

# UCCE News & Views

March-April 2023

## CENTRE 9 AND 10 CLOSURES

Beddington and Village Square Food Stores closed on March 8, 2023. Gas bar, liquor store and cannabis in Beddington remain open as well as gas bar in Village Square location.

All employees at these two locations were offered options and positions at other food centre locations in accordance with Article 14 of the Collective Agreement. Bumping rights were enacted in order to respect the seniority rights of all Employees.

## Did you know...?

😊 Employees who are working in a higher paid Classification than their Substantive Classification during their shift will get paid the next highest rate in the higher paid classification. For example, service clerks who are working in Ecomm will get paid next highest rate in the Customer Service Classification. Another example is Bakery Utilities who are being utilized as Bakery Decorators will get a wage increase while working as decorators.

**ANNOUNCEMENT  
THERE WILL BE  
GENERAL MEETING ON  
MARCH 14, 2023  
7:00-8:00PM  
AT UCCE OFFICE  
420 35 Avenue NE**

## MENTAL AWARENESS

### *Do you know you have an EFAP Program?*

Your Employee and Family Assistance Program (EFAP) is available to assist you in achieving your health and wellness goals. If you are in need of counselling, coaching or just some support with any of life's challenges, then be sure to utilize this **free resource**. There are a wide range of things that the program can help you with. Remember this is at no cost to you. You can choose counselling by phone, online, or in person. A caring and supportive, confidential environment is provided. If you are experiencing difficulties such as marital, family, relationships, stress, anxiety, addictions, life transitions or other personal issues, there are counsellors available to tend to your specific needs. Need life balance support such as childcare and parenting, elder and family care, legal or financial advice? Perhaps you need advice on workplace issues or you are considering retirement. If you want to develop a healthier lifestyle, they offer health related assistance such as smoking cessation, weight management or nutrition. Life can present personal and/or workplace issues that affect our well-being every day. Sometimes we need a little support and guidance to help us through difficult times. For information you can contact the Union Office, your CM, or Manager.

**Confidentiality is guaranteed. You won't be identified to anyone including your employer! Services Available 24/7.**

## this issue

CENTRE 9 & 10 CLOSURES  
MENTAL AWARENESS  
EMPLOYEES' MEMBERSHIP NUMBER  
WORKING ALONE  
HOW TO GET YOUR RTO APPROVED  
ALBERTA GAMING, LIQUOR, &  
CANNABIS  
DID YOU KNOW

Employees can sign up and create an account online at [www.homeweb.ca](http://www.homeweb.ca), look for Calgary COOP Association Ltd. and enter the code **CCA164**. For those employees who do not have access to computer can call **1-800-6631142** and set up your preference whether over the phone or by appointment in-person at your preferred location.

## EMPLOYEES' MEMBERSHIP NUMBER

COOP tracks all Coop numbers for purchase irregularities. This means that frequent purchases on any Coop number (especially an employee Coop number) are flagged and investigated to ensure they are legitimate purchases and it does not violate the internal theft policy (870-00-60). You **cannot** use your Coop number if a customer does not have a membership and they tell you to "Just use your number". This policy is covered in Yeti when new employees are hired and trained. There have been too many security meetings for this and sadly most result in termination. When you use your number outside the Policy and it results in financial gain for yourself or anyone not legitimately entitled to that purchase dividend, the Internal Theft Policy has been violated. If you have any questions or would like a copy of this Policy, you can call the Union Office or ask your Manager.

## WORKING ALONE

We would like to bring awareness with regards to working alone. COOP has a Working Alone Policy that is in accordance with Alberta Occupational Health and Safety Code. The goal of this is to keep all employees safe and ensure that assistance is available if there is an emergency on-site and/or an employee was injured in the workplace. This policy requires a minimum of two employees on site at all times.

If an employee is in a position where they are alone prior to opening the store because a co-worker is running late, called in sick etc. DO NOT open the store for any reason. Doors must remain locked. Same thing applies to any employee left alone due to illness or emergencies involving another employee during business hours. Contact your manager, appropriate centre manager, duty manager, or the commodity director for assistance. This is mostly likely to happen in the Gas Bars, Liquor Stores or Cannabis.

Remember any store must remain closed and not open to the public without another employee present.

If you'd like to read this policy in full, you can ask a copy from your Manager. You can also call us in the Union Office if you have questions.

## HOW TO GET YOUR RTO APPROVED

RTO stands for REQUESTED Time Off. It is not a guarantee that just requesting it will result in the time off. You need to let the scheduler know four weeks before or as soon as you know you will need the time off. Some Centres are not approving RTOs until the final two weeks because they don't know how much staff they will have on that date. If you need to know whether your RTO is granted or not and need to book a flight etc., check with your Manager to get a confirmation. If you need assistance in getting a commitment, please call the Union Office and we can help in obtaining an answer.

RTO's may be granted as long as they do not interfere with the scheduling rights of other employees not to have their weekends off or taking of vacations. There also must be a "fair and reasonable distribution" of such requests subject to the rules of first come, first served basis.

You don't have to tell the scheduler why you need the RTO. There should be an RTO book in each dept accessible to all employees in the dept.

Don't depend on getting your RTO because you wrote your request in the book. As the time nears, check with your scheduler to ensure it was entered in KRONOS and they remembered it. If it appears they can't grant your request, start trying to find someone who can take your shift. If it is REALLY important maybe you should consider using your vacation time. Keep in mind first and second rounds of vacation requests come first before granting RTO's.

## ALBERTA GAMING, LIQUOR, AND CANNABIS

The Alberta Gaming, Liquor, and Cannabis Commission (AGLC) oversees lottery, liquor, and cannabis industries. AGLC has regulations and they are the governing body that makes licensing decisions.

Calgary COOP has specific rules and regulations that must be followed in Policy (810-00-30 and 53-500-02). AGLC has strict regulations and monitors the retailers. For example, mystery shoppers who visit COOP Food Stores and Gas Bars to ensure that proper procedures for validating lottery tickets are being followed. Another example of AGLC violations is selling lottery, tobacco, liquor, and cannabis to minors. AGLC imposes discipline to retailers depending on the severity and frequency of the violations. These violations may result in monetary penalties, and/or the License Agreement being revoked.

Employees who failed to comply with AGLC regulation have been **personally fined** and or disciplined. It is very important to **check government issued ID carefully** when selling lottery, tobacco, liquor, and cannabis products. Selling these products to minors is against the law. As for lottery, make sure you are following the

correct procedures. If unsure, always ask your Manager or Supervisor.

## Did you know...?

😊 It is important to keep a copy of your Scheduling Agreement (availability form) as well as any Medical Documents that the company is requiring from you. We need to have something to refer to in case there are any issues.

😊 When the Supervisor and the Department Manager cannot be on vacation at the same time, the Supervisor is permitted to choose vacation week(s) first before Department Manager. Do not let your Manager tell you that you as a Supervisor cannot go on vacation because it is the same time as your Department Manager's vacation. **Refer to Article 20.06 of the CA.** Call the Union Office if you have questions or clarifications.



*Nothing is worse than having coworkers who do extra work off the clock, or don't take all their legally mandated breaks. If you do this, you are contributing to a workplace culture where worker exploitation becomes an expectation.*