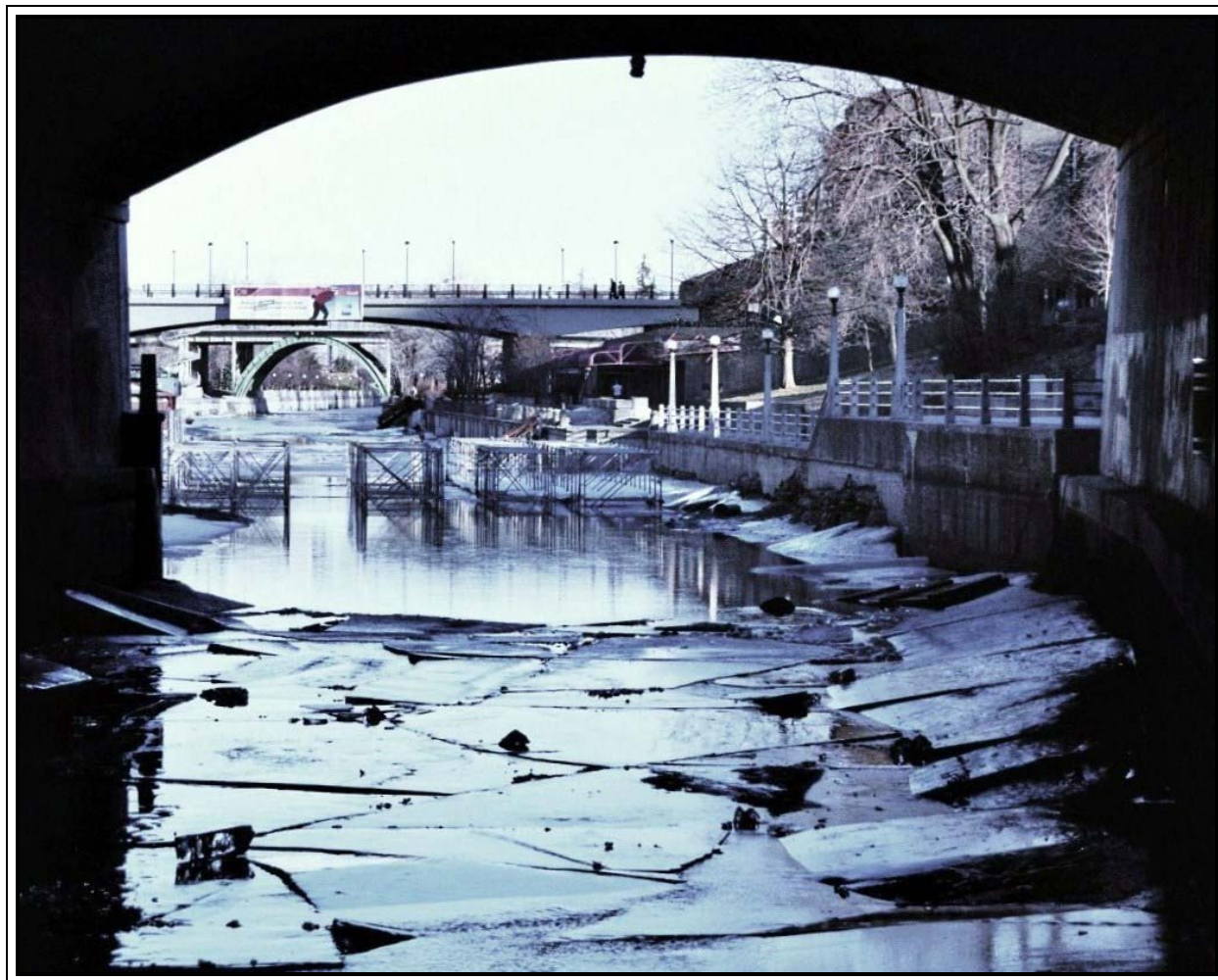


Canadian Postmasters
and
Assistants Association



l'Association canadienne
des maîtres
de poste et adjoints

The Canadian Postmaster



March 2012

THE DATES AND LOCATIONS FOR THE
BRANCH CONVENTIONS
AND THE
NATIONAL ANNUAL MEETING
ARE LOCATED ON PAGE 5.

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

www.cpaacmpa.ca



Financial Statement

*A copy of the 2011
Financial Statement is available upon request.
Please see page 12.*

CHANGE OF ADDRESS PROCESS

FOR MORE DETAILS, TURN TO PAGE 12.

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.

National President
Leslie A. Schous

National Vice President
Shirley L. Dressler

National Vice President
Pierre Charbonneau

National Secretary-Treasurer
Daniel L. Maheux

Support Staff

Sylvie Duguay
Lise Deschamps
Pascal Leroux
Chantal Legault
Joanne Midouin

Editor
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.

CHANGE OF ADDRESS

*In order to maintain an accurate
mailing list, please send your change of
address to our National Office as soon
as possible.*

Address inquiries, comments or
correspondence to:

CPAA
281 Queen Mary
Ottawa ON K1K 1X1

Tel. 613-745-2095
Fax 613-745-5559
E-Mail: mail@cpaa-acmpa.ca
Web site: www.cpaacmpa.ca

Agreement No. 40069832

CPAA Union Representatives / Représentants syndicaux de l'ACMPA

281 Queen Mary, Ottawa, Ontario K1K 1X1 mail@cpaa-acmpa.ca

Name and address / Nom et adresse	Email / Courriel	Tel. No. / n° de tél.		
		Fax	Off.-bureau	Home-rés.
Mrs. Leslie A. Schous Nat. Pres. / Prés. Nat.	LeslieSchous@cpaa-acmpa.ca	613-745-5559	613-745-2095	613-747-6131
Ms. Shirley L. Dressler Nat. Vice Pres. / Vice-prés. Nat.	ShirleyDressler@cpaa-acmpa.ca	613-745-5559	613-745-2095	613-260-8870
M. Pierre Charbonneau Nat. Vice Pres. / Vice-prés. Nat.	PierreCharbonneau@cpaa-acmpa.ca	613-745-5559	613-745-2095	819-772-2430
Mr. Daniel L. Maheux Nat. Sec.-Treas. / Sec.-Trés. Nat.	DanielMaheux@cpaa-acmpa.ca	613-745-5559	613-745-2095	

Newfoundland and Labrador / Terre-Neuve et Labrador

Mrs. Louise Ade, Pres., 322 Conception Bay Highway, Conception Bay S. A1X 7A3 (Goulds)	l.ade@nf.sympatico.ca	709-834-1536	709-364-6888	709-834-4289
Ms. Kimberly V. Hunt, Vice Pres., 20 Dawes Place, Conception Bay S. A1X 6Z7 (Hr Main)	kvhunt@nf.sympatico.ca	709-744-2546	709-229-6279	709-744-1945
Ms. Joan Murphy, Sec.-Treas., 29 Joshwill Cres, Conception Bay S. A1X 7E2 (Foxtrap)	joanmurphy@nf.sympatico.ca	709-834-0916	709-834-1106	709-834-4176
Mrs. Shari Porter, Dir., Box 104, Brigus A0A 1K0	shariporter@hotmail.com		709-528-3190	709-528-4795
Mrs. Jackie Buckle, Dir., Box 16112, Stn Foxtrap, CBS A1X 2E2 (Clarke's Beach)	jbuckle@nl.rogers.com		709-786-3662	709-834-6011
Mrs. Donna Gibson, Dir., PO Box 272, Coleys Point South A0A 1X0 (Cupids)	donnagibson17@hotmail.com		709-528-3320	709-786-4388

Maritime / Maritimes

Mrs. Karen E. MacDonald, Pres., 247 Walker, Summerside C1N 5S6 (Borden-Car.)	k.macdonald1@pei.sympatico.ca	902-436-0464	902-855-2400	902-888-2178
Ms. Catherine B. Léger, Vice Pres., 123 Coates Mills S Rd, Ste-Marie-De-Kent E4S 1P2	cleger@aernet.ca	506-955-8193	506-955-3214	506-955-3296
Mrs. Louise Harris, Sec.-Treas., 971 Bradley Street, Wilmot B0P 1W0 (Kingston)	louiseharriscpaa@eastlink.ca	902-242-2622	902-765-2435	902-765-2371
Mrs. Tonya M. Dort, Dir., 54 Sanctuary Drive, Debert B0M 1G0 (Brookfield)	tonyadort@hotmail.com	902-662-3542	902-673-2034	902-662-3539
Ms. Cheryl MacKenzie, Dir., 1487 Route 7, Welsford E5K 3Y5 (Grand Bay)	cam36@hotmail.com	506-486-4868	506-738-2613	506-486-2975
Mme Nathalie Raymond, Dir., 5148 Route 134, Allardville E8L 1B8	n.raymond@rogers.com	506-583-0053	506-725-2003	506-725-9199

Québec

Mme Jacinthe Turcotte, Prés., 40 rang de la Rivière, Maddington Falls G0Z 1C0 (St-Cyrril.)	jturcacmpa@iviv.qc.ca	819-367-2441	819-397-2319	819-367-2081
Mme Susan Morissette, Vice-prés., 499 8e Rue est, La Guadeloupe G0M 1G0 (St-Honoré)	susanm@tlb.sympatico.ca	418-459-3665	418-485-6355	418-459-6367
M. Jacques Vézina, Sec.-Trés., 814 François Rabelais, Neuville G0A 2R0	vezjac@videotron.ca	418-876-2738	418-876-2084	418-876-2435
Mme Chantal Guillemette, Dir., 69 Ross, Victoriaville G6P 0B3 (St Célest.)	changuillemette@videotron.ca	819-758-1067	819-229-3333	819-758-4415
Mme Odette Desgagnés, Dir., 572 ch. du Quai, St-Joseph de la Rive G0A 3Y0 (Les Éboul.)	gantblanc@derytele.com	418-635-1586	418-635-1180	418-635-2505
M. Steeven Roy, Dir., 124 Rolland, St-Henri G0R 3E0 (St Henri .)	s.roy72@hotmail.com	418-882-3600	418-882-2414	418-882-3600

Ontario

Mrs. Brenda McAuley, Pres., 2004 Sagebrush Place, Sudbury P3A 4X7 (Falconbridge)	bmcauley_cpaa@sympatico.ca	705-521-1888	705-521-1117	705-521-1117
Mrs. Sandra L. Wilson, Vice Pres., 57 Pottinger Street, Lindsay K9V 3X9 (Haliburton)	sandra_cpaa@sympatico.ca	705-878-0384	705-878-8306	705-878-8306
Mrs. Earlene R. Simpson, Sec.-Treas., PO Box 274, Port Carling P0B 1J0 (Bala)	e.simpson.cpaa@sympatico.ca	705-765-3358	705-762-5412	705-765-0643
Mme Rita Chartrand, Dir., 2 Pioneer Street W Box 203, Markstay P0M 2G0	rchartrand.cpaa.acmpa@true802.ca	705-853-1210	705-853-4356	705-853-1209
Ms. Connie A. Raedts, Dir., 132 Queen St., Angus L0M 1B0	connie4cpaa@sympatico.ca	705-424-7377	705-424-5653	705-424-1107

**

Manitoba

Mrs. Julie Hughes, Pres., Box 11, Group 4, RR 1, Anola R0E 0A0 (Beausejour)	jjhcpaa@gmail.com	204-866-4822	204-268-2731	204-866-3217
Mr. Raymond Bonk, Vice Pres., PO Box 65, Brunkild R0G 0E0	rbonk.cpaa@hotmail.com	204-736-3753	204-736-4712	204-736-3750
Mrs. Hope M. Toporowski, Sec.-Treas., PO Box 66, Fork River R0L 0V0	hopecpaa@mts.net	204-657-2362	204-657-2453	204-657-2337
Ms. Charlotte Vennard, Dir., PO Box 303, Holland R0G 0X0 (Carberry)	charadam@mymts.net	204-526-2412	204-834-3234	204-526-2412
Mr. Jacques J. Trudeau, Dir., Box 760, Ile des Chênes R0A 0T0	jacquescpaa@hotmail.com	204-878-9998	204-878-2036	204-878-9998
Mrs. Janet Johnson, Dir., Box 307, Anola R0E 0A0 (East Selkirk)	janetjohnsoncpaa@hotmail.com	204-866-2436	204-482-1237	204-866-2436

Saskatchewan

Mrs. Sue A. Verhelst, Pres., PO Box 828, Radville S0C 2G0	president@cpaask.org	306-869-2527	306-869-2433	306-869-2294
Mrs. Trudy S. Labarowski, Vice Pres., PO Box 183, Pennant Station S0N 1X0 (Kyle)	trudy@cpaask.org	306-626-3223	306-375-2285	306-626-3224
Mrs. Lori M. Kachmarski, Sec.-Treas., PO Box 88, Brock SOL 0H0	lori@cpaask.org	306-379-4302	306-379-2040	306-379-4302
Mrs. Janice Colliness, Dir., PO Box 55, Kincaid S0H 2J0 (Glenbain)	jan@cpaask.org	306-264-3869	306-264-3889	306-264-3868
Mrs. Yolanda Hachkewich, Dir., PO Box 462, Punnichy S0A 3C0	yolanda@cpaask.org		306-835-2517	306-746-5840
Mrs. Shelly Krahenbil, Dir., P.O. Box 85, Lemberg S0A 2B0	shelly@cpaask.org	306-335-9001	306-335-2214	306-335-9000

Alberta, Northwest Territories and Nunavut / Alberta, Territoires du Nord-Ouest et Nunavut

Mr. Dwayne Jones, Pres., 9 Valiant Cres, Olds T4H 0A7 (Carstairs)	cpaadj@shaw.ca	403-791-2008	403-337-3411	403-791-2008
Mrs. Denice A. Pharis, Vice Pres., PO Box 439, Thorsby T0C 2P0	dpharis@hotmail.com	780-789-4131	780-789-3600	780-789-3132
Mr. Gerry Henry, Sec.-Treas., General Delivery, Del Bonita T0K 0S0 (Warner)	gnhenry@toughcountry.net	403-758-6329	403-642-3992	403-758-6497
Mrs. Phyllis Tuttle, Dir., PO Box 657, Evansburg T0E 0T0	ptuttle1956@hotmail.com	780-727-4587	780-727-4404	780-727-2056
Mrs. Florence Henning, Dir., PO Box 71, Mayerthorpe T0E 1N0	cpaafh@xplornet.com	780-785-4022	780-786-2122	780-785-3319
Mrs. Xan Moffatt-Toews, Dir., P.O. BOX 2368, Fairview T0H 1L0	xmtcpaa@hotmail.com	780-835-2157	780-835-2855	780-835-2147

British Columbia and Yukon / Colombie-Britannique et Yukon

Mrs. Barbara J. Lincoln, Pres., 7519 Sechelt Inlet Road, Sechelt V0N 3A4	barb.lincoln@cpaa-bcyukon.com	604-885-6075	604-885-2411	604-885-6006
Mrs. Carolyn Elliott, Vice Pres., 3711 Bosun Way RR 2, Pender Island V0N 2M2	carolyn.elliott@cpaa-bcyukon.com	250-629-3134	250-629-3222	250-629-3133
Mrs. Susan Argotoff, Sec.-Treas., RR1 S-2 C-16, Crescent Valley V0G 1H0	susan.argotoff@cpaa-bcyukon.com	250-359-7544	250-359-7788	250-359-7523
Mrs. Leslie O. Ainslie, Dir., 100-5460 Clements Cres., Peachland V0H 1X5	leslie.ainslie@cpaa-bcyukon.com	250-767-9008	250-767-2251	250-767-2979
Mrs. Eva Heide, Dir., 304 - 7592 Vedder Rd, Sardis V2R 1C0	eva.heide@cpaa-bcyukon.com	604-792-1478	604-858-6511	604-792-2031
Mrs. Renate Kviet, Dir., PO Box 38, Surge Narrows V0P 1W0	renate.kviet@cpaa-bcyukon.com		250-203-4703	250-203-4703

National President's Message

As I write this message to you, it is Friday afternoon, it is a dull, dismal day outdoors and we are still suffering the aftermath of the full moon that occurred on Tuesday. So how is your day going? Actually, things at 281 Queen Mary have been moving along quite well. Busy as usual, but that is what we are here for.

We have, or at least we hope we have, put the complaint we filed against the Canadian Union Postal Workers (CUPW), in front of the Canadian Labour Congress (CLC), at rest. An agreement was signed between the parties in which CUPW agrees to adhere to the CLC constitution, which prevents raiding. We will withdraw our complaint(s). You will see more details on this, further in the magazine.

Our Labour Relations (LR) issues are moving along. Some very positive, but of course there are a few glitches along the way. I have prepared an update on LR that you will also find further in the magazine. One thing I forgot to mention was that we have had the majority of our Branch Presidents come to Ottawa to review their grievance files with the respective Vice President appointed to maintain those files. This was extremely productive and it was an excellent opportunity to have a complete review of the active files. I also appointed Daniel L. Maheux, National Secretary-Treasurer as chairperson for the Labour Relations Committee to handle National grievances as well as British Columbia/Yukon, Alberta/Northwest Territories/Nunavut, Newfoundland/Labrador and Maritime. Vice President, Shirley L. Dressler, will continue to handle Ontario, Manitoba and Saskatchewan, and Pierre will maintain Quebec.

Branch conventions will be upon us before we know it. Be sure to mark your calendar for your Branch, the dates and locations can be found in this magazine. These conventions are very informative and there is also a lot of fun to be had. Come out and join us. I will be attending a few of these conventions and, as usual, I look forward to sharing these weekends with our members. Hopefully I will see you there.

We are hearing rumours from some parts of the country that you are being "encouraged" to take your annual leave in week long blocks. Although you can certainly do that, it is not an obligation under the Collective Agreement to do so. Read Article 23 of the Collective Agreement regarding Vacation Leave scheduling. If anyone tries to impose these restrictions, please advise a Union Representative as soon as possible.

Concerns have been brought to our attention that the questions used in the Competition process have not been updated for quite some time now; therefore, in some situations, the current answers are erroneous. The National Staffing Committee, chaired by Vice President, Shirley L. Dressler, has been tasked with meeting with CPC to review the Questions and Answers to ensure that everything is up to date. The Competition document must also be updated as it has not been looked at for a while. You will find an article in this magazine regarding the correct completion of the Candidate Promotion Assessment Report. This is a crucial component of the Competition process and it is important for us to know how to properly complete this document.

In closing, have a great spring, an even better summer and I hope to see you at your convention.

Leslie A. Schous



**Branch Annual Conventions
2012**

Newfoundland & Lab.

Ramada St. John's
102 Kenmount Rd
St. John's NL A1B 3R2
May 5 & 6, 2012

Tel. 709-757-3044 Fax 709-722-9231

Manitoba

Viscount Gort Hotel
1670 Portage Ave
Winnipeg MB R3J 0C9
May 4, 5 & 6, 2012

Toll-free 1-800-665-1122 Fax 204-772-2161

Maritime

Holiday Inn Express
2515 Mountain Rd
Moncton NB E1G 2W4
May 25, 26 & 27, 2012

Toll-free 1-800-465-4329 Tel. 506-384-1050

Saskatchewan

Travelodge Hotel Saskatoon
106 Circle Drive West
Saskatoon SK S7L 4L6
June 1, 2 & 3, 2012

Tel. 306-242-8881 Fax 306-242-6137

Quebec

Tadoussac Hotel
165 Bord de l'eau Street
Tadoussac QC G0T 2A0
May 18, 19 & 20, 2012

Toll-free 1-877-653-1717 Fax 418-653-2727

Alberta, NT & NU

Red Deer Lodge & Conference Centre
4311 – 49th Ave
Red Deer AB T4N 5Y7
June 1 & 2, 2012

Tel. 403-346-8841 Fax 403-341-3220

Ontario

Delta Guelph Inn and Conference Centre
50 Stone Rd W
Guelph ON N1G 0A9
May 4 & 5, 2012

Tel. 519-780-3700 Fax 519-780-3710

BC & Yukon

Tigh-Na-Mara Seaside Spa Resort
1155 Resort Drive
Parksville BC V9P 2E3
May 4, 5 & 6, 2012

Tel. 250-248-2072 Fax 250-248-4140

Notice

National Annual Meeting

September 29, 2012 (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.

CLC Complaint

by Leslie A. Schous

As you may recall, on June 29th, 2011, CPAA filed a formal complaint with the Canadian Labour Congress (CLC) against the Canadian Union of Postal Workers (CUPW). The complaint brought charges of raiding against CUPW. This resulted from their application to the Canadian Industrial Relations Board (CIRB) for a complete review of the bargaining units at Canada Post. The CUPW proposal would have seen the CPAA carved up with CUPW obtaining some of our members and the balance folded into the Association of Postal Officials of Canada (APOC).

On September 9, 2011, this matter was referred to Mr. Jeff Rose, Past President of Canadian Union of Public Employees (CUPE). This was, in accordance with Article 4 of the CLC Constitution, for the purpose of dealing with the issues between CPAA and CUPW.

CPAA met with Mr. Rose on October 14, 2011. It was a general discussion as to what CPAA wanted to see as a resolution to this issue. CPAA's position has been, and continues to be, that we want the CPAA bargaining unit to be respected as such, and that CUPW cease and desist their actions to try to take over our members. Mr. Rose also met with CUPW.

On December 6, 2011, Mr. Rose presented a settlement document to CUPW and subsequently to CPAA. CUPW National President had signed the document, pending the approval of his National Executive Board. CPAA National President, Leslie A. Schous, signed it as well pending approval of the CPAA National Board of Directors.

On January 24, 2012, Mr. Rose advised CPAA that the CUPW National Executive approved the document. On February 1st, 2012, a conference call was arranged for the CPAA National Board of Directors to determine if we would agree to the terms of the document. The CPAA National Board of Directors approved it.

The most significant points within this document are:

1. The parties, CPAA and CUPW, agree to establish a Committee of top officials of each Union. A neutral chair will be chosen jointly by the parties.
2. The purpose of the Committee is to discuss, exchange information and perspectives and work toward coordinating approaches and develop common positions where appropriate, in relation to the challenges arising with Canada Post.
3. CPAA and CUPW intend the meetings of the Committee to establish a relationship of cooperation and mutual respect.
4. The meetings will be held no less than two (2) times per year.
5. Should the parties find themselves unable to agree upon a neutral chair, the office of the President of CLC will assist them in identifying a suitable person.
6. The CUPW confirms its adherence to Article 4 of the CLC Constitution.
7. CPAA agrees to withdraw its charges against CUPW.

Once again, a huge thank you must go to the members of CPAA who came forward in such phenomenal numbers to show their support. We could not have done it without you!

Supplemental Allowance for Postmasters Providing Premises

by Pierre Charbonneau

Appendix "H" – Letter of Understanding # 15

A **new** form will be sent in the month of April.

Last year, we allowed a longer deadline to Canada Post for the payment of the supplemental allowance, because the forms did not have all the required information. You must **ensure** to **complete** and **sign** the form correctly.

We suggest that you complete the form immediately upon receipt and **return it** to the address indicated on the form. **Remember**, Canada Post must receive your form no later than **June 30**.

- No supporting documentation is required.
- All Postmasters who submitted a valid application will receive a portion of the funds, which are to be distributed among them proportionally.
- You should receive your payment no later than **August 31**.

WORKPLACE VIOLENCE PREVENTION AND PROTECTION POLICY

by Pierre Charbonneau

The Canada Post Corporation is in process of updating their policy on workplace violence prevention and protection which will be available on Intrapost to all employees. Several meetings on the subject have been held by the National Joint Committee on Health and Safety.

A draft of a training program on workplace violence prevention and protection is currently being reviewed by all stakeholders, from union and management.

Canada Post needs to comply with its obligations under the Canada Occupational Safety and Health Regulations and to communicate information to employees about the factors that contribute to violence in the workplace. The revised policy will be made available to employees of CPC in the near future.

Candidate Promotion Assessment Report (CPAR)

by Daniel L. Maheux

Postmasters are responsible for two types of employee performance assessment reports. The Candidate Promotion Assessment Report (CPAR) is the subject of this article. The CPAR is an integral part of the Staffing process, it must be completed prior to the interview and it is used in the overall calculation to establish the successful candidate.

It is important to remember that it must assess an employee's performance **in their present position**. Therefore, the CPAR can only be completed by the employee's immediate supervisor/Postmaster. It must be an objective and realistic assessment of the employee's performance in their day to day work performance.

The CPAR is comprised of four (4) assessment categories and these are:

- Basic requirements
- Knowledge factor
- Abilities factor
- Personal Suitability factor.

The Postmasters must use the full range of the rating scale and be able to justify their assessment with concrete examples. To illustrate this point, if a candidate is given a high score on Basic requirements, acceptable comments may be: *"Samantha replaced me as Postmaster on acting assignments on several occasions in the past year and satisfactorily demonstrated her abilities in all aspects of the Postmaster's duties. Samantha is a very good candidate."*

Postmasters are, above all, team leaders and team builders. The Postmasters are responsible to ensure their post office is well run, but they are also responsible for the professional development of the employees within the post office. All CPAA employees should be trained in not only the basic tasks of mail sortation and processing, but also in all aspects of the duties assigned to Senior Assistants and Postmasters themselves.

It does not mean that all employees will become Postmasters. It does mean that a well-trained and knowledgeable employee will have greater self-confidence and will likely be a happier employee in the workplace. The knowledge and the development of employees in the post office may well be a reflection of the leadership abilities and credibility of a Postmaster.

***Note**

The second type of assessment report is the Probationary Report and it is used when a new employee, including Terms, is hired for the post office. It is important to remember that the employee is on probation for a period of six (6) months. That six (6) month period is critical and the Postmaster is expected to fill regular Probationary Reports for each employee within that period (see Clause 11.11 of the Collective Agreement). If the Postmaster fails to assess the employee and that the individual ends up having performance issues, it will often be time consuming for the Postmaster to coach that employee to acceptable levels of performance.

Labour Relations Update

by Leslie A. Schous

CPAA is continually looking for ways to improve its process for handling grievances and dealing with Labour Relations issues.

We meet with Canada Post on a monthly basis to discuss new initiatives, as well as bring forth issues that have been brought to National's attention. These meetings have proven to be a good venue for discussing our concerns resulting in the issues being addressed in a timely fashion, well, for the most part.

One other area that has been a major concern is the handling of grievances to ensure they are dealt with and put in front of an arbitrator as expeditiously as possible. Last June, we looked at a process to ensure grievances are being placed in front of an arbitrator within a year, or closely thereabouts, from the time the grievance was filed.

CPC Labour Relations was put on notice at the June 2011 monthly meeting and this issue was also discussed at the Semi-Annual meeting last September with Deepak Chopra, and other high level representatives of Canada Post.

This seems to have gotten the ball rolling a little bit better. We have had numerous meetings with Labour Relations Managers and Officers in an effort to set up a system to deal with our grievances and we are looking at:

1. Expedited Arbitration.
2. Pre-arbitration discussions at the National Level.

Expedited arbitration is a process that is outlined in our Collective Agreement (7.27), but one which, to date, we have not used. The Branch Presidents and Vice Presidents will be trained on this process during the first week of April. This process will be used primarily for individual issues such as a denial of leave. Discharge cases, Collective Agreement interpretations, policy grievances, etc. will still be handled through the formal arbitration process.

Pre-arbitration discussions will take place at the National level in an effort to assist the Branches and Field Managers in resolving grievances. This does not eliminate the formal process currently in place, but should the parties arrive at a stalemate, then discussions can take place at the National level to try to assist in the process and/or propose various options to try to resolve the problem.

To date, our meetings with Canada Post have been very positive. Additional meetings are being set up for the near future so that the parties can establish a list of grievances that can be pushed through to the Expedited process or for discussions at National as the pre-arbitration stage.

Although these steps will not mean issues can be resolved over night, they will assist us in a more timely resolution process.

VACATION LEAVE SCHEDULING

by Pierre Charbonneau

Clause 23.03

Vacation leave will be scheduled and posted prior to April 1st each year.

Clause 23.01

Vacation leave periods will extend over the entire vacation year: from April 1st to March 31st of the following year.

Clause 23.02

Postmasters will have the first choice of vacation leave periods. Senior Assistants will have second choice of vacation leave periods. Full-time assistants will then select their vacation leave period in accordance with their length of continuous employment followed by Full-Time Assistants who will select their vacation leave period on the same basis. Term Employees with continuous employment will then select their vacation leave period on the same basis.

Clause 23.04

You choose one (1) continuous period of vacation leave consisting of all or part of your vacation leave entitlement according to the order provided in Clause 23.02. If necessary, after the first selections have been made, you will continue to choose subsequent continuous periods of vacation leave as provided in Clause 23.02 until all remaining vacation leave entitlements are scheduled.

Happy Holidays!

JUST FOR YOU

by Leslie A. Schous

This is just to remind you that our next *Just For You* Training Course will be held from October 23 to 25, 2012. The courses will take place in: Charlottetown, Montreal, Ottawa and Edmonton.

Application forms will be sent out to the membership on or about June 13th. Applications must be received at the National **on or before July 30th**.

Members are chosen from the applications by way of a random draw and each Branch is represented.

We hope you will take the time to apply. This is an excellent course and we have had many favourable comments from the members who have attended. There is much to learn, you get to meet some great co-workers and we have lots of fun. Send your application in and GOOD LUCK!

Peer Referral Agent Network

A peer referral agent (PRA) is a specially trained volunteer whose primary role is to help employees address personal and/or work-related concerns. PRAs do this by linking employees to the EAP or other appropriate resources. Canada Post has had a PRA network since the late 1980s and today the PRA program is an extension of the Employee Assistance Program (EAP).

A PRA is not a replacement for professional counseling, but rather a support resource that will listen and encourage employees to seek professional help. A PRA will help to raise awareness about the EAP and the wide range of services and resources the program offers to employees and team leaders. This often leads colleagues to seek help before their challenges become more difficult to manage.

Complements of Canada Post.

JUST FOR YOU

by Leslie A. Schous

This is just to remind you that our next *Just For You* Training Course will be held from October 23 to 25, 2012. The courses will take place in: Charlottetown, Montreal, Ottawa and Edmonton.

Application forms will be sent out to the membership on or about June 13th. Applications must be received at the National **on or before July 30th**.

Members are chosen from the applications by way of a random draw and each Branch is represented.

We hope you will take the time to apply. This is an excellent course and we have had many favourable comments from the members who have attended. There is much to learn, you get to meet some great co-workers and we have lots of fun. Send your application in and GOOD LUCK!

Peer Referral Agent Network

A peer referral agent (PRA) is a specially trained volunteer whose primary role is to help employees address personal and/or work-related concerns. PRAs do this by linking employees to the EAP or other appropriate resources. Canada Post has had a PRA network since the late 1980s and today the PRA program is an extension of the Employee Assistance Program (EAP).

A PRA is not a replacement for professional counseling, but rather a support resource that will listen and encourage employees to seek professional help. A PRA will help to raise awareness about the EAP and the wide range of services and resources the program offers to employees and team leaders. This often leads colleagues to seek help before their challenges become more difficult to manage.

Complements of Canada Post.

Change of Address Process

To ensure that CPAA has your correct address, there are two (2) things you must do:

1. ADVISE CANADA POST:

- You can update your address information through the Employee Self Service (ESS)
- Contact AccessHR:
 - **E-mail:** Accesshr@canadapost.ca
 - **Phone:** 1-877-807-9090 between 6 a.m. and 9 p.m. ET
 - **Fax:** 613-734-6347

2. Advise CPAA: (for information purposes only)

- **E-mail:** mail@cpaa-acmpa.ca
- **Phone:** 613-745-2095
- **Fax:** 613-745-5559

It is imperative that you notify Canada Post first. Our membership file is based on the Corporation's data base. If you have not advised CPC of your change of address then your new address will not show up in our system.



Order your 2011 Annual Financial Statement from CPAA

Our 2011 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

Launch of an Insurance Program for Postmasters Provided Premises for the Post Office

Numerous CPAA members are responsible for providing the premises for the post office and it is sometimes difficult or, even impossible, for them to obtain the necessary insurance for their post office. As such, the CPAA responded to this need and on January 1, 2012, an insurance program was launched, providing Property and Commercial General Liability for those members responsible for providing the premises for the post office.

This program, which is offered by the insurance company Aviva, and is managed by the broker Globalex Risk Management, offers principally the following coverages:

- A limit of \$20,000 for the Postmaster's content within the post office.
- A limit of \$2,000,000 for the Commercial General Liability.
- The possibility of insuring the building.

Thanks to the important number of members, this program is accessible at a competitive annual premium of \$390.

Two months following the launch of the program, over forty (40) members have already taken advantage of this offering, which confirms the significant level of interest for this initiative. Some members have been able to considerably reduce their cost of insurance and others have been able to obtain coverage that was otherwise inaccessible.

For those members which have the post office within their residence, it is possible for them to insure their residence under the program; however, they must maintain the following separate coverages:

- Insurance for their personal content, other than in the post office.
- Insurance for General Liability, arising out of their personal activities.

For any additional information with regards to this program, please do not hesitate to contact Globalex at 1-855-242-3575.

Complements of Globalex.

