



**Union of Health and
Environment Workers**

REGULATIONS

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**REGULATIONS
OF THE
UNION OF HEALTH AND ENVIRONMENT WORKERS**

Index

<u>Regulation</u>	<u>Page</u>
1 <i>LIFE MEMBERSHIPS</i>	1
2 <i>EXPENSES</i>	2
3 <i>DISCIPLINE</i>	12
4 <i>DELEGATE ENTITLEMENT TO UHEW CONVENTION</i>	12
5 <i>TERMS AND CONDITIONS OF EMPLOYMENT FOR THE NATIONAL PRESIDENT AND NATIONAL VICE-PRESIDENT</i>	13
6 <i>RELOCATION OF ELECTED FULL-TIME PAID NATIONAL PRESIDENT AND NATIONAL VICE PRESIDENT</i>	17
7 <i>TERMS OF REFERENCE OF THE UHEW FOSTER PARENT PLAN</i>	18
8 <i>UHEW HARASSMENT POLICY AND COMPLAINT PROCEDURE</i>	19
9 <i>SCHOLARSHIPS</i>	29
10 <i>STAFF NEGOTIATIONS</i>	33
11 <i>STAFFING</i>	34
12 <i>AWARDS FOR DEPARTING COUNCIL MEMBERS</i>	35
13 <i>PURCHASE LIMITS OF COMPONENT PRESIDENT</i>	35
14 <i>INVESTMENT MANAGEMENT</i>	36
15 <i>MERITORIOUS SERVICE AWARD</i>	36
16 <i>UHEW INSPIRATION LEADERSHIP AWARDS</i>	37
17 <i>LOCAL SUBSIDIES</i>	39
18 <i>STRIKE FUND</i>	41

All reference to Union of Health and Environment Workers hereafter, will be referred to as the Component.

REGULATION 1 LIFE MEMBERSHIPS

Enacted: December 15, 2016
(updated: September 2019)

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers in By-Law 4, Section 5 thereof, the National Council hereby enacts Regulation No. 1 which governs the award of Life membership in the Union of Health and Environment Workers from this date onward.

1. A Life Membership shall only be awarded to a person who has been a member of this Component.
2. A nominee for Life Membership shall have performed exemplary services for the membership at any level of this Component and shall be granted to a former member of this Component who has retired or who has separated from employment.
3. A nominee for Life Membership must have made an outstanding contribution for a period of at least ten years' not necessarily consecutive. This principle shall not rule out the possibility of the National Council, in its wisdom, granting to an applicant, full Life Membership as a result of one single performance being of outstanding or exemplary value to the Component.
4. Life Membership in the Component shall continue for the period in which the Component or any version of such is an entity under the Public Service Alliance of Canada.
5. Applications for Life Membership shall be sponsored by Locals or members of the National Council and shall be referred as required to the Honours and Awards Committee of the Union.
6. All applicants for Life Membership shall be referred to the Honours and Awards Committee of the National Council. This Committee shall review all applications and make appropriate recommendations to the National Council.

7. All decisions in the awarding of a Life Membership in this Component shall require a two-thirds majority of the National Council with voting by secret ballot in regular meeting.
8. A list of Life Members shall be maintained by the National Office.
9. A Life Member of this Component shall not be required to pay dues to the UHEW. The Component shall be responsible, on behalf of a Life Member, to pay the Component and Local portion of the dues to the Public Service Alliance of Canada.
10. A Life Member shall not be entitled to a voice or vote at meetings or election to office but shall be entitled to all other rights and privileges of membership in this Component.
11. A Life Member shall be issued with a distinctive Life Membership plaque signifying his/her Life Membership in the Component.
12. Life members will be accorded the privilege of attending each National Convention dinner held in their respective regions, as guests of the National Council and given guest status at said Convention. They will be acknowledged by the National President for their past service. The Component shall not incur any travel costs as a result of Life members' attendance.

REGULATION 2 EXPENSES

Enacted: December 15, 2016
(updated: August 2023)

Pursuant to the authority & power vested under the By-Laws of the Union of Health & Environment Workers, in By-Law 14, Section 14 thereof, the National Council hereby enacts Regulation No.2 which applies to remuneration of elected & appointed officers, staff & other persons for expenses incurred while on official Union business for the UHEW.

INTRODUCTION

The aim of this Regulation is to establish parameters for expenses which may be claimed and the permissible amount of such expenses. Members are considered to be on Component business when elected by this Component's or appointed by the National Council.

All expenses must be authorized in accordance with the National Joint Council (NJC) directives or the National Council directives and accompanied by receipt. Such expenses shall be subject to the prior approval of the National President or his/her delegate, excepting emergencies.

1. TRANSPORTATION

The most economical and practical means of transportation should be utilized by elected and appointed officers, staff and members on official business of the Union. The method of transportation will be pre-determined at the time of authorization to proceed on official Union business. Arrangements for conventions, conferences, Council meetings and other meetings involving groups of members will generally be made through the National Office.

Payment for travel accommodation arranged by individual members will be subject to pre-determined limits. Air Travel is the accepted normal method of transportation. The use of car, bus or train will be authorized for practical and economic reasons particularly when short journeys are involved. The National President may authorize a higher standard of travel when in his/her opinion additional costs are justified for program related reasons such as but not limited to the following:

a) The usual method of travel will result in unacceptable delays;

or

b) The usual method of travel will probably present unacceptable discomfort to the person.

Other methods of travel such as rail, bus, private or rented automobile may be authorized where in the opinion of the National President the method is economical and practical. When the use of a private car is authorized, a kilometer allowance in accordance with the NJC Travel Directives for Federal Government employees will be paid in accordance with that listed for the province of residence. In addition, the individual shall be reimbursed

necessary costs incurred for the road, ferry, bridge and tunnel tolls and necessary parking charges.

No additional allowances are payable for carrying passengers. It is anticipated, however, that when more than one person is travelling on official business to one destination, the National President may find it economical to request one of the persons to use his/her car.

Taxi may be authorized by the National President where the use of such transportation is justifiable and reasonable. In accordance with the NJC Travel Directives for Federal Government Employees, fares exceeding \$10.00 must be substantiated with a receipt. Other Public Transportation such as airporter, intercity bus or subway is authorized and encouraged where such use will facilitate the carrying out of official business.

2. ACCOMMODATION, MEALS, INCIDENTAL EXPENSES

Accommodation:

A person shall be reimbursed his/her actual expenses for commercial accommodation if any overnight stay is necessary. Although a person in travel status is expected to stay in commercial establishments in the normal course of events, he/she shall be permitted to make private arrangements for overnight accommodation. A person who makes such arrangements shall be reimbursed at a rate indicated in the Travel Directives for Private Accommodation Allowances.

Meals and Incidental Expenses:

When Component members, officers and staff are authorized to travel on Component business, they shall be reimbursed for expenses for each calendar day in travel or at work incurred in the following manner:

a)	If absent over Breakfast	-	\$20.00
b)	If absent over Lunch	-	\$25.00
c)	If absent over Dinner	-	\$55.00
d)	Incidentals	-	\$20.00

Accommodation – Private Non-Commercial Accommodation Allowance:

A member shall be reimbursed the rate of \$50.00 per night for approved private non-commercial accommodations.

Un-Used Accommodations:

Members who are on approved on Component travel where accommodations have been reserved on their behalf and do not utilize their accommodations or fail to cancel without sufficient notice (48 hours) or authorization from the National Office, will be charged all

related cancellation fees back to their Local or recovered from their Local monthly rebates.

3. COMPENSATION

a) National Council

Members of the National Council shall be compensated up to four days per month to attend to union administration. This allowance is to be automatically paid at the end of each month the National Council member is entitled. Members of the National Council shall be entitled to meal and transportation expenses when required to attend an evening meeting held within their headquarters area.

b) Evidence of LWOP status for leave for union business is required to proceed to below.

c) When a representative of the Component attends an official union business function and opts to use personal earned leave (i.e. vacation leave), he/she shall be paid in accordance with the rates of pay listed below, as compensation for leave credits used. For those members whose salary is established on an annual basis, the daily rate shall be computed on the basis of the appropriate yearly rate of pay, as determined in the first paragraph divided by 260.88(days). For a fraction of a day, a proportionate amount will be paid. For those members whose salary is established on an hourly basis, the daily rate of pay shall be computed by multiplying the hourly rate of pay by the normal number of hours of work per day, including shift premiums where applicable. For a fraction of a day, a proportionate amount will be paid.

d) All salaries listed in this part of the Regulation are at the group and level indicated, or at the existing rate of pay if the latter is higher than the maximum of the group and level indicated (including acting pay) for the number of days of the event, as well as the traveling time using the approved means of transportation.

e) Official Union Business Functions and Rates of Pay:

i) National Council Committee Work

ii) Component representation (committees, Conventions)

1. When working or travelling on Component business, members elected or appointed will be paid a daily rate as determined by the pay scale of the AEU Collective Agreement – Band 7 Step 5.
2. Members working on Component business and suffering a loss of income beyond the established rate of pay shall be reimbursed loss of actual income upon submission of work schedules.

3. These rates will be adjusted automatically on the signing of future collective agreements with AEU – UHEW Unit.

- f) Pre-approved compensation may be claimed by UHEW delegates when attending specific events where NO salary replacement is offered by the host presenting body.

Only the CLC Conventions, PSAC Conferences and Conventions, UHEW Conferences and Conventions are eligible, or other events as determined by the UHEW National President.

Prior to an event, confirmed authorization of participation must be submitted to the delegates' respective Regional Vice President.

Regional Vice-Presidents will then seek prior approval for compensation from the UHEW National President and include the UHEW Finance Department in the request, who will seek confirmation of attendance post-event.

Expense claims must include proof of attendance, proof of NO salary replacement by the host body and approved leave request from the Employer

Activities *	National Council	Alternate RVP	Local Executives **
UHEW National Council Business	admin day	N/A	N/A
UHEW Representation 1 (NO salary replacement provided)	admin day	admin day	½ admin day
PSAC Training (NO salary replacement provided)	admin day	admin day	N/A
All other Component functions as determined by the National President	admin day	N/A	N/A

* Upon pre-approval by the UHEW National Office.

** Local participants must be delegates, not observers.

1 UHEW Representation may include: UHEW delegates attending UHEW and/or PSAC Conferences and Conventions, including CLC Conventions.

- g) Members who are attending Component fully funded events and are receiving loss of salary and/or Component rate of Pay and fail to attend or are absent from the sessions could be subject to partial or up to full salary deduction on their expense claims. Any Member or National Officer may report these absences in writing to the National President, where the incident will be reviewed and advise the Financial Officers on any action(s). Where members who are continuously late or

significantly late for a session, it will be reviewed by the National President and could result in a reduction of salary on their expense claim. These cases will be case by case reviewing all circumstances.

- h) Members of the National Council attending an official union business function and is on a pre-retirement schedule, will be paid the daily rate in accordance with Regulation 2, section 3 e). Evidence of pre-retirement agreement and schedule is require to process in accordance with Regulation 2, Section 3 b).

i) Alternate Council Members

Alternate Council members shall be compensated up to one day per month to perform the duties of the union as required by their respective Regional Vice-Presidents. This allowance is to be automatically paid at the end of each month.

4. EXTRAORDINARY EXPENSES

A person may be reimbursed for extraordinary expenses incurred while on official business for the Union if authorized by the National President and shall be referred to the Finance Committee in case of dispute.

5. REGIONAL VICE-PRESIDENTS AND ALTERNATE REGIONAL VICE-PRESIDENTS

a) Cellular Phones

Regional Vice-Presidents

The Component has established a subsidy for Regional Vice-Presidents Cellular Phones.

The amount for the period between UHEW Triennial Conventions is up to **\$75.00** per month including tax. This amount will be reviewed prior to each budget cycle.

- It is understood that the equipment is for both personal and Component use, therefore the amount is only a subsidy.
- The subsidy is to cover the business-related costs for the use of an individually owned smartphone device.
- This subsidy is automatically paid at the end of each quarter to which the RVP is entitled to as compensation. Copies of monthly invoices must be forwarded to the Financial Officer upon request.
- The Regional Vice-President must notify the Component office of the smartphone number within 30 days of taking office and must continue to maintain the smartphone device while in receipt of the allowance.

- The Regional Vice-President will be responsible for choosing their own device, voice and data plan, as well as their carrier. The plan must include Canada wide calling and enough data to conduct their duties.
- If the cell phone is lost, damaged, or not functioning properly the RVP is responsible for any costs.
- This guideline applies to the Regional Vice Presidents of the Component.

Alternate Regional Vice-Presidents

The Component has established a subsidy for Alternate Regional Vice-Presidents Cellular Phones.

The amount for the period between UHEW Triennial Conventions is up to **\$25.00** per month including tax. This amount will be reviewed prior to each budget cycle.

- The subsidy is to cover some of the union business-related costs for the use of a personally owned cellular device.
- This subsidy is automatically paid at the end of each quarter to which the A/RVP is entitled to as compensation. Copies of monthly invoices must be forwarded to the Financial Officer upon request.
- The Alternate Regional Vice-President must notify the Component office of the cellular number within 30 days of taking office and must continue to maintain the cellular device while in receipt of the allowance.
- If the cell phone is lost, damaged, or not functioning properly, the A/RVP is responsible for any costs and must notify the UHEW National Office immediately.
- The A/RVP already receiving a subsidy from their respective Local for their cellular costs to conduct union business, will not receive an additional subsidy from the UHEW.

b) Technology

The Component has established a subsidy for Regional Vice-Presidents Technology purchases.

The technology subsidy amount is applicable during the term which starts immediately after the UHEW Triennial Convention to January 1st in the year of the next UHEW Triennial Convention is a maximum of **\$1,500** including tax.

- It is understood that the equipment is for both personal and Component use, therefore the amount above is only a subsidy.

- The Regional Vice-President is to source and purchase equipment. Receipts to be forwarded to the Financial Officer.
- The Regional Vice-President may purchase any brand of hardware or combination of hardware and software. Extended warranties, if purchased, are included in the total. It is expected that the RVP will take the technology to all Council meetings/events.
- The Regional Vice-President will only be reimbursed to a maximum of **\$1,500** per 3-year term. If the technology is lost, damaged, or not functioning properly the officer is responsible for any costs if the maximum subsidy has been reached.
- If a Regional Vice-Presidents does not fulfill the full 3-year term the cost will be prorated for the term the officer serves. There is no option to return the hardware to the National Office once a purchase has been made.
- This guideline applies to the Regional Vice Presidents of the Component.

c) Internet

Regional Vice-Presidents

The Component has established a subsidy for Regional Vice-Presidents Internet access.

The amount for the period between UHEW Triennial Conventions is up to **\$75.00** per month including tax. This amount will be reviewed prior to each budget cycle.

- The subsidy is to cover the business-related costs for the use of a Regional Vice-President's personal internet service.
- This subsidy is automatically paid at the end of each quarter to which the RVP is entitled to as compensation. Copies of monthly invoices must be forwarded to the Financial Officer upon request.
- The Regional Vice-President will be responsible for choosing their own internet provider and plan.
- Where cost exceeds the subsidy due to remote access, any exception to 17the amount is subject to approval by the National President.

Alternate Regional Vice-Presidents

The Component has established a subsidy for Alternate Regional Vice-Presidents Internet access.

The amount for the period between UHEW Triennial Conventions is up to **\$25.00** per month including tax. This amount will be reviewed prior to each budget cycle.

- The subsidy is to cover some of the union business-related costs for the use of an Alternate Regional Vice-President's personal internet connection.
- This subsidy is automatically paid at the end of each quarter to which the A/RVP is entitled to as compensation. Copies of monthly invoices must be forwarded to the Financial Officer upon request.
- The A/RVP already receiving a subsidy from their respective Local for their internet costs to conduct union business, will not receive an additional subsidy from the UHEW.

d) National Officer Luggage Allowance

This Component recognizes that National Council members travel extensively on business during their term and use their personal luggage for business use. Therefore, the National Council members will be entitled to a luggage allowance of \$250.00 during each term. Should a Council member opt to use this allowance, a request shall be submitted to a Financial Officer of the Component, with receipt.

e) National Officer Office Equipment

This Component recognizes that there are necessary tools required to perform the role of a National Officer over his/her term(s) of office.

Prior to purchasing any equipment, National Officers must seek the approval from the National President and/or Financial Officer(s). Receipts are to be provided to the National office.

Equipment acquired during a term of office is expected to last for the three (3) year term of that National Officer. Replacement of any equipment will be considered in consultation with the National office.

The subsidies are for the August 2017 to January 1, 2020 period. If a Regional Vice-President does not fulfill the full 3-year term, the cost will be prorated for the term the officer serves. There is no option to return the equipment to the National office once a purchase has been made.

Equipment that may be required and maximum cost:

- Chair - \$400 (per 3 year term)
- Filing cabinet - \$300 (one time purchase)
- Pull case/Briefcase - \$200 (per 3 year term)
- Printer/scanner - \$400 (per 3 year term)

f) RVP – Local Executive Dinners

- (a) Each Regional Vice-President may host a breakfast, lunch or dinner meeting with each Local within his/her region with members of the Local Executive and other Local Officers as determined in their Local By-Laws to a maximum of 8 total members, once per calendar year, when and where practical.
- (b) The reimbursement for the meeting will be the actual, receipted cost of the meals. However, despite the total of the receipt, the maximum reimbursement can only equal the total number of eligible members (including RVP) present at the meeting, multiplied by the applicable meal rate (cost must include taxes and gratuities and not exceed the applicable meal rate).
- (c) The full name of each of the eligible Local Executive Officers and other Local Officers used to base the reimbursement on, must be included on the claim form and identified as an officer per their Local By-Laws. The receipt for the meal must therefore be included with the claim form as well as a copy of the Local By-Law stating which positions are identified as “Local Officer”.
- (d) Under this regulation, no other additional travel or accommodation costs will be associated with these dinners.

6. CLAIMS PROCEDURES

All claims for reimbursement of expenses should be submitted no later than 90 days of the occurrence or date of purchase, and for greater clarity, within 90 days of the last day of a multi-day event or function, on the prescribed expense claim forms with appropriate receipts and will be subject to approval by the National President.

A claim filed after the 90day period will not be authorized for payment unless the UHEW Standing Finance Committee reviews the situation and agrees that circumstances beyond the member's control prevented him/her from filing the claim on a timely basis.

A claim filed after six (6) months of the occurrence of the expense will not be allowed.

Though the general rule is to pay all claims within 15 working days, every reasonable effort will be made to turn around expense claims within 10 working days, from receipt in the office.

7. APPEALS

All appeals regarding financial claims shall be directed to the National Council.

8. REVIEW OF REGULATION

Regulation No.2 will normally be reviewed every three years, and if warranted, will be revised accordingly.

REGULATION 3 DISCIPLINE

Enacted: December 15, 2016

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers under By-Law 18, Section 5, the National Council hereby enacts Regulation No. 3 which applies to procedures used handling membership discipline as per the directive of the National Board of Directors of the PSAC, the Union of Health and Environment Workers will comply with the process dictated by PSAC Regulation 19, under the broad direction of the PSAC Constitution Section 25 Discipline.

REGULATION 4 DELEGATE ENTITLEMENT TO UHEW CONVENTION

Enacted: December 15, 2016

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers under By-Law 12, Section 2, the National Council hereby enacts Regulation No. 4 which applies to procedures used for determining delegate entitlement to the Union of Health and Environment Workers Convention.

1. The Component shall advise Locals of their delegate entitlement based on membership figures available at the time the Convention Call is issued to Locals.
2. On receipt of the true membership figures for the month of January of the Convention year, Local delegate entitlement is reviewed and revised by the Component, taking into consideration membership listing for the month of January of the Convention year and signed application cards received by the National Office previous to the date of the Convention Call. The Component shall verify with PSAC for further membership cards received before the Convention Call date.

3. Upon receipt of the true membership figures from the Component, Locals must immediately notify the Component National Office concerning any dispute with the figures.
4. Should there be a dispute, the National Office again will search through membership records and notify Locals of their findings.

REGULATION 5
TERMS AND CONDITIONS OF EMPLOYMENT FOR THE NATIONAL PRESIDENT
AND NATIONAL VICE-PRESIDENT

Enacted: December 15, 2016
(updated: *August 2023*)

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers under By-Law 16, Sections 1 and 2, the National Council hereby enacts Regulation No. 5 which applies to terms and conditions of employment.

The Elected Positions of the Full-Time Paid National Officers

1. *Tenure of Office*

The tenure of office of the National Officers shall be in accordance with the By-Laws of this Component.

2. *Entitlement to Pay*

- a) The National President shall be classified at the Band 15 of the Component and paid annual increments in accordance with the negotiated salary increases of this Component's negotiated collective agreement.
- b) The National Vice President shall be classified at the Band 14 of the Component and paid annual increments in accordance with the negotiated salary increases of this Component's negotiated collective agreement.
- c) The increment steps shall be established in accordance with negotiated collective agreement of the Component.
- d) Incumbents, if re-elected to the National Officer positions will retain the increment level held before the election took place and will continue to receive salary increases in accordance with this Regulation.

- e) The pay increment date, for newly elected Officers, shall be the first Monday following the anniversary date of the election.
- f) The salary of the National Officers of the Component shall be reduced to the equivalent of strike pay when the bargaining unit to which he/she belongs is on a legal strike authorized by the President of the PSAC. In the event of a rotating strike, the salary reduction would be in effect when members of the bargaining unit in the National Officer's last work location prior to election are on strike.

3. Overtime

- a) Overtime means the requirement of the National Officer or his/her designate to be on official business for the UHEW on a day of rest or on a designated paid holiday.
- b) Where National Officers are required to be on official business for the Union of Health and Environment Workers on a day of rest or on a designated paid holiday, he/she shall be compensated at the rate of one and one half times on Saturday and at a rate of double time on Sunday.
- c) Overtime compensation on a day of rest shall not exceed seven hours per day, at the straight time rate.

4. Expense claims

a) National President's travel claim submission

The National President shall submit all travel claim to the Finance Officers for validation and processing and claims will be subsequently provided to the Standing Finance Committee for a review on a quarterly basis.

b) National Vice-President's travel claim submission

The National Vice-President shall submit all travel claims to the National President for authorization and the Financial Officers will validate and process these claims. The claims will be subsequently provided to the Standing Finance Committee for a review on a quarterly basis.

5. Compensatory Leave

- a) "Compensatory Leave" means leave with pay in lieu of cash payment for overtime and such leave with pay will be equivalent in value to the cash payment that would otherwise have been made.
- b) Compensatory Leave with pay exceeding 15 days not used by December 31st each year will be paid in cash at the rate of pay received by the elected officer on December 31st.
- c) Any compensatory Leave with pay credited to an elected officer at the time this Regulation is enacted shall be retained by the elected officer or may, at the discretion of the elected officer, be used or paid in cash anytime upon request.
- d) If an elected officer dies or otherwise ceases to be employed, his/her estate shall, in lieu of compensatory leave with pay, be paid an amount equal to the product obtained by multiplying the number of days or hours of earned, but unused compensatory leave by the daily or hourly rate of pay applicable to him/her immediately prior to termination of his/her employment.
- e) A report of all compensatory leave shall be given annually to the National Council. Such report shall list all compensatory time earned and liquidated either in cash or time-off.

At December 31st of each year, the National President and the National Vice-President may carry over any overtime accumulated, for which payment has not been received, during the calendar year to a maximum of 10 working days. They shall receive payment for any remaining accumulated overtime by the second pay in January of the following year. Payment shall be based on their regular salary rate as of December 31st.

6. Annual Leave

- a) For the purposes of annual leave, continuous employment for National Officers shall comprise the total period of continuous employment from the date of commencement of service in the Public Service to the date of termination of employment with the Component.
- b) A report of Annual leave credits shall be given annually to the National Council. Such report shall list all annual leave earned and liquidated either in cash or time-off.

The Employer shall authorize the carry-over of vacation leave not exceeding the employee's annual vacation leave entitlement. Any cash-out of this leave over the annual leave entitlement shall be done only once per year.

7. Leave Submission

- a) The National President shall submit all leave to the National Vice-President for approval and validation, recording and reporting will remain with the Financial Officers.
- b) The National Vice-President shall submit all leave to the National President for authorization and validation, and all recording and reporting will remain with the Financial Officers.

8. Severance Pay

For the purposes of Severance Pay, continuous employment for National Officer's shall comprise the total period of continuous employment with Component from the commencement of service to the termination of employment.

9. Employee Benefits

National Officer's shall be entitled to all employee benefits as specified in the UHEW Employees' collective agreement, except for DI coverage which will be in keeping with that of the "Management Tier Salary Scale."

10. Transfer of leave

When an employee in the Public Service is elected to the position of National Officer all the unused sick and special leave credits that stand to the employee's credit in the record of the Public Service shall be transferred to the Component provided that these are substantiated to the satisfaction of the National Council.

11. Relocation Expenses

National Officers are entitled to be reimbursed his relocation expenses in accordance with Regulation No. 6.

12. Transition Period

The outgoing National President will be compensated for the month of September in the year of the National Convention. As past president he/she will assist the new President in the transition and will be able to finalize either their own back to work or retirement options.

13. Additional Benefits

No additional benefits other than those described in this regulation shall be granted to National Officer's unless they are approved by the National Council prior to their implementation.

REGULATION 6
RELOCATION OF ELECTED FULL-TIME PAID NATIONAL PRESIDENT AND
NATIONAL VICE PRESIDENT

Enacted: December 15, 2016
(updated: May 2023)

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers under By-Law 16, Section 2, the National Council hereby enacts Regulation No. 6 which applies to relocation of National Officer's

1. By-Law 7, Section 1, of this Component's By-Laws requires the full-time paid National President and Vice President to reside in the greater NCR area.
2. The National Officer may choose one of the following options to comply with By-Law 7:
Option 1

If at the time of election, the National Officer is residing outside the greater Ottawa/Gatineau area, and chooses to relocate their principal residence, they will be eligible for relocation expenses as per the NJC Relocation Directive.

Option 2

When an elected full-time National Officer chooses to NOT relocate their principal residence for the term of office and continues to pay for said residence, they become eligible for the following:

- a) Monthly accommodation allowance up to \$1800 paid directly by UHEW to the rental property.
- b) Up to a maximum of 6 trips home per year which may include travel during working hours. Travel on a day of rest will not be eligible for overtime.
- c) Reimbursement of travel home must be based on the fastest and most economical means available.

- d) The cost associated with this option is not to exceed the total cost of relocation per cycle.
3. When a National President or National Vice-President ceases to be employed as a full-time elected officer for any reason, except misconduct, such officer shall be paid relocation expenses provided that;
- a) such officer chose Option 1 at the time of election at the time of election; and
 - b) such officer does not accept other employment in the greater Ottawa area after the termination of employment as a full-time elected officer; and
 - c) such officer applies for relocation expenses within twelve months following the termination of employment as a National Officer.
4. When a National Officer ceases to be employed as full-time elected officer and applies for and is entitled to relocation expenses, he/she shall be entitled to be reimbursed those actual and reasonable expenses not exceeding an amount equal to his/her relocation expenses from Ottawa to his/her former place of residence.
5. If a National Officer dies during a term of office, his spouse and/or dependents shall be entitled to be reimbursed relocation expenses subject to the same conditions specified in Section 4 of this regulation. Upon the request, from the immediate family, assistance may be paid for the transportation of the remains of the deceased officer to his/her former place of residence in accordance with the conditions specified in Section 3 of this regulation.
6. The National Council may authorize the payment of relocation expenses to a National Officer who ceases to be employed as a full-time elected officer of the Component and who is not otherwise entitled to relocation expenses under this regulation when the National Council is of the opinion that such expenses should be paid for humanitarian reasons.

REGULATION 7
TERMS OF REFERENCE OF THE UHEW FOSTER PARENT PLAN

Enacted: December 15, 2016
(updated: June 2020)

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers under By-Law 7, Section 8, the National Council hereby

*enacts Regulation No. 7 which applies to the Union of Health and Environment Workers
Foster Parent Plan*

1. *Name*

This project will be known as the " Union of Health and Environment Workers Foster Parent Plan".

2. *Fund*

The Component is committed to the funding of a minimum of eight (8) foster children. Such funds will be drawn from the General Operating Fund and reported in a separate budget line item known as "Foster Parent Plan"

3. *Administration*

- a) The Union of Health and Environment Workers Foster Parent Plan shall be administered by the Standing Finance Committee.
- b) All disbursements of funds must be approved by a majority of the members of the Committee.

**REGULATION 8
UHEW HARASSMENT POLICY AND COMPLAINT PROCEDURE**

(Enacted: December 15, 2016)

1. *Principle*

The Component believes in the full equality of all its members & staff and in the right of each member and staff person to be treated with dignity and respect. Through our By-Laws, regulations & policies, the Component strives to eliminate all forms of discrimination within the union. The Component also actively supports & promotes the aims of human rights legislation & associated programs which are designed to achieve equality within Canadian society.

2. *Statement of Commitment*

The Component will take all necessary steps to create and maintain a harassment free environment for its members and staff. The Component will neither tolerate nor condone attitudes and behaviours, regardless of intent, that are likely to undermine the dignity,

self-esteem or security of an individual, or create an intimidating, threatening, hostile, or offensive environment.

3. General Responsibilities

Respect for human rights must be the basis of all interaction among all members & staff in the union & in the workplace. While the employer has a clear legal responsibility to create & maintain a workplace free from harassment, each worker must also take responsibility to work toward this goal. This individual responsibility and commitment is particularly important in our union work.

Since statistics show that women are the predominant victim of sexual harassment, members, particularly males, have a special responsibility where this type of harassment is concerned. Members can show their support by being proactive in helping each other to learn about and prevent sexual harassment and in encouraging each other to adapt to society's changing standards of behaviour.

4. Definition

Harassment is an expression of perceived power and superiority by the harasser(s) over another person or group, often for reasons of sex, race, ethnicity, age, sexual orientation, disability, family or marital status, social or economic class, political or religious affiliation, or language. Harassment can also be personal in nature and unrelated to the grounds listed above. Harassment is unwelcome and unwanted, may be expressed verbally or physically, and can occur as a single incident or on a repeated basis. "Unwelcome and unwanted" in this context mean any actions or attitudes which are undesired by the person(s) experiencing the harassment and which the harasser(s) knows, or ought reasonably to know, are not desired by the victim(s). Harassment is any behaviour by any person that is directed at and is offensive to an individual or endangers an individual's job, undermines the performance of that job or threatens the economic livelihood of the individual. Harassment can include, but is not limited to, the following type of behaviour:

- unwelcome remarks, jokes, innuendoes, taunts, or other discriminatory communication in any media;
- insulting gestures or practical jokes which cause someone embarrassment or discomfort;
- display of offensive or pornographic pictures, graffiti, or other materials;
- placing unreasonable limitations on someone because of a perceived need (e.g., disability, pregnancy, etc.);
- leering (sexually suggestive staring);
- demands for sexual favours;
- unnecessary physical contact such as touching, patting or pinching;

- physical assault.

Harassment not only poisons the workplace for the individual(s) being harassed but for all of those who witness the harassment. It poisons our union and we will not tolerate it.

5. Individual Impact

Harassment is a serious social and union issue. Harassment is not a joke nor is it a joking matter. Its impact can range from feelings of uneasiness or discomfort to actual physical harm. It can be emotionally, psychologically and physically damaging. Harassment hurts.

6. Complaint Procedures

The Component will respect this policy and the PSAC policy and implement both fully. All complaints and investigations initiated under this policy will be treated with discretion and handled in a confidential manner by the elected officers and staff representatives involved.

i) *Member to Member Harassment at Union Functions:*

(a) Victims:

A person who believes that she or he is a victim of harassment has not only the right, but also the responsibility to make it clear that the attention, attitude, or behaviour is unwelcome and unwanted. However, should you feel threatened, vulnerable, or simply unable to confront your harasser, you should seek immediate assistance from either the elected officer(s) or staff representative(s). It is important not to wait to make your complaint known. The sooner the appropriate people are aware of the situation; the sooner it can be resolved.

Some forms of harassment (e.g., physical) are so severe and serious that the union must take immediate action to protect both the victim and potential victims.

For other forms of harassment, victim(s) may be satisfied to resolve the situation informally, especially when this results in an end to the offending attitude or behaviour. However, in cases where the attitude or behaviour persists, the person making the complaint

(complainant) may be asked to put the allegation in writing. The elected officer(s) will investigate the complaint and determine whether the member's conduct falls within the definition of harassment. This process will provide for separate interviews with the complainant(s), alleged harasser(s) and with any witnesses.

If it is determined that harassment has occurred, appropriate action will be taken by the elected officer(s). Regardless of what disciplinary action may be imposed on the harasser(s), the union will make every effort to ensure that the victims of harassment are protected from any and all forms of retaliation.

(b) Alleged Harasser(s):

The alleged harasser(s) should also understand that the Component will fully implement this policy. Alleged harasser(s) should expect a fair, thorough and objective investigation of all complaints, and should understand that they may be subject to disciplinary actions by the union if a complaint is upheld. Examples of appropriate action may include:

- a requirement that the harasser(s) make a private or public apology to the victim(s) depending on the situation;
- a requirement that the harasser(s) make a commitment to cease the offensive behaviour;
- a requirement that the harasser(s) study the policy on harassment and demonstrate that they understand what it means;
- a suggestion that the harasser(s) attend training sessions on harassment that may be available in the community;
- a stipulation that a specific period of time must pass before the harasser(s) would be entitled to attend union functions in the future;
- removal of the harasser from a union function;
and/or
- suspension from union office and/or membership.

For substantiated serious offences such as unnecessary physical contact, or physical or sexual assault, regardless of intent or proffered apology, the harasser should expect to be immediately expelled from the union activity. In such circumstances, it is imperative that the union take action to protect other members from

similar behaviour as well as to protect the victim from retaliation or continued physical attacks. Members, who harass a second time at a union function, or at a subsequent union function, can also expect to be immediately expelled.

In the case of a harasser expelled from a union function, the union's by-laws and constitutional provisions with respect to membership rights and discipline may be applied and may result in penalties up to and including suspension from union membership. In circumstances where the behaviour falls within the criminal code, the Union may assist the victim in filing appropriate criminal charges. Where the incidents of harassment result in disciplinary action by the union, the Alliance Executive Committee will have the right to disseminate the relevant information.

(c) Elected Officer(s) Responsible for the Union Function:

For harassment behaviours that do not constitute assault or threatening physical contact, these are the considerations that will apply in determining what disciplinary action, if any, will be imposed on the harasser(s):

- any voluntary admission by the harasser(s) to the behaviour that is the basis of the complaint;
- co-operative attitude on the part of the alleged harasser(s) with the investigation of a complaint;
- evidence that a harasser sincerely regrets the behaviour and is willing to take steps to change;
- the needs of the victim;
- the welfare of the group;
- the union's legal obligation under applicable human rights legislation.

ii) *Staff or Elected Officer to Member Harassment:*

Member complaints of harassment by a staff person or by an elected union officer at a union function should be immediately directed to the National President of this Component.

iii) *Member to Staff Harassment*

As an employer, the Component has a legal responsibility to ensure a harassment free work environment for employees. Any staff person who experiences harassment by a union member has a right to complain to the employer.

iv) *Member to Member Harassment at the Workplace*

While the employer has a clear legal responsibility to create and maintain a harassment free work environment, the attached guidelines provide information on what part the union will play when a complaint/grievance of personal or sexual harassment is received.

7. Unjust Complaints

Nothing in this policy condones making an unjust complaint. A complaint is considered unjust when it constitutes a false charge that is made with malicious or vexatious intent. Members making such complaints may be subject to disciplinary procedures.

8. Ongoing Assistance to Victims

Members who are victims of harassment at union functions may request assistance from the union in dealing with the effects of the harassment. Victims should make their needs for assistance known to the responsible union officer or staff representative at the union function. Both the victim and the harassers will be provided with any information the union may have available on community counselling services.

To learn more about harassment and how it can be prevented, we encourage members to undertake the following:

- review the Union's policies with regard to harassment;
- attend PSAC courses such as "Men and Women Talking; A Vision of Equality; "Fighting Discrimination: The Local's Role"; "Sexual Harassment: What Harm Done?";
- view the PSAC video, "Harassment at Work";
- take advantage of resources available in the community.

9. Harassment Impact

People can be victimized by harassment both directly and indirectly. Indirect victims are adversely affected by harassment when they are witnesses to the harassment and/or must continue to operate in a tense, poisoned environment. In response, they may withdraw into silence, cease to actively participate, leave the union function, or withdraw from union activity altogether. Harassment weakens our union.

All forms of harassment that go unchallenged leave the wrong impression as to what is acceptable human interaction. They poison the environment and may cause an escalation in the offensive behaviours. Victims of harassment do not cause the attitudes and behaviours of the harasser(s). While we live in a society that is not free from discrimination and harassment, we are each individually responsible for our own behaviour.

10. Guidelines for Investigating Complaints/Grievances

The employer has a clear legal liability to create and maintain a harassment free work environment. The following guidelines are provided to assist all concerned when a complaint/grievance of personal or sexual harassment is received. These guidelines are built upon the principles of confidentiality, expediency, fairness and due process for both the complainant and the respondent.

Each Local should have at least one steward assigned as the Harassment Complaint Steward. This individual should be familiar with the relevant language in the collective agreement, have familiarized himself/herself with the relevant employer policies and processes and have attended appropriate training courses. The Local should ensure that members are aware of the identity of the Harassment Complaint Steward through methods appropriate for the Local (e.g., posting the name, publicizing it in the Local newsletter, e-mail and so on). Because of the sensitive nature of this problem, all avenues of assistance should be open to a member who is being harassed. The following steps, however, would be the basic steps that a union representative would normally follow.

i) *Process*

Where our union has become aware of a situation involving harassment, it will proceed as follows.

a) Prior to an Employer Investigation

If approached by a member or members involved in a harassment situation, the Harassment Complaint Steward will first assess whether s/he can play a role in settling the matter by speaking informally with the parties. This initiative should only be taken if the member raising the matter is comfortable with this approach and following an assessment of the potential for repercussions. The Harassment Complaint Steward should provide all involved members with the Harassment in the Workplace Kit (Policy 23, Guidelines for Representatives in the Application of Policy 23, Policy 23 - Questions and Answers).

The steward should be available to answer any questions members might have about these documents. As well, the steward should ensure that each person receiving this kit signs to the receipt of it and is able to get a copy of the signed document upon request. (Hint: Keep the receipts in a general Harassment Kit Receipt file up to the point where a specific file (e.g., a grievance file) is opened concerning the situation. At this point, the relevant receipts should be moved into the new file.) Because this stage is informal, the only parties involved are the complainant (the person(s) alleging harassment) and the respondent (the person(s) against whom harassment is alleged).

(Witnesses are not parties to a complaint, neither is the employer nor our union, unless they are the source or the target of a complaint.) This may assist in resolving the matter before formal processes and a larger number of people are involved. If the Harassment Complaint Steward cannot play a role in quickly settling the matter, the Harassment Complaint Steward should encourage the complainant to advise the employer about the situation and request the implementation of the employer's policy on harassment. If the employer commences an investigation, the process moves to step b) below. If there is no investigation, the process moves to step d) below.

b) During an Employer Investigation

At this point, our union's role is to do our utmost to ensure that the process is fair. As a result, no individual member is represented during the investigation. Rather, our union will oversee the process and monitor the proceedings for due process and fairness. It is important to remain aware of our member's need for validation of their concerns and support. Our role is to assist in resolving the problem in a fair way. The Local will assign a steward to monitor procedural fairness throughout the employer's investigation. This may be the same person as the Harassment Complaint Steward. This steward will assume the following tasks of:

- explaining the employer's process as well as our union's involvement to any member who requests information. (Reminder: The steward should be discrete at all times, setting an example for the membership and taking care not to disclose the substance of the complaint.)

- attending interviews and/or hearings conducted by the investigator at the request of involved members. Unless the collective agreement or employer policy specifically expands the steward's role, it will be to accompany the individual to the interview/hearing and will be limited to overseeing that the interview or hearing is fair.

c) What to Expect from the Employer Investigation

- The investigation is impartial and, as importantly, is seen as impartial by all parties.
- All witnesses are interviewed and all documents identified by the parties are reviewed.
- The investigation is timely, i.e., it takes place while everyone can still remember the situation.
- The expectation of how long the investigation will take should be clearly stated by the investigator at the beginning of the process. The length will vary depending on the complexity of the allegations and surrounding circumstances.
- All statements relied upon in the investigation should be reviewed and signed by the person making the statement.
- There should be full disclosure of all allegations, responses and statements, except where non-relevant personal information is involved.
- There should be a clear focus on resolving a problem.
- If there are several inter-related complaints, a team of investigators should be assigned to ensure a timely resolution and procedural fairness where there is no concern about bias.
- All parties in a complaint should be duly advised by the investigator that their statements and the investigator's notes are accessible under the Access to Information Act, the Privacy Act or similar provincial legislation.
- The final report from the investigation should be provided to all parties. It is important to note that the employer's investigation process is based on its policy and not the collective agreement. Disputes arising from whether the process is fair cannot be sent to a third party for resolution. Nonetheless, if the process falls short of the above standards, the steward should advise the member in question to raise their concern in writing with the

investigator and the employer (copy to our union), detailing the concerns.

- d) Following Finding by Employer Investigation or Where There is No Employer Investigation in the event the employer does not investigate the complaint, this step will begin after step 1 above.

If a member (complainant or respondent) feels that the situation was not appropriately handled by the employer, s/he may request the Local to review the matter. The Local will: review the employer's investigation report for accuracy and completeness and interview the complainant, respondent, witnesses and the steward(s) involved in steps 1 and 2 above. The employer's investigation report, where available, may be used as a source document in conducting the review, but must not be used as the sole basis for the decision. When the review is completed, the Local will make determination on the following issues:

- Is there a grievable matter?
- Will our union represent?
- Who will our union represent?
- On what basis will our union represent?

The final point above is an essential consideration. Our union is free to question the finding itself (i.e., was there harassment?) or, in the event our union agrees there was harassment, to question any penalty (i.e., was the discipline imposed appropriate to the facts?).

The Local will inform, in writing, all the parties who are members about this decision and the rationale for the decision. In the event the decision is to lodge a grievance, our union will proceed with this action. Representation may be provided by any Local steward, including the stewards involved above. The Local will advise the member for whom we will provide representation through a grievance that this is not a guarantee that the grievor will be represented at all levels throughout the process, nor on all issues being grieved. This advice was given in writing through the Harassment in the Workplace Kit, but should be restated at this stage.

Members alleging harassment based on a prohibited ground (e.g., sex, age, race and so on) should approach the appropriate human rights commission or body to discuss lodging a complaint. The Local

can play a role in facilitating this contact. Note that when a complaint is signed, the matter is represented by the human rights commission and the union does not have a formal role.

Once again, however, there is a need for support and validation by members pursuing this path.

If the situation involves personal harassment, federal public service complainants can approach the Public Service Commission Investigations, Mediation and Conciliation Directorate and lodge a complaint. Again, the Local can play a role in facilitating this contact, but the basic role is one of calling attention to a situation requiring employer attention.

e) Appeals to A Decision That Our Union Will Not Represent

If the Local makes a decision with which a member complainant or member respondent disagrees, s/he may appeal this decision to the appropriate Component Officer or to the National President of the Component for review. In these situations, the appropriate officers concerned will review the appeal and make a decision as quickly as is practical and advise the member parties of the decision and of the action, if any, to be taken. In the event the Component official makes a decision with which either of the member parties are dissatisfied, they may appeal this decision to the PSAC National President.

11. Training

It is recommended that each Local ensure that at least one steward receives training about harassment and related issues. The PSAC Regional Office should be contacted for a list of the relevant courses.

REGULATION 9 SCHOLARSHIPS

Enacted December 15, 2016
(updated: April 2017)

UHEW acknowledges the values and virtues of continuing education, both to our members and the children of those members. We hereby place into regulation our

commitment and support to those principle and ideals, to the tangible benefit of our members and their families

In granting these scholarship awards, the Honours and Award Committee are to be guided by the following:

1. UHEW MARY STEWART SCHOLASTIC SCHOLARSHIP - \$ 3,000

- a) This scholarships is offered to dependents of UHEW members in good standing as of July 31st of the calendar year, who intend to attend a university of recognized standing or a recognized institute of higher learning for any academic year on a full-time basis.
- b) Submit a full transcript of your grades from your most recent academic year (i.e. high school or last year of post-secondary studies, as applicable).
- c) The successful applicant will be required to submit proof of registration and attendance at a university or recognized institute of higher learning.
- d) A statement of proposed budget.
- e) A statement pertaining to your education and career plans.
- f) A 500-word essay on the UHEW selected topic will be used as part of the selection process.

2. UHEW TONY TILLEY SCHOLASTIC SCHOLARSHIP - \$3,000

- a) This scholarship is offered to dependents of UHEW members in good standing as of July 31st of the calendar year, who intend to attend a university of recognized standing or a recognized institute of higher learning for any academic year on a full-time basis.
- b) Submit a full transcript of your grades from your most recent academic year (i.e. high school or last year of post-secondary studies, as applicable).
- c) The successful applicant will be required to submit proof of registration and attendance at a university or recognized institute of higher learning.
- d) A statement of proposed budget.
- e) A statement pertaining to your education and career plans.

- f) A 500-word essay on the UHEW selected topic will be used as part of the selection process.

3. APPRENTICESHIP PROGRAM SCHOLARSHIP - \$3,000

- a) Is offered to dependents of UHEW members in good standing as of July 31st of the calendar year, who intend to enter into an apprenticeship program at a recognized institute on a full-time basis.
- b) Submit a full transcript of your grades from your most recent academic year (i.e. high school or last year of post-secondary studies, as applicable).
- c) The successful applicant will be required to submit proof of registration at a recognized apprenticeship institute.
- d) A statement of proposed budget.
- e) A statement pertaining to your Apprenticeship program and career plans.
- f) In addition, a 500-word essay on the UHEW selected topic will be used as part of the selection process.

4. SCHOLARSHIP TO A MEMBER RETURNING TO SCHOOL ON A FULL-TIME BASIS - \$3,000

- a) Is offered to UHEW members in good standing returning to a university or recognized institute of higher learning on a full-time basis to continue their education.
- b) The successful applicant will be required to submit proof of registration and attendance at a university or recognized institute of higher learning.
- c) A statement of proposed budget.
- d) A statement pertaining to your College Program and career plans.
- e) In addition, a 500-word essay on the UHEW selected topic will be used as part of the selection process.

5. UHEW HUMAN RIGHTS SCHOLARSHIP - \$3,000

- a) This scholarship is offered to dependents of UHEW members in good standing as of July 31st of the calendar year, who are struggling with a disability while striving for a higher education and who intend to attend a university of recognized standing or a recognized institute of higher learning for any academic year on a full-time basis.
- b) Submit a full transcript of your grades from your most recent academic year (i.e. high school or last year of post-secondary studies, as applicable).
- c) The successful applicant will be required to submit proof of registration and attendance at a university or recognized institute of higher learning.
- d) A statement of proposed budget.
- d) A statement pertaining to your education and career plans.
- e) A 500-word essay on the UHEW selected topic will be used as part of the selection process.

NOTE: All successful candidates will be asked to provide a photograph for use in announcing the successful candidate

REGULATION 10 STAFF NEGOTIATIONS

1. The Component bargaining team will consist of three (3) members of the National Council elected by secret ballot.
2. Bargaining Team Process
 - a) The National Council authorizes the “bargaining team” as their representative to negotiate a new agreement with Alliance Employees Union.
 - b) The bargaining team will give Council an opportunity to review guidelines, answer questions, and provide general directions & suggestions.

- c) The bargaining team will be directed to draft the Component's "position paper" on the upcoming negotiations with staff and provide it to the National Council.
- d) The bargaining team will then enter into full negotiations with the representatives for our unionized staff and will endeavour to reach a mutually acceptable agreement. The team having reached "consensus" will have the authority to sign a tentative agreement on behalf of the Component.
- e) The bargaining team shall provide the tentative agreement and the rationale to the National Council when negotiations are complete and a new collective agreement signed.

REGULATION 11 STAFFING

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers under By-Law 7, Section 4 (c), when a vacancy occurs within the office of the Union of Health and Environment Workers, the President shall immediately convene a selection board from among the members of the National Council. This board will consist of 2 elected members of the Council and one of the following:

- The President when the vacancy to be filled is the Administrative Assistant to the President.
- The National Vice-president when the vacancy to be filled is that of a service officer.
- The selection board will be responsible for the screening, interviewing and selection of all possible candidates. Once informed of the name of the successful candidate and that he or she has accepted an offer, the President will immediately make the appointment under the agreed to terms of employment.
- The hiring of all administrative staff will be the responsibility of the President, once the National Council has determined there is a need to do so.
- Any and all dismissals of Component employees must be sanctioned by the National Council, and the Council will act as the final appeal for the employee, notwithstanding all rights and benefits under their collective agreement.

REGULATION 12

AWARDS FOR DEPARTING COUNCIL MEMBERS

(updated: August 2023)

- This regulation applies to the members of the UHEW National Council (UHEWNC) who leave office, as well as Council Members who are not re-elected.
- A normal term of office for an elected Council Member is typically 3 years from Convention to Convention.
- This award may only be offered once, during the entire union career as a Council Member.
- To receive said award, the following criteria must be met:

<u>Completed</u> years of service as an elected official of the UHEWNC	UHEW Memento	Monetary token of appreciation
3 years	1	\$1000
6 years	1	\$1500
9 years	1	\$2000
12 years, or more	1	\$2500

REGULATION 13

PURCHASE LIMITS OF COMPONENT PRESIDENT

Enacted: June 2020

The Finance Committee, a subcommittee of the National Council, is mandated to ensure the Component's finances are in line with the approved budget and used in a responsible manner.

Any purchases that have not been pre-approved by the National Council over \$ 5000 must be presented to the Standing Finance Committee for approval. Records of the Standing Finance Committee are to be kept by the National Vice-President.

REGULATION 14 INVESTMENT MANAGEMENT

Enacted: June 2020

Any changes (meaning additions, liquidations and/or transfer of any funds from the UHEW current portfolio) to our current investments must be presented to the Component's Standing Finance Committee for review by a visual presentation and detailed written explanation of the changes from the Fund Management Company. Once reviewed by the Standing Finance Committee, the recommended action will be presented to the National Council, by the Fund Management Company, for approval. The National Council will vote on the recommendations and advise the National President to action as approved.

REGULATION 15 MERITORIOUS SERVICE AWARD

Enacted: June 2020
(updated: September 2022)

Pursuant to the authority and power vested under the By-Laws of the Union of Health and Environment Workers in By-Law 7, Section 8 thereof, the National Council hereby enacts Regulation No. 15 which governs the award of Meritorious Service in the Union of Health and Environment Workers from this date onward.

In granting this award, National Council will be guided by the following:

1. That the proposed recipient of this Award be a member in good standing or a former member who has retired, resigned, or has been transferred to another Component of the PSAC, and has held Local and/or National Executive Office.
2. A UHEW Local, Local member or National Council member may nominate an eligible recipient and the request must be submitted to the Component office. The application will be reviewed by the Honours and Awards Committee for evaluation and will provide a recommendation for National Council approval within 60 days.
3. The decision with respect to granting this Award shall rest solely with the National Council and shall be final.

4. The certificate for meritorious service will be presented to the member by the National President of the Union of Health and Environment Workers or their Representative.
5. Presentation of the award will take place during the Triennial UHEW Convention. For those award recipients not in attendance, a separate presentation will be held at a Local or Regional level. Regional Vice-Presidents have the option of providing these awards at the Local and Regional levels.
6. Meritorious awards are to be granted only once in a member's lifetime.

REGULATION 16

UHEW INSPIRATION LEADERSHIP AWARDS

Enacted: May 2023

- a) The Component will honour its members with a UHEW Inspiration Leadership Award that falls into four categories. We want to recognize our members for their day-to-day excellence and efforts in supporting the members and the work of the Component. It shall be presented at an appropriate time during Component Convention to celebrate our leaders:

Mentoring Futures

Awarded to a member of our Component recognized for long-term union mentorship and member support. This leadership award values continued investment building leadership, encouragement of members and guidance in building a better union.

Community Champion

Awarded to a member of our Component recognized for long-term community involvement, showcasing a union's place in our communities. This leadership award values their volunteer effort and participation in local community activities as a unionist.

Lifetime of Labour

Awarded to a member of our Component recognized for showing a union career long effort in various leadership roles supporting members. This leadership award values their continued labour fundamentals to building a strong and effective union.

Workplace Warrior

Awarded to a member of our Component recognized for long-term labour leadership of stepping up and taking on tough challenges and following through for our members in the workplace. This leadership award values their effort in all aspects of union activities, organizing and support of collective agreements.

- b) During Convention, the winning member in each category of the UHEW Inspiration Leadership Award shall receive their award during a special tribute with their union colleagues.
- c) The Component Office shall communicate details regarding application for this award and closure deadlines to all its Locals. Time consideration needs to allow submission review (Honours and Awards Committee), National Council endorsement and award preparation prior to Convention.
- d) The application needs to include at minimal the following information:
 - Nominee - Name, Email, Contact Phone, Local
 - Nominator - Name, Email, Contact Phone, Local
 - Seconder - Name, Email, Contact Phone, Local
 - Specific Award Name the member is being nominated for with an explanation of the merits of the nominee (100-500 words in length)
- e) Applications shall be submitted to the Component Office and forwarded to the Honours and Awards Committee for evaluation in a timely manner. The Committee will present its selection(s) to National Council for final endorsement.
- f) Recipient selection is based on the following criteria:
 - i) That the proposed recipient be a member in good standing who has held a Local Executive position or Component Officer position during the Convention cycle.
 - ii) That the proposed recipient has an endorsed application and narrative from a nominator and a seconder (both in good standing) that highlights details of the significant contribution made during the convention cycle.

- g) The Component shall post all relevant award information and application details to the Component website for members to refer to for guidance.
- h) Following Convention, the Component Office shall post details of each award winner, including a short summary of their union work to the Component website.
- i) The Component President or a representative identified by the Component President shall present the awards.
- j) The physical award needs to have a status matching its importance. An award shall be adorned with the award name, the recipient's name and convention awarded.
- k) A plaque to be hung prominently in the Component Office with all award recipients named on it.
- l) A list of all recipients is to be maintained in the Component Office for future reference.
- m) A member may only win a particular award once. They would remain eligible to potentially win in a different category.

REGULATION 17 LOCAL SUBSIDIES

Enacted: April 2021
(updated: May 2023)

A. Local Equipment Subsidy

The UHEW has established a subsidy for its Locals' equipment purchases.

The UHEW will provide each Local, a subsidy up to a maximum of \$1500 per UHEW three-year budget cycle.

- It is understood that the UHEW Local Equipment Subsidy is only for the entity of a UHEW Local to conduct union business;
- The Local is eligible to request a UHEW Local Equipment Subsidy upon the confirmed acceptance of its Local Executive Committee in way of a motion;
- Prior to any purchase, a copy of the approved motion, along with the details of the intended purchase must be forwarded to the UHEW Finance Department for approval from the National President;
- This subsidy shall be used for the purchase of hardware and hardware accessories such as, but not limited to:
 - o Laptops, desktops, tablets, cellular phones, electronic pens, projectors, projector screens, printers.
 - o At the time of the hardware purchase, extended warranties would qualify under this subsidy.
 - o Initial software purchases, such as Microsoft Office, Adobe, etc., would qualify under this subsidy but ongoing monthly or annual costs will be the responsibility of the local.
- Local equipment may be purchased anywhere, provided the equipment is new and bought from a regular retailer;
- The UHEW will not consent to subsidizing any subscription or membership plan, data or cellular plan;
- The equipment becomes the property of the Local once reimbursed by the National Office.
- The UHEW is in no way responsible for the warranty, maintenance, repair, or replacement of equipment, should it be lost, broken, stolen, require upgrades or other;
- The Local agrees to provide proof of purchase in the form of an original invoice clearly indicating the type and brand name of the hardware purchased and the date of purchase;
- The Local must adhere to Regulation 2, Section 7 and submit the reimbursement claim within that UHEW budget cycle of purchase.

B. Local Participation Subsidy

Locals can access a subsidy of \$3000 per cycle to be used for their members to attend UHEW approved union conferences, conventions or training events.

ELIGIBILITY

All UHEW Locals are eligible for this \$3000 subsidy, per cycle.

PROCESS

- A member of the Local Executive should send an email to finance@uhew-stse.ca and to the National President of the UHEW with the following information:
 - Description of the union event
 - Names of the participants
 - Amount claimed
- The President of the UHEW will have to approve each request.
- UHEW Finance Officers will relay the decision to the Local.
- The Local will have to notify the membership at their AGM

REGULATION 18 STRIKE FUND

Enacted: April 2023

1. Schedule of Benefits for Strike

- (a) The qualifying period for benefits takes effect the first day of the strike. Using attendance lists provided by the PSAC, strike pay will be paid retroactively for the full period to each member participating in the strike for the authorized duration of the strike in accordance with the PSAC Strike Procedure, as follows:

Members who work in	Per day	To a maximum per calendar week of
Yukon	103.20	516.00
Northwest Territories	117.35	586.75
Nunavut	141.00	705.00
Elsewhere in Canada	75.00	375.00

2. Definitions

- (a) For the purpose of this Fund, and subject to all its provisions, a member is also a member in a bargaining unit generally known as a Rand Deductee who signs an application for PSAC membership.
- (b) All full-time elected officers of the UHEW shall only receive the same strike pay as the members of their bargaining unit.

3. Benefit Limitation

The Strike Fund shall be administered by the UHEW National Office.

4. Eligibility for Benefits

- (a) Members who are involved in a legal and authorized strike action are eligible for benefits.
- (b) To maintain eligibility for benefits in the case of strikes, other than as approved by the UHEW National Council, members are required to carry out duties for a minimum of four (4) hours each day as assigned by PSAC. Failing to do so will result in the loss of benefits for each day absent without cause.

5. Non-Eligibility in the Event of Strike

Members will not be eligible for benefits under the following circumstances:

- (a) Members unemployed or on lay-off at the beginning of the strike.
- (b) Members on paid vacation, sick leave, injury on duty leave, compensation benefits or other paid leave.

6. Administration

- (a) The Strike Fund shall be administered by the UHEW National Office by the direction of the UHEW National Council.
- (b) The Strike Fund shall be a completely separate account of the UHEW.

7. Method of payment

- (a) After a strike has been ordered by the bargaining agent the UHEW National President will arrange for the transfer of funds from the Strike Fund to special accounts established for the purpose of strike payments only.

- (b) At the conclusion of the strike, the UHEW National Office will provide a detailed report to National Council as to the disbursement of funds.