

I AM A UNION MEMBER!

Orientation Kit for New Members

NAME: _____

COMPONENT: _____

LOCAL: _____

PSAC ID #: _____





INTRODUCTION

WELCOME

Welcome to the Public Service Alliance of Canada (PSAC)! The purpose of this guide is to provide you with answers to basic questions about navigating your union. We want you to be well informed about how your union can help you in your workplace and how you can participate at your union.

needs. PSAC is one of Canada's largest unions, representing over 200,000 members nationally and around the world, with over 16,500 members in the North region.

Our members work for a variety of employers, including federal, territorial and municipal governments, non-profit organizations and the private sector. We support members to achieve better pay, safe working conditions, fair treatment and respect in the workplace.

MEMBERS

Your union is made strong by its members—that means you. PSAC's structure encourages active participation and supports members'

HOW DO I BECOME A MEMBER OF MY UNION?

UNION CARD

By being employed at a workplace that is unionized, you already receive many of the benefits negotiated by your union over the years such as paid leave, working conditions, etc. The RAND formula provides a form of union security whereby an employer automatically deducts a portion of the salary of each employee. This portion goes to the union as union dues. The RAND formula is also known as 'automatic checkoff'. It is based on the principle that all members have equal access to their collective agreement

benefits and therefore, should contribute equally as well. However, to formally join PSAC as a full member, you need to sign a union card (pictured below). By signing this card, you are able to enjoy even more benefits such as attending conferences and conventions, participating in educational courses, voting and running in Local elections, etc. Contact your union representative to sign a union card.

PUBLIC SERVICE ALLIANCE OF CANADA
ALLIANCE DE LA FONCTION PUBLIQUE DU CANADA Side 1/CCM 1

APPLICATION FOR MEMBERSHIP REPLACEMENT CARD, INFO. UPDATE
 DEMANDE D'ADHESION, REMPLACEMENT DE CARTE, INFO. MISE-À-JOUR

PLEASE PRINT CLEARLY and give as much information as possible
VEUILLEZ COMPLÉTER EN LETRES MOULÉES et fournir le plus d'information possible

PSAC ID: _____
 No ID/AIPC: _____ } *Leave Blank if you don't have / Laisser en blanc si vous n'en avez pas.*

EMPLOYEE ID/NUMÉRO D'EMPLOYÉ(E) (DANS/DE) _____

Component or OCL/Élément ou SLCD _____ Local Section locale _____
 DO YOU HOLD AN ELECTED UNION POSITION/OCCUPEZ-VOUS UNE CHARGE SYNDICALE ÉLUE? Yes/Oui No/Non

MEMBER'S DETAILS/COORDONNÉES DU MEMBRE

Mr./M. _____
 Ms./Mme _____

Surname/Nom _____
 First Name/Prénom _____ initials/initiales _____

HOME ADDRESS/ADRESSE AU DOMICILE _____
 CITY/VILLE _____ PROVINCE _____ POSTAL CODE/CODE POSTAL _____
 HOME TEL./TEL. DOMICILE _____ WORK TEL./TEL. TRAVAIL _____

LANGUAGE PREFERENCE/LANGUE PRÉFÉRÉE: ENGLISH/ANGLAIS FRENCH/FRANÇAIS

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 Verso à compléter au verso



WHERE DO I GO IF I HAVE QUESTIONS ABOUT MY UNION?

There are numerous resources available to you as a PSAC member. Below is a list of people who can help you, starting with your Local.

UNION STEWARDS

The lifeblood of our labour movement is its stewards, who are member representatives in the workplace and occupy a formal role. Stewards help to link you to your union. While defending the collective agreement, stewards are the union's presence at work. Stewards engage and inspire members to take action. Stewards help to build capacity of the union and problem-solve prior to following grievance process.

You can find your steward by contacting your Local Executive.

LOCAL EXECUTIVE

Local executives are democratically elected leaders of your Local. Local Officers ensure that the integrity of our union is safe-guarded at the workplace. They work with members, other Local Officers, PSAC, Component Officers, other union staff and elected leaders to advocate for members.

You can find who your Local Executive is by visiting your Component's website or contacting your PSAC Regional Office.

COMPONENT

Components are made up of Locals. Originally, Components were organized along departmental/ employer lines for the federal public service. Although that logic generally remains, it is not always the case anymore, given ongoing employer

re-organization and PSAC organizing into new territorial and private workplaces.

REGIONAL COUNCIL

Regional Council brings activists together from different Components to network, share information, give regional policy direction, provide campaign updates, set priorities and identify issues in the region. Regional Council representatives are elected every year. Regional Council brings together activists who provide leadership and political direction to a wide range of issues.

You can find the contact information for the Regional Council on our website:

www.pscnorth.com/our-organization/committees

REGIONAL EXECUTIVE VICE PRESIDENT (REVP)

The REVP is the highest democratically elected member of the union in the North region. The REVP North is the head of PSAC North Regional Council. The REVP also sits on the National Board of Directors and the Alliance Executive Committee, which deals with the day-to-day operations of PSAC.

You can contact the REVP North's office at **1-855-795-6556**



HOW DOES MY CONTRACT GET NEGOTIATED?

CONTRACT NEGOTIATIONS

PSAC has more than 300 bargaining units, each with its own collective agreement that deals with its specific working conditions. When a group of workers unionize with PSAC, they either form a new bargaining unit, or join an existing one.

Bargaining units can be as small as 10 members or as large as 70,000 members.

PSAC's Bargaining teams include members elected by members and a PSAC negotiator. The team receives support in the form of research, mobilization, legal and other bargaining support from PSAC staff. Our union has over 50 years of experience in negotiating collective agreements that meet members' needs in a wide variety of jobs and locations. Bargaining teams negotiate, but collective agreements only come into force once ratified (voted upon) by the Local membership.

Your collective agreement protects you in your workplace. It outlines your rights

and responsibilities and lays out the rules of your working conditions; for example, hours of work and overtime, vacation, leave, pay and benefits. It also defines the employer's responsibilities.

The collective agreement reflects a history of what members have demanded and won at the bargaining table.

Member participation is key to PSAC's success in negotiations, grievances, pay equity, or any other union activity. We all have to work together in solidarity to achieve the best outcome for all members. Activism can take many forms and it's an exciting way to participate in your union and our labour movement as a whole. PSAC collective action creates the necessary collective power to reach good agreements.

WHAT CAN I DO IF I HAVE PROBLEMS IN MY WORKPLACE?

INFORMAL RESOLUTION

If you believe your rights have been violated, speak to your Local steward or union representative about your resource options. Before filing a grievance, there may be opportunities to solve the conflict outside of the grievance process by coming to an informal resolution with your employer.

FILING A GRIEVANCE

A grievance is the union's tool for making sure the employer follows the rules in the collective agreement. If you believe your supervisor or someone else has violated one of your rights outlined in your collective agreement, be sure to let a steward or Local Executive member in your union know immediately so that they can help you file a grievance within the timelines stated in your collective agreement.

STEWARD/LOCAL EXECUTIVE

A Steward or Local Executive member from your Local will help you through the grievance process in your workplace. The grievance process permits you to raise the issue directly with the employer and allows you and your union representative to gather additional information related to the grievance.

COMPONENT OR REGIONAL OFFICE

If the steps of the grievance procedure do not resolve the issue at a Local level, a Component representative will be assigned. The information you gather throughout the grievance procedure is critical to PSAC's ability to assess the merits of grievance and to decide whether it will take the grievance to a hearing.



GRIEVANCE AND ADJUDICATION/ARBITRATION

If the grievance is referred to a hearing, a PSAC grievance and adjudication officer will represent you at arbitration, before boards or tribunals. PSAC will support you through the grievance process to protect your rights and the rights of all members. At any stage of the grievance

process a settlement may be reached if both parties are satisfied with the outcome. Settlements may include back pay, a change that makes the workplace safer, or any other remedy requested, depending on what the initial grievance was based on.

HOW CAN I GET TRAINING?

BASIC AND ADVANCED EDUCATION

Over the years, thousands of PSAC members have received the opportunity to expand their knowledge, develop leadership skills and look at the world differently following their participation in the PSAC education program.

The program is truly comprehensive and offers opportunities for our members to receive union education on topics ranging from workplace issues to broader social justice and community issues. The courses offered vary in length from 45-minute workplace sessions to one or two-day courses and three to five-day in-residence courses. We also offer an intensive Union Development Program for emerging leaders. PSAC Education is based on adult participatory training methods and popular education. Our courses invite members to share their knowledge and experiences, reflect on new learning, take action

and change their world for the better. Our introductory course is Talking Union Basics (TUB). It introduces members to the PSAC and prepares them for more advanced union education. TUB provides a historical and structural overview of the union, introduces participants to the collective agreement and gives them a chance for hands-on practice in problem-solving. PSAC covers certain costs associated with courses, including reimbursing members for the wages they lose while taking courses and provides a Family Care Allowance for members who need it. Our courses are accessible. Check with your Local Steward, regional office or regional website to find out the schedule of courses and what is available to you.



HOW CAN I STAY CONNECTED WITH MY UNION?

PSAC communicates with its membership through various media platforms including:

- ◆ Email
- ◆ Face-To-Face
- ◆ Telephone
- ◆ Social Media (i.e. Facebook, Twitter & Instagram)
- ◆ Webinars
- ◆ Telephone Town-Halls
- ◆ Meetings
- ◆ Mail Correspondence
- ◆ Newsletters & E-Newsletters

WEBSITES

The PSAC National and PSAC North websites provide members with national and regional union news and links to regional and Component websites. PSAC provides members with tools to assist them in their advocacy work, campaigns, union education and more.

Regional Site: www.psnorth.com
National Site: www.psu.ca

EMAIL

PSAC regularly sends out emails to its membership with bulletins on special topics, news and updates. PSAC produces materials in support of its policies that result from member driven initiatives.

SOCIAL MEDIA

PSAC provides up-to-date union news, as well as platforms for union advocacy through our own social media.

PSAC North Facebook:
<https://www.facebook.com/psnorth/>

PSAC National Facebook:
<https://www.facebook.com/psu.national/>

Twitter: @PSAC_North & @psacnat

Instagram: @psac_north & @psacafpc

COMPONENTS

The contact information for the three resident Components or those with members in the North can be found at: www.psnorth.com and www.psu.ca.

You can contact your nearest PSAC Regional Office if you do not know which Component you belong to.

REGIONAL OFFICES

PSAC Regional Offices are there to help Locals with education, political action, Local development, negotiations, mobilization, strike coordination and more.

Yellowknife:

4910-53rd Street - Suite# 201
Yellowknife, NT X1A 1V2
Tel: (867) 873-5670
Fax: (867) 873-4295
Toll Free: 1-800-661-0870
Email: YelAdmin@psac-afpc.com

Whitehorse:

2285 2nd Avenue, Suite# 100
Whitehorse YT, Y1A 1C 9
Tel: (867) 668-8593
Fax: (867) 633-4196
Toll Free 1-888-998-8229
Email: Whitehorse-Admin@psac-afpc.com

Iqaluit:

8 Storey Building 505-B Astro Hill Centre,
Suite# 120, PO Box 4014, Iqaluit NU, X0A
OHO
Tel: (867) 979-7430
Fax:(867) 979-5517
Toll Free: 1-866-268-7097
Email: Iqaluit-RO-Admin@psac-afpc.com

GET THE UNION ADVANTAGE

- ◆ FAIR WAGES
- ◆ PENSIONS/BENEFITS
- ◆ HEALTH & SAFETY IN YOUR WORKPLACE
- ◆ JOB SECURITY & TENURE
- ◆ MAKING A POSITIVE IMPACT IN YOUR COMMUNITY

AND MORE!

You're the heart of our union!





Notes:

A series of horizontal dashed blue lines for taking notes, with a decorative graphic of overlapping wavy lines in shades of green and pink in the center.



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4910-53rd Street - Suite #201
Yellowknife, NT X1A 1V2

1-800-661-0870
www.psacnorth.com

