



THE NEWSLETTER OF LOCAL 15, VANCOUVER MUNICIPAL EDUCATION AND COMMUNITY WORKERS

WE ACKNOWLEDGE...

We live, work and play on the unceded land of the Coast Salish peoples—Skwxwú7mesh (Squamish), səliilwətał (Tsleil-Waututh) and xʷməθkʷəyəm (Musqueam) Nations.



CALL FOR INTEREST

Contracting-In Committee

Submitted by **Santino Scardillo, 1st VP**

CUPE Local 15 is currently looking for members interested in joining the Contracting-In Committee. The work of committee members will involve developing and implementing strategies for contracting our work, across all sectors, back in to CUPE Local 15 jurisdiction. The committee will also strongly oppose any contracting out and/or privatization of any work performed by members of CUPE Local 15.

The composition of the committee will consist of one table officer, who will also act as the committee chair, along with one member from each sector to a maximum of seven members who possess some knowledge and capabilities in the subject matter. Contracting-In Committee members will be appointed by your Executive Board. Available resources and expertise will be utilized as required from CUPE Local 15 staff, CUPE BC, CUPE National, and any other resources deemed necessary to support the work of the committee, by sharing expertise and information needed to build networks and to support the committee's work.

We will engage our membership and encourage the contracting in of our work and strongly discourage and oppose any form of privatization or the contracting

out of CUPE work. We will liaise with other committees within CUPE Local 15, other unions, and our affiliates who share similar goals. Unions and locals around the province have discussed their success with us in contracting services back in that were formerly provided by their members. They have been able to demonstrate that unionized employees provide better service, quality control, flexibility, efficiencies within operations, enjoy better staff morale, and minimize problems with contractors, and staff capacity.

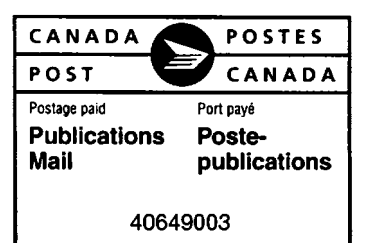
Local governments have thrived after re-establishing the public control of public services. Savings are gained for our employers, who often end up meeting industry standards. If you are interested in the work of this committee, please express your interest by email to the President, Warren Williams at wwilliams@cupe15.org. Include your name, cell phone number, personal email address, and any relevant qualifications you have to offer the committee. All expressions of interest will be reviewed and we appreciate any expertise that you may have to offer. Prospective committee members will be contacted within the next few months with more details regarding future committee meetings.

Thank you for your interest.

IMPORTANT NOTE

Virtual General Membership Meeting Invitations

After registering for the Virtual General Membership meeting, please do not share your link with fellow members. If they did not receive the invitation and would like to attend the meeting, please ask them to contact the union office and provide us with their contact information directly. Once this is done, an invitation will be sent to them and they can register to receive their own link. This is important to facilitate accurate attendance records.



NOTICE OF BY-ELECTIONS

There will be by-elections at the September 27, 2023 General Membership meeting for a Local 15 Trustee and a Health Science Professionals' Bargaining Association (HSPBA) Sector Representative.

1. Trustee

This is for the remainder of a three-year term ending May 28, 2025. In order to be eligible to accept nomination, a member must have attended at least 50% of the General Membership meetings in the last 12 months. All members are eligible to vote.

2. HSPBA (Paramedical) Sector Representative

This is for the remainder of a three-year term ending May 27, 2026. Only members of the HSPBA Sector are eligible to accept nomination or to vote. There is no General Membership meeting requirement to accept nomination for this position.

SEPTEMBER 2023 GENERAL MEMBERSHIP MEETING

The General Membership Meeting will be held on September 27, 2023 at 5:30 p.m. using the Zoom platform. You will be sent an invitation by email if the union office has a personal email address on file for you. Details will also be posted at www.cupe15.org. If you do not receive emails from the union office and would like to attend this meeting, please call us at 604-879-4671 or email us at email@cupe15.org to update your information. There will be a draw at the end of the meeting and three lucky winners will receive a gift card (retailers TBA at meeting). Child and dependant care reimbursement is available as per eligibility requirements in Local 15 Bylaw Section 31.

Sept 27, 2023
5:30 p.m. via Zoom invite

UNDER DISCUSSION:

- By-election for Trustee and HSPBA Sector Representative
- Committee and Staff Reports
- Honorary Membership – Michele Alexander

Return undeliverable
Canadian addresses to:
CUPE Local 15
545 W. 10th Ave.
Vancouver, BC
V5Z 1K9



Thank you!

by Warren Williams, President



WARREN WILLIAMS
PRESIDENT

Greetings members. My following article is re-printed from last September because the message is still relevant, and will always be relevant.

Thank you. Two simple words

that we so often forget how important they are. Being an active member of a union is no easy task; it takes dedication to the principles of justice and employers that understand the benefits of having an active union member at worksites.

It is sometimes difficult to be active in your union. When I have asked members why, often the response is concern for lack of support

by their immediate supervisor and sometimes fear of retaliation by their supervisor or even their peers. All of which I have a hard time rationalizing as it makes no sense to me not to have union support throughout an organization. Let's see if any of this makes sense to you?

Question: Are staff feeling supported?

Answer: Ask the union site contact!

Question: Is this a violation of the Collective Agreement?

Answer: Ask the union site contact!

Question: Who is the union OH&S site contact?

Answer: Ask the union site contact it's probably them!

Question: How can we resolve this before it becomes a grievance?

Answer: Ask the union site contact to assist!

I could easily continue the Q&A for the rest of this article, however, I think you get my drift.

Being involved in your union and supporting its membership has many benefits to both the union and employer. What's often forgotten is a simple thank you for caring enough, not only for the membership, but for the employer as well. By working together, this allows issues to be resolved before they become a problem.

Having said that, I extend my heartfelt thanks to our elected Executive and Society Board, Shop Stewards, OH&S Representatives, Union Site Contacts, Tia Tang our Office Manager and her staff who are often the first contact for many of our members, as well as our business agents here at CUPE Local 15. Last, but not least, I would like to thank our many employers who understand the importance of having union representation at their worksites; working together makes everybody know that their contribution matters.

THANK YOU.

Welcome back!

by Debbie Mohabir, Secretary-Treasurer

Welcome back, everyone!



DEBBIE MOHABIR
SECRETARY-TREASURER

I hope everyone enjoyed the summer and the warm weather we had. Fall will soon be here (although as I am writing this it feels like Fall already) and most of us are now back to our regular routines.

Many of our sectors have

concluded bargaining with the exception of the City et al, Chartwells at Langara, and Emily Carr University of Art and Design. We wish all the bargaining committees good luck as they continue working hard to bargain a fair collective agreement for their members.

September is Steward Appreciation Month

September is the month that we celebrate, acknowledge, and appreciate the work that stewards do to support members. This vital role is the backbone of every union. Those who step into this role do it for many reasons, including achieving fair working conditions, safe workplaces, and fair and equitable treatment for all CUPE Local 15 members, and to have a voice on joint committees.

The primary role is to try and resolve work-related concerns or issues that are acceptable to both parties. If it cannot be resolved initially, then a decision may be made to file a grievance. Stewards are also the link between



members and the union, and help disseminate important information and bring forward any issues that need to be addressed with union leaders. They wear many hats, such as organizers, communicators, advisors, and are knowledgeable about resources that may be of assistance to members.

Stewards in each sector meet on a monthly basis to get updates, ask questions, and provide information to each other that may be helpful. Many of our members may not realize that stewards do a lot of their work on their own time. When you leave a message on the steward line and don't get a response right away, it is usually because the steward is working or have family obligations that prevent them from responding right away. They always do their best to make sure a message is returned.

The union provides stewards with education on various topics such as Health and Safety, Challenging Racism, Duty of Fair Representation, Solidarity with Indigenous, How To Be an Ally, Discipline and Discharge, Notetaking, Conflict Skills, Duty to Accommodate, Charter of Rights, Provincial

Labour Law, and many other matters to provide tools for their toolbox. Union education is invaluable and helps those who take on this role to continue to be up to date with relevant information.

Chief Shop Stewards also play an integral role. They work with their Staff Representative as well as help guide, mentor, and work collaboratively with stewards, so the stewards feel confident and supported in enforcing the collective agreement. They also advise their sector's Executive Member at Large about issues and concerns that are being dealt with, as well as any major cases that the Executive should be aware of.

There are many members who are not stewards but actively participate in the union by sitting on various committees to advocate and help support and guide members with issues they may have. We acknowledge and thank these members.

As you can see from this brief description, stewards and activists play a fundamental role in organized labour and within unions. Unions couldn't do what they do without them.

On behalf of the Executive and staff, I extend our sincerest appreciation and gratitude to all stewards and activists for the amazing work you do every day to support our members.

Stewards' Appreciation Dinner

I am pleased to announce that the Stewards' Appreciation Dinner is on Thursday, September 28, 2023 to say thank you to all stewards, activists, and committee members for the amazing work they do.

Labour Day

While this will reach everyone well after Labour Day, I would like to remind everyone of the importance of this day. con't pg 3



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Labour Day is not just another day off; it has a history and a lot of meaning in the labour movement. It has been a statutory holiday in Canada since 1894 and started during a time of industrialization. It originated from a strike held by the printers in Toronto who wanted to establish a nine-hour work day. Unfortunately, the strike didn't achieve this, but it became increasingly clear that workers were interested in issues that impacted their lives. It was celebrated with parades, picnics, and various games to show working class solidarity. Labour organizations also held celebrations, not only to voice their demands, but to also include social time together with their families. Fast forward to present day. The struggles seem to be the same; better working conditions, fair wages, and work life balance, etc.

This past Labour Day the Vancouver and District Labour Council and the New Westminster and District Labour Council held their annual celebration. It was well attended with two of our Executive Board members, Henry Lee and Chris Brown, serving up lots of hot dogs to the community!

All over the country hundreds of communities and labour organizations hold parades, picnics, concerts, and marches to keep the tradition alive and keep the struggles that we continue to face at the forefront.

Results of CUPE National Convention Delegate Election

The election of delegates to the 2023 CUPE National Convention in Quebec City in October took place at the June 2023 General Membership meeting. As per Local 15 Bylaw 25.1, the four Table Officers (President, 1st Vice President, 2nd Vice President, and Secretary-Treasurer) have automatic delegate status. In addition, the following members were elected to represent CUPE Local 15 at the convention:

- Aaron Cook (City Sector)
- Paul Chohan (City Sector)
- Henry Lee (Parks Sector)
- Bernie Dionne (Parks Sector)
- Chris Brown (K-12 Sector)
- Cynthia Schadt (K-12 Sector)
- Lucia Rincon (Health Sector)
- Sophie Bennett (College/University Sector)
- Subrata Dasgupta (At-Large)
- Vanessa Mani (At-Large)
- Edith Hole (At-Large)

Save the date!

2023 Online Municipal Pension Plan Annual General Meeting

If you belong to the plan, consider joining the meeting to get the facts about it. You will hear about climate action goals, the 2022 financial highlights, investment performance, and find out what's ahead. All members and employers are invited to attend.



The online meeting is on October 12, 2023 from 10:00 a.m. to 12:00 p.m. Sign in early to see the preview slides starting at 9:45 a.m.

Before the event, join optional breakout rooms from 9:00 a.m. to 9:45 a.m. hosted by representatives from BC Pension Corporation, Municipal Retiree Benefit Trust, and Pacific Blue Cross.

Register for the event and watch for updates on the plan website at mpp.pensionsbc.ca/annual-general-meeting.

WE NEED YOUR HELP BECOME A UNION STEWARD

Call for Steward(s) – H.R. MacMillan Space Centre

The members need your help. Unfortunately, there are currently no shop stewards at the H.R. MacMillan Space Centre. As a result the union has not been made aware of some discussions between members and management about some issues, including those related to staff personal security and safety. Therefore, there are no union records of these discussions with management. Also, many members are not familiar with the grievance process or their rights under the collective agreement and require shop steward assistance.

If you are interested in assisting the members at your worksite, please contact Debbie Mohabir, Secretary-Treasurer at dmohabir@cupe15.org or 604-879-4671. The union provides extensive training and ongoing support for all shop stewards.

DECISIONS

BY THE EXECUTIVE

At the Executive and Society Board meetings on June 20, 2023, and the Special Executive Meeting on August 23, 2023, the following decisions were made:

- To uphold the decision of the Grievance Committee regarding a grievance in the K-12 Sector.
- To purchase a half-page advertisement at a cost of \$870 plus tax in the Courageous Canine Publication to support the 2023 Courageous Companions 2023 Campaign.
- To donate \$1,000 to Megaphone to support their Annual Hope in Shadows Calendar project.
- To donate \$1,000 to the Vancouver and District Labour Council Labour Day Event.
- To approve a Letter of Understanding with the Park Board that limits applicants for a Community Youth Worker posting at Britannia Community Services Centre to Indigenous persons.
- To appoint Jane Reyes as the Primary OH&S Site Representative at Evergreen Community Health Clinic (Drug Support Assistance).
- To appoint Aleta Nelson as the Primary OH&S Site Representative at Evergreen Community Health Clinic (Speech Language Pathologists).
- To appoint Mia Pohl as the Primary OH&S Site Representative at Evergreen Community Health Clinic (Addiction Program/Overdose Emergency Response Insite and Onsite).
- To send four stewards to the 2023 CUPE Fall Weeklong School in November 2023.
- To approve a cost-share agreement with CUPE National for Chartwells (Langara Cafeteria).

BY THE MEMBERS

At the General Membership meeting on June 28, 2023, the members in attendance made the following decisions:

- To destroy the ballots from the Vancouver Art Gallery Memorandum of Agreement ratification vote.
- To destroy the ballots from the 2023 Executive Board elections.

NEXT MEMBERSHIP MEETING IS ON September 27, 2023 via Zoom

Joint Occupational Health and Safety committee function

by Henry Lee, OH&S Representative

THE PURPOSE OF THIS ARTICLE IS TO GIVE GENERAL GUIDELINES FOR HOW A JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE SHOULD FUNCTION.

Why is the Joint Occupational Health and Safety Committee (JOHSC) so Important?

Injuries can occur anywhere. The JOHSC can help address hazards, risks, and injuries. JOHSC members need to know all four regulations, policy and guidelines. It is important for JOHSC members to have an understanding of the sources of law governing occupational health and safety in British Columbia and how they relate to one another. The sources are the Workers Compensation Act, Occupational Health and Safety Regulations, Preventative Policies, and Preventative Guidelines.

The sources are:

- Workers Compensation Act
- Occupational Health and Safety Regulations
- Preventive Policies
- Preventive Guidelines

Workers Compensation Act

The Act is the highest authority for health and safety in the province and its provisions are mandatory. The Act reflects the policies of the provincial government and sets out such matters as:

- When JOHS Committees are required at a workplace
- How the committee is created
- The duties of the committee
- Workplace inspections and investigations
- Safety enforcement

Examples of sections of the revised Act included:

- 21 - General Duties of Employers
- 22 - General Duties of Workers
- 23 - General Duties of Supervisors
- 24 - Coordination at Multiple-Employer Workplaces

- 31 - 46 - Joint Health and Safety Committees and Worker Representatives
- 131 - Joint Committee Procedure (Terms of Reference)
- 133 - Employer Must Respond to Committee Recommendations
- 135 - Educational Leave
- Other Employer Obligations to Support Committee
- 151 - Discrimination Against Worker Prohibited

The Provisions of the Occupational Health and Safety Regulation (the Regulation)

The Regulation is designed to support the broad provisions of the Act. For example, the Act requires the employer to ensure the health and safety of its workers. The Regulation sets out safety requirements that apply to all workplaces in the province (such as right to refuse and working alone provisions), addresses specific hazards (such as fall protection and chemical exposure), and regulates the work processes for particular industries (such as construction and forestry).

Key sections of the Occupational Health and Safety Regulation include: Occupational Health and Safety Programs

- 3.1 When program required Workplace Inspections
- 3.5 - General Requirement
- 3.7 - Special Inspections
- 3.8 - Participation of the Committee or Representative
- Correction of Unsafe Conditions
- 3.9 - Remedy Without Delay
- 3.10 - Reporting Unsafe Conditions
- 3.11 - Emergency Circumstances

Refusal of Unsafe Work

- 3.12 Procedure for refusal
- 3.13 No prohibited action

Young or New Workers

- 3.23 Young or new worker orientation and training
- 3.24 Additional orientation and training

Joint Health and Safety Committees

- 3.26 Evaluation of joint committees
- 3.27 Minimum Training Requirements for New Joint Committee Members or Worker Health and Safety Representatives

Participation in Investigations

- 3.28 Participation by Employer or Representative of Employer and Worker Representative.

Preventive Policies

Created by WorkSafe BC, but are not mandatory, the policies interpret the provisions of the Act and Regulation to help decision-makers and workplace parties understand and apply them.

Preventive Guidelines

The Guidelines are also created by WorkSafe BC, but are not mandatory. They provide further information about how compliance can be achieved under a particular section or regulation, and the approach to compliance that a WorkSafe BC prevention officer can be expected to take in an inspection at a workplace.

The Guidelines communicate information to assist workplace parties in a variety of ways. A Guideline may do one of more of the following:

- Explain terms or phrases used in the Act or Regulation.
- Explain the intent of a legal requirement, or provide background or educational information to enhance understanding of legal requirement.
- Provide one or more suggested options for compliance.
- Prescribe procedures, measures, standards, or training courses acceptable to WorkSafe BC.
- Communicate the existence of a vice-directive suspending the application of a regulatory requirement.

Joint Occupational Health and Safety: What you should know

Terms of Reference

Examples:

Purpose of a Committee

A joint committee is made up of worker and employee representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the workplace.

If your workplace has 20 or more workers, you will need a JOHSC. This includes any workplace where there are 20 or more workers employed at the workplace for longer

than a month. WorkSafe BC may also order that a joint committee be established in any other workplace. Would you need a variance? See Section 34 of the Act – Selection of a Worker Representative.

If your workplace has more than nine, but fewer than 20 workers, you will need to have a Worker Health and Safety Representative. This includes any workplace where there are ten or more workers employed at the workplace for longer than a month.

No less than 50% of the JOHSC should be Worker Representatives and the Employer must not choose the worker JOHSC members.

Worker Representatives should not perform management functions. Casual, auxiliary, part-time, temporary etc., workers can be on the JOHSC. The Union(s) choose and appoint the Worker Representatives where it is a unionized workplace. The term is usually for two years.

The JOHSC is required to meet at least once each month, or more often if required or needed to.

Duties and Functions of the Committee

As required by section 130 of the Workers

Compensation Act, the duties and functions of the committee are to:

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- d) Make recommendations to the employer and the workers for improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- f) Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health and safety of workers.
- g) Ensure that incident investigations and regular inspections are carried out as required by the Regulations.
- h) Participate in inspections, investigations, and inquiries as provided by the Regulations.
- i) When necessary, request information from the employer about:
 - Known or reasonably foreseeable health and safety hazards to which workers at the workplace are likely to be exposed.
 - Health and safety experiences and work practices and standards in similar or other industries of which the employer has knowledge.
- j) Carry out any other duties and functions prescribed by the Regulations.

Records

The committee will keep accurate records of all matters that come before it. Under the mandate of the joint committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports
- Corrective action reports
- Inspection reports
- OHS related training records
- Workplace health and safety programs
- Safe work policies and procedures
- Manufacturers' specifications
- First aid statistics
- Time-loss injury statistics

The employer will consider all request made for documentation not specified within the rules of procedure.

Meetings

There must be monthly meetings of the There must be monthly meetings of the JOHSC and they should be on employer paid time. Use WorkSafe BC (WSBC) guest speakers on relevant topics whenever possible. Guests can be invited to committee meetings at the request of the co-chair(s). Guests attending committee meetings must be there for the purposes of training, making a presentation, or consultation.

The employer will supply the resources required to facilitate a meeting, including a notetaker to document the minutes of the meetings. Special meetings, if required, will be held at the call of the co-chairs. A quorum shall consist of a majority of members as determined by the committee. The committee will add procedures it considers necessary for meetings.

Agenda and Meeting Reports

The committee will maintain copies of its minutes for a period of at least two years from the date of the joint health and safety committee meeting to which they relate. An agenda will be prepared by the co-chair(s) and be distributed at least one week prior to the meeting. A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, JOHSC members, workers, and WSBC. A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom the committee is responsible. In this work location, the meeting minutes will be posted on the board adjacent to the staff room. An electronic version of the minutes can also be located on the intranet, under the heading JOHSC.

Composition of the Committee

The number of members on the committee can be determined by the committee.

Co-chairs

The committee will elect co-chairs from its membership. The worker representatives shall select a co-chair and the employer representative shall select a co-chair.

The co-chairs shall:

- Control the meetings
- Ensure the maintenance of an unbiased viewpoint
- Arrange the agendas
- Review previous meeting reports and material prior to the meetings
- Arrange for the meeting place and notify members of meetings
- Prepare meeting reports
- Forward a copy of meeting reports to the employer for a response
- Prepare recommendation(s) and forward to the employer for a response
- Prepare all correspondence
- Determine the process for alternating the co-chair
- When called upon by the employer, identify employer representatives and worker representatives to participate in incident investigations as per rule 4(j)

Roles of the members

The members shall be selected in accordance with section 128 of the Workers Compensation Act, actively participate, and come prepared and on time.

Terms of JOHSC

Committee members will sit on the committee for the number of years as determined by the committee. Committees are often effective if terms of office overlap for committee members because this allows a mix of new and experienced committee members on the committee, even after elections.

If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member. If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member. All members will arrange to have an alternate member attend meetings in their place, when they are unavailable to attend.

Assistance in resolving disagreements within committee

If the JOHSC is unable to reach agreement on a matter relating to the health and safety of workers at the workplace, a co-chair of the committee may report this to the Workers' Compensation Board as per WCA Section 132, which may investigate and attempt to resolve matters.

Participation in investigations

When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation. If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

Education and training

All new members appointed will participate in an introductory joint committee course. The co-chairs will assist new members in selecting the appropriate training course. The employer co-chair will ensure that the training selected reflects the requirements of section 3.27 of the regulations.

Every member of the JOHSC is entitled to a minimum of eight hours of education leave per year. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

- Length of the program
- Topic and learning outcomes (if applicable)
- Fees
- Rational for selection

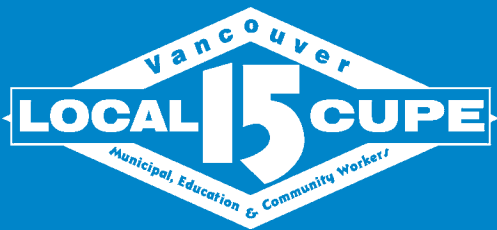
If the committee agrees with the member, the request will be forwarded to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and function of the committee.

Amendments

Terms of Reference may be amended by vote of the committee members.

The above is intended for informational purposes. For more information, please go to the Occupational Health and Safety tab at www.cupe15.org.

Special thanks to Tom McKenna, CUPE National OH&S Representative, for providing resource information and to the BCFED Health and Safety Centre for resource materials.



The Members' Voice is published nine times a year for members of CUPE Local 15 - Vancouver Municipal, Education and Community Workers. The deadline for submissions is 9:00 a.m. on the first Wednesday of each month. All submissions may be edited for brevity and clarity. Signed articles and letters do not necessarily reflect the views or policy of CUPE Local 15.

CUPE Local 15

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Local 15 is a chartered affiliate of the Canadian Union of Public Employees and is also affiliated with the CUPE British Columbia Division, CUPE Metro District Council, the Vancouver & District Labour Council, and the BC Federation of Labour. CUPE 15 is a member of the Canadian Association of Labour Media (CALM).

CUPE Local 15 Executive Board Table Officers:

President: Warren Williams
Secretary-Treasurer: Debbie Mohabir
1st Vice President: Santino Scardillo
2nd Vice President: Ravina Lal

Sector Representatives:

City: Aaron Cook, Paul Chohan
College/University: Sophie Bennett, Rose Palozzi
Cultural: Courtney Gillen
Health/HSSCBA: Roxshanna Shankar
Health/HSPBA: Vacant-
Parks: Bernie Dionne, Henry Lee
K-12: Chris Brown, Cynthia Schadt

Trustees:

Vacant, John Kaptein, Vanessa Mani

Staff Representatives:

Kathie Currie, John Geppert, Steve Salsman, Gail Johnson, Joy Tullos,

Office & Administrative Staff:

Mark Gloumeau, Accounting Coordinator
Nancy Strider, Accounting Assistant
Tia Tang, Office Manager
Nadia Thibault, Office Assistant
Michelle Yim, Office Assistant
Vacant, Office Assistant

Building Service Worker:

Elaine Duan

CUPE National Representatives:

Sung Wong, Michael Reed

JOB POSTING

Office Assistant

CUPE Local 15 is accepting applications for one permanent full-time Office Assistant position.

This is clerical work of advanced complexity including word processing and data processing. Duties include maintaining union files, members' records, dues check off, reception, comprehensive proofreading of a variety of documents, and liaising with a variety of office supply and servicing companies. The duties of the position frequently require independent action and discretion to resolve problems and to work independently with minimal supervision. The successful candidate will be detail-oriented with proven ability to manage a steady workload in a fast-paced working environment.

Required Knowledge, Ability, and Skills

- Knowledge of the organization, practices, procedures, and general rules of CUPE Local 15 sufficient to carry out the duties of the job, including the provision of accurate information to members and outside agencies.
- Knowledge of trade union and labour relations terminology sufficient to accurately word process and proofread a variety of documents and to deal with or refer phone calls, email correspondence, and other written correspondence as appropriate.
- Knowledge of standard professional business formats for a variety of documents including letters, reports, minutes, and emails.
- Ability to deal politely and tactfully with a variety of callers and visitors, some of whom may be angry or distressed, and to use discretion in providing or exchanging information and to keep sensitive information strictly confidential.
- Ability to operate a personal computer using database software to enter and edit information, and create and generate reports, and use word processing software to enter, format, edit, and print a variety of documents.
- Ability to check records and printouts for errors and discrepancies and to maintain accessible files.
- Ability to navigate the union website to update, post, and delete a variety of documents and information.

- Ability to work to deadlines, establish priorities, and multitask in a work situation where there are frequent interruptions and multiple demands.
- Ability to compose/generate straightforward memos, reports, letters, and emails.
- Ability to operate a variety of office equipment including a personal computer, printers, photocopiers, phone consoles, fax machine, postage machine, folding/inserting machine, and ECopy station.

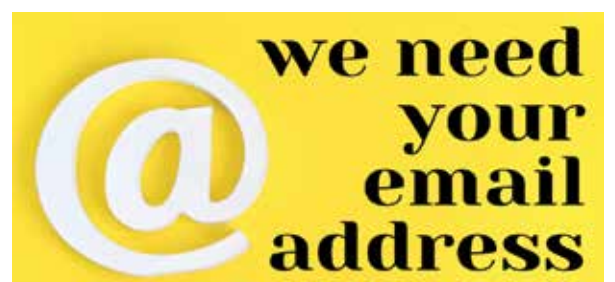
Qualifications

- Grade 12 or equivalent, including or supplemented by courses in word processing and database management plus at least two years' previous related experience, or an equivalent combination of training and experience.
- Ability to communicate both orally and in writing in the English language. Strong spelling and grammar skills are a necessity.
- Advanced Microsoft Outlook, Word, Access, Excel, and Adobe Acrobat skills are essential.
- The incumbent must have a good telephone manner, the ability to deal effectively with a wide variety of people and situations, and be able to work efficiently as a member of a team.

A strong commitment to trade union principles is essential.

Salary and other working conditions as per the British Columbia Union Workers' Union collective agreement. This can be found at <https://bcuwu.ca/worksites/cupe-15/>. Hours of work are from 8:30 a.m. to 5:30 p.m. based on a four-day week.

Please forward resumes to the CUPE Local 15 Office Manager by email to ttang@cupe15.org or via Canada Post. The application deadline is 12:00 p.m. on October 6, 2023. Resumes submitted without a cover letter will not be considered. Please note that only those selected for an interview will be contacted.



Use of Employer Email Addresses

For legal reasons, the union does not use employer email addresses to send information to members. If you have previously provided us with an employer email address, it has been deleted from our database.

Please call 604-879-4671 or email us at email@cupe15.org to provide us with a personal email address so you can continue receiving information from the union.

We're open!

The union office is open and the boardroom and staff are available by appointment by calling us at 604-879-4671. Our office telephone hours are 8:30 a.m. to 5:30 p.m. Monday through Friday.

Casual Work at the Union Office

Accounting Assistant

From time to time CUPE Local 15 requires casual assistance in the Accounting Department for short term assignments. The union office is a fast-paced environment that requires the ability to work to deadlines with frequent interruptions and multiple demands.

This is accounting work of varying complexity. Knowledge of Microsoft Excel, Outlook, and Word is essential. Experience with QuickBooks or other accounting systems is also a requirement. A strong commitment to trade union principles is essential.

If you are interested in this work, please forward your resume to the CUPE Local 15 Accounting Coordinator at mgloumeau@cupe15.org.