

C. U. P. E.

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 2145

**School District No. 54  
(Bulkley Valley)**

# **POLICY MANUAL**

Adopted October 13, 2007  
Amended February 5, 2011  
Amended April 2, 2011  
Amended May 2, 2012  
Amended Feb 15, 2015  
Amended March 11, 2020  
Adopted May 23, 2020

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*In carrying out our work, CUPE members strive to promote our core values, which include the principles of solidarity, equality, democracy, integrity and respect. Therefore, members of CUPE Local 2145 shall commit to be governed in their conduct by the policies included herein including the "Ethical Guidelines for Paraprofessionals", "Inter Union Protocol", and the "CUPE's Code of Conduct".*

**Amendments:** These policies voted in by members of Local 2145 general membership shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular meeting following 30 days written notice.

**Local 2145 Expense Policy:** A member who is authorized to attend an out of town convention or seminar shall be reimbursed for their out of pocket expenses as follows: as per CUPE BC Expense Policy as far as wage loss, accommodation, transportation, per diem, days in lieu, convention and committees, and receipted expenses. Receipts must be presented for reimbursement. A member who is authorized to attend a convention or seminar held locally may claim a per diem of \$17.00 a day. If these delegates are required to attend evening workshops or meetings, they may claim for an additional \$20.00.

**CUPE Local 2145 Grade 12 Bursaries:** Two bursaries are available each year in the amount of \$500.00 each - one for a graduating student attending Smithers Secondary School and one for a graduating student attending Houston Secondary School.

These bursaries are for the children/grandchildren of all Local 2145 Union members who wish to further their education academically or vocationally. The bursary must be used within two years of being awarded.

Bursaries will be awarded to the student(s) whose essay or oral p

presentation catches the judge's imagination and whose future efforts seem realistic. The essay or oral presentation should be 250 - 500 words, and on one of the following topics:

- 1. What Is the Role of Unions in the 21st Century?*
- 2. What Significance Do Unions Have in My Future?*

**CUPE Local 2145 Education Fund:** The Local's intent with the establishment of this fund is to acknowledge, through financial support, the importance of professional development for all School District No. 54 employees. The maximum amount to be allocated by the Local to fund is \$1000.00 per year and awards will be made on a first come first serve basis.

The maximum amount awarded will be 50% per course cost, not to exceed \$300.00 per individual per fiscal year. Any member of Local 2145 wishing to apply for financial help from the Local for education courses / workshops must meet the following criteria before any funds will be allocated:

1. Contribution to the Union by attendance at a minimum of three Local 2145 General Union meetings within the twelve months prior to the date of the request or attendance at a CUPE education course within 48 months prior to the date of the request.
2. The education for which the application is being submitted must be relevant to CUPE jobs available in School District No. 54, or to CUPE, or to Local 2145.
3. Applications must be made in writing to the secretary of the Local, P.O. Box 2493, Smithers BC, V0J 2N0 and

approved by the Executive Board of Local 2145.

4. This Education Policy will be distributed once a year to Worksites for posting on the CUPE bulletin board.

**Retired Employees:** Retired employees will receive \$10.00 per year of service and up to \$50.00 for flowers, card, wrapping paper etc.

**Members off sick:** Upon notification to the Executive Board, a card plus a gift of up to \$25.00 will be arranged for a member who is off work three weeks or more due to medical reasons. The card and gift will be arranged through the Joint Early Intervention Service Committee (JEIS).

**Marriage/birth/adoption:** Upon notification to the Executive Board, a card of congratulations will be sent to members who marry or welcome a child into their family.

**Death of immediate family member:** Upon notification to the Executive Board, a card and a donation of \$50.00 to a charity of the family's choice.

**International Solidarity:** A \$150.00 per year donation will be made to CUPE BC for the International Solidarity Fund.

**Executive Board Members end of term:** Upon the completion of the role of President, Vice President, Secretary Treasurer or Recording Secretary of two (2) terms or more, a bouquet/gift basket including a card of up to \$75.00 will be presented on behalf of 2145 members.

## **Ethical Guidelines for Paraprofessionals**

1. Engage only in non-instructional or instructional activities in which you have training or qualifications;
2. Discuss a student's progress, limitations, and/or educational program only with the supervising teacher(s) or school principal;
3. Discuss school problems, confidential matters, and/or administrative problems, only with the appropriate personnel, when no students are present, and in private;
4. Express differences of opinion with the supervising teacher or other staff only in private and when there are no students present;
5. Respect the dignity and self-worth of all students;
6. Treat all students and others in the school with courtesy at all times;
7. Do not engage in discriminatory practices based on a student's needs, race, sex, cultural background, or religion;
8. Be responsible to see that the best interests of individual students are met;
9. Serve as a positive, enthusiastic role model at all times
10. Engage in behaviour management strategies which are consistent with standards established by the school and the school district;
11. Respect the confidential nature of all information acquired in the school setting.

Name:

Signature:

Principal's initials:

Date:

## **Inter-Union Protocol**

between

**CUPE 2145**

and

**BVTU**

Whenever workers with different responsibilities work closely together in a worksite, stresses and tensions will develop between them. Such tensions are inherent in close relationships and their existence should not come as a surprise to anyone.

This protocol attempts to lay out some steps and procedures which may give all workers individually a way to bring those tensions to the attention of co-workers who may be the source of irritation or tension. Use of this protocol between workers may reduce tensions by bringing out issues between workers in an orderly and controlled way.

Shop Stewards, Staff Reps, and the Presidents of both unions offer their assistance at any time to mediate conflicts between workers.

1. Each worker recognizes that he/she has access to privileged information about co-workers.
2. Each worker can expect that no co-worker will criticise his/her work performance or disclose privileged information to other workers, to a supervisor, or to members of the public.
3. Each worker will express any work-related concern or behaviour to a co-worker in private only or with Union representation present.
4. Each worker is prepared to discuss a co-worker's concern about his/her work performance or behaviour while at work with that co-worker.
5. Each worker may, in confidence, seek advice about how to proceed from the president of his/her Union.
6. Each worker may, after advising a co-worker of his/her intention to do so, speak to the co-worker's immediate supervisor about his/her work related performance or behaviour.
7. Each worker may, in good faith, report criminal behaviour to his/her Supervisor
8. Each worker is obligated to report, in good faith, instances of child abuse

or neglect, to the Ministry of Families and Children.

Inter-Union Protocol, Barbel Schroeter, January 01, 2012

## **Code of Conduct**

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of seniority, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed to creating a Union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for our members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.



This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the Union to be governed by the principles of the Code of Conduct and agree to:

1. Abide by the provisions of the Equality Statement
2. Respect the views of others, even when we disagree
3. Recognize and value individual differences.
4. Communicate openly
5. Support and encourage each other
6. Make sure that we do not harass or discriminate against each other
7. Commit to not engaging in offensive comment or conduct
8. Make sure that we do not act in ways that are aggressive, bullying, or intimidating
9. Take responsibility for not engaging in inappropriate behavior due to abuse of alcohol or other drugs while participating in Union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of continuing harassment, a serious behaviour targeting an individual or group which is threatening the mental well-being of that person or persons.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint
2. At national conventions, national conferences, schools, meetings and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement.
4. Once a complaint is received, the ombudsperson will work to seek a resolution.
5. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
6. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

7. If the person in charge is a party to the complaint, the director or designate shall assume that role.
8. In a case where a member has been expelled from an event, the National President shall receive a report of the matter.