

UCCE News & Views

November-December 2024

TEMPORARY VACANCIES and POSITIONS

Temporary appointments are used to replace absent employees due to illness, injury, any form of leave, or any temporary vacancy in an existing permanent position. If a temporary position needs to be filled permanently, the employee has the option to either remain in the position or return to their substantive position. If the employee chooses not to stay in the position, it will be posted through the posting process.

Temporary positions may be utilized for operational requirements for a maximum of one hundred twenty-five (125) days. If an extension is needed, a mutual agreement between COOP and the Union may be required. If COOP decides that a temporary position should be filled permanently, it will be reposted and filled through the posting process. Once the temporary position ends the employees will return to their substantive position.

All hours worked will be credited to the substantive position upon the employee's return.

Please refer to Articles 10.10 to 10.16 of the CBA.



*UCCE wishes everyone a wonderful
Holiday Season and a New Year filled
with joy and prosperity.*

DOCTOR'S NOTES

Are you being asked to provide a doctor's note when calling in sick? If you are unsure why it's being requested, ask the person making the request to clarify. If you are unsatisfied with their response or have additional questions, feel free to call us at the Union Office, and we'll provide guidance.

We've received feedback from employees that their doctors have expressed concerns regarding the employer (Calgary COOP) requests for sick notes, noting it puts extra strain on an already overburdened medical system. Requiring sick notes for short-term minor illness, such as cold or flu, can increase stress on the health care system and reduces Doctors abilities to focus on patients with more serious health issues.

In accordance with the Collective Agreement, an employee may be asked for medical documentation if an illness exceeds two (2) days. Documentation may also be requested if there is suspicion, such as requesting time off, being denied, and then calling in sick on that day. Additionally, the employer may also request a doctor's note based

this issue

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DOCTOR'S NOTE

PREVENTING FUEL MIX-UPS AT THE GAS BARS

CAN SOCIAL MEDIA GET YOU FIRED

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DID YOU KNOW?

on the frequency of calling in sick.

Some Managers are misinforming employees that they must see a doctor on the same day that they are asked for documentation. The requirement in the Collective Agreement is that you see a doctor during the period of your illness and not after recovery. Note that self-reported illness to the doctor after the recovery will not be accepted.

We recommend that you take an MAF (Medical Ability Form) to your doctor to fill out as it will supply the employer with their required restrictions. Request your doctor to send their invoice to the Ability Management Department at Head Office, medical@calgarycoop.com. Your doctor directly billing Coop will help you to avoid any out-of-pocket expenses.

It is important to keep a copy of any medical documentation to reference if any issues arise that need to be addressed or reviewed. Please don't hesitate to call us if you have questions or any concerns related to **Article 16- Sick Leave in the Collective Agreement**.



Did you know...?

☺ THERE IS NO “BLACKED OUT” WEEKS when requesting vacation for ANY week during the year. All vacation requests are subject to approval, however denying a request must be reasonable. Refer to Letter of Agreement #7 in the CA.

☺ 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 the Department Manager. While selecting your vacation during round 1 and round 2, your Manager cannot deny you as a Supervisor 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.

☺ Employees shall be alternatively scheduled to work the holidays. Wherever possible, Employees who are not scheduled Christmas Eve shall not be scheduled on Christmas Day and Employees who are not scheduled on New Year's Eve shall not be scheduled on New Year's Day. Refer to Article 9.31 of the CBA

☺ Article 9 in the Collective Agreement deals with the scheduling procedure. Call us as soon as you identify scheduling issue(s) and do not wait until the last minute. This will better assist us in having it corrected in a timely manner. Don't ignore scheduling violations!

PREVENTING FUEL MIX-UPS AT THE GAS BARS

Although fuel mix-ups are on the decline, they continue to be an issue at the Gas Bars. When filling vehicles with gasoline or diesel, please take the time to be extremely cautious. Always check the markings on the outside of the vehicles and read any information inside the gas hatch door. Listening to the engine alone is no longer enough—many diesel vehicles are now very quiet and can sound like any other vehicle on the road.

In the past, manufacturers often equipped diesel vehicles with yellow or green gas caps, but this is no longer a consistent standard, and there is no regulation requiring it. The pump attendant is the last line of defense to ensure accuracy when dispensing fuel.

If you're ever uncertain, do not hesitate to confirm with the customer. If the customer is not responsive, or distracted such as talking on their phones, patiently wait until you have their attention and verify the fuel type. Ask your Manager for direction in the event that a customer fails to clearly communicate with you. For example, should you move on to the next vehicle until the customer is ready to participate?

When a fuel mix-up occurs, there are a lot of costs incurred. Co-op considers it a financial loss performance issue. Take as much time as you require to double check

to prevent potential discipline, which often includes shift suspensions. Your attention to detail can help you avoid these issues.

CAN SOCIAL MEDIA GET YOU FIRED?

Can your social media activity lead to disciplinary action or even termination? Yes, it most certainly can.

Many employees mistakenly believe that their social media posts are private and protected speech. However, it's easy to vent after a tough day and share a bit too much about work. No matter how tempting it may be to use social media (like Facebook, Instagram or Snapchat etc.) to express frustrations about your job, employer, or coworkers, doing so can put your job at serious risk.

Even with strict privacy settings, anything you post can be shared by those who can see it, meaning comments, photos, and various posts may reach far beyond your intended audience.

So, what should employees do? The safest approach is to avoid posting anything about work, coworkers, or anything that could be viewed as offensive by your employer. Be mindful of who your online audience is and remember that nothing

online is ever truly private. Consider carefully every post or share!

ANONYMOUS??? INTEGRITY HOTLINE

If you think your call to the “Integrity Hotline” means that you can or will remain anonymous, **think again!** Even though you choose not to leave your name or contact info, once the report is sent to Head Office, they often can determine who the caller is by the reported information. Cameras and time records can also be revealing and identifiable. The anonymous employee is then surprised to find themselves called into an investigation being asked further questions.

The confidential expectation to this hotline has limits and may be misleading to callers. Be prepared to be identified and asked further questions if the employer deems it necessary and/or helpful to their investigation.

IMPORTANT REMINDER

Do not use your own Calgary COOP membership number for customers' purchases. Doing so may result in the termination of your employment.

