



**UNIFOR**  
theUnion | Canada

**LOCAL 333**  
**POLICIES**

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## **POLICY 1 - LOST WAGES**

The Local shall pay all lost wages while a member is on official Union Business. Lost wages shall be defined as the applicable rate of pay for the member's regular scheduled shift including shift premium if applicable.

Lost wages will only be paid when approved by either the Local By-Laws and/or the Local President/Business Agent. And in some cases the decision will be made by the Local Officers.

The Local shall pay a representative or member lost wages only when that representative or member is performing necessary duties for and on behalf of the Local during the time for which s/he would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local representative or member would otherwise have received from her/his employer for the same period of time which s/he is being compensated by the Local.

## **POLICY 2 - PER DIEMS**

Per Diems will only be paid when approved by either the Local By-Laws or the Local President/Business Agent. And in some cases the decision will be made by the Local Officers.

There may be times when per diems are replaced with meals.

Full sessions must be attended.

Per Diems shall be paid by the Local to a member on official Union Business as follows:

### **A) Per Diems With No Accommodations**

A Per Diem of \$15.00 shall be paid for the following:

Regular Day: Within the Greater Toronto Area (GTA).

A Per Diem of \$20.00 shall be paid for the following:

Regular Day: Outside of the Greater Toronto Area (GTA).

A Per Diem of \$30.00 shall be paid for the following:

Conventions, Conferences, Seminars, Negotiations, Arbitrations and Hearings.

**B) Per Diems With Accommodation**

Delegates of the Local attending official Union Business where accommodation expenses are approved by the Local will receive a per diem of \$75.00 per night.

Port Elgin

When a meal plan is provided the per diem shall be \$30.00 per day

When a meal plan is not provided the applicable per diems shall be paid.

**POLICY 3 - EXPENSES**

**Accommodations**

Delegates of the Local attending official Union Business that are held at locations where accommodations are required will have accommodations provided by the Local up to standard hotel accommodations.

**Parking**

Actual costs shall be reimbursed providing receipts are submitted.

**POLICY 4 - TRAVEL ALLOWANCE**

Travel Allowance will only be paid when approved by either the Local By-Laws or the Local President/Business Agent. And in some cases the decision will be made by the Local Officers.

**Automobile** - Forty-eight (\$0.48) per kilometre

**Bus Fare/Train/Flights** - Actual costs shall be paid providing receipts are submitted

Travel Allowance shall be paid to committee members when attending grievance meetings while on their day off.

## **POLICY 5 - HONORARIUMS**

### **Executive Board Members**

Executive Board Members (except Business Agent) who have held the position for more than six (6) months during the applicable year will receive a yearly honorarium as follows:

Vice-President	-	\$ 300.00
Treasurer/Financial Secretary	-	\$275.00 per year
Recording Secretary (as well as \$50.00 per Executive Board/General Membership Meeting)	-	\$250.00 per year
Trustees	-	\$ 200.00
Guard	-	\$ 200.00
Chairpersons	-	\$ 275.00

If any Chairperson holds an Officer's position, they will receive the Chairperson honorarium of \$275.00, as well as one-half of the honorarium for the Officer's position.

Where no lost wages are incurred, for attending the:

- 1) Executive Board Meeting, must attend entire meeting, an extra \$ 25.00 will be received.
- 2) Executive Officers Meeting, must attend entire meeting, an extra \$ 10.00 will be received.

Attendance at all meetings will be closely and accurately monitored by the Recording Secretary and/or Guard.

### **Stewards**

Stewards who have held the position for more than six (6) months during the applicable year will receive a yearly honorarium of one hundred twenty-five dollars (\$125.00).

Other Members of the Local may receive an honorarium as decided by the Officers on a yearly basis.

Any disputes will ultimately be decided by the Officers of Local 333.

## **POLICY 6 - UNION DUES**

Each and every member of the Local shall pay Union Dues to the National Union in the amount as per the Constitution of the National Union.

Each and every member of the Local shall pay Union Dues to the Local Union in the amount as established by Local 333.

Gross earnings shall include wages, cost of living payments, statutory holiday pay, vacation pay, and shall not include overtime, shift premiums, bonuses, or incentive pay.

For clarification retroactive earnings due to collective bargaining and earnings received due to an arbitration proceeding and/or settlement shall have union dues deducted.

The Local at the request of an individual Bargaining Unit shall cause the employer to deduct an amount established by the individual Bargaining Unit in addition to the Local and/or National Union dues as stated above.

The Local shall collect the above additional union dues from the employer and maintain an interest bearing account on behalf of the Bargaining Unit.

The Bargaining Unit shall only use the aforementioned funds for purposes such as, Christmas parties, the purchase of hats, shirts, jackets etc. and additional strike assistance.

The Local shall forward a reconciliation of the funds to the Bargaining Unit monthly.

## **POLICY 7 - ANTI-HARASSMENT POLICY**

This policy will be read at all Local 333 Membership Meetings, Executive Board Meetings and Educationals.

### **ANTI-HARASSMENT STATEMENT**

***( TO BE READ ALOUD AT THE START OF ALL UNIFOR-SPONSORED EVENTS )***

March 2016

Every individual has the right to dignity and respect within the union and within the workplace. Creating and preserving a safe harassment-free environment at all union activities, events and meetings is our collective responsibility.

Unifor will not tolerate or condone words or actions that undermine the dignity or self-esteem of any individual or which create an intimidating, hostile or offensive environment. Any form of harassment within the union environment undermines our solidarity and runs contrary to our commitment to equality. Any such harassment may result in sanctions pursuant to this Policy.

Harassment is not a joke. It is unwelcome, unwanted and uninvited. It is an expression of power or perceived power by the harasser(s). Harassment includes words and actions which humiliate, insult or degrade. It may include, but is not limited to, unwanted comments, slurs, racist or sexist jokes, pictures or posters, bullying or intimidation, graffiti, physical contact of any kind, remarks about a person's appearance or personal life, unwelcome sexual advances or demands, suggestive looks or gestures, mockery of religious practices or customs or desecration of religious imagery.

Harassment that violates human rights legislation, on any prohibited ground, violates this policy. Bullying and personal harassment are equally offensive to union principles and may also result in sanction under this Policy. Bullying is the assertion of power through aggression, physical or otherwise and can include intentional isolation of an individual or group. It usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. Expression of differing opinions is expected in every organization and such expression does not, on its own, constitute a violation of this Policy.

If you believe you have been harassed you are encouraged to take action. If you are able to express that the offensive words or conduct are unwelcome you are encouraged to do so. If you are unable or if you are uncomfortable doing so, or if the behaviour persists, you are encouraged to approach an ombudsperson for assistance.

Unifor commits to taking every harassment complaint seriously and will treat each incident with sensitivity and confidentiality. Informal resolution is always encouraged and may include, but is not limited to, apologies, reprimands or removal from the event.

If a matter cannot be resolved by informal processes or where a complainant desires, a formal complaint may be filed in writing to the National Anti-harassment Coordinator at the National Office. The designated Ombudsperson(s) can provide direction on the process of filing a formal complaint. Where the safety of any individual is compromised appropriate authorities will be contacted.

For the Unifor function the designated ombudsperson(s) is:

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## **POLICY 8 - EXECUTIVE OFFICERS**

A Bargaining Unit shall be entitled to hold a maximum of two (2) Executive Officer positions.

## **POLICY 9 - COLLECTIVE AGREEMENTS**

All collective agreements before being signed shall be referred to the Bargaining Unit members concerned for ratification at a special meeting called for that purpose.

## **POLICY 10 - HEADQUARTERS**

The headquarters and main office of the Local shall be Suite 207, 61 International Blvd., Rexdale, Ontario M9W 6K4.

## **POLICY 11 - RETIREMENT**

When the Local Office has been informed by the Bargaining Unit Chairperson that a member is about to retire the Local will honour the member with a Unifor watch.

The Local will also pay the affiliation fees to the Ontario Federation of Labour Union Retirees (OFLUR).

## **POLICY 12 - RETIREES/RETIRED WORKERS CHAPTER**

The chairperson of the RW Chapter shall receive \$\_\_\_\_\_ monthly expenses.

*“Chapter members or officers who incur special expenses in carrying out authorized chapter business may be reimbursed from the RW Chapter fund. It is not intended however, to pay lost time, wages/salary, nor to reimburse members for attendance at all approved meetings.”*

Guidelines for reimbursement of expenses when the above conditions are met shall be as follows:



- Actual fare or auto mileage, parking fees, registration fees and meals when the authorized work involves eating out.
- For authorized attendance at activities or conferences requiring overnight stay, the reimbursement shall be for incurred transportation costs, including parking, hotel accommodations, registration fees (not including cost of meals) and a set amount per day to cover food and incidental expenses.

The RW Chapter will receive an up-to-date financial report of the RW Chapter funds and expenditures from the fund provided by the Local Union financial secretary each month, if applicable.

## **POLICY 13 - SUPERVISORY/MANAGERIAL POSITIONS**

Any member applying for a managerial position in their workplace must immediately resign all Union held positions.

### **Temporary Management Positions**

Any member accepting a temporary management position in their workplace will not engage in any action that may bring harm to any member of the Local.

In the event that this should occur the Bargaining Unit shall decide what appropriate action shall be taken against the offender. Any such action must be in compliance with the Constitution of the National Union and Local By-Laws.

## **POLICY 14 - VEHICLES**

The Local will pay the cost of a vehicle as per the Unifor Automobile Policy.

## **POLICY 15 - RECORDINGS**

It is the policy of the Local that no member shall record, or condone being recorded, while participating in any union function including, but not limited to grievance meetings, union meetings, negotiations, arbitrations, mediations, etc.