



# **Member Orientation Handbook**



Welcome to MoveUP, the Movement of United Professionals. If you are a new member, congratulations on your new job.

As a MoveUP member you're joining 12,000 people like you employed in public and private sector jobs in finance, insurance, transportation, utilities, crown corporations, security, and other office and professional sectors.

If you've been a member of a union before, you'll know that unions are democratic organizations. As members you're entitled to vote on the union's elected leadership and to have a say in developing policy and managing the union's finances – your dues. You're also entitled to union representation if your rights under your collective agreement are violated by your employer – a significant advantage over non-union employees who get treated unfairly at work.

Unions were formed to promote democratic and collective action to improve working conditions and the standard of living for workers. A union represents and provides security in the workplace, dignity on the job, and provides the means to create a better life. This is achieved through collective strength: members working together.

But unions don't just try to make things better in our specific workplaces: as part of MoveUP you're also part of a larger labour movement with local, regional, national, and international interests and concerns. A key principle of social unionism is "what we wish for ourselves, we desire for all." That includes decent wages, healthy and safe workplaces, fair labour laws, equality rights, dignity in retirement, and respect for basic human rights – here in Canada and around the world.

This Member Orientation package is meant to be a resource for you to learn more about your union, our mandate and structure, how you can expect us to communicate with you, and member services you can access. We also encourage you to take a look at the rest of our member orientation materials, available on our website at [www.moveuptogether.ca](http://www.moveuptogether.ca).



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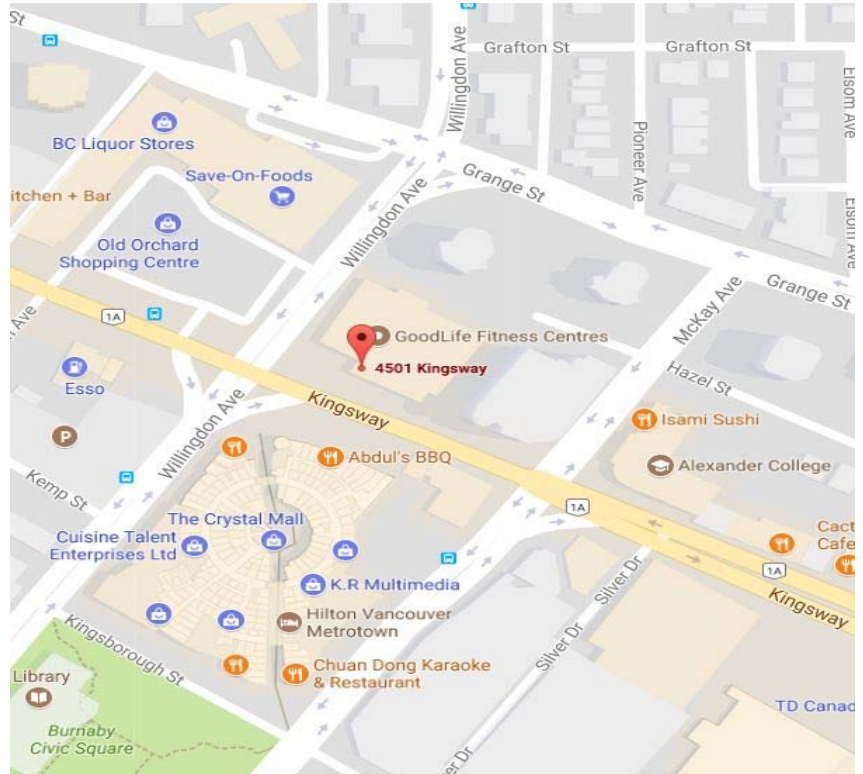
## Contact Us

Got a question or concern?  
Need to update your contact information?  
Not sure who your Job Steward is?

Contact the MoveUP Union Office

#301 – 4501 Kingsway  
Burnaby, BC V5H 0E5  
Phone: 604-299-0378  
Toll Free Line: 1-800-665-6838  
Fax: 604-299-8211  
Website: [moveuptogether.ca](http://moveuptogether.ca)

Or fill out our contact form online at  
<http://moveuptogether.ca/contact-us>





## The Role of Unions

Unions were formed to promote democratic and collective action to improve the standard of living and labouring conditions for workers. A union represents and provides security in the workplace, dignity on the job, and the means to create a better life. This is achieved through collective strength: members working together.

The union is not a third party. It is made up of its members, who democratically elect their leaders from amongst their peers to direct the affairs of the organization. We are all “the union”.

In addition, from their very beginnings unions have believed in the need to balance a community perspective with workplace interests. This will be addressed in more detail on page 11.



Members Vote at the 2012 Convention

### How You Came to Be a Union Member

As an employee of one of our bargaining units, you are also a union member. In the past the workers in your worksite joined together and organized to join the union so they could collectively negotiate better working conditions from a position of strength and cooperation. Once the application to join MoveUP was certified at the Labour Relations Board of BC, the union – represented by democratically-elected members – became the bargaining agent responsible for representing workers at your workplace in all matters of employment.

Because of this history, it was a condition of your employment when you were hired that you become a member of the union. With this you gained all the rights that come with being a union member, including democratic participation in union policy-making and elections, protections afforded by your collective agreement, and accessible union representation if your employment rights are violated.

### Dues

When you were hired you should have signed a dues authorization form which allows dues to be deducted from your paycheque and submitted to the MoveUP office. Our dues are relatively low in comparison to other unions (representing 1.5% of your earnings) and union dues are tax-deductible. These dues are the primary source of income for our organization. They allow the union to run its office, employ union representatives and other staff, fight grievances, hire arbitrators, support members financially during strikes, and carry out all other activities that are fundamental to our ability to protect and serve the members of the union.

## Your Union, Your History

In 2013 MoveUP celebrated 100 years of standing up for BC workers and fighting for social justice. Our “big little union” started as a humble social club and has grown to carry an influence far outweighing our size. Read below just a few highlights from our union’s history. For an interactive timeline that includes pictures and video clips, visit <http://moveuptogether.ca/history>.

**1913** – A small group of BC Electric employees form a social club to plan dances and social events. BC Electric was a small, privately-run utility that would grow and lead to some of MoveUP’s largest bargaining units: BC Hydro, FortisBC, BC Transit, TransLink, and Southern Railway.

**1930s** – Now the BC Electric Office Employees’ Association (OEA), the group of mostly women employees begin diverting dues to help sick and unemployed members who had been abandoned by the company due to the Great Depression. By the 1950s the group wins many gains for their 1,000 members, including a 37.5-hour workweek with overtime provisions and a medical plan with premiums covered by the company.

**1945** – 15 women working for trade unions in BC applied to the Office Employees International Union (OEIU) for certification. In the following years they expand to include 1,900 members working in banks, taxi dispatches, shipping companies, and a range of other offices. They eventually become COPE Local 15, which will later merge with Local 378.

**1955** – The OEA joins the Office Employees International Union, a US-based union organizing office workers in BC at the time. The Vancouver-based members and Victoria members were merged into OEIU local 378 in 1961.

**1961** – Premier WAC Bennett expropriates BC Electric and the Peace River Development Corporation and merged them with the BC Power Commission, creating a new public entity: BC Hydro. The union gains 2,500 new members as BC Electric is merged into BC Hydro.

**1973** – Premier Dave Barrett creates the Insurance Corporation of BC. After a three-month strike, ICBC workers sign their first collective agreement in 1975, which includes a 40 per cent wage increase over two years and a 35-hour, four-day work week.

**1979** – Transit workers at BC Hydro are transferred into a new division, which eventually becomes BC Transit.

**1981** – After decades of fighting for small gains, the union finally convinces BC Hydro to give up the “female differential” – a separate wage structure based on gender that saw women employees paid 10 to 20 per cent less than men.



**1983** - A coalition of unions and community groups called Operation Solidarity is formed when the Social Credit government introduces—in a single day—26 pieces of restraint legislation allowing government to break collective agreements and dismiss employees without cause.

**1996** – The union mobilizes against the provincial government’s plan to bring in no-fault auto insurance. By working with a diverse coalition of community groups, the campaign is ultimately successful.



**1999** – Newly certified members at BCAA begin a year-long strike for their first collective agreement. The agreement is signed in 2000 and gives them wage increases up to 18.5 per cent, harassment protection, and other important benefits.

**2001** – The government begins to privatize parts of BC Hydro, including contracting out one-third of jobs to multinational company Accenture. The union manages to keep members in these jobs although many will be lost in further contracting out in 2011-2012.

**2003** – The union becomes a key player in the fight to save Hastings Racecourse. Our formation of the Save the Track Coalition with community groups and horse-racing enthusiasts helps keep the open with the addition of several new community benefits such as childcare spaces and race days with profits donated to charity.

**2004** – The Canadian members of the Office and Professional Employees International Union (OPEIU, formerly the OEIU) declare their independence after a move by the American union leaders to increase Canadians’ per capita dues. The Canadian locals formed the Canadian Office and Professional Employees Union (COPE).

**2007** – The union launched a massive campaign around the issue of protecting public power and opposing costly, environmentally-damaging Independent Power Projects. The kickoff concert in Vancouver showcased divergent headliner acts Buffy Sainte-Marie, Final Fantasy, Jim Byrnes, and Kinnie Starr. The **Take Back the Power** campaign helped force the cancellation of an IPP on the Upper Pitt River and the associated events and forums helped raise awareness across the province of the economic and environmental problems associated with IPPs.



**2010** – COPE 15 merges into COPE Local 378 in order to share financial resources and build capacity to support the security of current members and the organizing of new members.

**2015** – COPE 378 changes its name to MoveUP to better reflect the diversity of our members’ fields and better align with our purpose: to invite people in and move forward with determination together

## Social Objectives of Unions

As mentioned on page 5, unions strive to help communities. For over a century Canadian union members have actively sought legal changes that would improve working conditions, not just for themselves but for all workers. Just some of the rights we enjoy today that were spearheaded by trade unionists include the minimum wage, parental leave, worker's compensation, the eight-hour workday, the Canada Pension Plan, and universal health care.

A key principle of social unionism is “what we wish for ourselves, we desire for all.” That includes decent wages, healthy and safe workplaces, fair labour laws, equality rights, dignity in retirement, and respect for basic human rights – here in Canada and around the world.

Working on these types of issues is a natural fit: unions represent a significant segment of the working population and our members also have families and communities whose interests are of concern to them. Further, experience has shown that the greater the inequality between all workers, the easier it is for employers and other interests to divide us and to threaten our job security. It's in all of our interests that wages, working conditions, and quality of life continues to improve for non-unionized people in Canada and all workers internationally. It's also the right thing to do.

In campaigns on broader labour issues and social justice issues, MoveUP often works with regional, national, and international labour organizations to which we are affiliated (see page 23 for more information on MoveUP's affiliations). One example is our work with the Canadian Labour Congress on campaigns around retirement security. In addition we maintain strong relationships with many non-profits and community organizations that share a commitment to social justice and have an interest in our issues.

MoveUP also generates its own social policy work and campaigns through its various committees (listed on page 19).



spoke at our Job Steward Seminar on the importance of international solidarity.



The National Day of Mourning for workers who have been killed or injured (April 28) is an important day for unions, when we remember those we've lost and commit to work for better occupational health and safety conditions.



## Member Services

Here are a few key services MoveUP provides to members. For more information, visit <http://www.moveuptogether.ca/member-services>.

### Representation and Help Resolving Workplace Issues

One way to think about union representation is as a type of insurance policy. In a non-union job if your employer violates your contract you usually can't rely on having anyone to help you resolve the problem or figure out your rights. But as a union member you have multiple levels of representatives who can help you out in a bind. First, there are your job stewards, whom you can go to with questions or concerns about your workplace and working conditions. Job stewards are your coworkers and also your direct link to the union.

Second, if your concern is out of the job steward's area of expertise, if it affects many members, or will require more time or effort to resolve, you may be referred to a professional Union Representative, who works out of the MoveUP office. Each bargaining unit is assigned one "servicing rep" to handle complex issues and a backup rep to deal with urgent problems if the servicing rep is unavailable. Reps work with MoveUP elected representatives and other professionals such as labour lawyers to resolve members' problems and ensure fair treatment. Most reps work with multiple bargaining units so it's best to contact your job steward first if you have any issues or questions.

### Member Education and Scholarships

MoveUP provides several educational opportunities throughout the year to its job stewards, including our annual Job Steward Seminar. These events give stewards a chance to talk with each other about best practices and pick up new skills and ideas for how to resolve workplace issues. In addition, MoveUP has succeeded at many workplaces in negotiating funds for education or professional development for employees. Check your collective agreement or talk to your job steward to find out if you might be entitled to funds for education through your contract.



Members participate in training at the 2012 Job Steward Seminar

Members and members' children who are 18 years of age or older are invited to apply for the \$4000 Fred Trotter Memorial Scholarship if they intend to be enrolled in a course, seminar, workshop or course of studies relating to industrial relations, sponsored by or forming part of the curriculum of a community college, college, university, technical institute, professional organization, labour organization or education organization. More information is available at the above link.

## Social and Recreational Events



(Left to Right) MoveUP 2012 Dragon Boat Festival team poses in between races, MoveUP members enjoy a team breakfast before the Vancouver Sun Run, a team of clowns and face painters help make the union's annual Breakfast with Santa fun and memorable events for members and their families.

Through the year MoveUP holds several social and recreational events to which all members are invited. For example, each year COPE members participate in the Vancouver Chinatown Lunar New Year Parade, the Pride Parade, and the Vancouver Sun Run. The union also holds breakfasts and skates with “Santa” in and outside of the Lower Mainland around the winter holidays and all members and their families are invited.

Most events are organized by one of the union's committees such as the Events and Social Planning Committee. You'll find a list and description of all the MoveUP committees on page 14.

# How Your Union Communicates With You

## Bulletins

The majority of direct union communication comes to members in the form of email bulletins. You can expect to receive workplace-specific bulletins to update you on any bargaining or issues relevant to your workplace. In addition, the union uses bulletins to let members know about union-wide issues and campaigns and to invite you to participate in the union's social and recreational events.

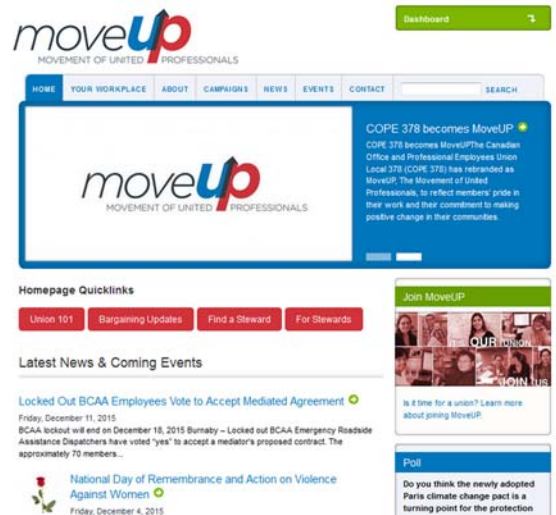
Many workplaces do not allow us to email members at work. In these cases we email bulletins to members' home emails and rely on job stewards, executive councillors, and members who volunteer as "distributors" to post and distribute printed copies of the bulletins. Please make sure that we have your home email address to make sure you aren't missing out on important communication.

## Through Your Job Steward

In addition to posting and distributing bulletins, job stewards may attend meetings or training and bring information back to members. They may also be tasked with informing you and your coworkers of updates around any specific issues regarding your workplace.

## MoveUP Website

The MoveUP website ([moveuptogether.ca](http://moveuptogether.ca)) is updated regularly with union news and events. Here you can find all the archived bulletins sent to your bargaining unit, an online version of our member magazine, printable member guides on specific issues such as medical privacy or the right to refuse to cross a picket line, bios and contact information for executive board members, the union's constitution and bylaws, and much more. Most of the important things for your worksite will be found under the "Your Workplace" tab, but we encourage you to take a few minutes to check out the rest of the site and all the resources available there.

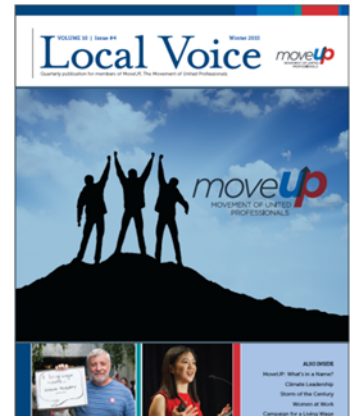


## Mail

Occasionally you may receive communication from MoveUP via regular mail. Around the union's convention and elections there will likely be important and time-sensitive communication sent to you by mail. It's very important that you let us know if your address changes (by filling out the form on the MoveUP website) so you can be sure you're getting all important information.

## The Local Voice

Our award-winning member magazine The Local Voice is another piece of mail that you will receive quarterly and which is also [available to read online](#). The magazine contains important bargaining updates, stories on key union issues, information on political action, and – once a year – copies of the union’s financial statements as part of our efforts to ensure accountability and transparency.



## Social Media

Your union uses social media to get our messages and campaigns out to a wider public but also to keep in touch with our members to share relevant and interesting links and photos and observations from recent events.



Take a minute to watch MoveUP’s entertaining and informative member orientation videos on YouTube.

## Follow MoveUP:

- Facebook: [www.facebook.com/MoveUP](http://www.facebook.com/MoveUP)
- Twitter: [www.twitter.com/MoveUPTogether](http://www.twitter.com/MoveUPTogether)
- YouTube: [www.YouTube.com/378COPE](http://www.YouTube.com/378COPE)



## **Membership Bill of Rights and Responsibilities**



Members have the right to work according to the rules of the workplace: the Collective Agreement.

Members have the right to grieve if they believe the rules of the workplace have been broken.

Members have the right to expect that their grievance will be handled and resolved within the time limits of the collective agreement.

Members have the right to be updated, on a minimum of a monthly basis, regardless of progress, on the status of their grievance.

Members have the responsibility to report any violations of the collective agreement to their Job Steward or Councillor.

Stewards and Councillors have the responsibility to investigate and respond to members' grievances.

Stewards and Councillors have the right to expect a response to phone calls, emails and faxes within one business day from the union office.

Stewards and Councillors have the right to expect out of office messages on email and voice mail if the union office staff member is unavailable.

If a member does not feel their concern has been addressed in the appropriate manner, they have the responsibility to call first their Steward or Councillor, then their Board member and then their Vice-President to address the issue.

## Structure of MoveUP

MoveUP members run our union. All union officers are elected by the members in their workplace. The MoveUP President, Executive Board and Council members stand for election every three years. Job stewards are also elected from their work areas. For more, see: <http://www.moveuptogether.ca/member-services/union-structure>.

### Executive Council

This is the senior policy making body of the union. Executive councillors are responsible for policy issues, the annual budget and all major financial decisions. There is one executive councillor for every 80-100 members. There are a minimum of five council meetings each year.

Councillors bring forward suggestions from stewards and members on the ways the union can improve its policies and services to the members. These issues are debated at council meetings. Councillors also act as chief job stewards, recruiting and advising job stewards in their constituency.



New Executive Councillors are sworn in at a 2012 Executive Council meeting. Council meets at least five times a year.

### Executive Board

The Executive Board is made up of 20 members representing various MoveUP sectors and workplaces. The board is the executive management body of the union and meets monthly to discuss administrative and operational issues. The board reports to council on policy and financial matters.

The Executive Board suggests ways the union can improve its policies and services to members. Board members must represent the interest of all members in their respective workplaces. They also sit on the union negotiating committee during bargaining and hold workplace membership meetings.

### The President and Table Officers

The President assigns all staff responsibilities, manages the union office, chairs meetings and acts as the union's representative to all outside organizations. There is one Vice-President elected to represent each of: ICBC, Utilities, and Combined Units.

The Secretary-Treasurer receives all funds of the union and maintains accounts, makes payments, and provides statements of accounts to Board and Council. S/he also assumes duties of the President when directed by the President.

The President, the three Vice-Presidents and Secretary-Treasurer are the Table Officers. They represent the interests of all union members in discussions at Executive Board and Council meetings on matters regarding administration, policies and financial decisions of the union.

## Union Representatives

Union reps are full-time employees in the union office who provide technical advice to job stewards and councillors and teach new stewards how to handle complaints and stage one grievances. Reps handle more complex grievances, keep members up-to-date on grievance status, take members' cases to arbitration and act as coordinators of bargaining teams during contract negotiations.

## Administrative Support Staff

The administrative support staff employed at the MoveUP office are responsible for ensuring membership, steward and councillor address and phone lists are up-to-date, processing union finances, recording information on grievance files, advising members about meetings, and ensuring that union officers have appropriate forms and bulletins to perform their duties.

## Other MoveUP Staff

MoveUP also employs a handful of other staff in the union office. These include financial staff who keep the union's books and ensure financial transparency for members, reps responsible for health and safety and job classification issues, organizers who help employees at new worksites to join MoveUP, and communications staff responsible for coordinating external campaigns and media relations as well as running internal communications such as the member magazine, member guides, website, and social media.



MoveUP staff volunteer at a BBQ fundraiser for the United Way.

## Job Stewards

Job stewards are members who volunteer to be the eyes and ears of the union in worksites. Your local job steward can help you read and interpret the collective agreement and is your conduit to the union office. Stewards look out for issues in your workplace, accompany members to any disciplinary meetings with management, maintain MoveUP bulletin boards, and sometimes file grievances with union staff help. Worksites can and should have more than one job steward. If there is no steward in your workplace, consider volunteering! MoveUP provides extensive training opportunities for job stewards.



Job Stewards get training at the annual Job Stewards Seminar.

## Committees

MoveUP has several committees that work on specialized areas to make policy recommendations, engage members, and strengthen the union, and protect members' rights in the workplace. If you are interested in more information or in participating on a committee, please contact the union office.

### **Advisory Committee**

Deliberates on matters of business or policy referred to it by the Executive Board, Executive Council or the general membership.

### **Arbitration Review Committee**

Reviews potential arbitrations and decides whether or not the union should take the case to arbitration.

### **Audit Committee**

Assists the board in fulfilling its oversight responsibilities by reviewing the financial information that will be provided to the Executive Council, Members and others; and all audit processes.

### **Constitution and Bylaws Committee**

Undertakes periodic reviews of the Constitution and Bylaws and makes recommendations for any changes needed.

### **Education Committee**

Decides what education and training programs the union needs and organizes the programs.

### **Electoral Committee**

Periodically reviews the membership lists in each employer workplace unit and makes recommendations to the Executive Council to ensure Councillor representation reflects the changes occurring in the membership.

### **Environment Committee**

Advocates for the environment and its sustainability to the Union, its members and society in general.

### **Events and Social Planning Committee**

Organizes social functions for participation of members and their families and to encourage friendships and fellowship across different workplaces within the union.

### **Health and Safety Committee**

Addresses health and safety matters pertaining to MoveUP members.



The Events & Social Planning Committee helps organize our union's presence in the Vancouver Sun Run each year. In 2012, over 150 members participated.



### **Human Rights Committee**

Ensures that MoveUP members are made aware of pertinent human rights issues (including international human rights, LGBT rights, Aboriginal rights, and harassment), and monitors the effects on contract language i.e. seniority rights, training, employment equity, etc. on the rights of all members

### **Multicultural Committee**

Works to grow and strengthen our union's relationship with multicultural communities, both inside and out of the union's membership.

### **Organizing Committee**

Works to build and create an infrastructure of volunteers and other resources to assist the union with campaigns to organize new workplaces. Provides a variety of other supports for organizing efforts.

### **Pension Committee**

Monitors changes in pension legislation, acts as a resource for bargaining committees and liaises with other unions on pension issues.

### **Political Action Committee**

Participates and assists the union in all aspects of political activity to protect and advance the objectives of the union.

### **Women's Committee**

Encourages full involvement of women members within the union.

### **Youth Action Committee**

Works to promote youth members' involvement in the union and to educate young members about their union, their rights, the labour movement and community involvement.



A Women's Committee member gets ready to join in the Pride Parade. Union presence at Pride is organized by the Human Rights Committee.



# Convention and Elections

## Convention

Every three years MoveUP holds a three-day convention to determine policy and political direction, consider changes to the union's constitution, and elect our Vice-Presidents. The MoveUP constitution defines convention as "the supreme decision-making body of the union".

Five to six months before convention all members – even those not planning on attending - are given the opportunity to submit policy resolutions for consideration at convention. A resolution can be as simple as securing the union's endorsement of a policy or can involve the union taking action such as forming a committee, holding an event, or adopting a major policy change. A deadline will be issued by which all proposed resolutions must be received.



Members line up to speak to a resolution at convention.

Three months before convention all members receive a notice of convention along with a form that can be used to express interest in becoming a convention delegate. Local delegate elections will be conducted, facilitated by your local Executive Councillors. The rules for delegate entitlements are laid out in the MoveUP constitution, which is available on the website. Even if you're a new member you can put your name forward to serve as a delegate. Convention is a great opportunity to learn more about your union and have a say in how it runs.

## Elections Process

Elections for the MoveUP President, Secretary-Treasurer, and Executive Board take place by mail-in vote one month before convention. Every member gets to vote and may choose to run for President and Secretary-Treasurer but members are only able to vote or run for board positions representing their group of bargaining units. For example, members at BC Hydro will only be able to vote for Hydro board positions. A member at a credit union will be able to vote for the board positions representing Combined Units – Finance and Insurance. For a full list of Board positions please visit the MoveUP website.

The three MoveUP Vice-Presidents (for Utilities, ICBC, and Combined Units) are elected by delegates to the triennial convention from among the newly-elected board members.

Executive councillors are elected in a one-member-one-vote process by members of their bargaining units every three years in-between conventions. This means election of councillors is separate from the board elections and convention.

## Affiliations

MoveUP is a significant part of the overall labour community. In order to work together on issues of mutual concern and with the goal of elevating working standards and rights worldwide, MoveUP works with labour organizations at the regional, provincial, national, and international levels.

**Regional:** The province is divided into several Labour Council districts. Local labour council members elect their own representatives and work together on regional issues. They are also responsible for deciding whether to endorse candidates in municipal elections, usually based on a candidate's application and interview to determine their commitment to labour issues and values. At municipal election time when MoveUP sends out candidate recommendations to members, these are endorsements that have been made by local elected labour councils.

**Provincial:** MoveUP is a member of the BC Federation of Labour, which represents over 500,000 union members in BC from more than 1,100 locals. They deal with all aspects of the BC economy, including lobbying for improvements to skills training, WCB, occupational health and safety, and the minimum wage.

**National:** MoveUP is the largest local of our national union, COPE-SEPB. COPE-SEPB is comprised of over 30,000 members in Canada and our work with them recognizes the common interest we have with other office, technical, financial, and professional employees.



Members from Capilano University join a BC Federation of Labour rally in support of collective bargaining rights and fair public sector collective

Our national pays our per capita dues to the Canadian Labour Congress, which makes us a member of that organization as well. The CLC is made up for 2.4 million affiliated members and represents an important voice on national labour and social justice issues.

**International:** MoveUP is part of the Global Union Federation IndustriALL. IndustriALL was formed in 2012 when three GUFs merged, including the International Federation of Chemical, Energy, Mine and General Workers' Unions (ICEM), to which MoveUP was previously affiliated. IndustriALL, like ICEM was, is dedicated to coordinating international solidarity and support for member unions during disputes, union-building in countries where unions are weak or non-existent, representing workers' interests at intergovernmental bodies such as the UN, and negotiating and monitoring global agreements with multinational companies to protect workers' rights.

## **Key Terms**

### **Arbitration**

Arbitration is a way of settling disputes between a union and employer during the term of a collective agreement. Commonly parties go to arbitration, after initial steps in the grievance procedure have failed, to resolve what the union considers to be unfair treatment, discipline, or termination of an employee. Arbitration is also used to resolve disagreements in the interpretation of the collective agreement. The arbitrator is a neutral third party empowered to make a binding ruling.

Recommendations for pursuing arbitration generally are made by one of MoveUP's staff union representatives. They present information to the union's Arbitration Review Committee, which then decides whether to pursue the case based on the likelihood of success.

### **Bargaining Unit**

A bargaining unit is made up of all the union members at a workplace or collection of workplaces that bargain collectively to negotiate the same collective agreement. For example, MoveUP represents two bargaining units at BCAA: BCAA Service Centres and Emergency Road Services, because these groups have different collective agreements. By contrast, the administrative staff of 10 CUPE union offices and CUPE BC make up one bargaining unit (called CUPE BC and Locals) because they have chosen to work together and sign on to one agreement.

### **Book-Off**

Occasionally union members are able to take time off work for union business. In order for this to occur without disrupting a member's pay, the union will try to arrange for book-off. This means the union contacts your employer to arrange for you to miss work and for you to get paid normally (either by the union or the employer depending on your collective agreement).

### **Collective Agreement**

Your collective agreement is your contract, negotiated between the employer and a "bargaining committee" made up of a union representative and a group of your coworkers. The bargaining committee is guided by feedback from members in formulating proposals and priorities. The resulting collective agreement sets wages, working conditions, and generally establishes both sides' rights and a code of conduct for both to follow.

### **Distributor**

A distributor is a union member who is not a Job Steward but who has volunteered to ensure other members in their workplace receive union communications such as bulletins. This may involve printing bulletins to hand out to members or post on workplace bulletin boards, or forwarding emails.



## **Excluded Employee**

An excluded employee is someone in a unionized workplace who is excluded from union membership, usually because they are employed in a managerial capacity or because their job requires a guarantee of confidentiality with the employer (e.g. in-house counsel).

## **Executive Board Member**

The Executive Board is made up of 20 members, including the Table Officers (President, Secretary-Treasurer, and Vice-Presidents) as well as elected representatives with responsibility to each represent a segment of the COPE membership (see the MoveUP structure section on page 12 for more).

## **Executive Councillor**

Executive councillors are elected by the members to attend meetings at least five times per year to consider policy issues, the union's annual budget, and all major financial decisions. Executive Council is the senior policy making body of the union. There is one councillor for every 80-100 members approximately. Councillors bring forward suggestions from stewards and members on the ways the union can improve its policies and services to the members. These issues are debated at council meetings. Councillors also act as chief job stewards, recruiting and advising job stewards in their constituency.

## **Good Faith Bargaining**

During bargaining the union and employer have a responsibility to bargain in "good faith". This means that both parties must demonstrate a willingness to meet at reasonable times to consider and respond to each other's proposals. Neither party is allowed to undermine the authority of the other's representative, such as by an employer trying to bargain directly with workers. If not followed, a party may be accused of "bad faith" bargaining and may be directed to change their position or actions by the Labour Relations Board.

## **Grievance Procedure**

When MoveUP becomes aware of a violation of one of our collective agreements, a grievance may be initiated. Your grievance procedure should be laid out in your collective agreement. Whenever you become aware of a violation of your contract, notify your job steward as soon as possible as some limits have time limits after which they are no longer possible to grieve.

## **Job Action**

Job action refers to any form of protest used by union members to object to employers' unfair treatment or stance in contract negotiations. If collective agreement negotiations break down a bargaining unit's membership may take a strike vote to allow them to take job action. A strike vote does not always result in a strike – it is also a way of showing the membership is united behind the bargaining committee to give them more power at the negotiating table. If a strike vote is successful the bargaining committee or a newly-formed job action committee will meet to decide what job action, if any, is to be taken. Just a few possible job actions other than a full-scale strike are: wearing a union button at work, handing out information to customers/clients, or refusing to work overtime.

## **Job Steward**

Job stewards are members who volunteer to be the eyes and ears of the union in worksites. Your local job steward can help you read and interpret the collective agreement and is your conduit to the union office. Stewards look out for issues in your workplace, accompany members to any disciplinary meetings with management, maintain MoveUP bulletin boards, and sometimes file grievances with union staff help. Worksites can and should have more than one job steward. If there is no steward in your workplace, consider volunteering! MoveUP provides extensive training opportunities for job stewards.

## **Just Cause**

Just cause is the proof an employer must produce before a tribunal that discipline of an employee who is a union member is warranted and necessary. The onus is on the employer to make their case, not the employee to prove he/she is not guilty. By contrast, if a non-union employee is terminated without just cause they are only entitled to notice and occasionally minimal severance pay; they have no possibility to get their job back.

## **Labour Relations Board**

The BC Labour Relations Board is an independent, administrative tribunal with the mandate to mediate and adjudicate employment and labour relations matters related to unionized workplaces. These can include certifying union representation for a new bargaining unit, collective bargaining processes, and resolving disputes between employers and unions. The decisions the LRB makes are guided by the BC Labour Relations Code.

## **Letter of Understanding**

A Letter or Memo of Understanding (LOU) is an agreement in writing between the union and an employer to an intended line of action. You will generally find them attached to your collective agreement and carry the same force and weight. However, they often specify a termination date to the action. In addition, when your collective agreement expires its provisions continue until a new one is negotiated. However, LOUs' actions and provisions do not continue once the CA expires.

## **Mediation**

A union may go to mediation with an employer to resolve collective bargaining or grievance issues. Either party may apply to the Labour Relations Board Mediation Division for a mediator to step in and act as an impartial third-party. The mediator promotes objectivity and compromise and does not make binding recommendations. If mediation fails the parties may move to arbitration or the union may take job action.

## **Memorandum of Agreement**

A Memorandum of Agreement is similar to a Letter of Understanding but it is generally negotiated during the term of a collective agreement, not as part of regular bargaining. The MOA has the same force as the rest of your collective agreement but often specifies a termination date and does not continue once the collective agreement expires.

## **Seniority**

Seniority is the length of continued service within a bargaining unit as a member in good standing of MoveUP. In most collective agreements, seniority plays an important role in shift signups, holidays, and opportunities for advancement. Unions fought long and hard to establish the principle of seniority in order to place a check on management favouritism and as a test for fairness in the workplace.

## **List of MoveUP Bargaining Units**

Accenture	Coastal Community Credit Union
Alma Mater Society	Coastal Community Insurance Services
AMS Security	College of Pharmacists of B.C.
Avis Budget Group	College of Reg. Psychiatric Nurses of BC
Bakery Workers Union, Local 468	College of Registered Nurses of BC
BC & Yukon Bldg. Trades Council	Columbia Hydro Constructors Ltd
BC Comp Dispatch Ltd	Columbia Valley Credit Union
BC Const. Industry Rehab Plan	Community Savings Credit Union
BC Federation of Labour	Const. Industry Rehab Plan (Non-Admin)
BC Ferry & Marine Workers Union	Const, Maint. & Allied Workers Barg.C.
BC Hydro & Power Authority	Const. & Spec Workers Med. & Benefit Plan
BC Nurses' Union	Const. & Spec. Workers #1611
BC Prof Fire Fighters Assoc & B Fund	Const. & Spec. Workers' Training Society
BC Regional Council of Carp	Coral Cabs Limited
BC Transit	CUPE 3338
BCAA	CUPE BC DIVISION
BCGEU	CUPE Local 1004
Beach Place Ventures	CUPE Local 2011
Berlitz Canada Inc.	CUPE Local 23
Boilermakers Union, Local #191	CUPE Local 3500
Boilermakers Union, Local #359	CUPE Local 3523
Bonny's Taxi Limited	CUPE Local 374
Brewery, Winery & Dist. Workers	CUPE Local 3742
Bricklayers & Allied Craftworkers #2	CUPE Local 379
British Col Life/Pacific Blue Cross	CUPE Local 389
Burnaby English Language Centre	CUPE Local 454
Canadian Freightways	CUPE Local 4879
Canadian Merchant Service Guild	CUPE Local 561
Canadian Northern Shield	CUPE Local 718
Capilano University	CUPE Local 728
Capilano University Faculty Association	CUPE Local 873 Ambulance Paramedics
car2go	CUPE Local 900
Carpenters Union, Millwrights #2736	DA Townley & Associates Limited
Catalyst Paper (Port Alberni Div.)	Dollar Thrifty Auto
CEP Local 525 G	Ecojustice Canada
CEP Local #601	Elevator Constructors Int'l Un. #82
CMAW Local Unit #1995	Enterprise Rent A Car of Canada Co
Coast Mountain Bus	FirstCanada ULC



*List of MoveUP Bargaining Units con't*

FortisBC (Cust. Care)  
FortisBC Energy Inc. (Gas)  
FortisBC Inc. (Electric)  
G & F Financial Group  
Hastings Entertainment Inc.  
Heat, Frost Insulators Union Local #118  
Hertz Canada Limited  
IAM (Can. Airways) Lodge #764  
IAM Machinists & Aerospace D Lodge #250  
IAMAW (Transportation Dist.) #140  
IBEW Loc #213 Joint Training Comm  
IBEW Local #1003  
IBEW Local #213  
IBEW Local #213, Welfare Plan  
IBEW Local #230  
IBEW Local #258  
IBEW Local #993  
ILWU Local #502  
ILWU Marine Section #400  
Insurance Corp Of BC  
Ironworkers Trade Improvement Plan  
Ironworkers Union, Local #97  
Island Savings Credit Union  
IUOE Local 115  
IUOE Local 115 Training Assoc.  
IWA Forest Ind.P.P. LTD  
KCC 244 Handy Pack  
Kekinow Native Housing Society  
Kelowna Cabs (1981) Ltd.  
Konica Minolta Canada Ltd  
Kruger Products  
Labourers' Advancement Fund  
Ladysmith & District Credit Union  
Lake City Casino  
Lu'Ma Native Housing Society  
MacLure's Cabs Ltd  
Marine & Boilermakers, Local #1  
Musicians' Assoc of Victoria & Islands, CFM 247  
New Democratic Party of BC  
New West & Dist. Labour Council  
Operating Engineers Benefits & Pension  
Operating Engineers, Local #882  
Pile Drivers Local 2404, UBCJA  
Piping Industry Apprent. Board  
Plumbers #170 - Metal Trades Div.  
Plumbers #170 Welfare Plan  
Plumbers Union, Local #170  
Plumbers Union, Local #324  
Powertech Labs Inc  
Schneider Electric  
Seaspan ULC  
Service Employees Int'l Union Local 2  
Sheet Metal #280 Benefit Plan  
Sheet Metal Workers Union #280  
Southern Railway Of BC  
TBC Teletheatre BC  
Teamsters Local 155  
Teamsters Local 213  
Teamsters Local 213 Members Benefit Plan  
Teamsters Local 31  
Telecommunication Workers Pension Plan  
Telecommunication's Workers Union  
TransLink  
Tree Island Industries Ltd.  
Unifor 1928  
United Fishermen & Allied Wrks Union  
V.P. Credit Union  
Vancouver & District Labour Council  
Vancouver Community College Faculty Ass.  
Vancouver Musicians' Association  
Vancouver Shipyards Co. Ltd.  
Vancouver Taxi Ltd.  
VantageOne Credit Union  
Victoria Shipyards Co. Ltd.  
Westminster Savings Credit Union  
Working Ventures Ins Solutions Ltd.  
Xylem Water Solutions  
Yellow Pages Group