



Welcome to CUPE 411

A MEMBERS GUIDE

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Union's Message

We would like to take this opportunity to welcome you to our CUPE 411 family and we hope that your experience in so far as it relates to the Union is a positive and nurturing one.

Our goal is to support and guide members through their work experiences with our Employer by providing accurate information in a timely manner and if necessary, in-person representation should the situation require.

We currently have five (5) divisions within our local:

- 1) Custodial
- 2) Maintenance
- 3) Transportation
- 4) Clerical
- 5) Assistants

We have an elected Executive Board; with Table Officers who oversee the larger day-to-day operations of the Union, and the Shop Stewards who represent specific divisions and concerns arising that pertain to their particular job descriptions or overall workplace rights and entitlements.

Our elected Executive Board is comprised of the following:

Table Officers

President

Vice-President

2nd Vice-President

Treasurer

Recording Secretary

Chief Shop Steward

Trustees (x3) & Sergeant at Arms (these are elected positions but are meeting specific)

Stewards

Assistants (x2)

Clerical (x2)

Custodial (x2)

Maintenance (x1)

Transportation (x1)

As Union Executives can change from year to year, therefore it is important that you refer to the Local's website 411.cupe.ca in order to ensure you are connecting with the appropriate Union representative.

There you will find current email addresses and phone numbers for the various Union Executive, thus ensuring you are receiving accurate and up-to-date information.

Collective Agreement

The CUPE 411 Collective Agreement, also referred to as C.A., in short, is a deal negotiated between the Union and our Employer. It is a written contract that contains provisions governing the terms and conditions of employment and the rights, privileges and duties of the employer and the employees.

You can also find an electronic copy of CUPE 411's Collective Agreement on our website at:
<https://411.cupe.ca/resources/collective-agreement/>

It is worth noting that although we have a negotiated Collective Agreement there is much legislation in our Province that must be adhered to, any conflicting language is not permitted in our C.A.

Below you will find the links to various webpages where you can access current documentation pertaining to various legislation and regulations governing the workforce here in BC.

Employment Standards Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01

Employment Standards Regulations

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/396_95

Human Rights Code

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96210_01

Labour Relations Code

http://www.bclaws.ca/civix/document/id/complete/statreg/96244_01

BC's School Act

http://www.bclaws.ca/civix/document/id/lc/statreg/96412_00

Workers Compensation Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19001_00

Freedom of Information and Protection of Privacy Act (aka FOIPPA)

http://www.bclaws.ca/Recon/document/ID/freeside/96165_00

Personal Information Protection Act (PIPA)

http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01

By-Laws

By-Laws are rules and procedures for making decisions, choosing leaders, and handling finances, and more.

CUPE 411 has developed its own set of bylaws in order to safeguard the rights of all members, provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

You can also find an electronic copy of CUPE 411's By-Laws on our website at:

<https://411.cupe.ca/resources/bylaws/>

Constitution

CUPE National is responsible for developing and maintaining the constitution that ALL CUPE Locals must abide by.

The Constitution determines the Unions objectives and how the Union must operate; hence our By-Laws, and any changes must be approved by CUPE National in order to ensure that they conform and in no way contradict the guiding principles of our National Union.

You can also find an electronic copy of CUPE National's Constitution on their website at:

<https://cupe.ca/cupe-constitution>

If you would require an up-to-date copy hard copy of either of the above documents, please contact the Union office and arrange to pick them up or have them sent directly to you.

Employees (Defined)

For those members who are in need of clarity as to their employment status (i.e., Casual, Regular, School Term, etc.) it is best that you refer to the Union's C.A., **Article 1 – Definitions**, as this sets the foundation for any and all reference throughout the C.A. (i.e., Seniority, Hours of Work, Leaves, etc.).

If you have questions or concerns regarding your current employment status it is best to **reach out to your respective Shop Steward** and ask for assistance. Often a simple conversation will help to clear up any confusion or will bring light to a situation that requires immediate resolve.

For CUPE 411 Seniority Lists please check the district SharePoint page (for Support Staff) or contact the union office for an electronic copy.

IMPORTANT TO NOTE

Dues for CUPE 411 members are as follows:

- A one-time ten (\$10) dollar fee will be deducted off a member's first paycheck, and
- A two (2.0%) percent charge on gross earnings per pay period will also be deducted.

Post & Fill Process

Currently our C.A. speaks to this in **Article 8 – Staff Changes** and the Employer has their own processes and procedures for each respective division to determine the “Skills, Knowledge, and Ability” through the selection process.

If you are considering changing positions, or are a casual employee wanting to apply on a permanent position, it would be to your benefit to take a resume writing workshop. Always make sure your *Make a Future* <https://www.makeafuture.ca/> account is up-to-date. Feel free to contact a Shop Steward for further advice.

We realize that full-time permanent positions are limited, however, we want to ensure that every employee has equal opportunity to be successful in their pursuit of their desired position.

Job Descriptions (Roles & Responsibilities)

There is a detailed Job Description for every position in our District that provides a Job Summary, the Duties and Responsibilities, Equipment Used, and the required Knowledge, Ability and Skills for the said position.

It is important that members are familiar with their respective job descriptions. Any questions or concerns that arise pertaining to job descriptions should be addressed immediately.

The Unions Shop Stewards are a good place to start as they can provide clarity to language that may be ambiguous and answer any questions that members may have. If, however, there is no easy resolve to a particular situation, then our Chief Shop Steward will be able to address this with a member of the Human Resources (H.R.) department.

The Union has a “Grievance” process that we are able to follow with our Employer for any situations where opposing views are taken, and an immediate resolve is unattainable. However, there are many ever-changing policies and regulations that govern our workplaces, sometimes it is just a matter of bringing concerns to a supervisor, or Management’s, attention in a respectful way to address a particular situation so that it can be easily rectified.

Job Descriptions should be reviewed, and we currently have a process in place which allows for this to happen. The “Terms of Reference” can be found on the Union’s website under Joint Job Evaluation Committee section tab on the website: <https://411.cupe.ca/resources/joint-job-evaluation/>

The link to the school districts SharePoint section where the various Job Descriptions can also be accessed via the above *link*.

More details can also be found in our C.A., **Article 16 – Job Classification and Reclassification and Appendix A.1**

IMPORTANT TO NOTE

A member should not be performing duties or taking on responsibilities outside the scope of their job description. If you are being asked to do so you can politely make your supervisor aware so they can make alternate arrangements. Decline if the work is unsafe! If you continue to be directed to do the work, you will need to comply and immediately contact an elected Union Representative, so further action can be taken. This type of practice cannot be permitted as it undermines the Union’s ability to make gains that benefit members and damages the integrity of the workplace.

Wages & Benefits

Wages and Benefits are negotiated with the Employer through the Bargaining process; primarily provincially, but also locally.

There are a number of places in our C.A. that speak to Wages and Benefits, see **Article 15 – Payment of Wages and Allowances** and **Article 17 – Employee Benefits**. The Wage Grids can also be found in our C.A. under **Appendix A.2**.

Wages

All employees are required to accurately account for their time on-line using PowerSchool's Atrieve software at the following school district link:

<https://bc31.atriveerp.com/authentication-service-Chilliwack/Account/Login>

Members should be checking the Statement of Earnings regularly for any errors or omissions and reporting these to payroll immediately.

It is important to understand that as members you are always paid for the work that you do on behalf of the Employer; keeping in mind that any work required outside of your schedule must be approved by your immediate supervisor (i.e., Principal, Vice-Principal or Manager).

Managers and Administrators are not permitted to allow any member to do unpaid work, as per the language in the Provincial Framework Agreement; this type of action is grievable.

Benefits

Members often are unaware of all the benefits that they are entitled to as a result of their union affiliation. In order to better familiarize yourself with such entitlements we would encourage you to establish your own accounts with the various service providers.

Under the Resource section on our website, we have created links for the following:

- ♦ Municipal Pension Plan: <https://mpp.pensionsbc.ca/>
- ♦ Pacific Blue Cross: <https://www.pac.bluecross.ca/>
- ♦ Employee Family Assistance Program: <https://www.fseap.bc.ca/>

IMPORTANT TO NOTE

- Members employment status will determine the benefit entitlements,
- The various entitlements are subject to change through the negotiating process, members in need of specific details are asked to contact the Employers Payroll department in order to ensure you are receiving accurate information pertaining to your wages and benefits based on your employment status with the District, and
- Changes to your personal status (i.e. single, married, children, etc.) also need to be reported to the Employer immediately as this may affect your entitlements and the contributions to such.

Leave of Absences

At some point during a member's employment with the *Chilliwack School District* there may come a time where a leave of absence is required; whether it be personal, medical or for some other reason; details can be found in our C.A. under **Article 13 – Sick Leave Provision** and **Article 14 – Leave of Absence**.

The Union would advise members who are seeking any type of short or long-term medical leave to contact their CUPE Rep on the JEIS Committee to further discuss the protocol and processes involved prior to requesting the leave; should time permit.

Members who are absent for six (6) working days are required to report their absenteeism on the sixth day via the following link on the Districts website: <https://sd33.bc.ca/form/cupe06>

You can then expect a phone call from your respective CUPE representative after they are notified of your sixth day of absenteeism, providing your contact information with the Union is up-to-date.

The school district's H.R. department is responsible for approving **ALL** CUPE employee leaves of absences.

IMPORTANT TO NOTE

- Members requesting a medical leave that are being asked for a reason are only required to indicate their absence is due to "Illness or Injury" and that they are under appropriate medical care. If you are being asked for detailed medical information, please contact the Union's Health & Safety representative for further advice.
- Doctor's notes are only every submitted to the appropriate Manager within the H.R. department and **NOT** to your immediate supervisor, OR another CUPE member at your worksite.
- There are some instances (i.e., WorkSafe BC claims, Duty to Accommodate, over age of 65) in which the Employer will require specific details to which your Union Health & Safety representative should be consulted.

Joint Early Intervention Services & Long-term Disability

The Joint Early Intervention Services (J.E.I.S.) and Long-term Disability (L.T.D.) programs are administered through the Public Education Benefits Trust (P.E.B.T.).

The Union currently has three (3) representatives that work with the Employer's appropriate H.R. Managers, and the insurance provider's (currently Desjardin) representative in order to support members with short and long-term medical leaves.

It is imperative that members contact the appropriate Union representative (last name A-K or L-M) in order to ensure a smooth and easy transition for any type of medical leave. Contact information can be found on the Union's website at:

<https://411.cupe.ca/resources/health-benefits/>

For more information on the P.E.B.T. visit their website at:

<https://www.pebt.ca/>

Health & Safety

Joint Occupational Health & Safety Committee (JOHSC)

We currently have thirty-five (35) JOHS committees in our District, this equates to approximately one (1) per site; which allows for a minimum of two (2) CUPE representatives to actively participate on, while the sites are operational.

The Union has a process in place for electing CUPE members to the site committees as these are not appointed positions.

The criteria that drives these various JOHS committees is set out through District policies and procedures that were developed based on the legislation from the Worker's Compensation Board (WCB) and other supporting regulations from WorkSafe BC (WSBC).

District Advisory Committee on Health & Safety (DACHS)

The Union currently has two (2) representatives that sit on the is committee, along with two (2) representatives from the CTA and four (4) Employer representatives.

The Union is optimistic that this committee might be able to provide additional support/interventions when it comes to ongoing and ever present workplace violence as well as other issues that affect members overall throughout the district.

The Union is committed to a proactive approach towards Health and Safety in our District; for regular updates, contact information, questions or concerns to please visit our website at: <https://411.cupe.ca/health-safety/>

Every new member is provided hard copies of Health and Safety materials at their orientation session. If you do not have current copies of this information, please contact the Union office and arrange to pick them up or have them sent directly to you.

Education & Training

The Union is committed to ensuring its members have the opportunity to attend educational workshops and training sessions that provide them instruction that relates to not only Union activism but to their specific job descriptions within the workplace.

The Union works with our Employer to ensure there is an offering of appropriate Professional Development workshops, that are current and relevant for our members, as well as hosting meaningful monthly Collaboration sessions that are either site based, to include all staff, or division specific for employees throughout the district.

We also encourage and support Union education that will enhance and enrich our elected representatives so they can better serve our membership. CUPE BC, CUPE National, BC Federation of Labour, and the Canadian Labour Congress are just some of the labour bodies that frequently host courses.

We would encourage any member to provide feedback or make suggestions regarding educational opportunities that they would like to see offered on Professional Development days by emailing unionoffice@cupe411.ca.

For more information on union education, professional development and/or collaboration opportunities please visit CUPE 411 website and/or reach out to a Shop Steward.

In Closing

This document is meant to be a simple and quick reference guide to some key areas of discussion.

For a more in-depth look at some of CUPE 411 and the School District's Policies and Procedures please visit our respective websites. Often these documents are fluid and can find them evolving year after year therefor it is best to not rely on a potentially outdated hard copy.

Member engagement is all about good communication and the delivery of up-to-date and accurate information. It should be the goal of every Union to ensure its membership is well informed and has the tools at their disposal to make good decisions that enhance not only their working career but their personal life as well.

We hope that you find not only success but satisfaction as a member of CUPE 411.

In Solidarity,

CUPE 411 Executive

CUPE Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.

