

**UNION OF TAXATION EMPLOYEES  
LOCAL 20026 – PENTICTON  
EXECUTIVE MEETING  
Wednesday May 19, 2010**

**CALL TO ORDER: - ROLL CALL - 12:00 PM**

**Present**

Sharon Hickey, President  
Suzanne Besseling, Treasurer  
Ruth Eisthworth, Steward  
Nathan Zailo, Steward  
Stefan Dobernigg

Derek Johansson, 1<sup>st</sup> Vice President  
Brenda Williams, Secretary  
Colin Halliday, Steward  
Shiv Reddy, Steward

**Absent**

Ali Burton, Steward

Cheryl Ballantine

**BUSINESS ARISING FROM PREVIOUS MINUTES**

Motion that was put forward to not participate in UMI has been withdrawn.

**PRESIDENT'S REPORT**

Training:

May 29, 30 and 31 – Grievance Course – Shiv, Nathan and Ali to attend.

June, 2010 – EO Conference in Ottawa – Shiv and Nathan to attend.

Local Officers Training – has been cancelled – it may be re-scheduled at a later date.

OHS Conference – Calgary – Sharon and Brenda attended – Brenda's report attached to minutes

UMI – Union Management Initiative – Part II will be beginning soon. All executive will be attending. Sharon will be attending F&A UMI sessions as she attends the Union Management Committee meetings.

Collective Bargaining – Information is updated on the national UTE website - [www.ute-sei.org](http://www.ute-sei.org). Link for collective bargaining information: <http://www.ute-sei.org/English/bargaining.cfm>

July 2 – Notice to Bargain will be given to the Canada Revenue Agency.

New Hires – Sharon attended a meeting with Paul and Tony for 11 new hires and 2 employees currently working in Revenue Collections who will be taking a term position in the T1 National Collection Centre. Derek and Suzanne will be doing the Union Orientation presentation.

PSTAR – There are 14 employees from the Provincial Government in our TSO geographic area and will belong to the PIPSC Union. New job descriptions are being prepared in Audit for the new positions pertaining to HST and these job descriptions will be for both existing CRA staff and the new Provincial Employees.

Travelling Staff – Late Hour Shift Premium – Sharon had a meeting with Tony and it was agreed that travelling staff will be told that they do not have to work past 6:00 pm, if travelling staff work past 6:00 pm as their own choice, they will adjust hours accordingly. It was agreed if staff is required by management to work past 6:00 pm they are entitled to claim the shift premium.

**Motion to Accept President's Report: Sharon, 2<sup>nd</sup>: Shiv, Carried**

## **1ST VICE-PRESIDENT'S REPORT**

No report.

## **COMMITTEE REPORTS**

**GRIEVANCE AND STAFFING RECOURSE:** Colin advised that he has filed a harassment complaint and supporting grievances and copies were sent to the appropriate parties. Colin is expecting a 2<sup>nd</sup> complaint to be filed with 2 or more grievances. Colin reported that he has 6 grievances outstanding. He also reported that he has 2 level 2 grievances and trying to set up meetings to try and resolve.

**EDUCATION AND TRAINING:** No report

**WOMEN AND EQUAL OPPORTUNITY AND EMPLOYMENT EQUITY:** Aboriginal Week is week of May 24 to 28<sup>th</sup>.

**OCCUPATIONAL HEALTH AND SAFETY:** Ruth has resigned from the committee as she will be retiring in August, 2010. Suzanne takes over her spot on the OHS Committee.

**MEMBERSHIP:** One Rand on the last PSAC Listing – email to be sent to S. Bastien to resolve this issue. All returned mail has been given to the employees and change of addresses has been sent to National Office for input.

**CONSTITUTION AND BYLAWS:** No report.

**BURSARY AND SCHOLARSHIP:** See attached

**EMPLOYEE ASSISTANCE PROGRAM:** No report.

**COLLECTIVE BARGAINING:** No report – notices to be printed off the website and placed on bulletin boards.

**POLITICAL ACTION:** No report

**STAFFING & WORK FORCE ADJUSTMENT:** No report.

**WEBSITE ADMINISTRATOR:** No report

Suggestions for changes to the website:

- 1) Courses, Meetings, and Conventions: dates and who attended (Last fiscal and upcoming)
  - 2) Bargaining Demands Put forward by OUR Local; one liners
  - 3) Dental Plan upgrades demands put forward by OUR Local
  - 4) Links: To UTE/PSAC for -Education re upcoming events  
Links: To E-Mail to MPs in our area, (e.g. [Day.S@parl.gc.ca](mailto:Day.S@parl.gc.ca) )  
Currently some Links go to Home Page of UTE , suggest we drill down further for Link we advertise
  - 5) EAP 1-800- # for home emergency
- IDEAS Submit: Link (I.e. and E-Mail to Pres)  
Change of Address; currently have UTE AND PSAC (if both needed, needs and explanation)  
Better looking Home Page

A new picture of the executive will be taken and posted on the website.

## NEW BUSINESS

2010 Bargaining Team

**Denis Lalancette**, 2nd National Vice-President, responsible for the collective bargaining portfolio and Chair of the Standing Bargaining Committee

**Pamela Abbott**, Regional Vice-President (RVP) – Pacific, Chair of the Technological Change Committee

**Chris Aylward**, RVP – National Capital Region, Chair of the Health and Safety and By-Laws Committees

**Shawn Bergeron**, RVP – Prairies, Chair of the Equal Opportunities Committee

**Jean-Pierre Fraser**, RVP – Quebec, Co-chair of the Standing Bargaining Committee

**Dawn Hardy**, Local Presidents' representative on the Standing Bargaining Committee and President of the Summerside Local

**Nick Stein**, RVP – Southwestern Ontario, Chair of the Workforce Adjustment and Political Action Committees

**Gaby Levesque**, PSAC negotiator

**Seth Sazant**, PSAC Research Officer.

## CORRESPONDENCE

Usual correspondence.

## WELFARE OF THE LOCAL

Get well card sent to Rowena.

## ROUND TABLE

No report.

## ADJOURNMENT

Meeting adjourned at 12:40 pm.

Next meeting June 16, 2010, 12:00 pm, Director's Board Room

UTE HEALTH AND SAFETY CONFERENCE  
CALGARY ALBERTA - APRIL 23 – 25, 2010  
Report by Brenda Williams

Sharon Hickey and I attended the conference the weekend of April 23 to 25 at the Hyatt Regency in Calgary Alberta.

The theme of the conference was “A Balanced Approach to Health and Safety”

The conference dealt with Health and Safety in the Workplace, Violence in the Workplace/Bullying, Healthy Living and workshops on Health and Safety Inspection and Investigation.

Brad Tetarenkno – HRSDC discussed the importance of the OHS Committee in each office; he stated these committees are his eyes and ears and the backbone of enforcing legislation. Brad gave a PowerPoint presentation of “What’s up with Biff – the prickly question of mental health”. Handouts were provided with internet links and book references pertaining to Mental Health. This was a very interesting and informative presentation.

Denis St. Jean discussed “Violence Prevention in the Workplace”. Denis gave a PowerPoint presentation and provided a hard copy of the presentation for all participants. In his presentation he discussed bullying and violence in the workplace. In his presentation Denis discussed ways on how to prevent bullying and violence in the workplace. If anyone would like a copy, please let me know and I will make a photocopy. This presentation was interesting took up a good part of the conference.

The last speaker was Gardner Blisque who discussed Healthy Living – Stress/Diet/Work Place. Gardner discussed how proper nutrition and diet can help you live longer. Gardner discussed keeping your body well hydrated with water, eat smaller meals and eat every couple of hours which helps to make you feel full and not overeat, exercise 20 minutes a day by walking, curling, golf swimming etc. and avoid processed foods. Balanced nutrition, exercise and routine will help reduce stress and make for a better lifestyle.

I found the conference to be very informative and interesting.

# The Union of Taxation Employees Local 20026 Scholarship Committee

Tuesday, May 4/2010

## Scholarship Meeting

Agenda – to recruit new committee members and to award scholarships

Mona Hazel will see if new committee members interested.  
To call Sharon Hickey to see if any additional applicants for scholarships

## Attendees:

Mona Hazel  
Laila Beam  
Greg Degagne

## Agenda – 2010 results

Scholarships – Two \$1,000 scholarships to be awarded

### Applicants to date

- Amanda English-Vaillancourt
- Cierra Williams
- Joel Madsen

### Scholarship recipients

1. To Be Announced
2. To Be Announced

## Additional Information

Additional meeting s/u for Tuesday, May 18/2010 to see if further applicants and to review for new committee members. At this time will be awarding scholarships. Greg Degagne will continue being committee member as 2<sup>nd</sup> back up. Mona Hazel to continue as 1<sup>st</sup> back up. Laila Beam – one year left in term as committee member. Next meeting will determine additional committee members.

## Grievance Course Report

I attended the grievance training course in Richmond with Shane O'Brien. The course went over the various protocols from the one, three, and four level grievance processes. The highlights of the course included getting a written copy of the collective agreement for our own use. This will come in handy as we can't access info-zone from home. In the course was discussed the benefits of having/not having the grievor in the hearing of the grievance. It was Shane's opinion that the grievor should not be taken along as emotions can get the better of them. He also mentioned that it is easier to communicate with the employer without the grievor there as they may be more open in their discussion and willing to communicate off the record to solve the issue. The harassment portion of the course was brief as it came down to one important point that harassment is harder to prove. We were encouraged not to label it and rather explain the situation. Using the grievance process ensures the union has a role and that we have a say in the desired outcome as well. The harassment process is an employer run process and will be initiated after a grievance is filed or at any other point when the employer feels that there has been harassment so there is no need to start with a harassment complaint as the grievance procedure has timelines for the filing etc. which need to be met and that way not limited. We were provided with reference materials at the training which will come in quite useful when a grievance is to be filed. In reference to wording it was mentioned to keep it brief and to the point allowing for more stuff to be brought up rather than limiting.

Shiv Reddy

### Report on UTE Grievance Representation Training Course

Submitted by: Ali Burton

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I attended the UTE Grievance Representation Training Course in Richmond, Vancouver, on May 28 to 30, 2010. Shiv Reddy, Nathan Zailo, and I flew down on Thursday, May 27, 2010. The course was extremely beneficial, and I now feel that I have the knowledge and tools to help a member when approached with a potential grievance.

I learned about our rights and obligations during the grievance procedure as the union, the employee, and the employer. In addition, I learned about the different classes of grievances, the areas of jurisdiction, and how to fill out grievance presentation forms and transmittal forms. I also acquired information on what to do when presented with a grievance, the investigation involved, and how to present the grievance to the employer. Also discussed was how to organize and transmit the grievance file from level to level when necessary. All of this information was very valuable as I feel more at ease in dealing with members when they come to me with an issue/grievance.

In addition to the above, I became aware of timelines and specific procedures to follow. I learned about adjudication, when it can be used, and the different forms relative to the type of grievance which are to be used in the adjudication process. In the latter part of the grievance course, interpretation of the collective agreement was discussed. This was useful because it highlighted how a steward can determine if a members' rights have been violated and to seek the proper form of redress depending on that determination.

The very last topic discussed was harassment. Harassment is not the same as abuse of authority, and harassment is actually quite difficult to prove due to its extensive definition. Rather than file a harassment complaint, a grievance should be filed for misconduct instead. This will allow the union to be a party to the process, so the grievor will have the union to back them up as well as management. Assault, however, is covered by the Criminal Code, and the police and Security Directorate should be contacted in such cases. I learned that it is the employer's responsibility to ensure a harassment-free environment.

Overall, the course was exceedingly worthwhile and the only criticism I have is that the discussion got off topic several times and many of these "off-topic" issues that were brought up only applied to the call centres in the Tax Centres. Shiv, Nathan, and I had to leave to catch our flight back to Penticton, so we missed the latter part of the harassment presentation. This could have been avoided if the off-topic discussion was kept to a minimum

By Nathan Zailo

## **Grievance Course Report**

The grievance course was held in Richmond between May 28 and 30. The course was very interesting, and covered a wide variety of topics ranging from the grievance procedure, to harassment issues.

Some of the topics discussed throughout the course were:

- Grievance procedure- rights and obligations
- The many different classes of grievances
- How to present and transmit a grievance
- Adjudication
- Investigating the grievance
- Interpreting the collective agreement.
- Harassment issues in the workplace

Although the course mainly discussed the grievance procedure, harassment was discussed as well. An important thing discussed regarding harassment was about how to deal with complaints of harassment. We learned that complaints involving harassment should be

investigated carefully before any grievance was filed. The inappropriate behaviour complained about shouldn't be hastily labelled as "harassment", but instead a grievance should be filed. If the behaviour is labelled as harassment, the employer will take action, and their alternate dispute resolution process will commence. This can be lengthy, and in the end, the employer makes the final decision. By this time, the time period to file a grievance may be expired, and nothing can be done. Therefore, in most cases, it is better to file a grievance for "inappropriate behaviour", and after further investigation, it can be classified as harassment.

Another interesting point regarding harassment, dealt with how it is classified. In most cases, harassment cannot be labelled as such, unless the harasser is informed by the complainant, that his or her actions are offensive, and unwelcomed. If the unwelcomed behaviour continues, then it has the grounds to be labelled as harassment.

Overall, I found the course to be very informative and beneficial to me. I now understand the definition of a grievance, and have a general idea on how the grievance procedure works. We went in depth on several topics regarding the grievance procedure and harassment. I also have an abundance of resources available to me, and will be more prepared when a grievance is filed with me. This course was beneficial, as I will be able to help others in the workplace when it comes to the filing of grievances, or harassment related complaints.

## **PRESIDENT'S REPORT June 2010**

Since our last meeting I have attended several meetings to update and roll out to the staff the latest PSTAR information. In the last month there has been several new positions been offered in both Audit and TSDMB.

Earlier this month Suzie Besseling and I presented a new employee orientation to the 6 new AAP students.

I also attended an F&A UMC via conference call.

Last weekend I attended the National EO Conference in Ottawa, Shiv & Nathan also attended. It was a very informative conference. I attended 3 workshops. They dealt with Generational Gaps and Baby Boomers and how different they deal with changes in the work environment. A second workshop provided information on case law and the third was looking at employer policies and finding where there were deficiencies that might prohibit an individual from applying based on their being a member of one of the representative groups.