

# UCCE News & Views

May- June 2023

## Witness & Witness Statements

When HR is conducting an investigation, quite often they will call members to act as witnesses. If you are called to be a witness, be aware that you may be subject to discipline depending on the information you provide.

Witness statements can be used in place of an interview during an investigation. There are times when a statement is written and the member still needs to be interviewed for clarification or further information may be needed.

If a witness is asked to disclose a private conversation with a co-worker you have the right to say that you aren't willing to discuss it.

## Did you know...?

😊 You can update your personal file, such as address and phone number through ACCESS.

😊 If you need a specific time off, say a wedding, graduation or something really important, it's probably better to take it as vacation rather than RTO. Vacations are granted first before RTO's.

**ANNOUNCEMENT  
THERE WILL BE  
GENERAL MEETING ON  
JUNE 13, 2023  
7:00-8:00PM  
AT UCCE OFFICE  
420 35 Avenue NE**

## THINGS YOU SHOULD NEVER HEAR FROM MANAGEMENT

Here are some things you should never hear from your Management. Please call and let us know if you are hearing any of the following in the workplace.

**“Did you call the Union” or  
“Who called the Union.”**

It is your right to call and access information or assistance from your Union. Your call is confidential and no one has the right to ask you this question. It is completely inappropriate and many are intimidated and fearful that they will suffer retaliation for doing so. Retaliation is not tolerated in any form.

**“You have to come to me first  
before you can talk to the Union.”**

**No, you do not.** You have the right to speak to the Union anytime whether you want to take action or to have a conversation and get informed. Some members may not be comfortable speaking to their Manager or may just want *information before speaking to them. You may choose to speak directly to your Manager first, however, know the choice is yours.*



## this issue

THINGS YOU SHOULD NEVER HEAR  
FROM MANAGEMENT  
WITNESS & WITNESS STATEMENTS  
POSTING OF SCHEDULES  
NOT LIKING YOUR NEW JOB  
WRITTEN UP  
COLLECTIVE AGREEMENT BOOKS  
DID YOU KNOW and QUICK QUIPS

**“Noy my fault. The Union made us  
change this schedule.”**

If violations of the Collective Agreement are discovered through the course of schedule audits, we will address those violations. If someone's rights have been violated, we have an obligation to have the Employer correct them. If this occurs, it is the fault of the schedule writer or person who approved that schedule and not the Union for making right what should not have occurred in the first place.

**” Don't make me call the Union on  
you.”**

This is a blatant threat and one that implies that the Union brings discipline on members. **Not true. The Union does not discipline or terminate members,** in fact we are there to represent the rights and interest of employees by ensuring you are being treated fairly, the facts are correct, and you get to respond to any accusations brought against you. We also ensure the Collective Agreement is being followed. By protecting the rights of all members, it ensures that your rights will be protected as well should they need be. So next time you see us, know we are there to support our members!

## QUICK QUIPS

★ Employees may initiate or start their bereavement leave within seven (7) days from the death of their loved ones. For clarification, it does not have to be on the day of the passing. Refer to Article 18 of the CA.

★ Employees who work in a higher paid classification shall be paid the next highest rate in the higher paid classification for a minimum of one hour or the actual time worked. An example would be if a service clerk worked on U scan for five minutes, they would be paid up to the cashier rate for one hour. Make sure you are checking your pay stubs!

★ Casual employees can change their availability up to four times (4x) per year by completing a new Availability Form and submitting it four weeks prior to the effective date of the change. There is no limit on the number of times an employee can increase their availability.

★ Casual employees who were hired after April 28, 1997 are not entitled for weekends off, but may request weekends off. Casuals who were hired prior to April 28, 1997 are entitled to one (1) weekend off in every eight (8) weeks.

★ A Employees should only get maximum of two (2) evening shifts including weekends. B Employees and Supervisors can be schedule maximum of three (3) evening shifts including weekends.

## POSTING OF SCHEDULES

Posting of schedules includes all shifts, positions, category, last day off, last weekend off, and maximum preferred hours. Make sure you check to see if these are correct on the schedule. There should be two (2) weeks of schedules posted from Sunday until Wednesday at 6pm and after 6pm Wednesday there should be three (3).

Any changes on the schedules must be legible. White out and blacked out sections are not allowed on any posted schedules. **More information can be found on Article 9.56 to 9.58 of the CA.**

## NOT LIKING YOUR NEW JOB?

There is an option for employees who moved into a new classification/job when they find that the new position does not suit them during the Classification Trial Period. The employee can revert to their old job after working four (4) weeks and before completing seven (7) weeks. When employees decides that they would like to return to their old jobs (or former Classification), their previous rate of pay, guaranteed hours and where possible former Centre/Location will be reverted.

In the event where it is not possible to place an Employee in their original Centre/Location, an alternate solution may be mutually agreed to by the Employer and

the Union. Refer to Article 11.07 and 11.08 of the CA.

## WRITTEN UP?

Written up or write up is sometimes a term that is being used when making a Work Record Entry. It creates a negative message to employees when they hear that they will be written up. Your Work record is non-disciplinary, it is a journal or diary of what occurred in the workplace. Contents in work records are not always negative, entries **should** include positive feedback from customers or for a job well done. Trainings and information sharing reflects in work record as well as entries such as attendance (lates) and work performance issues.

When a Supervisor or Manger talks to you about an issue and makes a note of it in your work record, that is not discipline. This is a way for them to track what was reviewed with you or have not spoken to you about.

Writing your initials in work record does not mean you agree with what was written. It means that the issue was addressed and discussed with you. Keep in mind that employees can write in their work record. It can be comments pertaining to what was discussed or reviewed with you. Please date your initials so we know it was done in a timely

## COLLECTIVE AGREEMENT BOOKS

If you are looking for Collective Agreement Books, check with Customer Service or staff room at your location. If there are none, please call the Union Office and we will send more out. Collective Agreement can also be found on our website at [www.ucce.info](http://www.ucce.info).

## Did you know...?

😊 COOP monitors Facebook, Instagram, and other social media. Employees need to be aware that others may be looking at your account and certain things may be used against you. Always remember that nothing online is ever totally private.



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

