

# UCCE NEWS & VIEWS

May/June 2013  
Edition

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## Feeling Lucky??



More Gas Bars and Centres (in the CS Office) are becoming "Lottery Retailers". The AGLC (Alberta Gaming and Liquor Commission) oversees the liquor and gaming industries in Alberta. In regards to the lottery, it is the AGLC that develops the policies, conducts hearings, makes licensing decisions and administers the Gaming and Liquor Act.

As a Lottery Retailer, there are very specific regulations and rules that must be followed exactly as they have been set out. There is absolutely no room to vary from the AGLC regulations. Due to these very strict regulations, the AGLC also does compliance monitoring (their words, not mine) at the retailer level. These are similar to the audits that are done for tobacco and liquor sales. Inspectors will visit lottery outlets with a winning ticket, for example, to be certain that all the rules of proper ticket validation are being followed.



The AGLC has a Progressive Discipline (this may be a familiar term to some of you) Policy for Lottery Retailers. The severity of the discipline depends on the violation and the frequency of violation. As a Lottery Retailer we are required to follow all policies, procedures and meet AGLC standards. Violations

may result in discipline up to and including termination of the Lottery License Agreement.

What does this mean to you as an employee of a Lottery Retailer (aka Calgary Co-op)? It means that violations of AGLC rules and regulations are being treated as major offences (like tobacco and alcohol offences). Co-op could potentially have their Lottery License terminated and that would result in a financial loss to the company. The discipline that often goes with a major offence is a step 3 with a suspension.



So, be sure to take your time when you are handling any and all lottery transactions. It is always best to be sure you are doing everything correctly. In conclusion, our advice is..... **Do not deviate from the rules, regulations, policies and procedures set out by the AGLC.** You may not be feeling so lucky by the end of it all!!

By Myrna Pollock

## All About You!!!



Every employee has a personnel file at their centre location. The contents of the file are confidential and shall only include documentation that you are aware of and have signed. (Article 13.3) You may examine your personnel file and shall have access to all documentation

upon request. You need to ask your manager and they will arrange a time for you to view it in their presence. (Article 13.5)



Just a reminder, if you are asked to sign or initial off on any documents (including your work record), it is always a good idea to put the date next to your signature or initials. Your signature or initials does not mean that you agree with what has been written just that you have received it. If you don't agree with what is written, you should indicate that by your initials as well. If the information written is unfair or incorrect, you should contact your shop steward or the UCCE office to see if we can have it corrected or removed. Please ensure everything in your file and work record is accurate as it could be used against you in the future.



By Heather Snider



## Pay It Up

Did you know that you cannot be scheduled or put into a different classification/department unless you agree to it? If you agree to take a shift in another classification/department and it has a higher wage scale make sure that you are getting paid at the higher rate for time worked. Even if you only work 10 minutes in another classification/department the company still has to pay you a one hour minimum at the higher rate. (Article 9.24)

By Heather Snider



### 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

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### General Meeting

May 14, 2013

7:00 p.m.

at the

Union Office

420—35 Ave N.E.

Hope to C U there!



## Quick Quips



- ☺ Any remaining vacation pay from last vacation year (ending April 27/13) shall be paid out the first pay period following April 30. (Article 20.5) If you have any, it will be on your May 17 pay cheque!! YEAH!!!
- ☺ Don't want your picture in the Co-op Employee Newsletter? If you agree to be in the photo you are also giving Co-op permission to publish it. You cannot be forced to be in the photo. Just say "No" to being in the photo if you don't want it published.
- ☺ When updating your personal information for your Co-op number be sure to ask for a form to update your employee file as well. (F16—Employee Name &/or Address Change) A copy will be sent to HR & Payroll. 
- ☺ Did you know..... when you purchase or redeem Lottery tickets at a participating CSO or Gas Bar, it is put on your Co-op # as a non-allocating purchase. You will not get patronage refund on it. You do get the 3% staff discount. In turn, when you redeem a ticket, that amount comes off your staff discount total. What did we learn here? Purchase tickets through Co-op. Redeem tickets through an independent Lottery retailer!! That way, it is not taken off your staff purchase totals!!
- ☺ Please "Like Us" on  so we will be easier to find when searching for us.
- ☺ Uniform rules regarding not being required to tuck in your uniform shirt, unless it is the men's dress shirt with tails, was arbitrated on your behalf by UCCE. The decision of the arbitrator is final and binding. So, for all other uniform shirt options, it is up to you if you wish to tuck in or not.



## Make the Call 403-299-6700



Do you feel like you have to sneak around when you are making a phone call to the Union Office? You should feel comfortable to call the office and not have to worry about any kind of negative treatment from anyone. There is **never** to be any retaliation or ill treatment towards anyone who chooses to call us. If this happens to you, let us know at the office right away and we can look into it for you. **All Union members are entitled to call the Union office with questions and concerns.** For lengthy and/or private conversations it might be best to call on your break or from home..