

# UCCE NEWS & VIEWS

Jan./Feb. 2014  
Edition

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## It's Vacation Time



Hard to imagine, with snow up to our armpits and severe weather warnings frequently going into effect, that it is once again time to plan vacation for 2014 (May 1—April 30).

Granting of vacation is done by classification by centre. The only exception to this shall be in departments where it is not possible for more than one employee to be on vacation at any given time. (Article 20.6)

There is a very specific process for how the vacation scheduling process works.

ROUND 1 - By January 15<sup>th</sup> each year, a vacation calendar (or sheets) shall be submitted to the employees requesting them to indicate their preference of vacation dates.



By March 1<sup>st</sup>, each employee may choose one block of eligible vacation time, up to 3 consecutive weeks. These requests shall be allocated on the basis of seniority. It may be an idea to put your 2<sup>nd</sup> & 3<sup>rd</sup> choices down as well, in case your initial choice has already been picked. The employer is not obligated to schedule the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> weeks (where applicable) of vacation in conjunction with this initial choice.



By March 31<sup>st</sup>, the Department Manager shall post a completed vacation schedule in a location where all employees of

the department can view it.

ROUND 2 - Between March 31<sup>st</sup> and April 15<sup>th</sup>, the balance of the initial 3 weeks not booked in round 1, and any further time the employee is eligible for may be requested. These are also given out by seniority. These weeks are not required to be consecutive. By April 30<sup>th</sup>, the Department Manager will post the final vacation schedule in a location where all employees in the department can view it. The vacation schedule shall remain posted for the vacation year.



Any requests for vacation time made after April 30<sup>th</sup> shall be granted on a "first come, first served" basis.

Article 20—Vacations in the Collective Agreement covers the above points.

There are a few things that you need to remember when requesting/booking your vacation time.

Approved vacation time is only applicable in the classification/centre that it was approved in. If you are thinking of transferring, before applying, call ahead to the other dept./centre to check if those dates are available for you to take your vacation.

If you are in a temporary position, it would be wise to book the vacation time in both places. The centre that does not end up having that time used shall offer the time to other employees (in seniority order) who had previously requested that time before it goes to "first come, first served".

Until you actually see your vacation time approved, hold off on



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purchasing airline tickets, booking hotels etc., on the chance that you may not get the exact dates you want.



When it gets to the "first come, first served" time, a minimum of 4 weeks' notice is required. This also goes for when you are booking single vacation days. (see next bullet point).

You can book single vacation days and it is advisable to do so when you have something important like a wedding or birthday. If you absolutely need the day off, you need to remember that RTO's are not guaranteed.



## Happy vacation!

By Myrna Pollock



"Let me know your vacation preferences so I can arrange the usual scheduling conflicts."

HAPPY NEW YEAR!!

## R U GETTING PAID PROPERLY?



Are you a Gas Bar Service Clerk taking shifts or being scheduled shifts as a Gas Bar Cashier? Did you know that you should be getting paid as a Gas Bar Cashier when working those shifts? Even if you are only on the cash register for 15 minutes and then go back to pumping gas, you will get paid for one hour at the gas bar cashier rate.

If you are a Front End Service Clerk being asked to cash for 10 minutes to get the customers through you will be paid for a minimum of one hour as a Customer Service Cashier.

Are you a Market Clerk doing the duties of a Chef de Partie or being asked to cash on the front end during a rush? If this is you, you need to make sure that you are being PAID UP!!

Anytime you assist or take a shift in a different classification that has a higher rate of pay, you should be paid accordingly.

Article 9.24 in the Collective Agreement reads.....Employees working in a higher paid classification than their Substantive Classification during their shift shall be paid at the higher rate for the actual time worked in the higher Classification, subject to a one hour minimum.

If you have any questions please call and ask.

Always remember to keep track and check your pay stub to make sure that

### U R BEING PAID PROPERLY!



By Heather Snider



### Newsletter Committee:

Myrna Pollock, Chair

### Committee Members:

Debbie Pearson

David Pilz

Heather Snider

Paul Nichols

We need your input. Please send your news, announcements, letters, questions, happy thoughts, concerns or complaints to the Newsletter Committee C/O the U.C.C.E. Office through the Inter-office mail

OR

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us on



### General Meeting

March 4, 2014

7:00 p.m.

at the

Venue to be determined

Watch UCCE Bulletin Board

See you there.



## Quick Quips

- ☺ If you sell tobacco, liquor or lottery tickets, be sure you are asking everyone who appears to be under **30** years of age for proper identification. Co-op hires an outside company to conduct "Age Audits" and the government also does their own compliance audits. Err on the side of caution. If unsure of their age, always ask for id.
- ☺ When you have questions for your shop steward, check with your manager to see if you can have a few minutes. If not, speak to them on breaks or your own time. That way neither of you will get in trouble.



## Dear Rosie



Dear Rosie,

*It seems that every time I see someone from the Union come into the centre, I get called into the office and get in trouble. Why does that happen?*

From,

Lil Jonny

Dear Lil Jonny,

*The Union does not get you in trouble. They are there to make sure your rights in the Collective Agreement are not violated and you are treated fairly. They are there as your representative when dealing with management. Think of them as "employee advocates". The Union does not issue discipline, Management does.*

Rosie

\*We are considering giving Rosie a regular spot. Any questions you may have for Rosie send to her at: rosie@ucce.info

## Job Postings While on Vacation

Do you think a position you are interested in may be posted while you are away on vacation? You can still get your application in by following the procedure below:

1. Fill out an internal application (F159)
2. Include the position you want to be considered for including the hours or template.
3. Specify the centres you are interested in.
4. The duration of your vacation needs to be on the application (at the end of your vacation, the application will be removed)
5. Send it in to the HR Coordinator that looks after your centre.

If you have questions you can call us at the Union Office or check with a Manager at your centre.