

Canadian Postmasters
and
Assistants Association



l'Association canadienne
des maîtres
de poste et adjoints

The Canadian Postmaster



March 2011

THE DATES AND LOCATIONS FOR THE
BRANCH CONVENTIONS
AND THE
NATIONAL ANNUAL MEETING
ARE LOCATED ON PAGE 6.

Visit the **CPAA Web site**
regularly to keep up to date on
new information.

www.cpaacmpa.ca



Financial Statement

*A copy of the 2010
Financial Statement is available upon request.
Please see page 8.*

AIL

**HAS INCREASED YOUR
INSURANCE COVERAGE.
FOR MORE DETAILS, TURN TO PAGE 11
AND OPEN THE ENCLOSED ENVELOPE.**

Canadian Postmasters and Assistants Association (CPAA) is committed to maintaining the security, privacy, and accuracy of our members' personal information. Our members' personal information is collected, stored, used, and disclosed in a manner that complies with the CPAA Privacy Policy.

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CPAA

Branch Representatives
A complete listing is in this magazine.

The Canadian Postmaster
is published twice a year by the
Canadian Postmasters and Assistants
Association.

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*In order to maintain an accurate
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as possible.*

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**				

National President's Message



The time is upon me, once again, to bring you greetings from 281 Queen Mary. Since our last magazine, we have moved into a new decade, as well as moving into some of the provisions of our new Collective Agreement.

Sick Leave has been replaced with the Short Term Disability Program (STDP). This is a completely new realm for all of us, you, as well as the Union. In order to facilitate an easier transition to this new program, and to ensure it is properly maintained, a Committee has been established. This Committee meets on a regular basis to discuss the parameters of the STDP, as well as to ensure that disability support and early, safe return to work programs are being utilized to the betterment of all involved, most specifically the employee.

Personal Days have been calculated and identified. There have been a number of questions regarding the accuracy of the allocated number of Personal Days for employees. If you are contesting your quotas, please contact CPC. If the issue is not resolved, please contact your Branch Union Representatives to further your enquiry. To do a very elementary calculation of your Personal Days the simplest formula is to divide your regular weekly scheduled hours by 40 and then multiply this by 56. This will give you the number of hours you are entitled to take under the provision of Personal Days. Part-time assistants, as well as Term employees may be seeing this number adjusted pending extra hours, acting assignments, etc.

The Recognition Payment for Sick Leave credits has been a topic of many, and some heated discussions between CPAA and CPC. CPAA had questioned the Corporation repeatedly as to what calculation was to be used to determine the "days" for part-time assistants and Group Postmasters. As to the date of writing this article, we are still not exactly sure what CPC is doing. The only thing that we can assure you is the fact that if we do not believe CPC is doing what was stated in the sideletter, agreed upon in negotiations, we will be filing a National grievance.

The payment for the days of no service from the Christmas and New Year's Day statutory holidays has caused a concern. Some of our Group Postmasters are seeing the Corporation clawback salary, stating the Postmasters were overpaid for the days of no service. This has been discussed with CPC and we are endeavouring to have this rectified.

We continue to deal with the application by CUPW for a bargaining unit review, which you can read about further in the magazine, as well as many day-to-day issues.

On a more positive note, we look forward to the Branch Conventions coming forth in May and June. We hope you will take the time to attend your Branch Convention and I look forward to meeting as many of you as possible.

Leslie A. Schous

Bargaining Unit Review

by Leslie A. Schous

As you may recall from the *Special Bulletin* we sent out to all our members on February 1st, 2010, and subsequent information sent to you and/or posted on our Web site, **CUPW applied to the Canadian Industrial Relations Board (CIRB) with the eventual goal of taking over members of CPAA.**

In the last Canadian Postmaster Magazine (December 2010), we reported that a meeting between the parties, CPAA, CPC, CUPW and CIRB, had taken place on November 5th. At this meeting, the Chair person for the Board, Elizabeth MacPherson, explained that the Section 18 application would be dealt with in two (2) stages:

1. The applicant (CUPW) has to convince the CIRB that the bargaining unit structure is inappropriate.
2. If convinced, the CIRB must schedule hearings.

CPC had previously sent a letter to the CIRB requesting that the application be dismissed and identified an issue of preliminary objections.

At the November 5th meeting, CPC and CPAA identified that they had preliminary objections as to why this application should not proceed and both parties wanted an opportunity to present those objections. CUPW's counter was that the application should proceed and that the CIRB should not allow any unnecessary delays.

The CIRB heard the various arguments, broke for a period of about 20 minutes. When we reconvened, the CIRB identified that these preliminary arguments were important and that they needed to hear them so that they could determine if this application should proceed or be dismissed. January 31, 2011 was set for the parties to meet and present their respective objections.

At the meeting on January 31st, the Corporation's objections were that the application from CUPW was premature and speculative, and that it was too soon to consider a bargaining unit review. When Canada Post signed the Collective Agreement with CUPW for the RSMCs, they agreed that the RSMCs should be in a separate bargaining unit. That Collective Agreement doesn't expire until 2012.

CPAA also has a Memorandum of Agreement signed with CUPW that states: *"CUPW and CPAA also recognize that the bargaining unit for which CPAA is currently holding bargaining rights is appropriate and that CPAA members shall not be included in a bargaining unit with other employees of Canada Post"*.

CUPW argued the relevance of these documents and identified that the CIRB should proceed with hearings.

The Board identified that they had received a lot of information, that they needed to review it further, and that they would advise us as soon as possible, as to their decision.



**Branch Annual Conventions
2011**

Newfoundland & Lab.

Greenwood Inn & Suites
48 West Street
Corner Brook NL A2H 2Z2
May 14 & 15, 2011
Tel. 709-634-5381 Fax 709-634-1723

Manitoba

Viscount Gort Hotel
1670 Portage Ave
Winnipeg MB R3J 0C9
April 29, 30 & May 1st, 2011
Tel. 1-800-665-1122 Fax 204-772-2161

Maritime

Park Place Hotel & Conf. Centre
240 Brownlow Ave
Dartmouth NS B3B 1X6
May 27, 28 & 29, 2011
Tel. 902-468-8888 Fax 902-468-8765

Saskatchewan

Ramada Hotel & Conv. Centre
1818 Victoria Ave
Regina SK S4P 0R1
June 3, 4 & 5, 2011
Tel. 306-569-1666 Fax 306-352-6339

Quebec

Des Seigneurs Hotel
1200 Johnson Street West
Ste-Hyacinthe QC J2S 7K7
May 20, 21 & 22, 2011
Tel. 450-774-3810 Fax 450-774-2060

Alberta, NWT & NU

Red Deer Lodge & Conf. Centre
4311 - 49 Ave
Red Deer AB T4N 5Y7
June 3, 4 & 5, 2011
Tel. 403-346-8841 Fax 403-341-3220

Ontario

Delta Kitchener-Waterloo Hotel
105 King St East
Kitchener ON N2G 2K8
April 29, 30 & May 1st, 2011
Tel. 1-800-483-7812 Fax 519-744-1314

BC & Yukon

Ramada Hotel Downtown Prince George
444 George St
Prince George BC V2L 1R6
May 14 & 15, 2011
Tel. 250-563-0055 Fax 250-563-6042

Notice

National Annual Meeting

October 1st, 2011 (10 a.m.)

CPAA
281 Queen Mary
Ottawa ON K1K 1X1
Tel. 613-745-2095 Fax 613-745-5559
Email: mail@cpaa-acmpa.ca Web site: www.cpa-aacmpa.ca

Any member wishing to attend, please contact the National Office.

ANNUAL LEAVE

by Pierre Charbonneau

It is always interesting to talk about vacation leave at this time of the year. The arrival of spring is not far since we're talking about vacation and since we need to plan them now in order to post the calendar for April 1, 2011.

In this article, we will discuss the changes to the Collective Agreement further to the recent negotiations; agreement which expires December 31, 2014.

- **Clause 22.05 c) and 22.21 b):**

“Where, in respect of any authorized vacation period, an employee would have otherwise been granted:

personal days or short term disability benefits, as per Appendix “O”,

the period of vacation leave so displaced shall either be added to the vacation period if requested by the employee and approved by the Corporation or reinstated for use at a later date.”

- What is the priority to select your vacation? (Clause 23.02)

- Postmasters
- Senior assistants
- Full-Time assistants
- Part-Time assistants
- **Term Employees with continuous employment**

Clause 23.04 explains how employees make their choice until all remaining vacation leave entitlements are scheduled.

We would like to remind you the **Clause 23.05**: “... in offices where there are **more than two (2) employees**, and suitable replacement schedules can be arranged and where practicable, **more than one (1) employee** may take vacation leave during the same period of time.”

Happy holidays to all of you.



Payment for Recognition of Sick Leave Credits

by Leslie A. Schous

On Tuesday, February 22, 2011, we met with Canada Post for our regular CPC-CPAA Monthly Meeting. One of the items on the agenda was the Payment for Recognition of Sick Leave credits. In one last effort to get an understanding from Canada Post as to how they were going to determine a “day” for those employees who are not full-time, we put this item on the agenda.

Unfortunately, we are very disappointed in Canada Post’s response. They have advised us that all employees will have their calculations based on an 8-hour day. Basically, this means that their sick leave bank will be divided by 8 to give them their qualifying “days”.

We will be filing a National grievance on this issue.

We do not believe that the language in the sideletter identified this nor allowed for any proportional payment, which was another proposal by Canada Post.

In addition to this, we identified that AccessHR is not handling the enquiries from our membership on this issue, in a satisfactory or professional manner. We identified that our members were being told if their calculation wasn’t correct that they should call their union. In other instances, members are being told that CPAA National had agreed to these calculations. That is totally false. We asked Canada Post to rectify this problem ASAP.

If you are one of our members who have been impacted negatively by Canada Post’s decision to base the payment for Recognition of Sick Leave credits on an 8-hour day, please advise National Office. It will be very important to show the number of employees affected by Canada Post’s decision.

Order your 2010 Annual Financial Statement from CPAA

Our 2010 audited financial statement is expected to be available mid-April. In order to receive a copy of this statement, please complete the mailing information below and return it to:

CPAA, 281 Queen Mary, Ottawa ON K1K 1X1

(PLEASE PRINT)

Name

Address

City – Province – Postal Code

SUPPLEMENTAL ALLOWANCE FOR POSTMASTER – PROVIDED PREMISES

by Pierre Charbonneau

Appendix “H” Letter of Understanding No. 15

This supplemental allowance represents a financial assistance to postmasters who provide the premises for their post office, **more specifically** to pay telephone charges, insurance, etc. The Corporation has thus agreed to proceed as follows:

- “The Corporation shall establish a fund of \$420,000...”
- **Commercial Insurance:** “Postmasters in non-corporate owned and non-corporate leased premises whose premises are either stand-alone (not attached to another building) or in residential premises and who have provided commercial (**or equivalent**) insurance may submit a claim for reimbursement.”
- **Telephone line:** “Postmasters in all non-corporate owned and non-corporate leased premises who are required to use a telephone line that is **not provided** by Canada Post, or for which the Postmaster does not receive reimbursement from Canada Post, may request a reimbursement payment for the expense of using another telephone for Canada Post business.”

Request for reimbursement: You have received or will soon receive a **form** with regards to the supplemental allowance. Please make sure to properly fill and sign the form. All information must be received by **June 30, 2011** at the address indicated on the form.

NO SUPPORTING DOCUMENTS ARE REQUIRED.

Payment: Will be made by August 31, 2011.

\$700 / or

Each Postmaster who has properly submitted a claim
shall receive a prorated share of the fund.

BY-LAWS

by Leslie A. Schous

Shortly after the 2007 Triennial in Edmonton, AB, it was decided that our By-laws needed a complete overhaul. The last time this was done was in the late '70s. Over the years, By-laws were amended, appendices added and general updates were made. The By-laws Committee was tasked with the project of revamping our By-laws into a more efficient and user friendly document.

Through this process, and as a result of changes made to the Not-For-Profit Corporation Act, we enlisted the assistance of David Stout from our legal firm Nelligan O'Brien Payne. One very important point that David brought forth was the fact that there were a significant number of articles that were covered by the By-laws that should actually be established as Policies.

As a result of this information, we now have not only By-laws, which identify the purposes, principles and governance of CPAA, but we also have Policies.

The By-law amendments were presented, and voted on, at the Triennial held in Winnipeg, MB, in October of 2010. Those amendments, which were ratified by our delegates, were submitted to the Minister responsible for Corporations Directorate of Industry Canada for approval.

Upon final approval from the Minister, a new By-laws manual will be published and sent to every member.

Health and Safety Election Update

by Shirley L. Dressler

Elections for Health and Safety Representatives have finally been completed.

There were approximately 185 locations where members of both CPAA and CUPW put forward names to be the Health and Safety Representatives. The finalized list is still being confirmed with CUPW, but it appears that there are approximately only twenty (20) offices where the Health and Safety Representatives will be a member outside of CPAA. These positions will be held for two (2) years.

Regardless of which Bargaining Unit the Health and Safety Representative is a member, they are responsible for identifying and addressing health and safety issues. The Representatives also ensure that all health and safety policies and procedures are being followed, and that any hazards, risks or concerns regarding the employees safety are escalated and addressed. The early resolution of health and safety issues is a benefit for everyone.



In Memoriam

From November 1st, 2010 to February 28, 2011



Mrs. Lillian Roberts
Gaspé Harbour, Que.

Mrs. Catherine Hyam
Claydon, Sask.

Mrs. Kiska Stephenson
Glassville, N.B.

Mrs. Donna Mosher
Southampton, N.S.

Mr. Harold Leitch
Braeside, Ont.

Mrs. Darlene Provencal
Vimy, Alb.

Mrs. Barbara Young
Daysland, Alb.

Our most sincere condolences to their family and friends.

American Income Life (AIL) Insurance Company

by Daniel L. Maheux

CPAA is proud to sponsor once again the benefits offered by the American Income Life Insurance (AIL) company.

AIL offers to all members of CPAA free accidental death and dismemberment benefits. Please note that the coverage for the accidental death and dismemberment benefits has increased to \$3,500.00, previously it was \$3,000.00.

In addition, you can also avail yourselves of a family eye care program, as well as information for a Child Safe Kit. In order to qualify for these added benefits, you must return the reply card (enclosed in this magazine), in order for AIL to contact you to verify your beneficiaries information. At that time, the AIL representative may also inquire as to any possible insurance needs you may have.

It is important to remember that you have **ABSOLUTELY NO OBLIGATION TO PURCHASE ANY ADDITIONAL INSURANCE**. We have been assured that the company's sales representatives will conduct their visit in a professional manner. Should you have any problems or concerns, do not hesitate to contact CPAA's National Office. Please provide us with as many details as possible, so that we may contact the person responsible for this file at AIL.

Finally, note that **ALL** members are entitled to have this coverage, [including Terms and Retirees](#).

Short Term Disability Program (STDP)

by Shirley L. Dressler

In the last round of negotiations, Canada Post and CPAA agreed to establish a joint committee on Disability Support and Safe Early Return to Work (DSR Committee). The Corporation and CPAA realized the importance of minimizing the impact of illness and assisting the employees in a timely safe return to work. The best way to achieve this is through a coordinated effort focussing on individual needs and workplace conditions.

With the introduction of the Short Term Disability Program (STDP), on January 1, 2011, it was important to ensure that the required information was sent to our members for them to understand the program and know who to contact for further information. CPAA, as part of the DSR Committee, was able to have input into the communications received by our members.

The DSR Committee has been closely following the launch of the STDP. We were pleased to find that the program was successfully launched with very few bumps along the way. Any problems encountered were quickly acted upon and resolutions were found. The program will be closely monitored to ensure no problems arise.

If you have access to the Internet, you can also visit the Short Term Disability central Web site on Canada Post's Intrapost.

Remember that you always have the right to union representation at any time. Please do not hesitate to contact them for their assistance.

Group Life Insurance Plan

A – Life Insurance Benefit

1. Commencing August 1, 2005, **all active members** of the Association are insured for \$10,000 Group Life Insurance in accordance with the terms of Group Policy No. 158073, issued to the Association by The Great-West Life Assurance Company.
2. The above amount is subject to a periodical review.
3. Such insurance will continue *in force* as long as the *employee is an active member of the Association*.
4. Such insurance will continue for as long as this policy is in force.
5. Such insurance will automatically terminate at the end of the month in which the member celebrates his/her 70th birthday.
6. New members are insured from the date on which *active membership to the Association begins*.

B – Total Disability Benefit

1. This policy provides group insurance during continuous total disability as long as the following conditions apply:
 - a) you have been totally disabled for 6 months or more, prior to your 65th birthday;
 - b) the disability is such that you are unable to perform any work of any kind;
 - c) you remain an active member of the Association.
2. The coverage does not extend beyond your 65th birthday.
3. If you cease to be a member while you are on disability and before your 65th birthday, you must consider the conversion outlined in item C below.
4. You applied for waiver of premium benefits within the contract provisions.

C – Conversion Privilege

1. This insurance can be converted into certain types of individual life insurance plans, then issued by Great-West Life Assurance Company.
2. To convert this policy, the following conditions must be in effect:
 - a) your active membership to the Association must terminate on or before your 65th birthday;
 - b) your application for conversion must be received by Great-West Life within 31 days of termination of your active membership.**
3. Presently, the maximum coverage available is \$10,000.
4. Conversion is available regardless of your health.
5. The privilege does not extend beyond 31 days following your 65th birthday, even though you may continue to work beyond that date.

D – Beneficiary

1. A form is provided below to enable you to register a beneficiary in the event of your death.
2. You may change your designated beneficiary any time.
3. If no beneficiary is named, the insurance proceeds will be paid through the administrator, executor, or assign(s) of your estate upon your death.
4. **If designating a beneficiary who is a minor or who lacks legal capacity, please check box below, (in beneficiary form) and a Trustee Appointment form will be sent to you for completion.**

Certificate of Insurance

1. *The Great-West Life*, certifies that the holder of this policy is insured for the sum of \$10,000, in accordance with the terms of Group Policy No. 158073:
 - a) as long as he/she is an active member of the Canadian Postmaster and Assistants Association; and
 - b) as long as he/she is under age 70.
2. The insurance is payable on death from any cause to the beneficiary last registered in writing with *Great-West Life*.
3. If no beneficiary is registered with Great-West Life, the insurance is payable to the deceased's administrator, executor or assign(s).
4. The policy includes a Total Disability Benefit and a Conversion Privilege.
5. The certificate and the descriptive literature above are provided for information purposes only.
6. If any conflicts arise between the above and the terms of Group Policy No. 158073, the terms of the latter shall govern.

Should you need any additional information about your Group Life Insurance Plan, please contact:

Pierre A. Jeaurond, Administrator
CPAA Group Life Insurance Plan
PO Box 46007
2339 Ogilvie Road
Ottawa ON K1J 9M7

613-798-2424 pierre@capitalbenefit.ca

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Retain the above for your records.

(Remove when completed, and forward this portion to the **address above**.)

Beneficiary Designation Form (PLEASE PRINT)

Important notice regarding Group Life Insurance Plan

- **Before completing this form, you must have signed an Association Member's File.**
- This form should only be completed *ONCE*, unless you wish to amend it. (ex. change in beneficiary or name change)
- When this form is completed by a member, he/she must have their signature witnessed by someone other than the named beneficiary.
- **Minor beneficiary:** YES NO • **Language preference:** English French **Home phone #:** (____) _____

I, _____ living in the Province of _____
Member's full name *Office Name*

and insured under Group Policy No. 158073 declare that all proceeds payable under this policy at my death be paid to

Beneficiary's full name *Relationship of Beneficiary to Member*

Dated at _____ this _____ day of _____ 20____
City, Province

Signature of Witness *Signature of Member*