

C.E.P Local 723M

Union Representation Policy

The purpose of this policy is to state the procedure Local 723M operates under when management has a formal meeting with a Bargaining Unit Member.

Under the current Collective Agreement Article 8.1 (c)(d)(e)states:

(c) At any formal meeting with an employee discussing whether corrective action (discipline) will be taken against such employee, the employee may have a Union Representative present for the following purposes only: to assist, counsel, advise and represent the employee. Although the Union representative may participate in any discussion taking place at such meeting, any final decisions affecting the employee are to be made solely by the Company.

(d) The Union shall provide the Company with a list of Union Representatives who shall be responsible for particular employee groups and who may be scheduled to attend meetings with respective employees who they represent.

(e) When a meeting is convened in accordance with Article 8.1(c) above the employee shall be given reasonable time in which to arrange for the attendance of a Union Representative. Prior to commencement of the meeting the employee shall be allowed ten (10) minutes to consult their Union Representative.

How do I find the correct Union Representative?

You will find attached the current breakdown of Local 723M Executive Board.

When a formal meeting is to be scheduled and Union Representation is required, as per section "A" above, the employee and/or the Company representative shall proceed as follows:

- 1) Find the employee's job classification in one of the Steward Groups.
- 2) Contact the Steward of that Group using contact information provided.
- 3) Once contacted, the appropriate Steward will advise as to their availability. If they cannot attend for any reason the Steward will contact the Grievance Committee (President, Vice-President, and National Rep) for a suitable replacement and advise the employee and/or Company representative which Union representative will take their place.
- 4) If the employee and/or Company representative cannot contact the specific Steward assigned to the employee's Steward Group, then they shall contact one of the three members of the Grievance Committee. The Grievance Committee member will then advise as to which Union representative will be appointed to attend the scheduled meeting.
- 5) If the employee's job title falls in a Steward Group that does not currently have a Steward Representative, then the employee or the company representative shall contact one of the Grievance Committee members, and they will advise as to which Union Representative will be appointed to attend the scheduled meeting.
- 6) Stewards should introduce themselves to the managers and supervisors of their own steward group members.