

UCCE NEWS & VIEWS

Jan/Feb..2019

Edition

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Working off the Clock?



What does that mean and what are the consequences?

Are you working a few minutes here and there before or after your scheduled shift and not getting paid? Many workers whose jobs need continuity will clock out on time but stay late or come in early in order to communicate with the person who came in before or after them. Some will stay later if the job isn't finished, knowing full well that they will not be getting paid. If you are doing any of these things including working invoices on your lunch break and checking your email and responding from home —

You are working off the clock! This is a violation of the Collective Agreement and you can be subject to discipline for this behavior. This practice also puts pressure on your co-workers to do the same to keep the standards and expectations that result from employees doing extra on their own time.

(ie. Suzy has no problem getting this all done. Why can't you?) Perhaps because Suzy is working off the clock.....

Managers as well need to know that they can also be held responsible if they are aware that this is happening and allowing it to continue. They need not just instruct you to work off the clock to be culpable. Knowing of its existence and turning a blind eye is unacceptable.

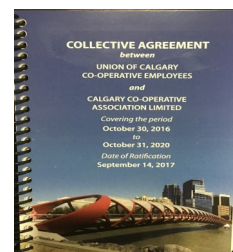
Could it be that there is simply too much to do? Are you taking up the slack for employees who have left your department and were not replaced? Are you trying to do two jobs at once, for example, training someone while continuing to do your own work? Could it be there is not enough staff scheduled to cover your department so being a loyal employee you start earlier or stay later or work through your breaks? Over the years, those minutes add up to benefits for the employer, and losses for you and co-workers as it results in lower budgeted hours. Could one of the reasons you don't see more postings for A and B positions be because of all the extra work that some employees are doing for free?

So, you need to take your breaks, you should not be starting before or staying past your scheduled shifts unless you are being paid and are in agreement. Always get the manager to initial off on the schedule. — If you have any questions or concerns, you need to call the Union at (403) 299-6700

Collective Agreement Books

If you are looking for a Collective Agreement book then check with Customer Service at your location. If they do not have any please call the Union Office and we will send more out. You can also find the Agreement on our website @ www.ucce.info
Just click on the tab

What your Union does



Work Record Entries

Work record entries are considered to be a diary of things that have occurred in the workplace. Since they are mostly brought out when a mistake is made, many employees experience that it is strictly a negative document. Work records should include positive entries (ie customer compliments or job well done) as well as some neutral entries (ie. such as completed training and information sharing) along with more negative entries (ie. attendance and performance issues). When a performance issue is addressed in the work record it is not discipline, however if the issue persists it can lead to progressive discipline. So take note when that happens and heed the warning. Also when asked to initial the entry remember to date it as well. **At that time, you can then write in and include comments that you feel are appropriate and pertain to the issue discussed.** Initialling the entry does not mean that you agree with the comments. It just means that they were reviewed with you. Since you are asked to initial entries, there should not be any notations in your work record that you are unaware of. You can request to see your work record if you wish.

When you can expect to be asked to provide a Medical Note

If you are on the Attendance Management Program and required to provide.

When the circumstances surrounding the absence cause the Employer to believe that the Employee claiming to be absent because of illness or disability may not be ill or disabled,.

The Employer may require an Employee to provide medical documentation verifying their absences due to illness or disability when the duration exceeds two (2) days or the frequency requires justification.

You can ask the Manager which of the previous criteria they are relying on when you are being requested to bring in a Doctor's note. If the request doesn't meet with the criteria or they fail to state a reason, call the Union office right away so we can potentially have the request withdrawn. You may not need to waste time and energy going to a clinic when you should be at home recuperating!



Vacation requests sheets for Round 1 should be handed out soon. Remember the return date of **March 1** to return your sheet with your vacation requests. A vacation schedule shall be posted by March 31. You can then request your Round 2 options by April 15.



Newsletter Committee:

Kathy Carberry, Chair

Committee Members:

Allison Sorvisto

Sherry Kirby

We need your input. Please send your news, questions, announcements, letters, compliments, 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 email

reception@ucce.info



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👍 us on



General Meetings

Tuesday Mar 12 2019

7:00 p.m.

at the

Union Office

420—35 Ave N.E.

Hope to see you
there!