

**UHEW NATIONAL OFFICE****COMMUNICATION PROTOCOL****Purpose**

The National President, Vice President and RVPs receive numerous amounts of emails during their tenure. In an effort to table to clarify roles of the National Office in the communication of varying subject matters surrounding the Union of Health and Environment Workers, a quick reference table was created.

<b>Communication subject matter</b>	<b>Contact name</b>
RVP protocol, roles and duties	National President
By-Law clarification and interpretation	National President
Political matters and intervention	National President
Administrative functions of the National Office <ul style="list-style-type: none"> <li>• Email system</li> <li>• Equipment</li> <li>• Web site</li> </ul>	National Vice President
Staff issues	National Vice President
Operations: <ul style="list-style-type: none"> <li>• Grievance Status</li> <li>• Timelines</li> </ul>	National Vice President
Pay issues - escalation	National Vice President
Travel expenses	Finance email finance@uhew-stse.ca
Member inquiries on cases, collective agreement questions	Service Officers
Union Management Consultation – agenda items	Administrative Assistant
PSAC Membership inquiries	Membership Clerks