

UCCE News & Views

January- February 2023

VACATION

By March 31st, your Manager shall post a completed vacation schedule in a location where all Employees in the department can view. Final vacation schedule shall be posted by April 30th and this should remain posted for the entire year. Vacation request can be granted up to three weeks on the basis of seniority. After April 30th any vacation request will be first come first serve basis. The employer is not obligated to grant or schedule the fourth to seventh week of vacation in conjunction with the initial choice.

Approved vacations are only applicable in the Classification/Centre/ Location/ in which it was approved. Make sure that your vacation approval will be honored at your new location if you transfer. Refer to Article 20.14, 20.16-17 & 20.19-20 of the CA.

Did you know...?

😊 When the Supervisor and Department Manager cannot be on vacation at the same time. The Supervisor is permitted to choose vacation week(s) first before Department Manager. Refer to Article 20.06 of the CA.



MEDICAL DOCUMENT

Employees must bring medical document or doctor's note upon the employer's (Manager's) request in verifying employees' absences due to illness when the duration exceeds two (2) days or the frequency requires justification.

Medical documentation must contain the following:

- First and Last Name
- the date of the visit
- details of any restrictions
- the estimated duration of the absence

For clarification, restrictions must be included in order for the doctor's note to become valid. Example of restrictions are:

- you need a full and complete bed rest, and;
- you need to be off from work for few days due to being contagious and quarantine is needed.

Being contagious is not a bad thing to include in doctor's note as restriction. It can mean so many things, such as a person having pink eye, or has a cold that can be passed on to other people. Diagnosis cannot be included in medical documentation due to Personal Information Protection Act (PIPA).

There are illnesses that doctors cannot give specific restrictions for and more

this issue

VACATION
MEDICAL DOCUMENT
BEING THREATENED
HIGH COST OF FRUSTRATION
BACK-UPS
DID YOU KNOW

often, doctors would say that the employee is unable to work for certain period of time. If for example, your doctor indicated on the note that you cannot work for three (3) months, the Employer may require you to provide updated medical documents from time to time. This is normally between two to three weeks depending on the circumstances, even if your doctor initially stated that you cannot work for three months. **Please refer to Article 16.07 of the CA.**

The reason for updated medical is the company would like to see if there are improvements on employees' condition to be able to determine whether there are modified duties available in your department. Always remember any illness or injury must be reported right away to duty manager. If there are any questions or if you need clarifications, please call the office.

Did you know...?

😊 There are three reasons Coop can ask for Doctor's Note:

- suspicious circumstances
- when absences exceed two days
- frequency of absences requires justification

You can ask your Manager why medical documentation was requested. For clarification call the Union Office.

BEING THREATENED

We've been hearing rumors that there are some employees being threatened by their Manager that Union will be called to your Centre for whatever reason. Keep in mind the Union is here to represent you and your interest. We are here to enforce the Collective Agreement and protect your rights, therefore you should not feel threatened.

On the flip side, there are also some employees who think that they cannot get in trouble because they are Unionized. Remember that you are responsible for your actions and misconduct may lead to discipline from the Employer. A proven theft or harassment allegation with sufficient evidence and witnesses can result in discipline including termination.

Investigations are initiated by the Employer (or the Employee in the case of an employee-initiated complaint). The Union attends to provide representation to ensure that all employees are being treated fairly and they are given a chance to answer to any allegation against them.

The Union is not your employer and does not impose discipline or terminate employees.

Did you know...?

☺ **THERE IS NO "BLACKED OUT" WEEKS** when requesting vacation for ANY week during the year. Although, all vacation requests are subject to approval but denying must be reasonable. Refer to Letter of Agreement #7 of the CA.

HIGH COST OF FRUSTRATION

We are all frustrated with the cutback of hours and the increased workload that have been thrust upon members during these trying times. However, the day-to-day operation including department staffing budgets falls under Managements rights. We cannot force the Employer to increase hours for staffing but we can remind staff that they are only responsible for the work of one worker as they are only being paid 1 worker's wage. Don't sacrifice your breaks or donate your time. If you do this, there is no incentive for the Employer to reconsider what is a reasonable amount of work relative to any given shift. Take care that you are not overly stressed and burning yourself out. These are frustrating times but staying professional and respectful in the workplace is essential to yourself and your co-workers.

Another increasing concern is the internal theft policy. Security meetings are becoming way too prevalent. Do not put yourself or your job in jeopardy. Please seek clarification from your Manager if you are unsure what is or what is not part of this Policy and ask for a copy if you wish to review it.

BACK-UP SUPERVISORS

Again, we find ourselves revisiting this contentious issue that creates a lot of problems in the workplace. The role of "Back up Supervisors" was designed to assist the actual classification of Supervisors when there was a situation such as Vacations, WCB, or other unforeseen circumstances that arose. It was not to be used (or abused) in the place of an actual Supervisor position. Currently there are 14 shifts a week (7 days of opening and closing

shifts) where a Supervisor is scheduled. Most Centres have only 2 Front end Supervisors and they can only cover a max of 10 of those shifts when they are both there. That leaves at least 4 shifts or more every week. That is enough to fill a Supervisor Position. When they use a "backup" consistently, they only pay the lowest rate on the wage scale (level 1) and there is no advancement through the wage scale regardless of your seniority, experience or hours. Also if they are using a C employee there are no benefits or sick time paid. This is also used to subvert the language that states "**All Supervisor Classification Positions shall be A or B positions.**" It is important to note that there is no classification for "Backup Supervisors" although many use this on name tags or their emails etc. These are Cashiers working outside their classification. They are unlikely to create and fill actual Supervisor positions as long as people are doing it with no obligation or commitment from the Employer. However if you make a mistake while taking on this role, you will be disciplined and we have seen backups get suspended and lose paid time for their trouble. This also has been used to violate the scheduling language. Have you seen someone get more hours than others with more seniority because they are willing to do this. **We are asking cashiers to not accept "Backup Shifts" until or unless the Employer agrees to create the adequate number of permanent Supervisor**

Positions. Perhaps if this happens, you may obtain a position that will provide the opportunity to advance through the pay scales, provide benefits and sick time and avoid the conflict and confusion of coworkers who don't know "are you my boss today or my peer again".

Did you know...?

☺ Failure to comply with Alberta Gaming and Liquor Commission (AGLC) regulations will result in **discipline.** It is very important to check for government issued ID when selling lottery, tobacco, liquor, and cannabis products. Selling these products to minors are against the law. As for lottery, make sure you are following the correct procedures. If unsure, always ask your Manager or Supervisor.

HAPPY



Valentine's Day



Don't kill yourself for a job that would replace you within a week if you dropped dead.

Take Care of Yourself!