

CUPE 998

Article	Key Word	Description	Area Responsible
A1.6	Big report	Provide the union with a regular report of their members, including classification, wages, work location, and home address.	HRS (big report)
A7.6	Grievances	Keep the union informed as to the names of people with authority to act on the Corporation's behalf in resolving grievances.	HRS and ER
A10.3	Contracting Out	Notify the Union of any potential contracts for services which may result in any lost positions or redundancies. Such notice will be prior to the contract being tendered and will include pertinent information such as...	HRS
A10.4	Contracting Out	The Union will be advised of any renewal or extension of any contract for services identified in Article A10.3.	HRS
A11.3	Criminal and Civil Liability	The union will be notified of any changes to Corporate Policy prior to implementation	Employee Relations
A12.1.2	Discipline	The Union shall be advised verbally and then in writing of the discipline invoked (discharge or suspension of an employee).	HRS
A12.2	Discipline/Discharge	The union shall be provided with a copy of all letters of warning.	HRS
B1.2	Job Classification	...advise the Union of changes in or additions to the classifications that come within the scope of the agreement...	HRS or ER
C1.7.4	Term Employees	Notify union of all term employees hired and the length of their employment.	HRS
C1.7.5	Extending Terms	Union concurrence is required to extend a term.	HRS
C1.14.2	Seniority Lists	The union will be provided with seniority lists. Seniority lists will also be distributed in the same manner as Employment Circulars.	ER
C7.12 (5)	On the job training programs	Notify the union prior to any individuals commencing employment under these programs and any placements following their initial term.	HRS
E1.2	Employment Circulars	Forward a copy of each Employment Circular to the union at time of posting.	Employment
E1.2.1.1	Job Postings	Notify the union of any planned changes in complement (positions) or where delays in posting beyond the normal thirty days are anticipated. Also notice of any cancellations of postings.	HRS
E1.4 (c)	Appointments	Obtain written concurrence from union to fill a vacant complement position by appointment or additional selection from an existing circular.	HRS
E1.5.1	Special Assignments	Notify the Union of any employees appointed to special assignments (which are non-routine and non-recurring in nature, and are separate from the employee's regular duties)	HRS
E1.8.2	Special Placements	Notify the union in writing of special placements (less than 12 months, filled by appointment).	HRS (in consultation with Placement Officer)

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E1.9.1 (a)	Temporary Assignments	Notify the Union of any such appointment (of an employee to a vacant complement position for less than 12 months), where the duration is 7 months or more.	HRS
E1.9.1 (b) (ii)	Temporary Assignment Ending	Where a position has been filled temporarily through appointment for less than 12 months, notify the Union (at the 9th month) that the position is no longer required.	HRS
E1.9.1 (b) (iii)	Extending Temporary Assignments	Obtain union concurrence where extending a temporary appointment beyond 12 months. The request to extend must be made in advance, in the 9 th month of the assignment.	HRS
E1.22	Applicants	Union will be provided with written information on applicants to positions in the CUPE jurisdiction advertised by an Employment Circular, including the name of the successful applicant, and where the senior applicant is not selected, a brief explanation of why the senior applicant wasn't selected, along with the names of all applicants.	HRS
E2.5	Appointments without posting	Notify the union of lateral appointments made without posting.	HRS
E4.6	Reclassified Positions	The employee and the Union shall be provided with a copy of the revised job description (when a position is reclassified).	HRS
E5.4	Co-op study programs	Notify the union of all individuals employed in the co-op study programs	HRS
I1.1.2	Technological/ Org Change	Notify the Union of technological or organizational change at the earliest opportunity but in the case of change affecting more than 3 employees not less than 120 calendar days prior to implementation.	HRS
I1.3.1	Contracting Out	Provide written notice in situations where contract employees are hired for 30 days or more into positions: <ul style="list-style-type: none"> • Where a specialist is not required • Where the required skills are available internally These contracts may not exceed 90 days without the concurrence of the union.	HRS
I2.2.2	Notice of Potential Layoff or Redundancy	Notify union of redundant positions and potential layoffs.	HRS (with copy to ER)
I2.26	Redundant Positions	...positions that have been declared redundant shall receive written confirmation including notification of their right to union representation. Copy shall be sent to the union.	HRS