

**Guidelines for the Health and Safety Representatives (HSR) Election Process  
Between the  
Canadian Union of Postal Workers (CUPW)  
&  
Canadian Postmasters and Assistants Association (CPAA)**

---

**PREAMBLE**

Each party is allowed to put forth one (1) candidate for election. If there is a member from both CUPW and CPAA an election will be required. If there is only one member interested they will be named as the Health and Safety Representative. If there is no member from either party interested, subsection 136 (4) of the *Canada Labour Code* will be followed.

The Health and Safety Representative will assume the position for a period of two years.

Each party will absorb its own costs, if any, for the election.

**GUIDELINES**

1. In workplaces where CUPW and CPAA members are based, CUPW Regional and CPAA Branch Representatives shall be responsible for coordinating the election process of HSR as required.
  - The National Offices of CUPW and CPAA will determine the offices requiring an election.
  - Notification will be provided jointly from the National Offices to their respective CUPW Regional and CPAA Branch Representatives.

2. The CUPW Regional and the CPAA Branch Representative shall arrange for a volunteer election coordinator in the community to conduct the election and confirm the names put forth for election.
  - Representatives from other unions, local politicians or community leaders could act as coordinators.
  - The coordinators duties will be to ensure the election is conducted in a fair manner and to report the result of the election to both CUPW and CPAA Representatives involved.

### **Election Coordinator**

- The election coordinator is a volunteer appointment and there will be no compensation for conducting the election.
  - The coordinator will be available during the time of the vote within the workplace.
  - This individual must not be standing for the position of Health and Safety Representative.
  - Their duties include:
    - Preparing paper ballots.
    - Counting of the ballots to determine the HSR. In the event of a tie the coordinator will determine the Health and Safety Representative.
    - Completing the confirmation of election results form.
    - Informing the CUPW and CPAA Representatives of the results of the election.
    - Mailing confirmation of election results to CUPW and CPAA National Offices.
3. Either party may assign an observer to the election and will notify their respective counterpart.
    - There is no requirement to have a union observer attend the election. However, if either party wishes to be present they must notify the other party of their intent to be present at least five (5) working days prior to the election. This will ensure that there will be equal representation for both parties if they so wish.

4. A notice confirming the election date, time, and location shall be posted in the workplace seven (7) working days prior to the election.
  - The notice will be written jointly by the CUPW and CPAA representative (please remember to include the election coordinator when determining the time and date).
  - The location of the vote will be within the Postal facility.
  - Consideration will be given as to when the members are present in the office to ensure everyone has an opportunity to cast their vote.
  
5. All indeterminate employees within the office have the right to vote. Any term employee scheduled to work on the day of election will also have the right to cast a vote.
  
6. Any disputes arising in this process shall be referred to the national parties.

*April 1, 2016  
/jl cope 225*

**Confirmation of Election Coordinator and Election Results**

We confirm that \_\_\_\_\_ has been agreed to by both CUPW and CPAA Representatives to be the Election Coordinator for the Health and Safety Representative in the \_\_\_\_\_ Post Office.

\_\_\_\_\_  
CUPW Representative

\_\_\_\_\_  
CPAA Representative

**Confirmation of Election Results**

I confirm that \_\_\_\_\_ has obtained the majority of votes cast in the \_\_\_\_\_ Post Office and therefore named as the Health and Safety Representative for this workplace.

\_\_\_\_\_  
Election Coordinator

\_\_\_\_\_  
Date

A copy of this form is to be sent to both CUPW and CPAA National Offices.