

Agriculture Union



National Council Handbook

May 2024

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AGRICULTURE UNION NATIONAL COUNCIL HANDBOOK

Objective

This handbook was developed to assist Agriculture Union National Officers. The handbook provides useful information on what exactly are the responsibilities and duties of an Agriculture Union National Human Rights (HR) Director or Regional Vice-Presidents (RVPs) during their term in office.

The majority of duties, responsibilities and activities undertaken by a National Director or RVP (which have been reproduced herein) are prescribed in the [*Agriculture Union By-Laws and Regulations*](#). These will be described and explained in detail. National Human Rights Director and RVPs will have some flexibility in the delivery of their respective duties and responsibilities in accordance with the *Agriculture Union By-Laws and Regulations*.

The National Officers' Council duties and responsibilities described in this handbook are divided in three parts:

- National Human Rights Director
- Regional Vice Presidents
- Other Pertinent Information

This Handbook is not meant to replace the *Agriculture Union By-Laws and Regulations*. The Agriculture Union National Council should always reference our *By-Laws and Regulations* during their mandate. Where there is any contradiction between the *Handbook* and the *Agriculture Union By-Laws and Regulations*, the latter will prevail.

The responsibility to interpret the *Agriculture Union By-Laws and Regulations* lies with the National President of the Agriculture Union or the First National Executive Vice President (NEVP) in the event of the incapacity or unavailability of the President.

The Handbook will be reviewed and updated, if necessary, following every Triennial Convention. Comments can be provided at any time to the Chairperson of the *By-Laws and Regulations Committee*.

National Human Rights Director

Responsibilities

The National Human Rights Director duties and responsibilities are described under By-Law 9, Section 5 of the [Agriculture Union By-Laws](#). The duties and responsibilities have been reproduced below and each responsibility is further described in detail.

By-Law 9, Section 5

Human Rights Director shall:

1. attend meetings of the National Council as required;
2. attend committee meetings of the National Council when appointed to do so;
3. attend PSAC National Triennial Convention;
4. file a written report of their activities and recommendations during their tenure to the National Convention three months prior to Triennial National Convention and a copy be sent to the respective Locals;
5. in general, be responsible to the National Council for the affairs of their constituency and perform such duties as may be required by the National Council;
6. Human Rights Director and their Alternates work together to organize the workload;
7. following their election shall resign any Local office within one month of such election;
8. in the event that the Director is unable to fulfil their duties the alternate Director will assume full responsibilities.

National Human Rights Director (HR Director) shall:

1. Attend meetings of the National Council as required

The HR Director is required to attend all of the National Council meetings. In addition, teleconference meetings may occur as needed.

National Council meetings are usually held in Ottawa except for meetings held prior to the Agriculture Union Convention and the PSAC Convention which are both held in the city where the conventions are held. They should advise the Administrative Officer of any items, including background information, they wish to have included on the agenda of the meeting of the National Council.

When the HR Director is unable to attend a National Council meeting, they are required to notify the National Office and contact their Alternate to ask them to attend on their behalf. The HR Director should also brief their Alternate prior to the Council meeting and have them contact the Administrative Officer of the Agriculture Union for travel arrangements.

2. Attend committee meetings of the National Council when appointed to do so

The HR Director will be required to participate in the *General and Human Rights Committee*

3. Attend PSAC National Triennial Convention

The HR Director shall attend the PSAC National Triennial Convention

4. File a written report of their activities and recommendations during their tenure to the National Convention three months prior to Triennial National Convention and a copy be sent to the respective Locals.

Activity Report

Three (3) months prior to the Agriculture Union's Triennial Convention, the HR Director is required to prepare an Activity report. The report should be submitted electronically to the Administrative Officer.

The Activity Report is a written account of their activities during their term in office. It should include at a minimum the following information:

- Accomplishments in their respective jurisdiction

- Key issues resolved, unresolved and ongoing with each employer.
- Union issues resolved, unresolved and ongoing in their respective constituency.
- Lessons learned and best practices.
- Challenges for the next mandate

In order to assist them in the preparation of their report, it is recommended the HR Director keeps detailed notes throughout their mandate. The report need not be lengthy or extensive. It can be 2 to 3 pages.

Examples can be found in the Activity Reports prepared for the last Agriculture Union Convention.

Financial Reports

5. In general, be responsible to the National Council for the affairs of their constituency and perform such duties as may be required by the National Council

The National HR Director is responsible for dealing with their respective membership issues which are generally of a national or broader nature. A non-exhaustive list is included below.

Example of HR Director Duties and Responsibilities
Attend the Agriculture Union Triennial Convention
Attend National Union Management Consultation meetings or attend PSAC National Triennial Convention assigned
Respond to inquiries from the National Council, National Executive, National Office or from the Locals on issues of a HR nature
Advise the RVP of any local issues/inquiries received which fall under the RVPs jurisdiction
Assist RVPs upon request
Participate in PSAC committees/activities such as: <ul style="list-style-type: none"> ○ Regional Convention ○ Regional Council ○ National Officer's meetings ○ Education ○ Political Action
Participate in the broader labour movement; i.e., CLC, District Labour Councils, Federations of Labour, etc.
Attend Regional Seminars when invited

When commencing their term, the HR Director can ask their predecessor for assistance and advice. This form of mentoring can be advantageous.

Training is a key resource that will assist the HR Director in completing their functions. The HR Director is encouraged to take as much training as possible. [Appendix "B"](#) provides a list of courses offered by the PSAC or the Joint Learning Program (JLP) from time to time, and other sources of training.

When the HR Director assists RVPs or Locals, they need to be aware and respect each other's roles and jurisdictions. The Locals are responsible for handling local employer issues including grievances and complaints. The HR Director will assist and be involved only when the RVP requires assistance or when issues are of a human rights nature.

Ongoing communication between the HR Director and RVPs is encouraged as each may be dealing with similar issues and may be able to provide advice and guidance. The National Executive/Office can also be of assistance where appropriate.

After the end of their term, the HR Director is required to provide the new director with any and all union case files they have in their possession.

6. Human Rights Director and their Alternates work together to organize the workload.

Working jointly together with your Brothers, Sisters and friends just makes sense! There is much to do and sometimes it just can't all be done alone! This is why the director and their alternate are encouraged to work together to organize the workload. Working together is also a great way for the alternate to learn and benefit from mentoring.

7. Following their election shall resign any Local office within one month of such election.

Once the HR Director is elected at the Agriculture Union Triennial Convention, should they hold a local position, they must resign within one month from being elected to their national position.

8. In the event that the Director is unable to fulfil their duties the alternate director will assume full responsibilities

The Human Rights Director is responsible for the following:

- organize and chair the Human Rights (HR) Committee meeting held twice per three-year cycle annually as well as ad-hoc conference calls in between meetings. This includes sending the call for agenda items to Regional HR Committee Representatives, preparing the agenda, etc.
- submit an annual work plan to the National Executive which is based on the submissions of the Regional Human Rights representatives
- develop an annual budget for regional funding
- participate on Employer Employment Equity (EE) National Committees upon request of the National President or National Vice President. Provide input on Employer EE Plans for various employers
- participate on PSAC HR Committee on behalf of the Agriculture Union
- review applications from Agriculture Union members for attendance to PSAC Equity Conferences and propose recommendations for selection to the National President
- submit reports to the General Standing Committee once per year before National Council meetings regarding the activities of the Human Rights Committee
- attend Regional Seminars upon invitation and pre-approval from the National President
- upon request attends PSAC HR Conferences on behalf of National President.

Regional Vice Presidents (RVPs)

Responsibilities

The Regional Vice Presidents' (RVPs) duties and responsibilities are described under By-Law 9, Section 4 of the [Agriculture Union By-Laws and Regulations](#). The duties and responsibilities have been reproduced below and each responsibility is further described in detail.

By-Law 9, Section 4 Regional Vice Presidents shall:

1. attend meetings of the National Council as required;
2. attend committee meetings of the National Council when appointed to do so;
3. attend PSAC National Triennial Convention;
4. file a written report of their activities and recommendations during their tenure to the National Convention three months prior to Triennial National Convention and a copy be sent to the respective Locals within their region and submit annually to each Local of their respective region a financial report outlining dispersal of funds for regional seminar as per Regulation 4;
5. in general, be responsible to the National Council for the affairs of their region and perform such duties as may be required by the National Council;
6. have the authority to visit the Locals within their region annually;
7. have the authority to attend any Local meetings and to examine the records and accounts of any Local or Group of this Union within their respective region;
8. upon request by a member of the National Executive, the RVP's will take a greater role in assisting the PSC/CSPS, DND and CGC locals in their region;
9. upon request, assist any Local or Group of this Union within their respective region;
10. RVP's and their Alternates work together to organize the workload;
11. RVP's will include all locals, including PSC/CSPS, DND and CGC, when distributing information to their members, such as: visits from the President, PSAC courses, conferences, ratification and strike vote information, etc.
12. following their election shall resign any Local office within one month of such election;
13. in the event that the RVP is unable to fulfil their duties the Alternate RVP will assume full responsibilities.

Regional Vice Presidents shall:

1. Attend meetings of the National Council as required

RVPs are required to attend all of National Council Meetings. In addition, virtual meetings may occur as needed.

The National Council shall hold meetings of 3 days twice a year or at any time, if requested by the majority of member of the National Council.

Prior to National Council meetings, RVPs are required to consult with their Locals and complete a Local Status Report. Refer to [Appendix 'C'](#). They should advise the Administrative Officer of any items, including background information, they wish to have included on the agenda of the meeting of the National Council. RVPs can also provide written reports regarding labour management issues they want included in the Employer Reports.

Employer reports are generally prepared by the National Office. However, if there are any specific topics which the RVP's would like to have included in the report, they must notify the Administrative Officer at least three (3) weeks in advance of the meeting.

When an RVP is unable to attend a National Council meeting, they are required to notify the National Office and contact their Alternate to ask them to attend on their behalf. The RVP should also brief their Alternate prior to the Council meeting and have them contact the Administrative Officer of the Agriculture Union for travel arrangements.

2. Attend committee meetings of the National Council when appointed to do so

RVPs will participate in one of the four following Standing Committees:

- *By-Laws and Education Committee*
- *Finance and Communication Committee*
- *General Committee and Human Rights*
- *Collective Bargaining and Health and Safety Committee*

It is at the council meeting immediately following the Agriculture Union Triennial Convention that elected RVPs are asked to consider on which committee they would like to participate and to provide their preferred two choices in order of priority. The National Executive will appoint the RVPs to a committee keeping in consideration as much as possible their preferred choice.

There may also be a requirement to do some additional committee work from time to time.

The mandate of the Standing Committee on **By-Laws and Education** is to ensure that our Union's Bylaws – our operating principles and practices – are carried out and updated as required. Education and training within the Agriculture Union also fall within this Committee's jurisdiction.

The mandate of the Standing Committee on **Finance and Communications** is to be the watch-guard over the expenditures of our Union. It ensures the budget is respected and that members' dues money is spent wisely. Internal and external communications are also within this Committee's mandate.

The mandate, as its name would suggest, the **General Standing Committee** covers all matters not dealt with by the other three Standing Committees. In addition, it is responsible for questions dealing with Human Rights.

The mandate of the Standing Committee on **Collective Bargaining and Health and Safety** deals with all aspects of the negotiations process within the authority of the Agriculture Union. The Committee is also responsible for health and safety, another high-profile issue for our membership.

In addition to these Standing Committees, special committees can be formed on an ad-hoc basis and the RVPs may be required to participate on such committees.

3. Attend PSAC National Triennial Convention

RVP's shall attend the PSAC National Triennial Convention

4. File a written report of their activities and recommendations during their tenure to the National Convention three months prior to Triennial National Convention and a copy be sent to the respective Locals within their region and submit annually to each Local of their respective region a financial report outlining dispersal of funds for regional seminar as per Regulation 4

Activity Report

Three (3) months prior to the Agriculture Union's Triennial convention, RVPs are required to prepare an Activity report. The report should be submitted electronically to the Administrative Officer.

The Activity Report is a written account of the RVP's activities during their tenure. It should include at a minimum the following information:

- Accomplishments in their respective jurisdiction;
- Key issues resolved, unresolved and ongoing with each employer;
- Union issues resolved, unresolved and ongoing in their respective region;
- Lessons learned and best practices;
- Challenges for the next mandate;

It is recommended RVPs keep detailed notes throughout their respective mandate in order to assist them in the preparation of their report. The report does not need to be lengthy or extensive, it can be 1 to 3 pages.

For examples, please see the Activity Reports prepared for the last Agriculture Union Convention.

Financial Report for Regional Seminars

Each RVP has a budget in accordance with Regulation 4, Section 3(b) of the *Agriculture Union By-Laws and Regulations* to provide assistance for members of their constituency to attend Regional Seminars.

RVPs are required to submit an annual financial report to the Administrative Officer within 90 days after the Regional Seminars as per By-Law 9, Section 4(4) of the *Agriculture Union By-Laws and Regulations*.

The Financial Report should outline how the funds for the Regional Seminar were dispersed and include all seminar receipts. Any funds not expended must be returned to the National Office within 90 days.

An example of a Financial Report can be viewed under [Appendix 'A'](#).

RVPs are also required to provide a copy of the Financial Report to their Locals. However, the inclusion of receipts is not required.

Any questions or requests for assistance should be addressed to the Administrative Officer or the Finance and Communication Committee Chairperson.

5. In general, be responsible to the National Council for the affairs of their region and perform such duties as may be required by the National Council

RVPs are responsible for an array of duties and responsibilities for their respective Regions. A non-exhaustive list is included below.

Example of RVP Duties and Responsibilities
Attend Agriculture Union Convention
Attend regional union management consultation (RUMCC) meetings and refer any unresolved issues to the National Office for resolution at the National UMCC
Provide guidance, advice and mentoring to Local representatives
Respond to inquiries from the Local, National Council/Executive or National Office
Investigate and respond to membership complaints
Attend National Occupational Safety and Health Committee meetings where elected
Handle Local mergers and reorganizations with the assistance of the National Office
Participate in PSAC committees/activities such as: <ul style="list-style-type: none"> ○ Regional Convention ○ Regional Council ○ National Officer's meetings ○ Education ○ Political Action
Participate in the broader labour movement; i.e., CLC, District Labour Councils, Federations of Labour, etc.
Contact Service Officer regarding Local Inquiries
Attend Local Annual General Membership Meetings

When commencing their term, RVPs can ask their predecessor for assistance and advice. This form of mentoring can be advantageous.

Training is a key resource that will assist RVPs in completing their functions. It is recommended to take as much training as possible. [Appendix "B"](#) provides a list of courses offered by the PSAC or the Joint Learning Program (JLP) from time to time and other sources of training.

When RVPs assist Locals or investigate membership complaints, RVPs should respect the Local's jurisdiction and autonomy where appropriate. The Locals are responsible for handling grievances and complaints. The RVP will intervene and assist when issues are complex and when the RVP and Local have jointly decided it is appropriate to have the RVP provide representation.

When RVPs participate in Regional Union Management Consultation Committees (RUMCCs) with employers other than their own, it is recommended RVPs work closely with their respective Locals to become fully cognizant of the departmental/agency/commission issues. Often, an RVP's best source of

information is the Local itself. Not only do the Local Representatives know the employer well and are up to date on the issues, they have access to the employer's Intranet and can provide them with any policy, directive or information required.

The Alternate RVP may also be a great source of assistance when they work for the Employer with whom the RVP will be meeting. The RVP can ask the Alternate RVP to attend these types of meetings on their behalf if determine it is appropriate.

After the end of their term, RVPs are required to provide the new RVP with any and all union case files they have in their possession.

6. Have the authority to visit the Locals within their region annually

In order for our organization to be effective and productive, it is important for the RVP to build good working relationships with their Locals. This will empower both the Locals and the RVP. This is why RVPs are encouraged to visit their respective Locals on an annual basis.

National Executive Officers who reside in an RVP's jurisdiction are not authorized to visit Locals or be involved in Local issues unless the RVP, the National President or HR Director requests their assistance.

Any National Executive Officer who receives a request for assistance from a Local must notify the RVP and/or the National President as soon as possible.

It is important the National Executive provide an opportunity for the RVP to work with/on behalf of their Locals and that Locals do not circumvent the RVPs by going directly to the National Executive. Everyone has a role to play in our union structure and it is important we respect this structure.

7. Have the authority to attend any Local meetings and to examine the records and accounts of any Local or Group of this Union within their respective region

RVPs must ensure Locals' actions comply with the *Agriculture Union By-Laws and Regulations* and the *PSAC Constitution*. Where Local Union By-Laws exist, the RVP will ensure these are in compliance with the aforementioned *By-Laws, Regulations and Constitution*.

RVPs must further ensure that Local financial records are in order and annual statements are submitted to the National Office (including bank account information). RVPs have the authority to look at the Local financial statements and Local membership meeting minutes.

8. Upon request by a member of the National Executive, the RVPs will take a greater role in assisting the Public Service Commission of Canada (PSC)/Canada School of Public Service (CSPS), Department of National Defence (DND) and Canadian Grain Commission (CGC) Locals in their region

RVPs normally assist all their Locals with respect to any employer specific local or regional issues. This could include the provision of advice and guidance, investigating membership complaints, dealing with internal local issues, etc.

RVPs may be required to take a greater role regarding issues of a national or broader impact. However, this is upon request of the National Executive.

In the event the National Office or the National Executive is apprised of any requests for assistance of a national or broader nature they will advise the respective RVP as soon as possible.

9. Upon request, assist any Local or Group of this Union within their respective region

Note: Group as referred to in By-Law 8, section 3 means members "of common class or geographical interests". The groups could refer to i) classification groups, ii) departmental groups, iii) geographical groups iv) or any other group as defined by the Local.

During an RVP's tenure, they may be called upon by their respective Locals to provide assistance. The manner in which they assist their Locals is important. It is best where possible to have the Local Representatives play a key role in whatever assistance the RVP will provide. Rather than the RVP taking sole responsibility, the RVP should work jointly with the Local Representative(s) so that they can learn and benefit from this experience/mentoring. This will assist the Local in gaining knowledge and skills to undertake similar issues in the future.

RVPs should familiarize themselves with the By-Laws and Regulations of the Agriculture Union in order to be able to provide assistance to the Locals, including any monetary assistance available.

10. RVPs and their Alternates work together to organize the workload

RVPs are responsible for ensuring that all membership issues and concerns brought to their attention from their respective regions are addressed. This can constitute a lot of work. In order to fulfil their responsibilities and achieve

personal/work/volunteer/life balance, RVPs will without a doubt need the help of others.

Working jointly together just makes sense! Whether it is assisting locals with inquiries/grievances, attending union management consultation meetings or union committees/activities, it can't all be done alone! This is why RVPs and Alternates are encouraged to work together to organize the workload. Working together is also a great way for Alternates to learn and benefit from mentoring.

11. RVPs will include all locals, including PSC/CSPS, DND and CGC, when distributing information to their members, such as: visits from the President, PSAC courses, conferences, ratification and strike vote information, etc.

RVPs will often receive information from the National Office or the PSAC. RVPs should forward this information to their membership.

It is recommended RVPs obtain a personal e-mail address for each and every Local of their jurisdiction so that they can share information quickly and confidentially.

12. Following their election shall resign any Local office within one month of such election.

Once an RVP is elected at the Agriculture Union Triennial Convention, should they hold a Local position, they must resign within one month from being elected to their national position.

13. In the event that the RVP is unable to fulfil their duties, the alternate RVP will assume full responsibilities.

Other Pertinent Information

Financial Entitlements

National Officers are entitled to reimbursement of expenses in the course of their duties and responsibilities. Below is a list of expenses which are normally reimbursed without the need for prior approval. There may be additions to this list. If in doubt, contact the Administrative Officer at the National Office. The National Office will provide you with an Excel expense claim sheet (Appendix E)

- \$3500 per term for communication and technological devices (e.g. Computer, laptop, cell phone, program licensing fees, etc). RVPs are expected to use this allowance during their first year of tenure unless other arrangements have been made and approved by the National Executive. (Receipts/bill must be submitted)
- \$50.00/month for internet service (monthly receipts/bill must be submitted)
- Monthly cell phone charges. You're encouraged to get a Canada-wide local calling cellular plan (monthly receipts/bill must be submitted)
- Loss of salary for official union functions
- Teleconference account (monthly receipts/bill must be submitted)
- \$500 miscellaneous expenses – annual allowance (pro-rated as necessary)
- Council (not including paid positions) are entitled to 300 dollars per day for weekend work.

Other expenses need pre-approval and may be authorized by the National Executive on a case-by-case basis.

Travel

Guidelines/Policy

- When RVPs travel within their respective region in accordance with By-Law 9 section 4 prior authorization by the National Executive will not normally be required;
- Any other travel must be authorized by the National Executive;
- Travel Expenses will be paid according to Regulation No.3;

- The Agriculture Union Air Travel Policy (Appendix 'D') must be used.
- For emergency situations where prior authorization cannot be obtained, National Officers can make arrangements but are required to contact the National Office as soon as possible.

Dealings with our Labour Relations Officers (LROs)

It is the RVPs' role to maintain communication with the LROs on behalf of Locals within their jurisdiction. LROs are available to provide advice and guidance on membership issues. Communication with the LROs is primarily through the RVPs and not directly with the Locals.

Non-functional Locals

- RVPs have the responsibility to advise the National Executive when a Local within their jurisdiction is having difficulties (e.g. no executive, conflict between executive members, financial issues, etc.).
- If asked by the National Executive and/or Locals, RVPs should provide assistance.
- When dealing with a nonfunctional Local, RVPs should be working with the Local, the National Executive and the Director if deemed appropriate and necessary.
- In case of no resolution, it is the responsibility of the RVP to make recommendation to the National Executive (e.g. Local to be dissolved, creation of sub-Local, etc.)
- Assistance from the PSAC Regional Office may be obtained.
- The Local Status Report ([Appendix 'C'](#)) is meant to assist in the monitoring of their Locals.

Organizing the Regional Seminar

- Regulation No.4 should be used as a guideline.
- Items that need to be included in the Regional Seminar Agenda are:
 - Election of HR representative and alternate; the seminar preceding the Agriculture Union Triennial Convention
 - Election of Collective Bargaining Delegates prior to the bargaining input call

- Election of Convention Committee Delegates for the Agriculture Union Triennial Convention at the seminar preceding the National Convention
 - Demands for Collective Bargaining should be discussed at each seminar throughout the three-year cycle
 - Resolutions for the Agriculture Union Triennial Convention
 - Information Topics to assist Local Representatives
-
- An Agriculture Labour Relations officer (LRO) be allowed to attend and present information on the collective agreement at regional seminars if requested.

Communication

- Communication within respective constituency is encouraged. Meetings, conference calls, email communication (outside the employer's system) including any other means you see as appropriate for your jurisdiction are encouraged.
- RVPs are encouraged to communicate with their counterparts/alternates, and colleagues in their regions and across the country.
- Training is highly encouraged. Please refer to [Appendix "B"](#) for various training resources.

Appendix A – Example - Seminar Financial Report

<u>Seminar Funding Received:</u>	
From National Office	6000.00
From Donations	100.00
Total Funding:	<u>6100.00</u>
<u>Less Seminar Expenses:</u>	
Local XXXXX	900.00
Local XXXXX	700.00
Local XXXXX	600.00
Meeting Room Rental	350.00
Banquet	3000.00
Guest Speaker	50.00
Recording Secretary	50.00
Supplies for Hospitality	250.00
Total Seminar Expenses	<u>5900.00</u>
<u>Funding returned to National Office</u> (Payable to Agriculture Union PSAC)	<u>200.00</u>

Appendix B – Education Resources

Here is an overview of the types of training available	
<p><u>PSAC Courses</u></p> <ul style="list-style-type: none"> • Alliance Facilitators' Training Program (AFTP) • Anti-harassment / Respectful Workplace • Building Solidarity with Aboriginal Peoples / Unionism on Turtle Island • Caring for Labour Activists • Convention Preparation, Procedures & Resolution Writing • Domestic Violence in the Workplace • Duty of Fair Representation • Duty to Accommodate • Equity and Human Rights • Grievance Handling and other Representation Skills • Health and Safety • Leadership Development • Local Officers Training • Mental Health • National Officers Training • Political and Social Activism / Lobbying Training • Representing and Advocating against Workplace Racism • Steward Training / Advanced Representative Training for Stewards • Strike & Mobilization training • Talking Union Basics (Union Orientation) • Young, Organizing, Unionizing, Resisting 	<p><u>Joint Learning Program (JLP)</u></p> <ul style="list-style-type: none"> • Duty to Accommodate • Employment Equity • Mental Health in the Workplace • Preventing Harassment and Violence in the Workplace • Respecting Differences / Anti Discrimination • Understanding the Collective Agreement • Union-Management Consultation <p><u>Canadian Labour Congress (CLC)</u></p> <p><u>Federations of Labour and Labour Councils</u></p>

Appendix C – Local Report

To be completed by the RVP

Local: _____

- **Local Executive**

Are all or most of the positions filled? Yes ____ No ____
If no, why not?

Are meetings held on a regular basis? Yes ____ No ____

Executive: Monthly <input type="checkbox"/>	General: Monthly <input type="checkbox"/>
Quarterly <input type="checkbox"/>	Quarterly <input type="checkbox"/>
Semi-Annually <input type="checkbox"/>	Semi-Annually <input type="checkbox"/>
Annually <input type="checkbox"/>	Annually <input type="checkbox"/>

Please include the last AGM meeting minutes and audited financial report for the local.
Please include a copy of the current local by-laws if amended.

- **UMC's**

Has the local named representatives to the local UMC? Yes ____ No ____
Are meetings being held on a regular basis? Yes ____ No ____

Are issues being resolved at the local level? Yes ____ No ____
If no, are the unresolved issues forwarded to the next level? Yes ____ No ____

- Other comments/issues?

• **Health & Safety (H&S)**

Has the local named representatives to the H&S Committee? Yes ___ No ___
Have site representatives been appointed, where necessary? Yes ___ No ___
Is there a member responsible for H&S on the Executive? Yes ___ No ___
-i.e. Vice President/Director

- Other comments?

• **Grievance Handling**

Does the local keep track of its ongoing grievances? Yes ___ No ___
Are there sufficient stewards trained to provide representation? Yes ___ No ___
-i.e. Talking Union Basics (TUB) and Grievance Handling

-if no, are they planning on? Please list who?

Are issues being resolved at the local level? Yes ___ No ___
If no, where are they referred?

RVP _____
National _____

Other (please explain):

Signature of Regional Vice-President

Date

In respect of the Agriculture Union Green Policy, please submit the report electronically as well as the requested attachments.

Appendix D – Air Travel Policy

Air Travel Policy **For National Council Officers**

- All flights require prior approval from the National Office.
- Book travel by calling **WE Travel** at **1-888-676-7747**.
- Flights are booked at the **lowest fare** with advanced seat selection.
 - **Change fees:** With the exception of emergencies members are responsible for change fees.
- **Admissible fares** covered by the Union are: **Flex**, **Comfort** and **Latitude** (or equivalent for airlines other than Air Canada). Executive class fares are inadmissible except in cases of emergencies.

Unionized airlines must be considered before any other airline.

➤ **Air fare for a Companion**

Rules & Conditions:

- Prior approval from the National Office is required.
- For meetings where Council member is away for **3 days** or more.
- The additional ticket is for a Companion.
- **Maximum amount** covered by the Union (for the combined cost of both tickets) will not exceed the cost of one Latitude fare; any excess must be covered by the member.
- **Furthermore**, only one companion ticket per calendar year will be compensated accordingly.

Appendix E - Expense Claim

Agriculture Union Expense Claim

NAME:		TITLE:
--------------	--	---------------

ADDRESS:	
-----------------	--

PURPOSE :		Dates:
------------------	--	---------------

PRIOR APPROVAL	Yes:
-----------------------	-------------

no:	
------------	--

	DESCRIPTION:	CODE	COST
TRAVEL	km: <input type="text"/> @ <input type="text"/> NJC km rates (click)	Taxi Parking	
Cell + internet	month o <input type="text"/> month o <input type="text"/>	Cellular Internet - \$50 /month Misc/Other	
ROOM:	<input type="text"/> @ <input type="text"/> <input type="text"/> @ <input type="text"/>	received credit from Delta after payment from AGR	
MEALS & INCID.	NJC meal rates (click)		
	Breakfast <input type="text"/> 24,35 Dinner <input type="text"/> 60,45	Lunch <input type="text"/> 24,65 Inc <input type="text"/> 17,30	
SALARY:	days: <input type="text"/> @ <input type="text"/>		
	Sub- Total		
DEDUCTIONS:		AMOUNT:	
	INCOME TAX		
	C.P.P.		
	E.I.		
	ADVANCE	<input type="text"/>	
TOTAL DEDUCTIONS:			-
BALANCE CLAIMED:			CODE: 1615

SIGNATURE: _____

DATE: _____

APPROVED: _____

DATE: _____

CHEQUE DATE: _____

NUMBER: _____

Updated on January 24, 2024 by the By-Laws Committee

Updated on January 25, 2024 by the National executive

Updated on May 24, 2024 by the National Council