

UCCE NEWS & VIEWS

March/April 2013
Edition

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Initial Probation Period

Are you new to Calgary Co-op? Feeling a bit dazed and confused in the maze of policies & procedures? Not too sure what your rights are as a new employee? One of the things that should be very important to you as a new employee is your Initial Probation Reviews. Following are the guidelines set out for the reviews in the Collective Agreement (Article 11).

The length of your probation depends on if you are an A, B or C employee.

- A & B employees shall be on initial probation for 17 consecutive calendar weeks.
- C employees shall be on initial probation for 21 consecutive calendar weeks.

All new employees shall be provided with 2 mandatory formal probationary reviews.

- A & B employee reviews shall be given prior to weeks 6 and 12.
- C employee reviews shall be given prior to weeks 8 and 16.

For all reviews there shall be a minimum of 4 weeks between reviews. Any reviews that are not given within the above time frames does not mean that you have passed or failed probation. The reviews will cover attendance, performance and behavior. Employees will be given the opportunity to improve where necessary. When there are

below average indicators in any of the areas, a representative from the Union will be in attendance.

You can be terminated at any time during your probation period for failing to meet the job requirements provided you have received at least one warning. The exception to this is for a serious infraction and in those cases you can be terminated without warning. (i.e. theft)

The decision as to whether or not to retain a new employee is the sole right of the employer and any termination during the probation period shall not be subject to the Grievance Procedure (Article 23).

This is the time period that you need to figure out if your job at Co-op is the job for you and Co-op uses the same time period to decide if you are an employee they want to keep. So if you like working at Calgary Co-op and like the job you are doing, this is your time to shine. Put your best foot forward and impress the people you work with.

By Myrna Pollock



Coffee & Lunch Breaks

Did you know that your Collective Agreement has rules concerning your coffee and lunch breaks?

With the automated scheduler printing out your breaks as well as your schedule, the rules in the Col-

lective Agreement still need to be followed.

Paid rest periods shall be 15 uninterrupted minutes. Rest periods for all employees shall not start earlier than one and a half hours after the commencement of work and not later than one and one half hours before either the meal period or the end of the shift. (Article 8.4)



Unpaid meal periods shall be 30 uninterrupted minutes. The meal period shall be scheduled as near mid-shift as reasonably possible. (Article 8.5)

Please take your breaks!!!!

By Heather Snider

Calgary Co-op's
Annual General Meeting

Is being held on
March 13, 2013

From 2 pm to 4 pm
(registration starts at 1 pm)

at

The Carriage House Inn
9030 MacLeod Tr. S.E.

As a member and employee you are able to attend the AGM. If you want to attend be sure to request the time off in advance.



WANTS YOU!!!



Your Union is looking for a few good men and women to become shop stewards.

This is a volunteer position that requires someone who is able to stand up for our members. You will be responsible for sharing information and advising on contract issues. You must be able to maintain confidentiality and put your own personal opinions on the back burner. You should be a role model who can attend monthly training sessions and bi-monthly general meetings. You should be self-confident, reliable and a person of integrity.

In return you will have the satisfaction of representing your fellow employees, steering them in the right direction and keeping our union strong!

Interested?

Attend an info meeting on April 10, 2013 at 6:30 pm

Union Office - 420 35 Avenue NE



Newsletter Committee:

Myrna Pollock, Chair

Committee Members:

Debbie Pearson

David Pilz

Heather Snider

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

Fax — (403)299-6710

OR

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 **us on** 



General Meeting

March 12, 2013

7:00 p.m.

at the

Union Office

420—35 Ave N.E.

Hope to C U there!

Rumour Mill

We've heard some rumours at the Union Office that some of you are under the impression or are being told that you are working without a contract. This, in fact, is not true. The current Collective Agreement remains in effect until a new contract is negotiated and ratified. (Article 29) Your Bargaining Committee and Management's Bargaining Committee are in the process of negotiating a new Collective Agreement.

What this means is that nothing has changed.



Quick Quips

- ☉ Employees working in a higher paid classification than their regular 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. (article 9.24)
- ☉ Employees shall not work on an express till for more than 4 hours per day. (Article 9.38)
- ☉ The most senior employees scheduled to work the weekend which includes a general holiday (as listed in Article 21.1), shall be scheduled to work the general holiday, if required. (Article 9.42)
- ☉ Be certain to fill out accident reports when you are hurt at work. Nothing will change unless the company sees how many incidents are really occurring. Your manager can give you the form to fill out.

