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# **1. BURSARY COMMITTEE**

## **PURPOSE**

To defray the cost associated with post-secondary education of the children of permanent members of the Association.

## **ACCOUNTABILITY**

Business Manager, Secretary/Treasurer

## **MEMBERSHIP**

The Bursary Committee shall consist of members nominated at the Annual General Meeting of the Association. The Executive Board shall appoint one of its members to be Chair. The Executive Board shall appoint vacancies on the committee.

## **RESPONSABILITIES**

- To co-ordinate and operate the bursary program
- Prepare a summary for the Annual General Meeting

## **BURSARY**

- The bursary program exists to encourage children of Association members to continue their education at the post-secondary level.
- A person may receive one bursary of \$1500 from the Association.
- Bursaries shall be available to those people who:
  - Are children of members of the Association who have been permanent employees for no less than one year by the November 30<sup>th</sup> deadline,
  - Are 25 years of age or under on December 31<sup>st</sup>, in the year of the bursary application, and
  - Have been accepted as a student, at an accredited institution, leading to a degree, diploma, or certificate.
  - Permanent members of the Association are not eligible for the bursary.
- The Association office shall produce an application form and make it widely available to members of the Association and their children.
- All applications for bursaries must be received at the Association's office by November 30th.
- Each application shall include:
  - Proof of enrollment at a post-secondary institution, and

- Completed application form.
- The Bursary Committee shall consider all applications for bursaries and shall treat all information as confidential.
- The Bursary Committee may reject any incomplete application.
- The Bursary Committee shall award bursaries each valued at \$1500.
- The Bursary Committee shall authorize the Association staff to notify successful applicants.
- The Bursary Committee shall authorize the Association staff to confirm that bursary recipients are still in attendance. Upon receiving such confirmation, the Bursary Committee Chair shall authorize the Secretary-Treasurer to pay the bursary.
- The Secretary-Treasurer will advise the Bursary Committee Chair and the Executive Board on disbursement of bursary funds.
- The Bursary Committee will ensure the balance of the Bursary Account ensures long term sustainability of the program.

Reviewed On: March 16, 2024 23, 2024

Approved By: CEWA Executive Board

Approved On: March 16, 2024

## **2. BYLAW & POLICY COMMITTEE**

### **PURPOSE**

To review the bylaws and policies of the Association and make recommendations to the Executive Board for approval.

### **ACCOUNTABILITY**

Business Manager, CEWA Vice-President, Bylaw & Policy Committee

### **MEMBERSHIP**

The members shall be appointed for two-year terms by the Executive Board.

Appointments will take place at the Annual General Meeting. Terms shall be staggered to ensure continuity.

The Chair of this committee is the Vice-President.

### **RESPONSIBILITIES**

- Meetings will be held annually and as required or directed by the Executive Board.
  - The committee will determine if a meeting is required after the AGM to review the bylaw changes and subsequent policies.
- The Chair will prepare a summary of all work for the Annual General Meeting.

### **EXPLANATORY NOTES**

Policies can be changed throughout the year and are approved by the Executive Board. Policies must be aligned with the Bylaws.

Bylaws can only be amended at General Meetings of the membership. The requirements are set out in the Bylaws.

Attached is a form for bylaw change submissions.

Reviewed On: March 12, 2019

Approved By: CEWA Executive Board

Approved On: March 23, 2019

# 3. EDUCATION COMMITTEE

## PURPOSE

To outline and provide training for representatives.

## ACCOUNTABILITY

Business Manager, CEWA Vice-President, Chapter Vice-Presidents

## COMMITTEE

The Education Committee shall be chaired by the CEWA Vice-President, or designate. The committee shall consist of the Business Manager, the CEWA Vice-President, the Vice-President/Treasurers of each Chapter, in addition to any interested membership.

## RESPONSIBILITIES

### Introductory Representative Training

- Organize and present annual training for all new representatives including but not limited to the following:
  - Collective Agreements
  - Bylaws
  - Policies
  - Organizational Structure
  - Basic grievance training on representation

### Comprehensive Training

- Organize annual training for all representatives
- Identify and make recommendations for future training opportunities
- With approval, make all training arrangements including but not limited to the following:
  - In depth grievance training
  - Negotiations
  - Jurisdictional labour laws
  - Labour relations
  - Association/Company relationships
  - Confidentiality

Prepare a summary of training activities for the Annual General Meeting

Reviewed On: March 12, 2019

Approved By: CEWA Executive Board

Approved On: March 23, 2019

## 10. DISTRICT MEETINGS

### **Purpose:**

To develop guidelines for holding district meetings.

### **Membership:**

Director who Chairs the meeting, Councilors and district members of the District.

### **Responsibilities:**

Hold at least two district meetings a year.

### **Policy:**

#### **District Meeting Guidelines**

Notification of meeting date and location will be given to the Chapter President. The Business Manager and Chapter President will be invited and will attend as required and/or available. Notify the CEWA office for a meeting notification form to include the agenda and be posted on local bulletin boards for fourteen (14) calendar days prior to the meeting.

Allowable expenses will include the cost of a meeting room, reasonable refreshments and allowable mileage rate as set out in the Finance policy.

Refreshments must meet all legal requirements for the meeting room and location.

Minutes and attendance of the meeting is to be recorded by the District appointed member. Approved minutes and expenses shall be submitted to the Chapter President. The Chapter President will submit approved expenses and a copy of the minutes to the CEWA Office for appropriate action.

### **Explanatory Notes:**

District meeting guidelines, allowable expenses and notifications with agendas and meeting minutes

Approved by:  
CEWA Executive Board

Approval Date:  
October 28, 2017

Review Date:  
October 28, 2019

## **5. BARGAINING**

### **PURPOSE**

To establish consistent processes & procedures to support CEWA's Bylaws 6.1 & 6.2 and to identify and document the roles and responsibilities of all CEWA positions involved in CEWA's Bargaining Process. To assist CEWA's bargaining teams achieve their objective to negotiate a collective agreement for their members.

### **ACCOUNTABILITY**

Business Manager, Executive Board, Chapter President(s), Bargaining Team

### **COMMITTEE**

The bargaining selection committee will consist of the Business Manager, Chapter President, and any other members as determined by the Executive Board.

### **BARGAINING TEAM**

- The Bargaining Team is selected as per Bylaw 6.1, which shall consist of the following in addition to recommendations of the Selection Committee:
  - Business Manager, or delegate, who will Chair the committee
  - Chapter President, or delegate, who will Co-Chair the committee
  - Chapter Vice-President as an alternate and part of proposal building
  - Association's legal counsel as required
- Any member of the Association may be considered as a Bargaining Team member for their Chapter by submitting a candidate form to the office. The Chapter Officers will determine the method of selection for the Bargaining Team.
- The Executive Board may remove any member of the Bargaining Team for failure to fulfill their responsibilities.
- Members of the Bargaining Team will serve for two contract periods. This includes ERC obligations.
- If a vacancy occurs on the Bargaining Team the Chapter Vice-President or delegate will assume the position.
- The Bargaining Team will decide on the extent to which the Association's legal counsel is used (Bylaw 6.2).
- The Bargaining Team must commit to maintaining all information they receive as confidential. They will disclose information only as agreed upon by the Team.
- After ratification of a Collective Agreement, the Bargaining Team will be the Employee Relations Council (ERC) until the next Bargaining Team is appointed.

## **RESPONSIBILITIES**

The Bargaining Team shall:

- Develop the Association's proposals for amendments to the Collective Agreement by gathering and reviewing, not limited to the following information:
  - Grievances throughout the contract term
  - Survey of the membership
  - Contract interpretation issues
  - Other comparable collective agreements
  - Arbitration decisions
  - Legislative changes
  - CPI Reports
- Submit proposals to the respective company no later than two weeks prior to negotiations.
- Communicate updates to applicable stakeholders throughout negotiations as required.
- Develop the memorandum of agreement and summary of changes. Create a plan for communication to the membership.
- Where necessary, seek guidance from the Chapter Officers, the Executive Board and/or legal counsel.

## **VOTING PROCESS**

The Bargaining Team shall submit the memorandum of agreement to the CEWA Executive Board.

The memorandum of agreement and summary of changes is presented to the membership by the Bargaining Team.

The Chief Electoral Officer will direct the taking of the ballot. (Bylaw 6.3)

## **EMPLOYEE RELATIONS COUNCIL (ERC)**

The ERC council will consist of the Bargaining Team for the respective Chapters. Refer to the individual Chapter's Collective Agreements and applicable charters for more information.

Reviewed On: March 12, 2019

Approved By: CEWA Executive Board

Approved On: March 23, 2019



## **6. ELECTIONS**

### **PURPOSE**

To ensure a consistent process and governance of any elections required by the Association.

### **ACCOUNTABILITY**

Secretary/Treasurer with support from the office Administrative Assistant(s).

### **COUNCILLORS**

- Members indicating their interest will complete the nomination form and return it to the Association office.
- the office will ensure:
  - The form has been properly completed with signatures of two nominating members and consent of the nominee;
  - the nominee is a member in good standing;
  - The nominee is informed that the form was received; and
  - the Director of the nominee is informed

The Chapter Officers will review the nominations and make appointments as required.

### **ELECTION OF CHAPTER OFFICERS**

- When the position of President, Vice-President-Treasurer, Communication Officer and Director must be filled by an election, the administrative staff, under the direction of the Chief Electoral Officer, will send a form to each member within the applicable district inviting nominations for the vacant position(s).
- Members will complete the nomination form and return it to the office.
- the office will ensure:
  - The form has been properly completed with signatures of two nominating members and consent of the nominee (Bylaw 3.12);
  - the nominee is a member in good standing;
  - the nominee is informed the form was received and
  - If more than one nomination is received for the same position, send each candidate a copy of the Candidate Data Form to be completed and returned to the office.
- The administrative staff under the direction of the Chief Electoral Officer will:
  - Compile a list of eligible voters
  - Prepare a ballot listing the candidates
  - Send ballots to each eligible voter
- A person who was not a member of the Association at the time the ballots were circulated but becomes a member before the election is concluded may, on request, be sent a ballot.

- Upon receiving verification from the Chief Electoral Officer the administrative staff will notify the applicable Chapter Vice-President of the election results. The Vice-President will then share the results with the successful candidate. The election results will be posted on the CEWA website.
- Elected Officers will take office at the Annual General Meeting (Bylaw 3.7) or as required according to the vacancy Bylaws.

## **ELECTION OF CEWA EXECUTIVES**

- When the position of Business Manager, Vice-President or Secretary-Treasurer must be filled by an election the office administrative staff, under the direction of the Chief Electoral Officer will send a form to each member inviting nominations for the vacant position(s).
- Interested members will complete the nomination form and return it to the CEWA office.
- Upon receiving a nomination form the administrative staff, under the direction of the Chief Electoral Officer will ensure:
  - The form has been properly completed with signatures of two nominating members and consent of the nominee (Bylaw 3.12);
  - the nominee is a member in good standing;
  - the nominee is informed the form was received and;
  - If more than one nomination is received for the same position, send each candidate a copy of the Candidate Data Form to be completed and returned to the office.
- The administrative staff under the direction of the Chief Electoral Officer will:
  - Compile a list of eligible voters of the general membership;
  - Prepare a ballot listing the candidates seeking election;
  - Send a ballot to each eligible voter
- A person who was not a member of the Association at the time the ballots were circulated but becomes a member of the Association before the election is concluded may on request be sent a ballot.
- Upon receiving verification from the Chief Electoral Officer the administrative staff will post the election results on the CEWA website.
- Elected Officers will take office at the Annual General Meeting (Bylaw 3.7) or as required according to the vacancy Bylaws.

## **APPEALS**

- A candidate may challenge the results in writing, explaining the reasoning. The challenge must be received by the Chief Electoral Officer no later than ten calendar days following the posting of the election results.
- The Chief Electoral Officer will conduct a review of the challenge and discuss it with the candidate(s).

- If the challenge is not withdrawn or resolved it shall be submitted to the Executive Board for decision. The decision of Executive Board is final.

## **ELECTION RECORDS**

- The Association office will keep all eligibility lists, voters' lists and ballot count sheets as per the records management policy.

Reviewed On: March 12, 2019

Approved By: CEWA Executive Board

Approved On: March 23, 2019

# 7. ORGANIZATION

## PURPOSE

To outline the chapters and districts as well as the organization as a whole. Process for how changes are made and communicated to the membership

## ACCOUNTABILITY

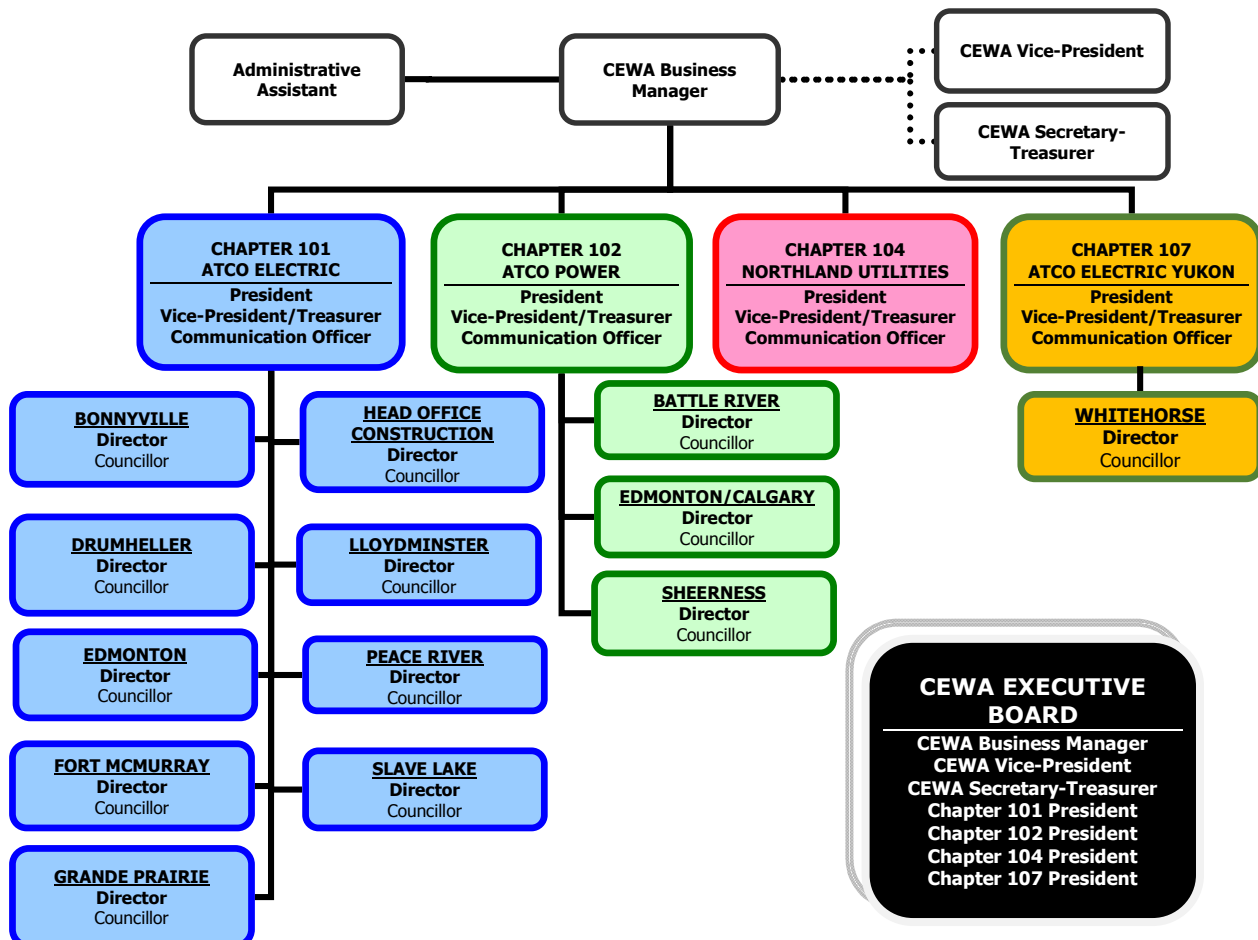
The Association is organized by chapter and further divided by regional district to better serve its membership. CEWA organizational structure is based on the bylaws.

## PROCEDURES

When changes are made to the organizational structure through Executive Board motions as per bylaw 9.1, the office must capture when and why the changes were made and post updated organizational structures to the CEWA website within 14 days of changes being made.

- Change can be initiated by anyone within the CEWA membership
- All initiated changes must be brought forward through the chapter(s) to the Executive Board for approval
- More information can be found in policy #?? Bylaw & Policy

## ORGANIZATIONAL STRUCTURE



# CEWA DISTRICT CHART

*As of January 1, 2019*

## CHAPTER 101

(ATCO ELECTRIC)

### BONNYVILLE DISTRICT

Bonnyville  
Cold Lake  
Smoky Lake  
St. Paul

### DRUMHELLER DISTRICT

Castor  
Consort  
Drumheller  
Forestburg  
Hanna  
Oyen  
Stettler  
Three Hills

### EDMONTON DISTRICT

Calgary  
Edmonton  
Nisku

### FORT MCMURRAY DISTRICT

Fort Chipewyan  
Fort McMurray

### GRANDE PRAIRIE DISTRICT

Beaverlodge  
Grande Cache  
Grande Prairie  
Jasper  
Spirit River

### LLOYDMINSTER DISTRICT

Lloydminster  
Two Hills  
Vegreville  
Vermilion

### PEACE RIVER DISTRICT

Fairview  
High Level  
La Crete  
Manning  
Peace River  
Rainbow Lake

### HEAD OFFICE CONSTRUCTION

Brooks  
Heathfield Conv. Stn.  
Newell Conv. Stn.  
Traveling Transmission

### SLAVE LAKE DISTRICT

Fox Creek  
High Prairie  
Red Earth  
Slave Lake  
Swan Hills  
Valleyview  
Wabasca

## CHAPTER 102

(ATCO POWER)

### BATTLE RIVER DISTRICT

Battle River Station

### SHEERNESS DISTRICT

Sheerness Station

### EDMONTON/CALGARY DISTRICT

Calgary  
Edmonton  
Joffre  
Muskeg River  
Poplar Hill  
Rainbow Lake  
Scotford  
Valleyview

## CHAPTER 104

(NORTHLAND UTILITIES)

### HAYRIVER DISTRICT

Hay River

## CHAPTER 107

(YUKON ELECTRICAL)

### WHITEHORSE DISTRICT

Haines Junction  
Watson Lake  
Whitehorse

Reviewed On: March 12, 2019

Approved By: CEWA Executive Board

Approved On: March 23, 2019

## **8. FINANCE COMMITTEE**

### **PURPOSE**

To govern the financial affairs of the Association

### **ACCOUNTABILITY**

Business Manager, Secretary/Treasurer supported by the office Administrative Assistant(s)

### **FINANCE COMMITTEE**

The Finance Committee shall be chaired by the CEWA Secretary-Treasurer, or designate. The committee shall consist of the Business Manager, the Secretary/Treasurer and the Vice-President/Treasurers of each Chapter.

### **RESPONSIBILITIES**

The Finance Committee shall:

- Prepare the Association's annual budget and submit it to the Executive Board. The budget will be presented at the Annual General Meeting of the membership for approval (Bylaw 5.5);
- Review the Association's investments in accordance with this policy;
- Make recommendations to the Executive Board on the employment of investment managers or consultants;
- Make recommendations to the Executive Board on the appointment of auditors;
- Prepare a summary of completed actions for the Annual General Meeting

### **BANKING & FISCAL YEAR**

- SERVUS Credit Union (10747 – 100 Avenue, Edmonton) is appointed as the financial institution of the Association.
- The fiscal year of the Association shall be June 1 to May 31 unless changed by resolution of the Executive Board (Financial Section of Bylaws - Bylaw #12.1).

## **SIGNING OFFICERS**

- There shall be at least three signing officers for the Association consisting of the Business Manager, Secretary-Treasurer, one Chapter Officer, and any other elected Officer as appointed by the Executive Board.
- The signatures of two signing officers shall be required on all cheques and instruments of indebtedness. One signature must be either the Business Manager or the Secretary-Treasurer.
- The recipient of the funds cannot sign their own cheque.

## **SEAL**

- The seal of the Association shall be in the care of the Business Manager at the Association office
- No contract entered into by the Association need be sealed to be valid unless legislation specifically requires it.
- When the seal is affixed to a document it shall be attested to by the signatures of two of the Association's signing officers.

## **INVESTMENT POLICY**

- The Executive Board may, on the recommendation of the Finance Committee, authorize that any funds of the Associations temporarily surplus to the Association's operational needs be invested in one or more of the following types of instruments:
  - Treasury Bills issued by the Government of Canada;
  - Notes issued by a Crown corporation and guaranteed by the Government of Canada or the government of a province;
  - Bonds or debentures issued and/or guaranteed by the Government of Canada or the government of a province;
  - Investment certificates (by whatever name they are known) issued by a bank, trust company, Alberta Treasury Branch or credit union, but only if the certificates are guaranteed by the Canada Deposit Insurance Corporation, the Government of Canada or the government of a province and only in an amount which falls within the guarantee; or
  - Canadian money-market funds in which the principal objective is the maintenance of stable capital value and the earning of income at current interest rates through investment in high-quality short-term fixed-income securities, issued or guaranteed by the Government of Canada or a province or territory of Canada, or issued by a Canadian chartered bank or other Canadian corporation. Such securities of banks or other corporations shall, at the time of purchase, be rated at least "A-1" by the Canadian Bond Rating Service or "R-1-L" by the Dominion Bond Rating Service.

## EXPENSES

The Association will reimburse members for reasonable out-of-pocket expenses incurred in the performance of Association duties. Members are expected to pay for the expenses covered by this policy and then claim reimbursement from the Association by submission of an expense report with appropriate receipts. Members should not exceed \$2000 in expenses without approval from the Board of the Business Manager. This does not include AGM reimbursement.

With approval, business conducted by members will be reimbursed as per the guidelines below:

- Travel
  - Flights: reasonable airfare
  - Personal Vehicle: mileage will be reimbursed at the approved rate of \$0.61/km
  - Rental Vehicle: lowest rate available based on driving conditions and safety
    - Fuel for rental vehicle (with receipt)
  - Parking: receipt amount
  - Shuttle: receipt amount
  - Taxi: cab fares will be reimbursed only when accompanied by the receipt indicating locations (to and from) Gratuity not to exceed 15% reimbursement

The member is responsible for choosing the most efficient and economical mode of travel and it is expected that members who are travelling to and from the same location will carpool.

*NOTE: All members are responsible for ensuring that their personal vehicle is adequately insured if your vehicle is being used while on CEWA business.*

- Accommodation
  - Members who are required to remain out of town overnight may claim for the cost of reasonable accommodation. Preference should be given to the hotel and rate recommended by the Association
  - A member may choose to claim a per diem allowance of \$100 for each full Day of Association work away from their Headquarters. This allowance is intended to reimburse costs for meals, accommodation and incidental expenses, without the need for receipts. It must be used for all full Days claimed on that assignment.
- Meals
  - A member may claim meals to the amounts as listed below:

Current Meal Rates:	<u>Breakfast</u>	<u>\$18.00</u>
	<u>Lunch</u>	<u>\$22.00</u>
	<u>Supper</u>	<u>\$30.00</u>

- Meals for non-members will not be reimbursed. This does not apply to business affiliates and committee members. Receipts must be submitted for non-member reimbursement.



## **EXPENSE APPROVALS**

All Expenses are to be submitted to the CEWA office and the office (administrative assistant) will then seek appropriate approvals.

The CEWA Executive Board has set a \$2,000 spending limit, without pre-approval for the CEWA Business Manager to conduct business operations.

## **ANNUAL GENERAL MEETING EXPENSES**

Members who travel to attend the Annual General Meetings shall be reimbursed as follows:

- Travel
  - Mileage will be reimbursed at \$0.35 per kilometer plus parking fees.

*NOTE: All members are responsible for ensuring that their personal vehicle is adequately insured if your vehicle is being used while on CEWA business.*

- Accommodation
  - Reimbursement will be to a maximum of the rate available at the hotel recommended by the Association and specified in the meeting notice.
  - All members who attend the AGM may claim two nights<sup>1</sup>.
- Meals
  - Allowances are as specified in the meeting notice and will be set by the Executive Board.

Members of the District in which the Annual General Meeting is held may, if they attend the banquet be reimbursed for one of the following:

- Taxi fare between their home and the social, and return.

Members of the organizing committee for the Annual General Meeting and social may claim all of the expenses outlined in this section.

## **OTHER ASSOCIATION BUSINESS**

Office Staff will be reimbursed for approved expenses when corporate credit cards are not able to be used.

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<sup>1</sup> As per the 2015 AGM motion “Quenten Emter moved, seconded, that members will be reimbursed for two nights of accommodation if the member attended the Annual General Meeting”

## 9. CEWA BUSINESS MANAGER SALARY

### Purpose:

To provide the CEWA Business Manager with a salary.

### Policy:

As follows.

### Explanatory Notes:

This policy was developed and approved as per the amended motion made at the June 27, 2009 Annual General Meeting of the Association.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## **Business Manager Salary**

1. The CEWA Executive Board will pay an annual salary to the CEWA Business Manager:

Recognizing that any job has a learning curve and based on the term being three (3) years the following will apply.

Using the highest negotiated wage of all the Collective Agreements in force as negotiated by CEWA the CEWA Business Manager's wage shall be topped up to:

1<sup>st</sup> year = 100% of that wage

2<sup>nd</sup> year = 110% of that wage

3<sup>rd</sup> year = 125% of that wage

Successive years in office = 125% of that wage

2. The CEWA office will issue a T4 to the CEWA Business Manager for tax purposes.

## **Payment Options**

There are several acceptable payment options for the salary:

1. one (1) payment of the full amount at the end of the CEWA fiscal year;
2. one (1) payment of the full amount directed into an RRSP;
3. a combination of a portion of the salary directed to an RRSP with the remainder paid in the form of a cheque;
4. paid out in monthly installments; or
5. paid out in quarterly or bi-annual installments.

## 10. CORPORATE CREDIT CARDS

### Purpose:

To outline who can hold and use a CEWA corporate credit card.

### Policy:

Corporate credit cards will be obtained from the CEWA banking institution and will be issued to conduct CEWA business.

### Explanatory Notes:

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## **CEWA Corporate Credit Cards Applications and Principles of Use**

1. Application will be made through the CEWA office to the CEWA recognized banking institution upon approval by the CEWA Executive Board.
2. Eligible card holders will be:
  - CEWA Business Manager
  - CEWA Secretary-Treasurer
  - CEWA Administrative Assistants
  - CEWA Labour Relations Officer
  - Or any CEWA representative as approved by the CEWA Executive Board.
3. All receipts are to be forwarded to the CEWA office with expense description and purpose. These receipts will be used to reconcile the invoice prior to payment.
4. Privileges will be revoked if inappropriate use is found.

# 11. DONATIONS

**Purpose:**

To establish a process for setting a budget for charitable and other donations.

**Policy:**

The CEWA Executive Board may expend other funds to assist members facing emergency situations.

**Explanatory Notes:**

The type of emergency described in paragraph one (1) is meant to be quite narrow. It covers cases where, for example, a member must accompany a spouse outside of the province for medical treatment, or a spouse must accompany a member. These situations must be treated with the utmost discretion.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 12. PROMOTION - PUBLIC RELATIONS

### **Purpose:**

To provide a policy regarding promotion of the Association amongst its membership

### **Policy:**

#### Promotional – Public Relations

1. The CEWA Executive Board will determine the budget.
2. General Association expenditures and events will be handled by the CEWA Executive Board and be identified in the budget.

#### Function Representation

1. The CEWA Business Manager or their designate would attend as many functions as applicable. Reasonable expenses as well as the function tickets for the couple attending will be reimbursed.
2. Only one (1) Association Executive will be reimbursed per function.

### **Explanatory Notes:**

This policy was developed and approved as per the motion at the March 25, 2000 board meeting.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 13. RECOGNITION

### Purpose:

To provide a policy regarding Association gifts for bereavement, birth, adoption, retirements, illness or injury and to establish a form of recognition for Chapter representatives.

### Policy:

As follows

### Explanatory Notes:

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014



## **Bereavement**

1. The Association will send a floral tribute valued at \$50 or a memorial donation of \$40 to the charity of choice in the event of death of a member, the member's life partner, member's parent(s) or a member's child (dependent or not).
2. The CEWA representative in the area will notify the office when it is appropriate to send a memorial donation.

## **Birth and Adoption**

1. When a member becomes a parent (by birth or adoption) the Association will send a gift for approximately a \$40 value. Standard gifts have been selected and will be shipped from the CEWA office.
2. The CEWA representative in the area will notify the office when it is appropriate to send a gift.

## **Illness or Injury**

1. The Association will send flowers or a gift to a maximum of \$50 (including delivery and taxes) when a member is confined to a hospital for three (3) or more calendar days, or is away from work for more than two (2) weeks, due to illness or injury.
2. The CEWA representative in the area will notify the office when it is appropriate to send a gift.

## **Chapter**

1. The Chapter President is responsible for the appropriate recognition of the Chapter Vice President-Treasurer, Communication Officer, and Directors. according to the amount allocated in the current budget
2. The Chapter District Director is responsible for the recognition of the Councilors according to the amount allocated in the current budget.

## **Executive and Office Staff**

1. The CEWA Business Manager is responsible for the recognition of the Chapter Presidents, CEWA Secretary-Treasurer and the CEWA office staff according to the amount allocated in the current budget.

## **Retirement**

1. An Association representative will notify the office when a retirement gift is required. Standard gifts are sent.

## 14. MEMBERSHIP APPLICATION AND DUES

### Purpose:

To establish a procedure for membership and to establish the dues payable by members.

### Policy:

1. All members of the bargaining unit, whether members of the Association or not, shall pay monthly dues equivalent to one (2) hour's pay. Dues will be deducted by the Company twice a month and forwarded to the Association.
2. All members of the bargaining unit on leave (WCB, short term disability, long term disability, maternity, parental, compassionate, education etc.) whether members of the Association or not, shall not pay dues for the duration of leave. All dues shall be considered as paid and the member remains in good standing while on such leave.
3. Dues shall be reviewed annually. The CEWA Executive Board will make a recommendation for a vote at the AGM if changes are required.

### Explanatory Notes:

See Bylaw 7.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 15. NON-MEMBERS' RIGHTS

### **Purpose:**

To clarify the position of persons within the bargaining unit who are not members of the Association.

### **Policy:**

Nothing in the Association's Bylaws or Policies shall interfere with the legal rights of a person who is within the bargaining unit but is not a member of the Association.

Specifically, a non-member who is within the bargaining unit is entitled to vote upon the acceptance or rejection of a Collective Agreement or any part thereof.

### **Explanatory Notes:**

All persons covered by the Collective Agreement have certain rights which are protected by the Association whether or not they are members of the Association.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 16. WAIVERS

### **Purpose:**

To define the approval process for enacting the waiver provisions in the Collective Agreements.

The Collective Agreement allows the Association to waive one or more provisions in certain circumstances:

1. The Chapter President, at the request of a member or on their own initiative may raise the question of waiving a specific provision.
2. The Chapter President may consult with the required Chapter Officers of the area in which the member involved is located.
3. The Chapter Officers in consultation with the CEWA Business Manager will decide if the waiver is in the best interest of the member, the Chapter and the Association.
4. If the CEWA Business Manager or the Chapter Officers do not agree to the waiver the issue will be referred to the CEWA Executive Board to make the final and binding decision.
5. The Chapter President shall report to the CEWA Executive Board on any specific collective agreement provisions waived under this policy.

### **Explanatory Notes**

There are redeployment and a job posting waiver request forms available from the CEWA office.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 17. LEGAL COUNSEL

### **Purpose:**

To allow for the consultation of legal counsel to deal with the affairs of the Association.

### **Policy:**

1. The CEWA Executive Board may appoint a lawyer as legal counsel to the Association. Any lawyer named may be consulted as required on authority of the CEWA Executive Board.
2. The CEWA Business Manager of the Association shall be the primary contact between the Association and its legal counsel and may refer any matter to legal counsel. All contact with legal counsel must be directed through the association office.
3. The CEWA Executive Board may refer any matter to legal counsel.
4. The CEWA Business Manager shall report all dealings and expected expenditures applicable to legal counsel at each meeting of the CEWA Executive Board.

### **Explanatory Notes:**

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 18. GRIEVANCES

### **Purpose:**

To follow the procedure laid out in each Chapter's Collective Agreement for any type of grievance and to ensure that CEWA members are aware that they are entitled to CEWA representation.

### **Membership:**

The grievance committee is appointed by the Chapter President in consultation with the CEWA Business Manager.

### **Policy:**

Follow each Chapter's Collective Agreement.

### **Explanatory Notes:**

Each Chapter's grievance process varies therefore the policy is not standard throughout the Association.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## 19. PRIVACY

### Purpose:

To comply with the Alberta Government regulations and guidelines under the PIPA and PIPEDA provisions.

**PIPA** – Personal Information Protection Act

**PIPEDA** – Personal Information Protection and Electronic Documents Act

### Policy:

As follows

### Explanatory Notes:

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014



## Privacy Policy

1. **Accountability**  
We are responsible for all personal information under our control and will designate one (1) individual who will be responsible for our compliance.
2. **Identifying Purposes**  
We will identify the purposes for which we collect personal information at or before the time of information is collected.
3. **Consent**  
We will obtain the appropriate consent from individuals for the collection, use, or disclosure of their personal information, except where the law provides an exemption.
4. **Limiting Collection**  
The personal information we collect will be limited to that which is necessary for the purposes we have identified.
5. **Limiting Use, Disclosure, and Retention**  
Personal information will not be used for disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. We will only retain personal information as long as necessary for the fulfillment of those purposes.
6. **Accuracy**  
The personal information we collect will be as accurate, complete and up-to-date as it is necessary for the purposes for which it is to be used.
7. **Safeguards**  
We will safeguard the security of personal information under our control in a manner that is appropriate to the sensitivity of the information.
8. **Openness**  
We will make readily available to individuals specific information about our policies and procedures relating to the management of personal information which is under CEWA's control.
9. **Individual Access**  
Upon request, an individual will be informed of the existence, used and disclosure of his or her personal information which is under CEWA's control and may be given access to and challenge the accuracy and completeness of that information.
10. **Challenging Compliance**  
An individual may address a challenge concerning compliance with the above policies and procedures to the privacy officer.

## 20. PRIVACY OFFICER

### Purpose:

To further strengthen our privacy commitment on personal information by adhering to the following principles as set out by PIPEDA and PIPA as minimum standards (see attached policy).

**PIPEDA** – Personal Information Protection and Electronic Documents Act

**PIPA** – Personal Information Protection Act

The Privacy Officer is appointed by the CEWA Executive Board.

### Responsibilities:

See attached for the roles of the Privacy Officer and the procedure for handling challenges.

### Explanatory Notes:

The Alberta Government regulations state that it is mandatory for every organization to have a privacy officer. The CEWA Executive Board first appointed a privacy officer at the June 11, 2005 meeting.

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## **Roles and Responsibilities**

1. Act as a privacy coach to the association.
2. Responsible to assist individuals with concerns or requests regarding access, collection, use or disclosure of their own personal information, including personal employee information.
3. Encourage compliance with provisions of PIPA and PIPEDA.
4. Respond to requests for access to and correction of personal information and general issues concerning personal information and work with the Privacy commissioner during the investigation of a privacy complaint against CEWA.
5. The Privacy Officer should also be responsible for managing the necessary practice's,
  - a. Information management practices, policies and procedures
  - b. Membership and staff training
  - c. Policies and procedures
  - d. Inquiry and complaint processes

## **Procedure for Handling Challenges**

1. The Privacy Officer will inform the complainant that all complaints should be in writing. Written complaints should specify the nature and substance of the complaint and the relevant date. The complainant should also attach copies of all relevant documents.
2. The Privacy Officer will verify the identify of the complainant and inform the complainant that the Privacy Officer may access the complainant's information and discuss the complaint with either CEWA or members, as appropriate, in order to investigate and resolve the complaint.
3. The Privacy Officer may request further information and documents from the complainant and from CEWA or members in order to investigate and resolve to complaint.
4. The Privacy Officer will acknowledge receipt of all written complaints (including date of receipt) and will respond in writing within ten (10) business days to all complaints. The privacy officer will attempt to resolve all complaints within ninety (90) calendar days and to the mutual satisfaction of the complainant and CEWA.

5. If the Privacy Officer is unable to resolve the complaint to the complainant's satisfaction, the Privacy Officer will inform the complainant that the complaint may be brought to the Alberta Privacy Commissioner, whose contact information is as follows:

Office of the Information and Privacy Commissioner  
#410, 9925 – 109 Street  
Edmonton, Alberta T5K 2J8  
Phone: 780-422-6860  
Toll free dial 1-888-878-4044  
E-mail: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca)  
Web site: [www.oipc.ab.ca](http://www.oipc.ab.ca)

## 21. HARASSMENT- VIOLENCE - BULLYING

### Purpose:

To have a procedure within the CEWA organization that deals with harassment, violence and bullying.

### Policy:

As follows

### Explanatory Notes:

Approved by:  
CEWA Executive Board

Approval Date:  
May 29, 2010

Review Date:  
January 31, 2014

## **Workplace Harassment, Bullying and Violence**

This policy applies to all CEWA members while engaged in CEWA business and during social functions.

Individuals engaged in CEWA business having been found to engage in conduct constituting workplace violence, harassment or bullying will face appropriate action directed by the CEWA Executive Board.

CEWA will not tolerate any discrimination or retaliation against a person, who in good faith, reports an incident or harassment. Conversely, CEWA will not condone a complaint made maliciously or without reasonable and probable grounds. Either situation will be regarded in the same manner as covered by this policy.

## **CEWA Commitment**

CEWA is committed to:

- Implementing practices to achieve compliance with this policy and all applicable legislation;
- Investigating reported incidents or workplace violence, harassment and bullying in a fair, effective, objective and timely manner;
- Taking necessary disciplinary or corrective action to address the incidents; and,
- In the case of a reported incident involving harassment or bullying, maintaining confidentiality of the identity of all parties and the circumstances relating to the complaint except when disclosure is necessary for investigating the complaint or taking remedial measures.

Some forms of conduct addressed by this policy may also constitute an offence under the applicable Human Rights legislation, the Criminal Code of Canada or other applicable legislation. Nothing in this policy prohibits a complaint being made to the applicable Human Rights Commission or the police. Both the Commission and the police may have requirements that incidents be reported within a certain time of the occurrence.

## **Workplace Harassment, Bullying and Violence Explanation**

Harassment covers a wide range of conduct from sexual harassment to situations where offensive behavior (e.g. insults, offensive jokes or slurs, offensive material posted or transmitted on a computer) results in a hostile environment. This behavior need not be intentional in order to be considered harassment.

Harassment also includes retaliation against someone who has made a complaint under this policy, and includes making a false complaint of harassment. The definition does not include legitimate exercise of supervisory authority.

Bullies control their targets through committed acts (hostile verbal and or non-verbal communication and interfering action) and acts of omission (withholding information and or resources to guarantee failure, setting impossible performance targets, or persistent refusal of requests).

## Definitions

Most definitions of bullying require the bullying behaviors to be repetitive in nature and are a key issue in distinguishing bullying from other conflicts or forms of harassment. The requirement of repetition in the behavior implies that the behaviors are not a one-of incident but occur over a period of time. It is calculated, malicious and is meant to cause harm.

For the purpose of this policy the following definitions are provided:

Harassment means generally any unwelcome, or offensive conduct concerning a person's age, race, religious belief, color, gender, physical or mental disability, ancestry, place or origin, marital or family status, source of income, sexual orientation or other prohibited ground that detrimentally affects the work environment or leads to adverse job related requirements for the victim of the harassment.

Violence means the threatened, attempted or actual conduct of a person at a work site or related to work that causes or is likely to cause physical injury.

Bullying means the repeated, malicious verbal mistreatment of a target (the recipient) by a harassing bully (the perpetrator) that is driven by the bully's desire to control the target.

## 22. HEALTH, SAFETY & ENVIRONMENT COMMITTEE MEMBERSHIP

### **Purpose:**

To participate in, pass on information, and provide input to the Health, Safety and Environment Committee of the respective company.

### **Membership:**

Membership is open to all members of the respective Chapter. Applications for this position will be reviewed by an ad hoc committee including Chapter Officers.

The term is for two (2) years.

Vacancies may be appointed by the Chapter Officers.

### **Responsibilities:**

Obtain input from the membership; provide input to the committee on safety equipment and health and safety policies. Information may be gathered from the regional health and safety meetings. Provide a report to the Chapter Officers.

### **Explanatory Notes:**

This is to provide input and information to the company regarding their health and safety policies.

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CEWA Executive Board

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May 29, 2010

Review Date:  
January 31, 2014



## 23. ELECTRICAL UTILITY WORKERS SAFETY RULES COMMITTEE (EUWSRC)

### **Purpose:**

To provide input and influence change in the regulations that governs the utility industry.

### **Membership:**

A member in good standing and chosen at the Annual General meeting.

### **Responsibilities:**

Participate in all EUWSRC meetings and provide input to industry regulation changes. Provide a report to the CEWA Executive Board after each EUWSRC meeting.

### **Explanatory Notes:**

The term is for the following year.

Approved by:  
CEWA Executive Board

Approval Date:  
June 23, 2012

Review Date:  
January 31, 2014

## 24. ENERGY ALLIANCE COUNCIL OF ALBERTA COMMITTEE

### Purpose:

The purpose is to interact and share relevant information with other Alberta Utility based unions and associations.

### Membership:

Participants shall be the CEWA Business Manager and the Chapter Presidents, or persons designated in their place.

### Responsibilities:

Attend meetings as required and discuss at the following CEWA Executive Board meeting. Responsibilities include hosting meetings and sharing in the common expenses.

Prepare a report for the Annual General Meeting

### Explanatory Notes:

This EAC committee is registered as a non profit organization under the societies act and is governed by a Charter.

Approved by:  
CEWA Executive Board

Approval Date:  
March 5, 2011

Review Date:  
January 31, 2014

## 25. CAPITALIZATION POLICY

### **Purpose:**

To set an amount deemed reasonable for capitalization of assets of the Canadian Energy Workers Association.

### **Policy:**

Any item purchased for less than \$2000.00 will not be considered for capitalization.

### **Explanatory Notes:**

It was required that we set an amount of the value of a purchase that would not be identified as depreciating over a period of time (i.e. office chair). Such items would be considered a direct purchase and be replaced as required.

Amount was set at \$2000 by a motion at Executive Board on June 21, 2012.

Approved by:  
CEWA Executive Board

Approval Date:

Review Date:  
January 31, 2014



## **26. CEWA Laptops, Cellphones, Tablets and Personally owned devices (with access to CEWA information) Policy**

### **I. Purpose**

To establish the criteria governing the authorized use of personal or CEWA owned cellphone, laptop or tablet (mobile) devices where the owner or user has established access to CEWA's electronic system enabling them to send and receive work related email messages, files while conducting CEWA business.

### **II. Policy**

CEWA will provide a one-time monetary subsidy up to a maximum of \$500.00 to the CEWA VP, CEWA Sec Treasurer and the Chapter Presidents for the purchase of a laptop or tablet to be utilized during their term. In the event that a member remain in their respective role for more than 2 terms as the CEWA VP or the CEWA Secretary Treasurer and more 3 terms as the Chapter President, that member would then be entitled to an additional \$500.00 at the beginning of their following term.

#### **1. CEWA Owned Devices:**

- a) User agrees to a general code of conduct that recognizes the need to protect confidential information that is stored or accessed using the mobile device. This code of conduct includes but is not limited to:
  - Ensure the adequate physical security of the device
  - Maintaining hardware and software configuration of the device
  - A reputable antivirus software must be installed and updated as required
  - The device should not be shared to anyone outside of the CEWA Board or Chapter executive unless authorize by the CEWA Business Manager or Designee
  - Reporting a lost or stolen device immediately
  - Storage of sensitive CEWA information must be password protected
  - Device reset and data deletion upon completion of the position term, or when the user no longer has a working relationship with CEWA.

Approved By: CEWA Executive Board	Date Approved: March 04, 2017	Revision: 1
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## 2. Personally Owned Devices:

- a) The personal laptop and tablet devices are not managed by CEWA IT Services. For this reason, any support needed or issue relating to the device is the responsibility of the device owner. Specifically, the user is responsible for:
- Settling any service or billing disputes with the carrier
  - Purchasing any required software not provided by the manufacturer or wireless carrier
  - Maintaining the hardware and the software configuration of the device
  - Device registration with the vendor and/or service provider
  - Maintaining any necessary warranty information
  - Backing up all data, settings, media, and applications
  - Installation of software updates/patches
  - Reporting a lost or stolen device immediately
  - Device reset and data deletion upon completion of the position term, or when the user no longer has a working relationship with CEWA.

Approved By: CEWA Executive Board	Date Approved: March 04, 2017	Revision: 1
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