

# LOCAL 4304 COMMITTEES (2010 – 2013)

## Terms of Reference

### Accident Review

#### **Purpose**

*the Collision Review Committee will administer the Collision Review Program.*

#### **Mandate**

*the intent of the Committee is to promote safe, collision free driving by Regional employees. As part of the overall review process, retraining/refresher training of drivers who have been involved in a preventable collision should be a major consideration.*

*The mandate of the Collision Review Committee, in co-operation with all departments, is to:*

- *Review all collisions referred to the Committee involving Regional vehicles to:
  - i) *determine if the collision was preventable or non-preventable;*
  - ii) *recommend measures to prevent recurrence*
  - iii) *recommend any or all of: corporate policy changes, vehicle modifications, training/refresher training for the driver or for all drivers;*
  - iv) *assign cause code to the collision in accordance with Appendix A; and*
  - v) *Forward the results in accordance with the "Committee/Administrative Reports & Distribution" section (page 6) of this document.**
- *Provide input into corporate fleet safety policy and procedures, as requested.*

**Note:** *Departmental advisors may be requested to attend the Collision Review Committee to provide Departmental specific technical expertise.*

*Where possible, all members should have a safe driving record (Driver's abstract in accordance with HR Policy IV-17 & their three (3) previous years of driving should be free of any preventable collisions). All members will attend a Defensive Driving Course and a Collision Review Committee Course. If possible, management representatives should be in a related department that could add to the committee's effectiveness. The term of office for committee members will be a minimum of two (2) years to be staggered among committee members to ensure continuity.*

**FOR FULL TERMS OF REFERENCE VISIT THE COMMITTEE PAGE OF OUR WEBSITE**

### Community Services Committee

*This committee shall work to co-ordinate volunteers and oversee fundraising initiatives such as dress down days for the united way campaign, Food Drives for local community needs, Operation Christmas Child, Skiing for Dreams and the Dick Struthers' Golf Tournament for the*

*Children's Wish Foundation. This committee will organize attendance for rallies and lend support to other CAW Committees.*

## **Constitution and Bylaws**

*The committee periodically reviews the local union by-laws to ensure they are not conflicting with the National Constitution. The committee searches out ways of improving the by-laws and presents proposed changes to the General Membership. The committee meets regularly to develop recommendations. The committee is also available to advise members on constitution and by-law questions.*

**FOR LOCAL BYLAWS VISIT THE COMMITTEE PAGE OF OUR WEBSITE**

## **Education and Newsletter (includes website)**

*The Education & Newsletter Committee is a way to promote all aspects of education affecting the welfare of the members, the union and the labour movement. The Committee makes every reasonable effort to participate in the National Union's education programs and to promote training for local elected leaders at every level. The Committee assesses the educational needs of the Local Union and works with the National Union to implement the programs. The committee gets the union's message out to the members and to the public through ongoing maintenance of the website and coordinating of the Local Newsletter.*

## **Election**

*The election committee conducts all Local 4304 elections when called for. The date of an election is determined by either the President or Local Chairperson and the Elections Committee chairperson. It is the responsibility of the elections committee to ensure the election is fair and to take charge of the nomination ballots, voting ballots, to count the votes and inform the membership of the results.*

*The elections committee chairperson makes recommendations to the membership to ensure the integrity of the process is maintained. The committee shall have full charge of the elections process and is governed by the Local Bylaws and the CAW Constitution.*

**FOR GUIDE TO ELECTIONS VISIT THE COMMITTEE PAGE OF OUR WEBSITE**

## **Environment**

*Local 4304's Environment Committee works to educate and organize our members to help improve respect for the environment and sustainable development. Chemicals in our water supply and the high rates of cancer and birth defects are examples of links between the workplace and the outside community.*

# Fleet Training

## ***Purpose:***

*To assess training requirements and make recommendations for training programs sponsored by the Employer.*

## ***Responsibility of Committee:***

- 1. The committee will provide constructive feedback on training sponsored by the Employer in order to support the efficient and effective maintenance and repair of the GRT Fleet.*
- 2. The committee will focus on training requirements pertaining to:*
  - electrical systems*
  - suspension systems*
  - HVAC systems*
  - engine and transmission diagnosis*
  - air system*
  - brake systems*
- 3. The committee will contribute to the development of Standard Operating Procedures through a review process.*
- 4. The committee will make recommendations for training to support the introduction of new technology.*
- 5. The committee will have access to the training matrix but recommendations will be on a program wide basis and will not identify individuals.*
- 6. The committee will function as an advisory committee to GRT management.*
- 7. Through on-going communications with all fleet employees, the committee shall attempt to represent employees' needs. The committee shall focus on major issues on a priority basis.*
- 8. Management will provide administrative support which will include preparing agendas, taking minutes and distributing minutes.*

# Health and Safety

*The Joint Health and Safety Committee has several important rights and responsibilities*

## ***Identify Workplace Hazards***

*The main purpose of the committee is to identify workplace hazards, such as machinery, substances, production processes, working conditions, procedures or anything else that can endanger the health and safety of workers. To a large extent, this purpose is achieved by carrying out inspections of the workplace.*

## ***Obtain information from the Employer***

*The committee has the power to obtain information from the employer:*

- about existing or potential hazards in the workplace (section 9 (18)(d)(i));*
- about the health and safety experience and work practices and standards in other workplaces of which the employer is aware (section 9(18)(d)(ii)); and*
- About any workplace testing that is being carried out for occupational health and safety purposes (section 9(18Xe)). In addition, the committee has the right to be consulted about any workplace testing and to have a designated committee member representing workers*

*present at the beginning of the testing to validate the procedures and/or the results (section 9(18) (f)).*

**Make Recommendations to the Employer**

*The committee can recommend to the employer and the workers the establishment, Maintenance and monitoring of programs, measures and procedures respecting the Health or safety of workers.*

**Investigate Work Refusals**

*A committee member, preferably a certified member, who represents workers, must be Present at the investigation of a work refusal.*

**Investigate Serious Accidents**

*If a person is killed or critically injured in the workplace, the accident is investigated. JHSC co-chairs shall, be notified of all serious incidents at their workplace, where an Injury may not have occurred, but the incident had the potential for serious injury. This investigation can be part of, or in addition to, an investigation conducted by the Employer or the Ministry of Labour.*

**Obtain information from the workplace safety and insurance Board**

*At the committee's request, the Workplace Safety and Insurance Board (WSIB) must Provide an annual summary of information about compensation claims relating to all Workplaces of the employer.*

**Confidentiality**

*Joint committee members may from time to time come across confidential information. Therefore, the Act requires committee members to observe some basic rules of confidentiality (section 63).*

**FOR FULL TERMS OF REFERENCE VISIT THE COMMITTEE PAGE OF OUR WEBSITE**

## **Human Rights**

**New (2 Positions Available)**

*The committee promotes a culture for human rights in our workplaces and society, to start or support local union and community initiatives, and defend policies of the union which promotes human rights. The committee coordinates Local anti-harassment initiatives, as well as general human rights training programs which fight harassment and discrimination based on race, colour, sex, creed, sexual orientation, disability, religious beliefs or any other prohibited ground.*

## **New Member's**

*The new member's committee will welcome new employees and help create a sense of unity within CAW Local 4304. Through forums such as open houses, this committee will foster feelings of involvement within the union and help put a face and name to other union members, local officers and those serving on union committees. New members will be acquainted with the benefits and duties of union membership and employee responsibilities and obligations to the employer and the union.*

## **Operations**

*19.1 There shall be an Operations Committee. The Union shall appoint eight (8) members to the Committee as follows:*

- *Two (2) from North Conventional*
- *One (1) from South Conventional*
- *One (1) from North Fleet*
- *One (1) from South Fleet*
- *One (1) from Specialized Vehicle Operators (North)*
- *One (1) from Specialized Vehicle Operators (South)*
- *One (1) from Specialized Dispatcher/Reservationist*

*19.2 The Employer shall appoint members from its supervisory staff as required.*

*19.3 The Operations Committee shall meet once each month. Employees attending Operations Committee meetings, who have been relieved from their scheduled duties to attend such meeting, shall be paid for all regularly scheduled hours. Employees attending these meetings on their own time shall be paid for a maximum of three (3) hours. 36*

*Meeting times as above shall not be deemed to be time worked for the purpose of calculating overtime or spread time pay.*

*Operations Committee meetings shall deal with matters pertaining generally to the welfare of both parties to this Agreement. Improvement in service and operations shall be discussed. Terms of Reference shall be reviewed annually during a regular meeting.*

## **Recreation & Leisure**

*With the belief that recreation is a vital part of a balanced lifestyle, your Recreation Committee will endeavour to plan recreational, social, leisure and entertainment events and activities that are of interest to our members. Actively promote participation in these events and activities and plan events in conjunction with other CAW locals, where possible. We will adopt the practices of good sportsmanship and inclusiveness in everything we do.*

## **Sign-up and Scheduling**

1. *The committee's major responsibility is to provide constructive feedback in order to improve bus routes and schedules, driver work assignments including days off, and sign-up procedures.*
2. *Quality and reliability of transit service to our customers and providing such service in a cost-effective manner are the major goals of the committee*

3. *Decisions on major issues will be made by Transit management based on input received by all members of the committee, internal operating guidelines, and service policies and financial guidelines approved by Regional Council.*
4. *Through on-going communication with all bus drivers, the committee shall attempt to represent all drivers' needs. The committee shall focus on major issues on a priority basis.*
5. *The committee shall meet once every sign-up, after a full three-week rotation, or as deemed necessary.*

## **Chief Steward/Stewards**

### ***Local 4304 Bylaws***

#### ***10.2 The Duties of Stewards shall be:***

- a) *To become familiar with all of the provisions of the Collective Agreement, the National Union Constitutions and Local 4304.*
- b) *To be completely familiar with the grievance procedure.*
- c) *To receive complaints and grievances of his/her division and to make every effort to conform to the grievance system to satisfactorily adjust and settle all grievances.*
- d) *To maintain privacy of members' issues at all times.*
- e) *To turn over all papers, documents, funds and/or other Local Union property at the conclusion of his/her term to their successor and provide assistance to him/her in all ways possible.*
- f) *To carry out any other duties the National Constitution, the National Union and /or the Executive Board may prescribe.*

### ***Chief Stewards***

#### ***Collective Agreement - Step 2***

*Failing settlement at Step 1, the Chief Steward may file a written grievance with the Manager or nominee. The written grievance signed by the grievor, must contain the nature of the grievance, the remedy sought and the section(s) of the Agreement which are alleged to have been violated. The grievance must be filed in person or electronically with the Manager or Nominee. The grievance meeting will be held within five (5) working days after filing said grievance.*

## **Uniform**

*The Uniform Committee shall uphold Article 37 of the Collective Agreement.*

## **Union in Politics**

***Labour Council (Part of UP committee – 2 positions available)***

*This committee is involved in political action on behalf of the membership. The committee provides the membership with objective information on issues that are important to their families, union and communities.*

## **Welfare, Benefits and Bereavement**

*This committee will contact our members who are off on sick leave or WSIB who need assistance. This committee will also be responsible for taking care of members and their families in the event of a death.*

## **Women's**

*The Committee mobilizes women on equality issues in the workplace and community. They develop women leadership and organize around common issues and fight for change. Mobilizing CAW women on equality issues and other union priorities strengthens the connection of women to the union, which means building a stronger movement as we fight for all our members' rights.*

## **Woman's Advocate**

### ***Collective Agreement - Letter of Understanding #22***

*The parties recognize that female employees may sometimes need to discuss with another woman matters such as violence or abuse. They may also need to find out about specialized resources in the community concerning these and other issues.*

*For this reason the parties agree to recognize the role of a Women's Advocate Program in the workplace. This referral program is jointly run with trained female union and management employees. A Women's Advocate will be selected by the Union from amongst the female bargaining unit employees. A second Women's Advocate will be selected by Management from amongst the female Management employees. The Advocates will make themselves available to female employees to discuss problems and disseminate information about local services and supports. The Advocates are not counsellors. They refer women to appropriate support agencies for their issues, such as the Employee Assistance Program (EAP).*

*The names of the Advocates will be posted on the union bulletin board. The Employer agrees to provide access to a meeting room so that confidentiality can be maintained.*

*Employees have the ability to contact either or both of the Women's Advocates.*

*It is intended that women will access the Women's Advocates outside of their regularly scheduled hours. Where this is not possible, meetings may take place during scheduled hours at the request of the Management Women's Advocate.*

*The Women's Advocates will participate in an initial forty (40) hour training program organized by the CAW. The Employer agrees to pay for regularly scheduled shifts for the time off to attend the course.*

*The Women's Advocates will not be involved in any step of the grievance or discipline procedure. Any workplace harassment situations shall be brought to the attention of the Employer immediately.*

*The Employer agrees to pay for regularly scheduled shifts for the time off to attend the course as well as the cost of the course up to a maximum of six hundred dollars (\$600.00).*