

UCCE NEWS & VIEWS

May-June 2022

Looking for a Second Job?

Some Employees might consider getting a second or seasonal job at another retailer as well as keeping their COOP job. Keep in mind that there are certain considerations that you need to be mindful of should you wish to also remain as a COOP Employee.

Please call the Union office if you are not sure if the Employer you are looking at obtaining a job with would be considered a competitor and therefore a conflict of interest.

A and B Employees need to keep in mind your scheduling requirements in terms of your availability. A and B Employees may restrict themselves for one day or evening shift on any day between Monday and Thursday. (See 9.10 in the collective agreement).

C Employees must be available a minimum of general holidays and a closing shift either Saturday or Sunday. (See 9.24 in the Collective Agreement) You may enter into a scheduling agreement with your Manager if you wish to waive your availability on General Holidays and your Manager is in agreement based on operational needs. Ask your Manager or Supervisor for a Scheduling Agreement Form to provide your availability.

RATIFICATION RESULTS YES: 77.2% NO: 22.8% THE PROPOSED CONTRACT HAS BEEN RATIFIED

Thank you everyone who participated in the process.

UCCE Retirement of Long Term Executives

Pat Rose retired after serving 25 years as UCCE President. Pat started with Calgary COOP in early 1985 in the Customer Service Office at Richmond Road. She became UCCE President in 1995-2001 and returned in 2002 when she resumed her position as President until September 2021.

Shelley Winters commenced service on the UCCE Executive in 1996 in various positions until her retirement as UCCE Vice President in 2021.

Together Pat and Shelley built a foundation for the Union that we continue to grow and build on. As one era ends and another begins, we thank them for their mentorship and support as we navigate the future with the strong sense of our history combined with the progressing and forward movements being made that will continue to keep the Union strong.

I know the membership joins us in congratulating both our Sisters Pat Rose and Shelley Winters on their extensive body of work and wishing them both happy, healthy and well deserved retirement.

COMPASS REVIEW

Annual Performance Appraisal or Compass is the review of an Employee's performance.

this issue

UCCE Retirement of Long Term Executives

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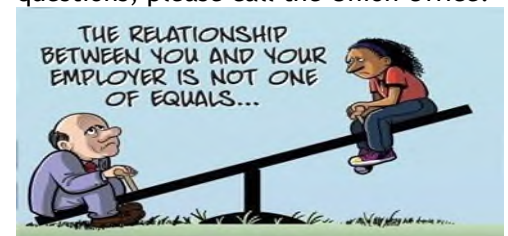
Paid By The Minute

Are you Skipping Breaks?

This appraisal review should be signed and dated by the Employee. Employees should also received a personal copy of the appraisal. A signature indicates that this review took place. **It does not mean that Employees agrees with the content of the appraisal.**

Any Employee who has issues with the result of their Annual Performance Appraisal may request assistance from the Union in having those concerns addressed. There are now fourteen (14) calendar days from the date of the delivery of the review to bring those concerns forward. There is a process for appealing an appraisal if the Employees concerns are not resolved. Employees may request for a Union Representative to be present during the delivery of their Annual Performance Appraisal.

Please refer to the **Collective Agreement Article 7.01 to 7.06**. Any questions, please call the Union Office.



QUICK TIPS

Full time Employees who are working on general holiday are entitled to work forty (40) hours. Thirty-two (32) hours regular pay and eight (8) hours Overtime pay which equals one and one half (1 ½) times the rate of pay for all hours worked on a general holiday plus eight (8) hours general holiday pay. Full Time employees not working the General Holiday shall be scheduled thirty-two (32) regular hours and receive eight (8) hours general holiday pay. A and B Employees who are scheduled to work on a general holiday, these hours shall form part of the Employees' guaranteed hours.

PAID BY THE MINUTE

It is necessary to swipe in and out for every shifts so that Employees can get paid properly. This is for the accuracy in editing Employee's hours in KRONOS. Keep in mind that we all get paid for every minute that we worked. KRONOS deducts every minute of our time whenever an Employee starts late or leaves early for their shifts. If you are late to be relieved from your till, required to stay late at the Gas Bar or Liquor Store because your Supervisor is not quite ready to leave, ensure this is recorded on the schedule and that you are paid for every minute that you are delayed. Your time is valuable and you have earned it!

Make sure to swipe in and out before and after your shift.

Any questions or for clarification, please call the Union Office.



POSTING APPLICATIONS

There have been questions as to whether an Employee can apply for a posting if they are on probation, discipline or even on a Leave of Absence. **Yes you can apply.**

Transfers are movements within the Classification. This is being awarded on the basis of Seniority. Having a discipline or if an Employee is on LOA should not impede your ability to be awarded the position.

Supervisors who would like to step down as a Department Utility would be considered as Transfers. Employees who already completed their class trial probationary will also be considered as a Transfer Applicant when they decide to apply back to their previous position, subject to having completed a Classification trial in their current Classification.

Employees who applied for a posting **within** their own Classification, will be considered first on the basis of Seniority and will be selected before those who applied from outside the Classification.

Selections are movements from one Classification to a different Classification. All selections are made on the basis of Merit, fitness and Ability to perform the work as determined by Human Resources through an assessment process. This may include performance appraisals, work records, reference checks, Own Centre Recommendation (OCR), interviews, skill tests, sustainability to meet environmental conditions of the job description and discipline records.

The Employer has full autonomy in the appointment to any Supervisors positions. These appointments are not subject to any clause in the Collective Agreement which refers to merit, fitness, ability or seniority in the **awarding of the position.**

These can be found in the **Collective Agreement Article 10.18 to 10.25.** Any questions or for clarification, please call the Union Office.

ARE YOU SKIPPING BREAKS?

Taking breaks are relevant to a person's well-being, whether to replenish your energy or just to have a few minutes rest from a very demanding work environment. Missing breaks or staying late unpaid affects not only you but all your co-workers. This artificially raises the standards and expectations of how much work can be done in a particular shift. Now your co-worker feels

pressure when they are asked why they can't get as much done as you. This also affects the budgeted hours of a department.

We've been hearing that breaks are often interrupted. Make sure that you start your break over if it gets interrupted. Not taking a full break is a violation of the Collective Agreement. At no time should you work through your breaks unless you are being paid for it and you mutually agreed to do so. Take your break even if you are the only one in your department. Whenever you are going on break, tell your Supervisor or Duty Manager, and enjoy your well-deserve break!



EMPLOYEE and FAMILY ASSISTANCE PROGRAM

HOTLINE 1.800.663.1142
www.homewoodhumansolutions.com

If you are not receiving UCCE Communications, send us an Email with your Full Name, Employee Number, & preferred Email address to itadmin@ucce.info

