

Quebec branch

The ComPAAnion

No 81

WINTER 2022

BEST WISHES!

**MAY PEACE AND JOY BE WITH YOU DURING THESE HOLIDAYS
AND EVERY DAY OF THE NEW YEAR!**

YOUR CPAA OF THE QUEBEC BRANCH



Poste-publication 40007758

WORD FROM THE PRESIDENT

We had the pleasure this fall to be invited by the management to some postmaster meetings across Quebec. After two years of sanitary measures, it was nice to meet each other.

Of course this was not the forum to discuss from a union point of view, but it was very nice to talk to you when the opportunity arose. Those meetings are always enriching and allow us to discuss among ourselves. I love to see what the management of the sector publishes for information to the postmaster and intervene where possible.

Although we work in collaboration with the employer, we must keep an eye open and we learn a lot of things, including, for example, that the zone manager cannot prevent you from doing acting assignment in another office with the excuse that there is no replacement for your home office.

Please know that the acting assignment (50 km list) is a right under article 11.08 b) iii of the collective agreement and according to article 12.09, the CPC must have a sufficient number of employees. Enforce your rights!

While writing these lines, your Quebec CPAA has just established a partnership with the employer, a pilot project to open a position for 30 hours or more a week in order to do some replacement in offices where there is a lack of personnel, and thus avoid the temporary closure of certain offices. This project will start in a zone for Western Quebec and one for Eastern Quebec. If the project turns out to be positive, it could extend to the whole of Quebec after. All employees including casual employees will be allowed to apply. You will have the details soon from the employer, if it is not already done. It was a long negotiation process, but we are proud of it.

It will not nonetheless correct all the issues and there will be some adjustments, but is innovative.

Around the beginning of November, we were informed that the Canada Labour Code will be modified in 2023, so there will be additional paid sick leave for the employees governed by the CLC which we are part of. The Corporation must comply to it and it is studying how it can apply this measure. It will probably be adjusted as personal leave. We will all have more details on the logistics in the coming weeks.

On this final note, I wish you great holidays and finally we will be able to gather with the people we love a lot more easily than the last two years of Covid restrictions.

Steeven

WELCOME TO OUR NEW DIRECTOR

Hello, my name is Angèle Sénéchal and I am introducing myself, because I will be one of the directors at your CPAA Quebec branch. I am 43 years old and I have been working for Canada Post for 18 years. I have a college degree in Business Administration with a specialization in business management. My education allowed me to climb the ladder quickly at Canada Post and consequently become a postmaster of a class 5 office after two years of employment! Since a little more than three years, I am in the office in St-Urbain-de-Charlevoix (class 4). I needed to take a step back, to slow down a little, my family needed me and we had to get back to a certain balance. What a great choice! I am therefore in top shape and fully engaged in my work. My zone manager has allowed me to perform certain tasks, including that of a trainer. A friend often talked to me about getting involved in our local union... I said to myself, “why not do both?” I could be fully equipped to help and share with my colleagues. I could eventually, with more experience, help find solutions to situations that are more difficult in our office work and participate in the discussions with our employer. I like to learn about our jobs and I am a person who likes to collaborate; my motivation is to become a useful resource. Finally, I can tell you that I am a simple girl, mother and mother-in-law of 4 teenagers (very teenagers), in love with an exceptional man; I love to go outdoors with our 5 sleigh dogs; I help my neighbour to sort, move and vaccinate his cow herd; I also love to hike alone. My next personal challenge will be my first long hike for 7 days and 6 nights in September of 2023. I will certainly go through a learning phase, but after a short while, I hope I will become useful as part of our team in understanding our collective agreement and in convincing you that I am an easy person to approach and trustworthy.

Looking forward to working with you!

Angèle

Just for you training in September



Just for you training in October



THEFT - FRAUD


My sister sells his watch on eBay. He asks me to ship it I use an Xpresspost label from Canada Post internal services.



HERE ARE DEMANDS YOU CAN ASK.

- Review the medication list
- Review the amounts for massage therapy. etc.
- Have an amount for shoes
- (22.06) unused holiday report, include part-time employees
- Group office allowance
- Fluo jacket for everyone
- Revise the calculation of the percentage for the living cost differential index

THE FORM IS ON OUR SITE
www.acmpaquebec.com

Canadian Postmasters and Assistants Association		l'Association canadienne des maîtres de poste et adjoints
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DEMANDS / DEMANDES

Date : _____ Name / Nom : _____

Office Location / Endroit du bureau : _____ Article : _____

List your demands here / Ma liste de demande est la suivante :

Send to: / Envoyer à :

 CPAA / ACMPA
 Negotiation-Négociation
 281 Queen Mary
 Ottawa ON K1K 1X1

TRANSFER

Did you know there were two ways to proceed?

Here are the options:

The first way

Must be done in advance at any time; This remains valid for a period of 12 months. You can as many requests as you want. This method is the best way, because human resources will offer you the position BEFORE posting it in the SAP, so fewer people will know about it.

The second way

It is when the position is posted internally in the SAP. You have to click on “Apply” and go to “Transfer,” fill out the form and join it to your application.

If you have sent your transfer application before the posting without knowing if the staffing process has started, it will be MANDATORY for you to do it again on the posting.

To conclude: do not wait for the position to be vacant before you send your application.

Request for General Transfer C.P.A.A. **Demande de mutation générale A.C.M.P.A.**

Instructions
Once you have completed the CPAA Application for Transfer, submit it to the following email address:
transfer.mutation@canadapost.ca

Directives
Quand vous aurez terminé de remplir la demande de mutation de l'ACMPA, envoyez-la à l'adresse courriel suivante :
transfer.mutation@postescanada.ca

Date (YYYYMMDD)

Employee Information Renseignements sur l'employé

First Name Prénom	Last Name Nom de famille
Employee ID Numéro d'employé	Phone Number Numéro de téléphone
Personal Email Address Adresse courriel personnelle	

Transfer Request Details Détails de la demande de mutation

Desired Office Name Nom du bureau de poste souhaité	Desired Office Address Adresse du bureau de poste souhaité
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Appointment in Present Classification Level
Note: Employees must have been in their current classification level for at least one year to be eligible to transfer.
Date (YYYYMMDD)

Nomination au niveau de classification actuel
*Remarque: Un employé doit être à son niveau de classification actuel depuis au moins un an pour être admissible à une mutation.
Date (YYYYMMDD)

Please check off your current classification level and the classification level of your desired transfer below.

Classification Title Titre et classification	Present position (Check one only.)	Poste actuel (cochez une case seul.)	Desired position (Check one only.)	Poste(s) désiré (cochez une case seul.)
Postmaster Level 6A Maître de poste niveau 6A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postmaster Level 6B Maître de poste niveau 6B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postmaster Level 5 Maître de poste niveau 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postmaster Level 4 Maître de poste niveau 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postmaster Level 3 Maître de poste niveau 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Assistant Level 3 Adjointe principale niveau 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postmaster Level 2 Maître de poste niveau 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Time Assistant Level 2 Adjointe à temps plein niveau 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postmaster Level 1 Maître de poste niveau 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part Time Assistant Level 2 Adjointe à temps partiel niveau 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part Time Assistant Level 1 Adjointe à temps partiel niveau 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Automated Offices
If you work in a non-automated office, and cannot submit a request electronically, you may obtain a hard copy of the transfer form from your team leader, or print this form and mail it to:
AccessRH Transaction Centre
Movement Within
2701 Riverside Dr Suite B0470
Ottawa ON K1A 0B1
Employee Signature:
(only required for hard copy submissions)

Bureaux de poste non automatisés
Si vous travaillez dans un bureau de poste non automatisé et ne pouvez pas soumettre votre demande par voie électronique, vous pouvez obtenir une copie papier du formulaire de demande de mutation auprès de votre chef d'équipe ou imprimer ce formulaire et l'envoyer par la poste à l'adresse suivante :
Centre de transactions AccèsRH
Mouvement à l'interne
2701, promenade Riverside, bureau B0470
Ottawa ON K1A 0B1
Signature de l'employé :
(seulement pour les formulaires envoyés par la poste)

22-0094-009 (21-01-00) **Transaction Centre Centre de Transaction**

CANADA POSTES POSTES CANADA Carrières

Recherchez des actions o... ☐ ☐ ☐ ☐

Recherche d'emploi Candidatures Emplois enregistrés Recherches/Alertes enregistrées Mon profil de candidat Candidatures enregistrées Mes offres

textes qu'eux sont marqués dans l'affichage?

MUTATION

Les membres de l'unité de négociation de l'ACMPA NE SONT ADMISSIBLES AUX CONCOURS QUE S'ILS ASPIRENT À UNE PROMOTION dans un poste de maître de poste ou d'adjoint principal correspondant à un niveau de classification supérieur.
Si votre niveau de classification actuel est équivalent ou supérieur à celui du poste vacant affiché et si vous êtes à votre niveau de classification actuel depuis au moins un (1) ans vous devez demander une mutation en complétant l'information requise ci-dessous.

* Demandez-vous une mutation?

Si vous avez répondu « Oui »:

1. Remplissez le [formulaire de mutation de l'ACMPA](#).
2. Sauvegardez une copie sur votre bureau en respectant la convention de désignation suivante : TFXXXX (XXXX est le numéro de la demande d'emploi situé dans l'affichage du poste).
3. Téléversez le formulaire rempli dans le champ Documentation à l'appui sous la section Documentation de votre candidature. Cliquez sur Joindre un document pour téléverser le document. Ceci doit être fait avant de cliquer sur Postuler qui va soumettre votre candidature.

Remarque : Sans le formulaire rempli, votre demande de mutation ne sera pas prise en considération.

Cliquez sur « Soumettre » pour soumettre votre candidature à ce poste.
Cliquez sur « Mettre à jour » pour modifier une candidature existante.
Cliquez sur « Retour » pour revenir à votre profil.
Cliquez sur « Enregistrer » pour sauvegarder seulement cette candidature.
Cliquez sur « Annuler » pour annuler le processus de candidature à ce poste.
Prenez note que cliquer sur « Enregistrer » ne soumettra pas votre candidature à ce poste.
Si vous modifier une candidature existante cliquez sur « Mettre à jour » pour appliquer vos modifications.

DECLARED DAYS OF NO SERVICE

A day is declared of no service when a holiday falls on the weekend. The Canada Post Corporation declares the following usual working day as a day of no service and closes its post offices.

For example: Sunday, December 25th and Monday, December 26th = Holidays

Tuesday, December 27th = declared day of no service

Sunday, January 1st = Holiday

Monday, January 2nd = declared day of no service

Time management takes away the schedule on Monday (December 26 and January 2) and Tuesday (December 27) from part-time employees to avoid any overpayment attributable to the declared day of no service.

The hours for which the employee should have normally worked during that day must be postponed, to make sure that, after taking into account the holiday pay, the employee does not suffer loss of normal pay.

Question: What hours must I postpone and when?

Answer: The hours for which the part-time employee should have normally worked on Monday and Tuesday (declared no service day) must be postponed **during the same pay period**.

20.03 Hours of work

c) The schedules showing the hours and the days of work are posted in a suitable location in each office. This way, you can confirm the number and the title of the position, the schedule, and also if the allotment of extra hours is offered according to the rules.

Your responsibilities...

Be punctual (no more than 10 minutes before you start your shift).

For employees who have a schedule including 15 minutes for closing the office, please respect this schedule and leave the office only at the **end** of the work shift.

Take your breaks in the middle of your work shift (10 minutes).

Do not work in your unpaid lunch break.

IMPORTANT INFORMATION FOR HEALTH AND SECURITY

TO ALL OFFICE MANAGERS
(POSTMASTER OR REPLACEMENT)

When you realize that something is or could become dangerous in an office: You **MUST** get it corrected, with the agreement of the local zone manager (LZM), before proceeding, of course.



WHO DOES WHAT?



If the RSMCs « go through » the parcels and the bins in the morning, it is them who have done our work and thus, it becomes difficult to justify the real number of hours it takes in your office. We therefore take away the possibility for employees of the CPAA to work some hours...



CPAA WEBSITE QUEBEC BRANCH

The Quebec Branch has its own website! Did you know?

www.acmpaquebec.com

For information about all the subjects related to your work:
forms, staffing, responses to grievances, information about upcoming events and a lot more...

FALL VIRTUAL MEETING (TEAMS)

We had the pleasure of organizing a virtual meeting that was held on the evening of November 16, 2022.

Many subjects were discussed to answer your regular everyday questions.

This meeting was a real success; the 150 members participating is a true proof of this.

The large positive feedback about the survey was really appreciated.

We would like to thank the members who took the time to connect that evening of information.

ABSENT FROM THE 2022 CONVENTION \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

This message is to make you aware of the costs to your association related to the members who do not show up at the convention, despite registering for it.

This year, seven (7) members did not inform us that they would be absent in the required time. Even if it is free for members, the CPAA must absorb the cost of the meals billed by the hotel for the people who did not show up.

To give you an idea, it is more than \$2000,00 that went up in smoke for no reason...

Do not forget that this money belongs to all our members!



FACEBOOK SOCIAL MEDIA

Did you know that recently there was a law adopted conforming that Facebook is considered as a public entity?

Contrary to what many think, publishing a message, a picture or your data on your own personal account are not considered elements of private life.

When you register on Facebook, you must accept the « conditions » to use the platform and you consequently accept that there is no more privacy.

Canada Post also as a policy about social media and they are on the lookout for what employees can publish.

So, think about it before posting some messages, because the employer is allowed to meet you with a disciplinary notice; we don't want that!

Arbitrators' decisions on the mandatory vaccination grievance

We have just learnt that the arbitrator has rejected our grievance about the mandatory vaccination policy which we found was abusive and intrusive. This was the same decision that was given for the CUPW some time ago.

WORK ACCIDENT VS. CANADA POST

You have a work accident that you are declaring to the CNESST?

Contestation of the work accident by Canada Post.

What can I do?

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Member Aid Policy

Workers' Compensation program of the CPAA

This policy applies when a member in good standing of the CPAA makes a claim for long-term benefits from the Workers' Compensation Board (WCB), under the collective agreement between the CPAA and Canada Post.

It is the member's responsibility to take the necessary measures to timely file a claim under the policy and to make sure to respect the timelines to forward the claim according to the internal approval process of the insurer, including the time limit of appeal that could present itself to the member.

The CPAA can, where applicable and to the request of the member, help the member who encounters issues during the approval and appeal processes. However, even if the CPAA helps the member, he or she must understand that the provisions contained in paragraph 2 continue to apply. The help will include the payment of the medical reports in exceptional circumstances at the final appeal.

The other costs incurred necessary to complete the internal process will not be covered.

If the claim by the member is rejected by the insurance company at the last local level, and the only remedy available to the member is the threat of taking legal action or the beginning of such measures, then the member can ask the help of the CPAA, to help him in the initial steps to solve the claim quickly and in favour of the member.

The CPAA can offer its help directly by providing the services of a lawyer, or again, by accepting to re-fund the legal fees incurred in order to get worker compensation from the WCB. Regardless of the method used by the Association to help the member, the assistance will be a maximum of **\$4 000** for each claim or until the claim goes to court, whichever is earlier. **Additional costs can be paid in exceptional circumstances.**

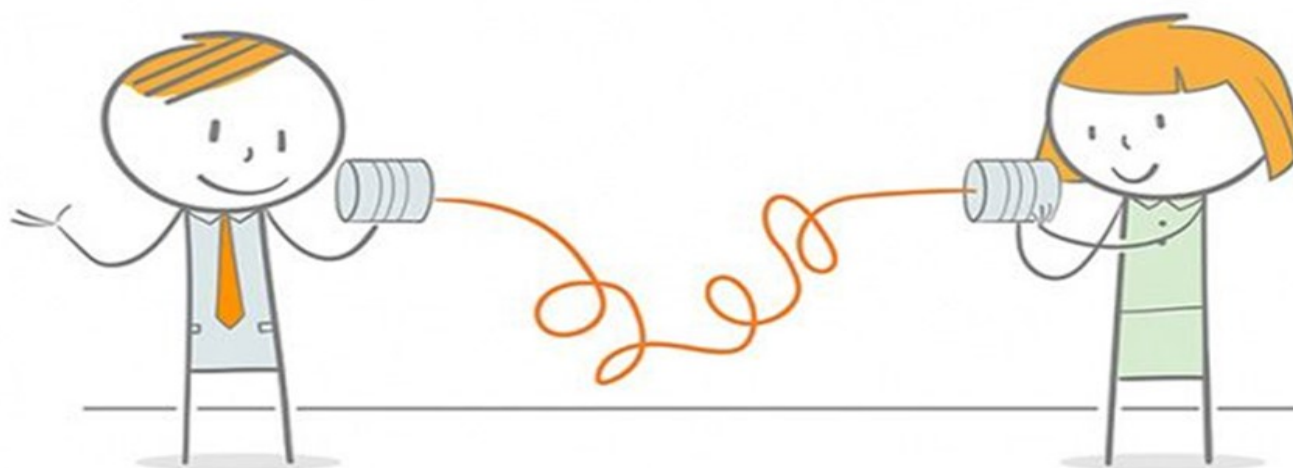


HARASSMENT **VERSUS** INTIMIDATION

HARASSMENT: Harassment includes any unwelcome physical or verbal conduct, that humiliates, degrades or demeans others. (Denigrates someone's integrity.)

INTIMIDATION : Intimidation is a persistent behaviour that is offensive, abusive, intimidating, malicious or insulting, an abuse of power or unfair sanctions that make the victim feel vexed, threatened, humiliated or vulnerable, and which adversely affects the person's self-confidence and causes stress. (When the goal is a gain of power.)

What to do if this happens to you? When you think you are a victim of an inappropriate behaviour, the first thing to do is to tell the person in question to immediately stop these actions. You must also document in **WRITING** (who, when, what and how) to your local zone manager and include in certified copy your union to explain the situation.



QUESTION DURING AN INTERVIEW

Did you know?

When you are invited for an interview, you can ask to have the questions of the interview in writing. (Refer to Art. 11.06, Collective Agreement).

Don't wait for someone to offer them, **ask for it**.

This could facilitate your understanding of the questions, foster a climate of trust, lower your stress level and allow you to better structure your answers. It is your right and your choice.

POST INTERVIEW

After an interview, you will be informed of the results within 30 days (Ref. Art. 11.06 e, Collective Agreement).

This will allow to identify the gaps, understand the final selection and maybe allow you to get better results at the next competition.

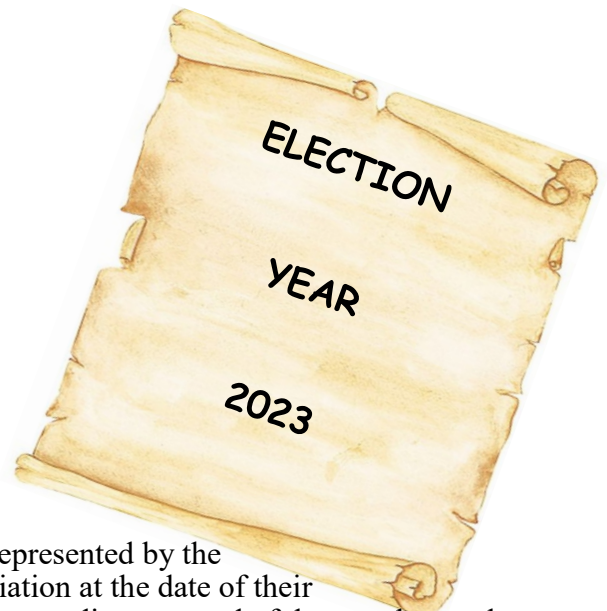
THE OFFICERS, THE DELEGATES

Do not be excluded by not using your right to express yourself in the CPAA; every member has a right to express himself or herself. That is what democracy is all about; everyone can one day or another express his thoughts.

MEMBERS

All members in good standing belonging to the bargaining unit represented by the Association are allowed to become active members of the Association at the date of their nomination to a full-time or part-time indeterminate position, after sending a record of the member to the head office of the Association and after paying the required fee,

All the active members in good standing enjoy all the rights and privileges of the Association, including the right to vote and to fill an elective position in the section where the post office is located and for which they work.



ROLE OF THE DELEGATE

The delegate elected by the members of a section is responsible to represent them at the quadrennial national convention.

A delegate is nominated for each group of one hundred and fifty (150) members.

All delegates have a right to vote and can participate to all the debates of the quadrennial national convention.

BECOMING A DELEGATE

Be present at the spring convention of the section

Prepare a short text to explain why you should be elected (maximum two minutes)

Be free to travel to the quadrennial national convention in fall in Vancouver.

There you go!

What are your thoughts about this?

BENEFITS OF BECOMING A DELEGATE

See the countryside

Be paid at the superior level

Lodging and all transport paid

Allowance for meals (per diem)

Represent 150 members of your section

Sense of belonging

CALL OUT TO EVERYBODY

In order to facilitate certain communications,
PLEASE send your email addresses to:

s.roy.acmpaquebec@gmail.com

**** These articles were written by your union officers ****

Here is your team of union representatives. Don't forget to make a note of the contact information for your new team and don't hesitate to contact us.

President

Steeven Roy

117, Pouliot

St-Henri-de-Lévis QC. G0R 3E0

Tel.: 418-700-3600

s.roy.acmpaquebec@gmail.com



NOTICE

If you move, please send us your new contact information by email at:

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odettedesgagnes.acmpa@gmail.com

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For any comments, suggestions or correspondence, please write to the secretary-treasurer of the CPAA Quebec Branch.

Director

Guylaine Myre

1201, ch. Elie-Auclair

St-Polycarpe, QC. J0P1X0

Tel. : 450-265-3951

g.myre.acmpa@gmail.com



www.acmpaquebec.com

The web site is there for your research:

topical news;

forms;

the PAICD program;

of the collective agreement;

from a newspaper the ACcoMPAgnateur.

Director

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Notice to associate members (retirees)

As a retiree you can stay in touch with your union. Just follow the procedures for becoming an associate member. And it's also the time for associate members to renew their 2022 fee to maintain their status.

Send a cheque for \$10.00 to the address of the secretary-treasurer. Make your cheque payable to the CPAA.

Publication of this newsletter

Please note that there is no set date for the publication of the next newsletter. The CPAA Quebec Branch publishes the ComPAAAnion newsletter three times yearly.