

Local 237 Committees



Local 237
Conestoga College Faculty

March 2023 Draft Document

UNION/COLLEGE COMMITTEE (UCC) Collective Agreement, Article 7

The UCC is the same as the Union / College Committee (Local) as stated in the Collective Agreement.

Number of Positions:

- Four members of the Local in good standing, and one alternate member in good standing.

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. The President may appoint the successor if within 90 days of the end of term.

Method of Appointment:

- President automatically becomes a member while holding Office.
- The additional members and an alternate are elected at a General Meeting from within the signed membership.

Responsible for:

- Representing Local 237 membership inclusively.
- Attending caucus meetings.
- Attending the monthly meeting with the management's UCC members.
- Clarifying conditions and / or procedures causing misunderstanding or grievances.
- Addressing college issues which may arise, including Health and Safety.
- Upholding the application of the collective agreement.
- Addressing all other issues that are mutually agreed upon with management.
- Expressing Local 237's position to management.
- Advising the membership on pending issues.

Accountable to:

- The Local Executive Council
- The Membership of Local 237
- OPSEU/SEFPO

Meeting Times:

- Monthly from September to June
- Caucus as required.

WORKLOAD MONITORING GROUP (WMG)

Collective Agreement, Article 11.02 B-G

Number of Positions:

- Four Full-Time members of the Local in good standing

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. The President may appoint the successor if within 90 days of the end of term.

Method of Appointment:

- Chief Steward automatically becomes a member while holding office.
- The additional members and an alternate are elected at a General Meeting from within the signed membership.

Responsible for:

- Reviewing workload assignments (SWFs) for compliance with the Collective Agreement
- Resolving disputes and / or inequitable workload assignments
- Supporting members who have workload disputes.
- Resolving faculty workload disputes and / or representing disputes to the Workload Resolution Arbitrator (WRA)
- Jointly selecting Workload Resolution Arbiters

Accountable to:

- The Local Executive Council
- Membership of Local 237
- OPSEU/SEFPO

Meeting Times:

- Monthly meeting with management (Sept to June, when called)
- Caucus as required.
- With individual members as needed.

EMPLOYMENT STABILITY COMMITTEE (ESC)

Collective Agreement, Articles 27.05, 28, 29

Operates as circumstances may require, as determined by the LEC.

Number of Positions:

- Four signed members in good standing

Term of Office:

- As needed; maximum 2-year term

Method of Appointment:

- President, Vice President, and the Chief Steward automatically become members while holding Office.
- The additional member and an alternate are elected at a General Meeting from within the signed membership.

Responsible for:

- Administration of the Joint Employment Stability Reserve Fund (JESRF)
- Discussing planned staff reductions in caucus and with management (when Conestoga College decides to reduce Faculty complement).
- Determining methods to reduce the complement.
- Making recommendations to management with respect to long and short-term strategies to enhance employment stability.

Accountable to:

- The Local Executive Council
- Membership of Local 237
- OPSEU/SEFPO

Meeting Times:

- Caucus with Union reps as required.
- Monthly with management when committee is in effect.

HEALTH AND SAFETY COMMITTEE

Number of Positions:

- Approximately 18 total (number per campus varies)

Term of Office:

- Two-year term (can be renewed)
- Replacement during the Term of Office: Appointed by LEC in consultation with the President and Health and Safety Coordinator.

Method of Appointment:

- Appointed by LEC in consultation with the President and Health and Safety Coordinator

Responsible for:

- Meeting monthly with the Joint Occupational Health and Safety Committee (JOHSC).
- Promoting a healthy and safe working environment.
- Ensuring compliance with the Occupational Health and Safety Act (Ontario).
- Assessing accident / incident reports and suggesting preventative measures.
- Inspecting work areas as required.
- Maintaining adequate levels of training.

Accountable to:

- The membership of Local 237
- Occupational Health and Safety Act (Ontario).
- Other applicable acts and Legislative Directives

Meeting times:

- Monthly (TBD at each campus)

Recommended Training

- Certification under the Joint Occupational Health and Safety Act
- OPSEU/SEFPO Mental Health: Challenging the Stigma in the Workplace

COMMUNICATIONS COMMITTEE

Operates as needed, or during bargaining or strike action.

Number of Positions:

- Four signed members of the Local in good standing

Term of Office:

- As needed.

Method of Appointment:

- Communications Officer automatically becomes a member/Chair while holding Office.
- Appointed by Local Executive Committee (LEC) in consultation with the President and Communications Officer.

Responsible for:

- Working with Local Executive Committee and Communication Officer to coordinate communication with the members, OPSEU/SEFPO, the public, and other unions.
- Assessing the communication needs of Local 237.
- Drafting a communication strategy to address the Local's needs.
- Writing, creating, or collecting content for the various communication platforms.
- Distributing the Union's message using various communication platforms (social media, electronic, and hard copy)
- Ensuring the website (Local237.ca) is up-to-date and accessible to members.
- Maintaining Local 237's presence on social media.

Accountable to:

- The Local Executive Council
- The membership of Local 237
- OPSEU/SEFPO

Meeting times

- As scheduled by the Communication Officer

LOCAL HARDSHIP COMMITTEE

Mandate

To provide financial assistance for members in good standing who find themselves in dire circumstances.

Hardship Fund Policies

Where a budget line for Hardship has been approved by the Local 237 General Membership, the following procedures shall apply.

These procedures do not apply during a strike. A separate Strike Hardship Committee is established in the event of a strike.

- a. Access to the hardship funds will be through an application or recommendation process to the President.
- b. Each request for assistance is measured against the established criteria. When a request does not fall within the criteria for assistance the Committee will, through the President, notify the Applicant in writing.
- c. Only the Local Treasurer and one other signing officer (President or First Vice President) are able to disburse the funds and know the name of the member.
- d. Applications may be submitted at any time during the current fiscal year and funding will be applied against the budget for that year.
- e. It is up to the General Membership, upon recommendation from the LEC, to determine the amount allocated to the Hardship budget. Unused amounts are not carried over to the next budget year.

Number of Positions

- Four members in good standing
- Two of the members shall be stewards (from different schools/departments)
- The other two members shall not be stewards or trustees.
- Alternates may be elected.

Term of Office

- 2-year term. (mid-term replacements will finish out the original member's term)

Method of Appointment

- The President is ex-officio
- The 4 committee members (and alternates) are elected at a General Meeting from within the signed membership.

Responsible for

- Establishing and amending the criteria for access to hardship funds. The criteria must then be approved by the LEC prior to the consideration of any applications.

- Ensuring that no decision by the Committee shall result in the Hardship budget line being exceeded. Where funds are insufficient, requests for funds must be made to the LEC and/or General Membership as required by OPSEU/SEFPO policy.
- Reviewing written applications or recommendations (without the member's name) to determine eligibility for assistance under the stated criteria and the amount to be granted. Where necessary, receipts, invoices, or proof of need should accompany the application.
- Maintaining confidentiality of member information at all times during and after the process.
- Making decisions by majority. If required, the Local President can make a decision in the event of a tie.
- Determining the amount to be given based on the need and the budget. In making its decision, the Committee will take into consideration the type of hardship and the duration of the hardship.
- Informing the Local Officers and the Applicant of their decision in writing

Accountable to

- The Local Executive Council
- The membership of Local 237

Meeting times:

- When the need arises.