

# USW LOCAL 2010 GUIDEBOOK

## UNITED STEELWORKERS



## LOCAL 2010, QUEEN'S STAFF UNION

A Practical Guide to Your Union

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# USW LOCAL 2010

## GUIDEBOOK

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Dear Brothers and Sisters,

You are receiving this document because you are a member of the United Steelworkers, Local 2010 or 2010-01! Congratulations – being a member of USW means that you are part of a progressive, worldwide movement to defend worker and human rights. Being a USW member means that you belong to a unique organization that comes with its own distinctive set of policies, rules, regulations and Constitution that we must uphold. The following is a practical guidebook designed to give you the requisite knowledge to fully participate in your union life.

### Relationship with the Employer

Local 2010 is autonomous from the Employer. The Employer cannot discipline or direct the union, and they cannot interfere with union politics. The Employer has no say in what goes on inside our private union meetings.

If you want to speak to anyone about union activities, do not go to the Employer. The proper channels, and the only way to properly address your concerns or questions, is to go through union representatives. USW has its own separate policies, procedures, hierarchy, by-laws, discipline structure and Constitution. These are the processes you must access in order to deal with union issues.

### Grievance Procedure

Union members have grievance language in the Collective Agreement (CA) to defend our legal rights: to resolve disputes and make our voices heard; to set precedents and defend entitlements and to build long term language improvements in the CA. If you think there has been a contravention of the collective agreement, contact your steward immediately! You have 15 business days from the time of the incident, or from when you ought to have become aware of the problem, to begin the grievance procedure. Having said this however, the union office needs time to investigate and decide the best route, so please come to us as soon as you suspect something isn't right.

#### ***Individual Grievance***

When you believe that something your manager has done violates the CA, you can file a grievance to have your position heard.

### ***Policy Grievance***

When the union disagrees with HR about an interpretation of the CA language the union can submit a policy grievance to address the issue.

### ***Group Grievance***

If more than one person or one unit has the same problem, a group grievance can be submitted to HR.

## **Grievance Stages**

### ***Informal Stage***

This is the first step of the grievance process. This step is used to alert HR/the manager that there is an issue and provides an opportunity for the situation to be resolved before a formal grievance is filed. There is no time limit between the informal step and step one, but generally, should be filed within a month of the informal reply.

### ***Step #1***

Step 1 is the first step of the formal grievance process. A grievance form is submitted to HR detailing the contravention of the CA and what resolution the union is requesting. HR has 10 business days to respond. The Union has 10 days to escalate the grievance to a Step 2 after receiving the Employer's response.

### ***Step #2***

If we are unhappy about the Employer's response to Step 1, and we feel the case is strong enough, we can proceed to a step 2. This is a formal face-to-face meeting between HR and the Union, where each side sets out their arguments. HR has 10 business days to respond to arguments presented at the Step 2 meeting. The Union has 20 days to proceed to arbitration.

### ***Arbitration***

Arbitration is like labour court, and is the third and final step of the grievance procedure. Since case law is decided in arbitration and precedence can be set, the union proceeds with only their strongest cases. Further, arbitrations are very costly, and while this expense is split 50/50 with the Employer, a single arbitration can cost thousands of dollars.

## **Dues**

All of the local's money comes from dues paid by members. We share a portion of these dues with both the International and the District. Details on dues is explained in the following illustration.



# UNITED STEELWORKERS LOCAL 2010 REPRESENTING QUEEN'S UNIVERSITY STAFF & ACADEMIC ASSISTANTS



Union dues are 1.55% of your pay and fund all the programs and support services provided through the international and district levels, as well as for the daily operation of your local union. An additional \$0.02 per hour worked is collected and put towards a series of special funds to help the union organize and grow stronger.\*

An opt-outable \$0.02 per hour worked is collected and put towards the Steelworkers Humanity Fund.\*\*

Dues are tax-deductible. And no dues are paid if you are off work due to layoff, injury, sickness, or a leave of absence.

18%\*

Union  
Central  
Funds

1% District Political Education  
And Legislative Fund

1% District Education Fund

3% Organizing (International/District)

6% District 6  
Strike Fund

7% Strike and  
Defence Fund  
(International)

41 %



- Local Office Infrastructure and Staffing
- Elections
- Stewards
- Grievance and Arbitrations
- Health and Safety
  - Return to work, Accommodations, Etc.
- Consultant Fees
- Training and Education
- Conferences
- Committees
  - Job Evaluation
  - Bargaining
  - Pension
  - Political Activism
  - Women of Steel
  - Steel Pride
  - Education
  - Health and Safety
  - Etc.

41 %



- International and District Office Infrastructure and Operations
- Full time staff reps
- Elections
- Legal/Research Department
- Education and Strategic Campaigns
- Political Activism
- Lobbying



## Steelworkers Humanity Fund\*\*

The SHF provides emergency food aid and assistance in response to international humanitarian disasters, supports food banks in Canada, and funds international development projects development education. For more information visit the SHF website at

<http://www.usw.ca/union/humanity>

## How Our Local Dues Are Spent

Except in an emergency, the Local's money is not spent before getting approval from the membership in the form of a motion at our monthly membership meetings. The Executive makes recommendations to the membership on where and how much money should be spent, and then it is up to the members to approve or defeat the motion.

## Monthly Membership Meetings

The Local conducts its business once a month at the membership meeting. Attending membership meetings (and reading emails and checking the website) is the best way for members to stay informed about what is going on in the Local, and stay abreast of the finances.

Local 2010 uses *USW Meeting Rules of Order* to govern our meetings. These rules are outlined on our website, under Membership Meeting and Minutes. Membership meeting dates can be found on our website on the Event Calendar. Emails are also sent out reminding members of time and location. Most often meetings are held during the lunch hour on main campus. In order to be compliant with our bylaws, we do schedule one meeting a year at West Campus, held after work. Your Union Card is required to enter membership meetings. For more information, see Union Cards, below.

## Union Cards

Your union card is your official union ID. This ID is needed to enter all official union and ratification meetings. New employees should automatically be sent their cards, but this process may take up to several months. Employees who have not received their cards can contact [unioncard@usw2010.ca](mailto:unioncard@usw2010.ca). For those members who have not yet received their cards, but would still like to attend union functions that require ID, please bring photo ID and, if possible, a pay stub showing dues payment, to the meeting. We will have a list of current dues paying members at the door to ensure that all members can attend the meeting.

## Secure Financial Policy

Financial information is only available at the membership meetings by way of the monthly Financial Secretary's, Treasurer's and quarterly Auditor's reports. As mentioned earlier, all decisions to spend money are made at the monthly meetings. Members can make an appointment with the Financial Secretary or Treasurer to view their reports at the union office if a membership meeting is missed. Our financial information is private and is for member's eyes only. All minutes posted on our website and sent out to our membership are redacted versions meant to protect this privacy.

Unions need to be more protective of its financial status than other groups or businesses. Our ability to defend our members rest largely on our ability to pay for arbitrations. Arbitrations can cost anywhere from \$2,500 to upwards of \$10,000. If the Employer were to know that we, for example, had only \$50 000 in the bank, they would know how many arbitrations they could push on us before we exhaust our funds, and subsequently unable to protect our membership. This is an old, yet still possible, union-busting tactic that Employers can use if they wish.



Further, unions exist in an unfriendly political climate, both provincially and federally, where our very existence continues to be threatened by subsequent Liberal and Conservative governments. With legislation such as Bill C377 as an example, we need to be vigilant in demanding our right to maintain fiscal security.

## Communication

Local 2010 regularly sends out emails, and updates Facebook, Twitter and our website ([www.usw2010.ca](http://www.usw2010.ca)) to keep members informed about developments in the local.

Our webpage has all of our contact information, events calendar, and member resources, such as EdCom presentations, ad-hoc presentations and meeting minutes.

In order to sign up to our email list visit our website and go to Contact page. There you will find the sign up form. *Please be aware that if you **unsubscribe** from our emails, you will never be able to re-subscribe using the same email address.*

If you need to contact the union office by email, please use [contact@usw2010.ca](mailto:contact@usw2010.ca). This will send a message to both the President and Vice-President/Grievance Officer. To contact the President directly, please use [president@usw2010.ca](mailto:president@usw2010.ca). To contact the Vice-President/Grievance Officer directly, email [briana.broderick@usw2010.ca](mailto:briana.broderick@usw2010.ca).

To contact the office, call 613 533 2693. To call the President directly, please use extension 75380. The Vice-President/Grievance Officer can be reached at 75701.

Both the President and Vice-President have cell phones, but these numbers are not available to the general public. Cell phone numbers are provided to Human Resources personnel, the Executive Board, Stewards, as well as members with open case files.

## Executive Positions

Both the President and the Vice-President work full time in the union office. While they are on secondment, their Queen's positions have been held for them, but the only income they receive is from their union positions (i.e. only paid 1 income to perform 1 position).

The President has a newly negotiated salary of \$65,000. 50% of the cost of the total compensation is paid for by the Employer and 50% is paid by the membership.

The Vice-President is awarded the same salary they made in their Queen's position. The total compensation of this position is paid 100% by the membership.

### 'The Top 5 Positions'

#### **President**

The President shall preside at all membership meetings of the Local Union and preserve order, and shall decide all questions of order, subject to an appeal to the Local Union. The President shall have the right to vote at all elections of officers, and, when the members are equally divided on other questions, shall have the deciding vote. The President shall call special meetings by request of ten

(10) members in good standing of the Local Union, and shall enforce the provisions of this Constitution. The President shall appoint all committees not otherwise provided for and be ex-officio member of all committees. The President shall perform such other duties as the Local Union may assign.

In terms of job duties and key roles, the President is responsible for attending and overseeing Labour Management Meetings, Central Heating Plant Labour Management Meetings and Informal meetings with the Employer, Bargaining Committee meetings, Job Evaluation and Pay Equity meetings including joint meetings with the Employer; negotiating Minutes of Settlement, Memorandums of Agreement, etc., with the Employer, attends Grievances Meetings with the Employer, assists all Local Committees, has final signing authority on financial matters of the Local, is the primary contact with the USW Staff Representative, Chairs executive meetings, etc. The President also retains the authority to bind on behalf of the Local.

### ***Vice-President and Grievance Officer***

The Vice-President shall assist the President in the discharge of the President's duties and during the President's absence shall perform the duties of the President. In the event that a vacancy occurs in the office of President, the Vice-President shall act as President for the unexpired term.

In terms of job duties and key roles, the Vice President is, along with the President, responsible for attending Labour Management Meetings, Central Heating Plant Labour Management Meetings and Informal meetings with the Employer, Bargaining Committee meetings, Job Evaluation and Pay Equity meetings, including joint meetings with the Employer, assisting the President in negotiating Minutes of Settlement, Memorandums of Agreement, etc., with the Employer, and attends Grievances Meetings, and assists all Local Committees.

The Grievance Officer (formally Chief Steward) is the main contact for all Stewards and, in consultation with the President and Staff Representative, is responsible for overseeing the grievance procedure with the assistance of the Grievance Committee.

### ***Recording Secretary***

The Recording Secretary shall record the proceedings of the Local Union in a book kept for that purpose, read all papers and perform such other duties required under this Constitution and as the Local Union may assign. The Recording Secretary shall also have custody of the Local Union Seal, and shall be responsible for any misuse of same.

### ***Financial Secretary***

The Financial Secretary shall verify the receipt of all money due the Local Union and inform the same to the Treasurer. The Financial Secretary shall also keep accurately the accounts of the Local Union with its members, and shall at all times have the books open for examination by the Trustees, and perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union. Members may view the books by appointment only. The Financial Secretary shall make out the various reports



required by the International Secretary-Treasurer and forward such reports to the International Secretary-Treasurer in accordance with instructions. Should it be proven that the Financial Secretary has failed to report monthly the full membership of the Local Union and carry out all applicable transactions, the Financial Secretary shall be suspended from all privileges and benefits until the deficiency is made good, and shall be liable to the International Union. The Financial Secretary shall keep a record of all membership transfer request forms issued and received. The Financial Secretary's accounts shall be subject at all times to audit by the International Secretary-Treasurer. The Financial Secretary shall make a detailed financial report at least once each month at the Local Union meeting covering the receipts and expenditures of all funds of the Local Union. If the expenses of the Local Union exceed its current income or impair its reserves, the Financial Secretary is obliged to call this fact to the attention of the membership. The Financial Secretary, in consultation with the President, shall prepare an annual budget to be reviewed by the Executive Committee for recommendation to the Membership at the October meeting. The Financial Secretary shall sign all cheques and have them counter-signed by the President and the Treasurer.

### ***Treasurer***

The Treasurer shall receive from the Financial Secretary for review all monthly reports of money received by the Local Union, and verify that it has been deposited in the Local Union's designated bank account. The Treasurer shall sign all cheques and have them counter-signed by the President and the Financial Secretary. The Treasurer shall keep regular and correct accounts of all monies received and paid by the Financial Secretary. The report at each meeting should include the balance of deposits shown since the last report, the amount received since, the total cheques issued and authorized, and the balance remaining. The Treasurer's accounts shall be open for examination by the Trustees at any time when called upon. The Treasurer's books shall be subject at all times to audit by the International Secretary-Treasurer of the United Steelworkers. Members may view the books by appointment only. The Treasurer shall perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union. All money paid out by the Local Union from its treasury must be approved by the members at a Local Union meeting. Under no circumstances shall Officers or members pay bills without authorization from the membership at a Local Union meeting, nor shall the members authorize payment of any bill or incur any obligation for which funds are unavailable, nor shall the members authorize the payment of or incur a debt for any activity not in accordance with the Constitution and policies of the International Union and these By-Laws. Bills charged to the Local Union should be submitted to the President, who in turn shall present them to the membership for approval at the next Local Union meeting. Recurring standard bills such as fixed salaries which have been previously authorized, taxes (municipal, provincial and federal), rent, hydro, heat, newsletter, office supplies, email management system, etc., may be paid by the Financial Secretary on a single authorization by the Local Union to pay such bills when due.

## **Additional Executive Positions**

### ***Guide***

It shall be the duty of the Guide to see that all present at Membership Meetings are entitled to remain. The Guide also circulates the Official Attendance book for the Local and checks all Union

Cards when required for entrance to a Membership Meeting against the latest version of the members in good standing (dues paying) list.

### ***Inside and Outside Guard Duties (2 positions)***

It shall be the duty of the Guards to take charge of the door and see that no one enters who is not entitled. The Guards also assist the Guide with the circulation of the Official Attendance book, and Union Card validations if necessary.

### ***Trustees (3 positions)***

It shall be the duty of the Trustees to have charge of the hall and all property of the Local union, subject to the direction of the Local Union, and perform such other duties as the Local Union may require. Trustees also perform the quarterly audits.

In the event that a vacancy occurs in the office of Vice-President, Recording Secretary, Financial Secretary, Treasurer, Guide, Guard or Trustee or in the position of Grievance Committee Member at any time during the term of office, the remaining Local Union Officers shall, by majority vote, select a successor to serve for the remainder of that term.

## **USW Local Elections**

USW Local 2010 elections are held every 3 years in April and are conducted either by electronic vote, by the vetted company *Intelivote*, or by secret ballot. The next Local elections will be in April 2018.

Elected positions within our local are as follows:

- Local union officers (Executive Committee Members)
- Local unit officers (Academic Assistants Unit; Chairperson only)
- Grievance officer (Chair of the Grievance Committee)
- Grievance committee members (Committee Members, 3 positions)

### ***Eligibility for Nomination***

Members in good standing can nominate individuals for office. If an eligible member has been nominated for an office, they accept, and no other member chooses to run against them, no election is held and the nominated member is deemed to be elected (acclaimed).

No member can hold more than one office: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, Guard, and Trustee.

Grievance committee members are not considered officers, so one member may hold both positions.

One must be a member in good standing for the 24 months preceding the election, and in order to run for office, the candidate must have attended at least 1/3 of the regular membership meetings held by the Local in the preceding 24 months.

The following six reasons for missing regular unions meetings will not be counted in determining the number of meetings a member must have attended to be eligible to hold office:

- |  |                                       |
|--|---------------------------------------|
| 1. Away for union activities               | 4. Sickness that confines (Dr's note) |
| 2. Away due to working hours               | 5. Death in the immediate family      |
| 3. Away due to service in the armed forces | 6. Jury duty                          |

To be a member in good standing one must *not* have been convicted of specified crimes listed in article three, section three of the USW Local Elections Manual and must not be found guilty of participation in racist, terrorist or other groups that advocate violence against the government. These specifics are also outlined in article three.

**NOTE:** if no one who is eligible for election based on meeting attendance runs, then anyone can run. This means anyone interested should seek nomination, and after all nominees have been accepted, then the Elections Committee will review everyone's eligibility.

### ***Who Can Vote***

Members in good standing can vote either by secret ballot or electronic methods.

Recently hired members who have not paid their dues yet due to the pay schedule, are still eligible to vote.

Members who retire from Queen's are not permitted to continue as union officers or vote.

There are strict election rules to which we must adhere. For in-depth details on local elections, please refer to the USW Local Elections Manual, or for a more accessible version, please refer to the elections EdCom presentation on our website.

## **Volunteer Positions**

There are many exciting and fulfilling volunteer opportunities within the local. We are always actively recruiting Stewards, Return to Work and Health and Safety representatives, as well as Next Generation (workers under 35 years old), Women of Steel and Social Committee members. A full list of all the fantastic opportunities are listed on our website under Committees.

## **Affiliates**

The following page is a quick guide to our local affiliates:

## ANNUAL AFFILIATION DETAILS | REFERENCE SHEET

### Constitution of International Union United Steelworkers:

*Article VII (Local Unions), Section 7, page 42, line 9 states:*

*All Local Unions are required to affiliate with the appropriate central and local bodies chartered by the Federation.*

USW Locals 2010 & 2010-01   ANNUAL AFFILIATION DETAILS				
AFFILIATION NAME:	AFFILIATION TYPE:	REQUIRED BY THE USW CONSTITUTION:	Per Capita DETAILS:	EXPENSES APPROVED BY MEMBERSHIP:
<b>UNITY COUNCIL</b> <i>All Union's on Queen's Campus</i>	Internal	No	Not Applicable	N/A
<b>IWAP</b> <i>Injured Workers Assistance Program (WSIB Assistance)</i>	Operational	No	.50/Member/Month	Yes
<b>EOAC</b> <i>Eastern Ontario Area Council</i>	USW	No	.35/Member/Month	Yes
<b>KDLC</b> <i>Kingston District Labour Council</i>	External	Yes	3.60/Member/Year	Yes
<b>OFL</b> <i>Ontario Federation of Labour</i>	External	Yes	.63/Member/Month	Yes
<b>CLC</b> <i>Canadian Labour Congress</i>	External	Yes	Paid by International on behalf of Local	N/A

### Note:

- This equates to **\$1.78 per month** per member | **\$21.36 per year** per member
- These figures are *not* additional dues to be collected | These figures are paid out of the current dues allotment already received monthly by the Local
- Your Executive Board, once approved by the Membership, will endeavour to pay these affiliation expenses strategically over each budget year [September to August annually]

## USW U.S. New Media Online

USW U.S. Website: <http://www.usw.org>

USW Twitter: <https://twitter.com/steelworkers>

USW Facebook: <http://www.facebook.com/steelworkers>

USW Flickr: <http://www.flickr.com/photos/unitedsteelworkers/collections>

USW YouTube: <http://www.youtube.com/steelworkers>

USW Instagram: <http://instagram.com/steelworkers#>

USW Pinterest: <http://www.pinterest.com/steelworkers/>

USW Video Trainings: <http://www.youtube.com/user/USWTraining>

Local Union Websites: <http://www.usw.org/laborweb>



## USW Canada New Media Online

Canada Twitter: (English) <https://twitter.com/SteelworkersCA>

Canada Facebook: (English) <https://www.facebook.com/uswmetallos>

Canada Website: (bilingual) <http://www.usw.ca/>

Canada Flickr: (bilingual) <https://www.flickr.com/photos/usw-metallos>

Canada YouTube: (bilingual) <https://www.youtube.com/user/uswmetallos>

Canada Twitter: (French) <https://twitter.com/MetallosCA>

Canada Facebook: (French) <https://www.facebook.com/metallosCA>

