



CANADIAN UNION OF POSTAL WORKERS

KITCHENER/WATERLOO LOCAL (560)

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TEMPORARY WORKERS GUIDE

INFORMATION AND RIGHTS FOR ALL WORKERS

Local Union website <http://www.cupw560.ca/>
Local Facebook Page: CUPW Kitchener Area Members

Learn about union activity and ask questions!
Get involved and attend meetings

GENERAL INFORMATION

During your initial training you should be given a copy of the Collective Agreement, if not ask your supervisor to get you a copy.

Article 44 of the Collective Agreement (is the segment with the most information pertaining to temporary workers. **Do take the time to read it!** (*"Group 1: inside workers including PO4s, wicket clerks, mailhandlers, and despatchers. ... Group 2: outside workers, including letter carriers, mail service couriers, night routers, and assistants to the letter carrier supervisor. ... Groups 3 and 4: technical services. Generally found in mail processing plants. They maintain and repair letter sorting equipment, forklifts etc."*)

Mistakes can happen, double-check your pay stubs to confirm the number of hours you worked. Also, read Clause #44.28 to learn about your entitlement to a boot and glove allowance, and make sure this is showing on your pay stubs.

Record all reasons for turning down a shift such as but not limited to; child care needs, feeling sick, etc. It is also important to inform management you will not be able to report for work/assignment you accepted. The contact number for your supervisor will change depending on location, ask your supervisor or this information.

A current list of names of shift shop stewards and other Union contacts and activities can be found on the bulletin board its location will vary for each office.

It is highly recommended if you sign any documents for Canada Post, you request a copy for yourself.

Even temporary workers are Union members who pay Union dues (*feel free to research "The Rand Formula"*). In exchange, you get life insurance, support with grievances, \$200 a week strike pay as long as you are involved in the strike, opportunities to go to meetings and conferences, etc.

Information at the National Level

Log on to cupw.ca, click on JOIN CUPW, go to bottom of page, and click on Subscribe to CUPW eDigest to receive an ongoing newsletter.

HEATH & SAFETY

If you are told by the supervisor you must perform a task. Ask those working in the area how to work in the safest manner possible, you may want to speak to a shop steward or a Health and Safety member about any concerns.

If there is an injury, the present supervisor/superintendent should call over a Union health and safety officer. If this doesn't happen, you can vocalize the need.

Temporary workers get compensation for an at-work injury. When you report an injury, the employer must give you a copy of the Form 7, which they file with WSIB. Your employer must also provide you a copy of the Form 7 within 72 hours of reporting your illness/injury on duty. **Record any at work injuries with management immediately.** Contact your Union's Health & Safety representative for information on filling out these documents

Breaks

Internal Temporary Workers:

Working 8 hours, 30 minutes paid lunch + 2 paid 15 minutes breaks, Working 7 - 8 hours, 30 minutes lunch (*15 minutes unpaid*) + 2 paid 15 minute breaks, Working 5 - 7 hours, 30 minutes lunch (*15 minutes unpaid*) + 15 minute paid break, Working 5 hours or less, a 15 minute paid break. (*All breaks should be a close to middle of shift or hours worked as possible.*)

External Temporary Workers: Working 8 hours, 30 minutes paid lunch + 2 paid 10 minutes breaks(*One during the am the other during the pm portions*), Working 6+ hours, 30 minute paid lunch + 1 paid 10 minute break, Working less than 6 hours, 1 paid 10 minute break. (*All breaks should be taken.*)

RIGHT TO REPRESENTATION & GRIEVANCES

You have the right to see a shop steward during work time, this time should be requested through a supervisor.

When speaking to a supervisor about a concern, take a shop steward with you.

If you have accepted a temporary assignment for a set term, and you are later notified it will end earlier than previously stated without given a reason, ask the Local Union to inquiry on your behalf as to why.

Your Union doesn't know if you've been disciplined until you contact the Local office or a shop steward.

A supervisor/superintendent may request a meeting in their office, schedule a time, and bring in a shop steward of your choice or, if an immediate talk is necessary, bring a witness. Don't attend any meeting without a shop steward or witness. Explain the details of what occurred to your steward, prior to the meeting. Supervisory staff are required to give you 24 hours' notice with an explanation of the specific subject to be discussed during any meetings. You also have the right to step out of the interview for a break if needed.

You should request your personal file any time you are given a disciplinary interview. You can also request your file in writing at any time.

Any letter or report is unfavourable or inappropriate, you can file a grievance to this effect.

Write down all details as soon as possible, even before venting your concerns to a friend or a co-worker, as it is easy to forget or confuse some details in retelling and as time passes. This will help if you need to file a grievance later. For more information on filing grievances(*including time limitations*), read Article #9 in the Collective Agreement and/or contact your Local Union's Grievance Officers or shop stewards.