small towns. Each local belongs to one of eight regions in CUPW.

Local Executive

Each local has a president and a number of other executive officers. The number of officers varies depending on the size of the local. The executive distributes union information, recruits stewards and reports at union and labour movement meetings. It also organizes local meetings, negotiation activities, campaign actions and strikes when necessary.

Local Meetings and Bylaws

Most locals have monthly membership meetings. Watch the union bulletin board at work to find out when your local meets. Locals have bylaws outlining the rules they use to operate.

Local Committees

Your local may have a number of committees that deal with legislative matters, organizing, grievances, education, women's issues, human rights, pension and retiree benefits, and trustee issues (Sections 9.17 to 9.24 of the National Constitution).



Stewards

Stewards are the union's representatives in the workplace. They help the local executive distribute information, organize activities and ensure that members' rights are respected. If Canada Post has violated your rights under the contract, talk to your steward about filing a grievance (or local executive if there is no steward).

All members, including temporary workers, are eligible to be stewards. Talk to your



local president if you think you would like to be steward or take a steward's course.



Members

Members are people like you. As a dues paying member, you have a right to wages, benefits and working conditions, as spelled out in the contract, and to fully participate in the union (e.g. attend local meetings, take education courses, run for election as a local officer or delegate to national convention, etc.). With these rights come responsibilities. Please read union information, attend union meetings and participate in debates so that you can make informed decisions about local issues, negotiations, strikes, campaigns and other matters that affect you and your co-workers.



Your Rights

Full-time and part-time employees

If you are a temporary employee, see the next section.



New Employees

The union has the right to meet with new employees for fifteen minutes during work time (Article 6.03 of the contract). During this meeting, a union steward or representative will provide you with basic information about the CUPW and invite you to play an active role in the union. They will also ensure that you have filled out the application form for becoming a CUPW member and paid the membership fee of \$5.00. Membership is mandatory under the contract.

Probation

There is a three-month probation period for newly hired regular employees (Note: This does not apply to people who have already worked 480 hours as a temporary employee). During a probationary period, management will evaluate your work, attendance, etc. Management may dismiss employees who receive negative evaluations. You have a right to refuse to sign probation reports if you do not agree with them. You also have a right to formally object by writing comments on probation reports. The employer must give notice of a probationary interview and advise you of your right to be accompanied by a union steward.

Training during probation

The employer must give new employees “sufficient and adequate” training to do their jobs (Article 40.05 of the contract). It is difficult to justify a dismissal if an employee has not had proper training during the probationary period.



Holidays and Leave

Paid holidays

You have a right to the eleven paid holidays that are outlined in Article 18.01 of the contract. Part-time employees are paid based on Article 18.04.



Paid vacation leave

You are entitled to take vacation leave after six months of continuous employment (continuous employment is the amount of time you have worked at Canada Post). This leave is provided to all employees who are entitled to receive pay for at least ten days in each calendar month of a vacation year. An employee's entitlement will be decreased by 1/12 for each month that he or she is paid less than 10 days. A vacation year starts the last Sunday in March or the first Sunday in April.

NOTE

You use your seniority (seniority is the amount of time you have been an employee within the bargaining unit) to bid for vacation leave.

- 3 weeks per vacation year with less than 7 years of continuous employment.
- 4 weeks per vacation year with 7 years of continuous employment
- 5 weeks per vacation year with 14 years of continuous employment
- 6 weeks per vacation year with 21 years of continuous employment
- 7 weeks per vacation year with 28 years of continuous employment

Sick leave

Full-timers accumulate 1 and 1/4 days of sick leave credits every month. Part-timers accumulate 5 hours when entitled to 40 hours of pay in a month. They accumulate an additional hour for each additional 20 hours worked in the same month, up to a maximum of 10 hours per month. (Article 20.02 of the contract).

You can use up to 10 days of sick leave credits each year without a medical certificate as long as you are not on sick leave for more than five days at a time. You need a medical certificate after 5 days on sick leave. You are required to contact your supervisor when sick.

Bereavement leave

You are entitled to take up to four days special leave with pay when a member of your immediate family dies (see definition in contract). The leave may be extended if you have to travel. (Article 21.02 of the contract)



Special leave

Canada Post may grant you special leave with pay for absences that are beyond your control (e.g. due to a sick child). The employer cannot unreasonably withhold this leave. (Article 21.03 of the contract).



Health and Well-being

Health and safety

You have rights relating to accident investigations, medical examinations, noise levels, weight limits, etc. (Article 33 of the contract). You also have a right to refuse to do work if you have reasonable grounds to believe that it will endanger your or a co-worker's health and safety (Article 33.13).

Accidents and injuries

Report all accidents and injuries, no matter how small, to your supervisor as soon as possible. Ask your union steward to help you fill in injury on duty and/or workers' compensation forms.

No discrimination

You have a right to work without being subject to discrimination, interference, restriction, coercion, harassment, intimidation or stronger disciplinary measures because of your age, race, creed, colour, national origin, political or religious affiliation, sex, physical or emotional handicap, sexual orientation, marital status, family status, conviction for an offence which has been pardoned or membership in the union (Article 5 of the contract).

No harassment

You have a right to work in an environment that is free of harassment. If you are being harassed, tell your shop steward or another union member you trust. The collective agreement prohibits any harassment that is based on race, sex, sexual orientation, national or ethnic origin, colour, religion, age, marital status, family status, disability or a conviction for an offence that has been pardoned. You can learn more about your right to file a harassment complaint by reading Article 56 of the contract.



Discipline, Grievances and the Collective Agreement

Disciplinary and attendance interviews

Canada Post must give you 24 hours written notice of an interview related to discipline or attendance. The notice must give the reasons for the interview and whether it involves your personal file. It must also tell you that you have a right to be accompanied by a union representative. Do not go into any interview without a union steward or representative (Article 10.04 of the contract).

Transfers, promotions, demotions

All regular employees have the right to obtain a transfer, promotions or demotions (Article 13 of the contract). Talk to your steward or local president.

Grievances

You have a right to have grievances submitted on your behalf when the employer violates your rights under the contract. Your steward has the right to meet with you and prepare grievances during work time (Article 9.04 of the contract). Canada Post is not allowed to harass or intimidate you if you file a grievance.

Obey now, grieve later

In general, you should follow the “obey now, grieve later” rule. That is, you should obey an order from a supervisor, even if it violates the collective agreement, and then file a grievance that explains the violation. Of course, there are exceptions to the “obey now, grieve later” rule. For example, you have a right to refuse to do any work that is a serious threat to your health and safety. You also have the right to refuse an order that is against the law.

May and Shall

Canada Post is required to take particular measures when the contract uses the word “shall”. The word “may” indicates that the employer has a choice about taking a measure. The conditions for making a choice are sometimes spelled out in the collective agreement. To use an example from above, the contract says that Canada Post may grant employees special leave with pay for absences that are beyond an employee’s control. The contract goes on to say that Canada Post cannot unreasonably withhold this leave.

NOTE

If you have questions about hours of work, overtime, breaks, work schedules, uniforms, lockers, pay, or other contract issues, please see your steward.



Your Rights

Temporary employees

NOTE

The following does not apply to temporary employees who are hired "for the sole purpose of fulfilling Christmas period requirements".

NOTE

Temporary Employees in Group 3: All the provisions in the collective agreement that apply to Group 3 (with a few exceptions) apply to temporary employees in Group 3 too. See Article 44.34 for the list of exceptions.

Most of the provisions that apply to temporary workers are found under Article 44 of the the contract. A summary follows:



New Employees

The union has the right to meet with new employees for fifteen minutes during work time (Article 44.31 of the contract). During this meeting, a union steward or representative will provide you with basic information about the CUPW and invite you to play an active role in the union. They will also ensure that you have filled out the application form for becoming a CUPW member and paid the membership fee of \$5.00. Membership is mandatory under the contract.

Probation

Temporary employees are on probation for 480 hours. Canada Post evaluates work performance during probation. It may terminate your employment during this period if you do not meet the requirements of the job. You may grieve any decision to terminate if it was made without just cause.

There is no probation for temporary employees who move to regular positions provided they have worked 480 hours. If temporary employees have not worked for 480 hours, the probationary period is equal to the difference between the time they have worked as a temporary and 480 hours. (Article 55.02 of the contract).



Discipline and rights (after probation)

Canada Post must give an employee 24 hours written notice of an interview related to discipline or attendance. The notice must give the reasons for the interview and whether it involves the employee's personal file. It must also notify the employee of his or her right to be accompanied by a union representative. Do not go into any interview without a union steward or representative.

Training

Canada Post must provide any newly hired temporary employee with sufficient training. As well, the corporation has to train any temporary that is assigned to duties requiring new knowledge. Talk to your union steward if you don't think you have received proper training.



Wages and Hours

Pay

You get paid the minimum hourly rate for the work you are performing (see Appendix A of the contract). You should keep track of the different kinds of work you do and the length of time you work so that you know what Canada Post owes you.

Overtime

You get paid time-and-a-half (fifty per cent more than the normal rate) for all hours worked in excess of eight hours and double-time (double the normal rate) for all hours worked in excess of ten. If you work on your day off, you get double-time. You need a supervisor's permission to work overtime.

Shift and weekend premiums

You are entitled to additional money (premiums) for working on afternoon shifts, midnight shifts and on the weekend. See Article 16 for more details.

Rest periods

You are entitled to paid breaks. You can find out when your breaks are by looking at your schedule or the header boards on your letter carrier case if you are working as a carrier. You can also ask your union steward.



Five-day work week

If you work more than five days in the same week (Sunday to Saturday), Canada Post has to pay you double time (double the normal rate) for all hours worked on the on the sixth or seventh day. But you cannot be forced to work for more than five days in a week (Sunday to Saturday) barring exceptional circumstances.



Seniority and Work

Seniority

Your seniority as a temporary is based on your first date-of-hire as an employee within the CUPW bargaining unit. You use your seniority to get work and permanent positions.

Getting work as a temporary

Your name and the names of other temporary workers are kept on a call-in list in order of seniority. The more senior qualified temporary employees are called in for work before less senior qualified employees. In some locations, there is one call-in list while there are three or more lists in other locations (See additional information below under 'Less than 20 days of work', '20 days or more of work', 'Work and bumping rights').

Moving from one list to another or one city to another

You can move from one call-in list to another if Canada Post requires additional employees on a list. You can move from one city to another if the Canada Post requires additional employees in a city. You have to make your request to move to a list in writing and you must stay on this list for 12 months. If the number of temporary workers applying to be on a list exceeds the need, the most senior employees will be placed on the list.

Less than 20 days of work

Canada Post has to offer this work, in order of seniority, to unassigned temporary employees on a call-in list. (See additional information under 'Getting Work as a Temporary'). You must have the appropriate qualifications for some work. If you are not qualified to do a work assignment, the employer will offer the work to the next unassigned qualified employee on the call-in list.

20 days or more of work

Canada Post has to offer this work, in order of seniority, to qualified temporary



employees on a call-in list. You can use your seniority to obtain a work assignment of 20 days or more, even if you already have an assignment.

Changing assignments

If you get a new assignment in the middle of one week, it will start at the beginning of the next week.

Work and bumping rights

When your assignment is finished you can use your seniority to bump the most junior employee on the call-in list (but not the 2nd, 3rd most junior, etc.). That is, you can use your seniority to get his or her assignment as long as you are qualified. This practice is commonly referred to as bumping.

Getting work as a regular employee

If there's a vacancy for a regular position and no regular employee is interested, a temporary will be offered the position based on their seniority. You will not be appointed a permanent position unless you have submitted an application to become permanent. If there are several temporary call-in lists in your location, the lists will be merged to form a master hiring list. You have to have worked at least once during a 12 month period to maintain your status on a call-in list.

Job loss

You may lose your temporary position if you haven't worked for 12 months. You may also lose your position if Canada Post can demonstrate that you have not "demonstrated reasonable availability" for any six month period that follows the signing of the contract (Article 44.11 of the contract).



Holidays, Leave and benefits

Paid holidays

You will be paid for the holidays that are outlined in Article 18.01 of the CPC-CUPW contract at the rate of 1/20 of the regular wages you earned during the last two complete pay periods (preceding the holiday).

Bereavement leave

You have the right to take bereavement leave if a member of your immediate family dies (see Articles 44.22 and 21.02 of the contract). Payment for this leave is calculated in the same way as payment for paid holidays (see above).



Vacation pay

You get vacation pay equal to six per cent of your earnings for the previous calendar year. This has to be paid before the last Friday in March.

Supplement in lieu of benefits

You get a supplement of four per cent of your basic hourly rate in lieu of insurance plans and paid leaves. This supplement is added to your paycheck.

Sick leave

You receive the above supplement instead of paid sick leave.



Health and Well-being

Health and safety

You have a right to work in a safe and healthy environment. You have all rights under Article 33 of the contract, with the exception of night workers' leave. See your steward if you have concerns about your health or safety.

Injured at work

Immediately report any injury to your supervisor and shop steward. You may be entitled to workers' compensation.



Uniforms

Once you have passed probation, you have a right to an initial issue of clothing if your job requires clothing. See Article 34.01 of the contract. You must submit a written request for clothing.

If you have not passed your probation, you still have a right to job appropriate apparel. Canada Post has to give you access to clothing at work, including aprons, rain capes, rain suits, quilted jackets and insulated jackets. This clothing must be returned at the end of your shift

Boot and glove allowance

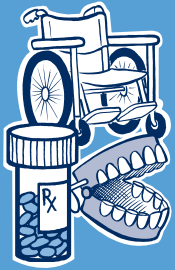
If you are working as a letter carrier, mail service courier, mailhandler or mail despatcher, you are entitled to a boot and glove allowance of 13 cents per hour. If you are not working in one of the aforementioned classifications but are working in an area requiring steel-toed boots, you are entitled to an allowance of 12 cents per hour.



Who We Are

NOTE

See Article 44.17 for a list of additional contract provisions that apply to temporary employees.



Your Benefits

Some of the benefits you receive as a CUPW member are outlined below. There is more information in CUPW's benefit booklets.

TEMPORARY EMPLOYEES

Please see Article 44.24 of the contract plus the information under CUPW Life Insurance Plan below.



Extended Health Care Plan (EHCP)

EHCP covers the cost of most medical care and hospitalization services for employees, their spouses and dependants.

- The plan has a vision component which includes visual correction by laser when performed by a licensed ophthalmologist (80% of cost up to \$400 every 4 years, maximum of \$320).
- As of January 1, 2008, the plan reimburses at 80% of cost.
- The plan reimburses up to \$60 per day for hospital charges above provincially funded coverage. It also has optional hospital coverage.
- The plan reimburses for medical emergencies while travelling (eligible expenses up to \$100,000).
- There is a 5% annual premium for EHCP.

All regular employees (permanent full-time or part-time) are eligible for coverage under the EHCP from the day they are hired. You must apply for coverage. If you apply within 60 days of being hired, you will be covered from the first day of the month following the day your application is received. If you apply more than 60



days after you are hired, you will be covered from the first day of the fourth month following the day your application is received. Ask your union steward where the application and claim forms are kept.

See the benefit booklets for more information on what the EHCP covers, what it costs and what steps you need to take to obtain your health benefits.

If you have questions about the plan, call:

- In Canada and the United States 1.800.957.9777
- In Quebec (except those in Montreal) 1.800.663.2817
- In the National Capital Region 1.800.957.9777
- In Montreal 514.878.1288
- Outside Canada, Quebec and the United States (general number)
204.946.1190



Dental Plan

This plan provides dental services for employees, their spouses and dependants (Article 30.04). All regular employees are eligible for this plan. You need to enroll yourself, your spouse and your dependants. You are automatically covered on the first day of the month after completing 6 months as a regular employee (e.g. You start January 2nd, coverage starts on August 1st). Ask your union steward where forms are kept.

- There is a 5% annual premium for the dental plan.
- There is a deductible once a year, every year: a \$50 deductible for single coverage and an \$80 deductible for family coverage.
- For basic services, the plan covers 80% of the costs (up to a maximum of \$1000 per calendar year). You receive the full \$1000 if your eligible expenses equal \$1250 or more.
- For major services, the plan covers 70% of the costs (up to a maximum of \$1500 per calendar year). You receive the full \$1500 if your eligible expenses equal \$2143 or more.
- For orthodontics, the plan covers 50 % up to a maximum of \$ 2000 (life-time maximum) per child. You receive the full \$2000 if your eligible expenses equal \$4000 or more.
- Reimbursement is based on the Dental Association fee guide indicated in your current collective agreement.



NOTE

The EHCP does not reimburse in the same manner.



Hearing and Vision Plan

This plan provides hearing and vision services for employees, their spouses and dependants (Article 30.05). All regular employees are eligible for this plan. Coverage begins the first day of the month following the day you are hired as an employee. Ask your union steward where forms are kept.

- The plan covers prescription eyeglasses and contact lenses (up to \$300 every four calendar years). You are also eligible for a reimbursement under the EHCP.
- It includes \$300 for visual correction by laser (lifetime maximum).
- It also covers hearing aids (up to \$750 over a 60 month period) and other services.



Disability Insurance Plan

This is a mandatory plan for regular full-time and part-time employees hired after March 10, 1985 (Article 30.06). This plan covers employees who need to take an extended leave for health reasons, after they have exhausted paid sick leave.

- There is a 50% premium.
- The Disability Insurance (DI) payments are 70% of your wages.
- There is a 13-week waiting period for DI. You will not receive DI payments until after the waiting period.
- If your sick leave runs out before the DI waiting period has expired, apply for Employment Insurance sick benefits.

NOTE

Contact Canada Post Benefits to get a disability insurance claim kit as soon as you are on any extended sick leave.



Canada Post Life Insurance Plan

This is a mandatory plan for regular full-time and part-time employees. You enroll in the plan by completing a Basic Life Insurance form. Canada Post should give you this form when you start work.

- There is a premium. This premium is based upon your income.
- This plan has two payouts :
 1. Two times an employee's salary (for deaths prior to the age of 65). This is called Basic Life Insurance. At 65, \$10,000 is subtracted from the basic payment. At 66, Basic Life Insurance is reduced by 10% each year. The payout is:
 - Two times salary less 10% minus \$10,000 at 66
 - Two times salary less 20% minus 10,000 at 67
 - Two times salary less 30% minus \$10,000 at 68, etc.
 2. A \$10,000 Death Benefit at 65 years of age. This is called the Canada Post Paid Death Benefit.



CUPW Life Insurance Plan

The CUPW insurance plan pays out benefits if you, your spouse or your children die. All employees who are members in good standing with CUPW are eligible. These members are automatically covered by the basic plan.

NOTE

If you have not received an application for optional coverage, contact your shop steward or local president.

- CUPW pays for the basic plan.
- There is a premium for optional coverage.

See the benefits booklets for more information on the maximum payout of benefits.



Appendix 1

National Executive Board

National President, National Office

1st National Vice-President, National Office

2nd National Vice-President, National Office

3rd National Vice-President, National Office

4th National Vice-President, National Office

National Secretary-Treasurer, National Office

National Grievance Officer, National Office

National Director, Atlantic Region

National Director, Quebec Region

National Director, Metro-Montreal Region

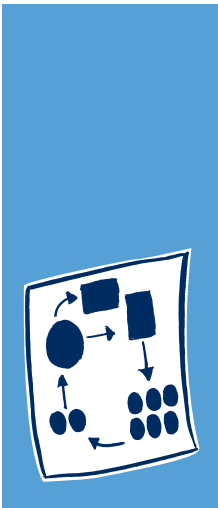
National Director, Central Region

National Director, Metro-Toronto Region

National Director, Ontario Region

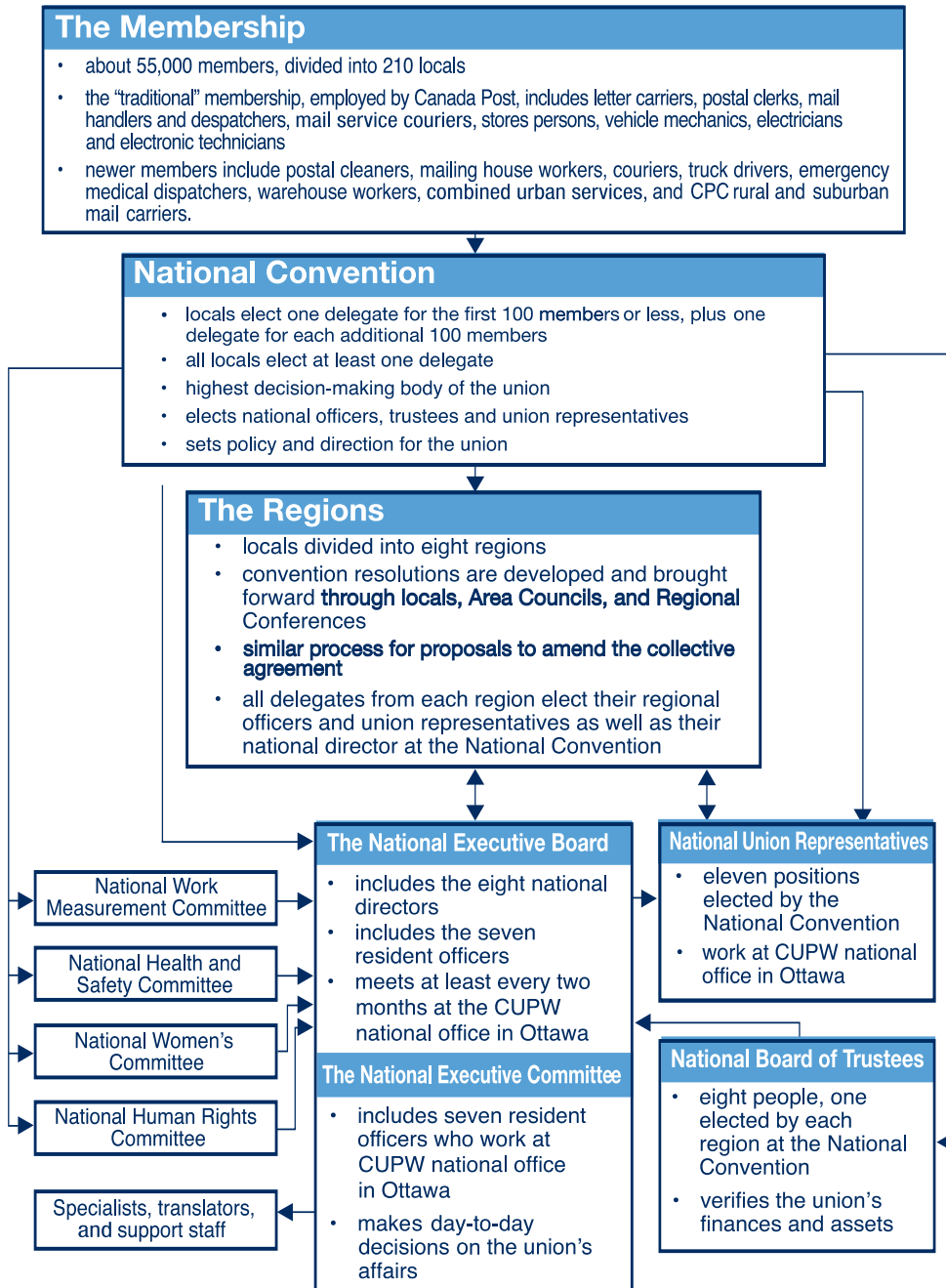
National Director, Prairie Region

National Director, Pacific Region



Appendix 2

CUPW's Structure





Solidarity Forever

By Ralph Chaplin

When the union's inspiration through the workers' blood shall run,
There can be no power greater anywhere beneath the sun.
Yet what force on earth is weaker than the feeble strength of one?
For the union makes us strong.

Chorus
Solidarity forever!
Solidarity forever!
Solidarity forever!
For the union makes us strong.

They have taken untold millions that they never toiled to earn,
But without our brain and muscle not a single wheel could turn.
We can break their haughty power, gain our freedom when we learn
That the union makes us strong.

(Chorus)

We're the women of the union in the forefront of the fight,
We know of women's issues, we know of women's rights,
We're prepared to fight for freedom, we're prepared to stand our ground,
Women make the union strong.

Solidarity forever!
Solidarity forever!
Solidarity forever!
Women make the union strong.
Employee ID number



Useful numbers and contacts

Work phone number

Pay inquiries phone number

CUPW local contact

CUPW local phone number

Steward's name

Steward's phone number

CUPW National web site **www.cupw-sttp.org**



Canadian Union of Postal Workers

National Office • 377 Bank Street, Ottawa, ON K2P 1Y3 • www.cupw-sttp.org