

Quebec branch

www.acmpaquebec.com

This is your section's 90th publication, written and distributed for you.

Made with care, transparency, and kindness to equip and inform you.



Happy winter season, hopefully with a promising
traffic for a sustainable future.

The ComPAAAnion Winter 2025

Of: 59, Rang Ste-Marie
Les Éboulements, Qc
G0A 2M0



Our best wishes **TO :**

Hello everyone,

Today brings you a “Word from the President” that will sound a little bit troubling, but I have to show transparency. Just like me, you have been experiencing some uncertainty for the last weeks, after the beginning of the CUPW strike, whether full or rotating, and mostly with the press briefing from Minister Lightbound. This announcement is far from being joyful for us, members of the CPAA, across Canada. The end of the moratorium on the closing of post offices located in rural environment is, let us say, alarming. It will affect some group offices and maybe some semi-urban offices.

For the moment, Canada Post has 45 days after the announcement of the minister, last September 25, to present his recovery plan to the government. Nobody knows where they will start, how they will do it and, especially, to what extents the employer will go. Maybe there will be reductions in working hours because of the evident lack of customers, a reduction of the number of delivery days due to the declining workload; we have no idea yet.

Without any guarantees, I believe there should not be any layoffs; anyway, the employer has never taken that road before, even during the massive reductions in 2013. However, although they have never used it, we think that Canada Post could now use article 13 concerning surplus employees.

Before implementing any change, the CPAA will be consulted all the while at the national and regional levels for explanations and discussions. Will there be anything to negotiate? We will try, that is certain. We are all now at the cross-roads; we must deal with the situation and we will.

On another topic, some of you have indicated that the population did not appear to know the difference between the unions during the strike, believing that our offices were closed. We talked to the employer, because the task of informing the population that our offices are open belongs to them. They were very timid to do so across Canada. Our national level then hired a public relations firm to publicize the fact that the CPAA is a different unit from the CUPW and to make the population aware of our issues across Canada.

We will certainly go through difficult times in the next months, but we must keep a positive attitude.

On this point, we will keep you informed through our Web site to update you on the latest news. We put it up to date as soon as the situation changes.

We also invite you to take part in our Teams fall meeting to learn about the last changes and to hold discussions on our ongoing concerns and our new ratified agreement.

Steven

LISTEN UP EVERYONE BE ON THE LOOKOUT

If you were hired before August 15, 2016, pay attention to what follows.

The holiday quotas and the salary are defined according to that date: HIRED BEFORE August 15, 2016.

For example I was hired in 2014 as a casual employee; I got continuous employment in 2017 and in 2025 I was nominated to a position. You will be allowed to sign holidays in the calendar!

Please know:

Your rate of pay is the one in ANNEX A of the collective agreement;

You are entitled to the pre-retirement weeks;

After seven (7) years of continuous employment, you are entitled to an extra week off. Hired in 2014, continuous employment in 2017, nominated in 2025 = you will sign four weeks of holidays in 2025!

The HR system at Canada Post does not seem to take this fact into account. We had to help many people to get their situation corrected. Remain vigilant!

You must communicate with HR and ask that the situation be corrected.

Ask for a ticket number.

Keep all the documents for position nominations/confirmations or other important status during your career; you never know when Post Canada will encounter problems with one of its systems.

It is highly probable that HR won't be able to do anything, and that is when you have to reach us in order to plan the holidays to which you are entitled.

The screenshot shows the Canada Post Employee Self Serve portal. At the top, there is a navigation bar with a Home button and a search bar labeled "Search In: 'Apps'". Below the navigation bar, there are several menu items: Home, Employee Self Serve (selected), IT Online, Intrapost, Track and Trace Search App, and Travel & Expenses. The main content area is titled "Time Management" and contains six tiles: "Leave Balances" (with a calendar icon and a yellow star), "Display Work Schedule" (with a calendar icon), "Personal Days Carry-Over Tool" (with a circular arrow icon), "Compensatory Leave Tool" (with a clock icon), "Leave and Overtime Request" (with a plus icon), and "Temporary employees worked hours" (with a clock icon).

Office expenses (article 56)

Here is the procedure to follow when you have to make an expense for the needs of your post office

(less than \$500.00) :

- * Submit the request by email to your local zone manager (**mandatory**).
- * **Wait for his approval before making the expense.**
- * Retain all supporting documentation (email, receipt of the reimbursement at the RPO and invoice) related to the expense with the end of the day.
- * Send your LZM your article 56 form (41-012-363) each month for verification (include the invoice and the approval email).

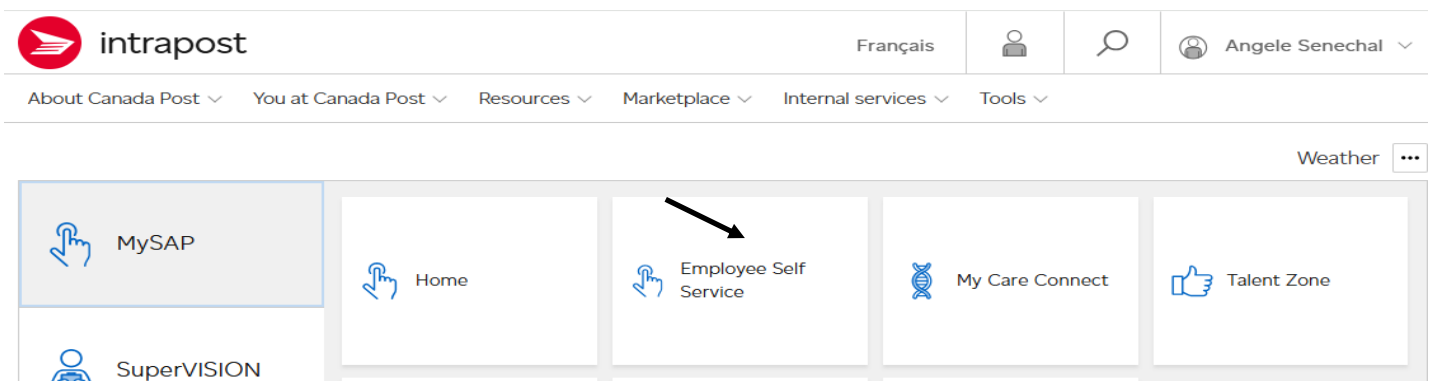
The amount of \$500.00 available for expenses is not for green plants, air fresheners for the bathroom, diffuser or aesthetical accessories. This amount that can be used and reimbursed by the RPO is for a leaking toilet, a mast to paint, a counter that needs to be modified to integrate the RPO, etc. Even if this expense is paid with the RPO of your office, you must have first received the approval from your manager.



VS



Along these same lines, if your LZM asks you to make an expense at your RPO, and that situation raises some concern, even with supporting invoices, you must discuss the matter with your LAM (Local Area Manager) or with us (CPAA officers).



The New SAP/EES

The technological changes at Canada Post are unavoidable, but difficult.

Do not wait to go to the SAP, to master the EES. You should have worked already with the new presentation. If not, take some time to explore it and be functional. If you have any difficulties with this application, please call 1 877 411-8585.

Your union dues and your CPAA member status.

As soon as you are hired at Canada Post, you pay the union dues of the bargaining unit that represents that position. This payment does not make you an active member for our bargaining unit, the CPAA. To do so, upon hiring, you must fill out your member application form and return it to our national level. You will receive all the necessary documentation to do so. Once received and processed by our national level, you will then be an active member.

If you replace someone in another bargaining unit during your career, your status will then become a suspended member for the CPAA. Even if you keep paying the union dues on your pay. When you return to your CPAA position, you will have to make a written request (paper or email) to the president of your section to ask to become an active member again. He/she will communicate your intention to the appropriate person and you will receive a confirmation by mail to update your status.

Why is your active member status important?

STRENGTH IN UNITY. The more we are, the greater are our chances to be heard.

You can participate in our meetings, vote and submit your nomination to become a delegate or officer.

You will receive our publication three times a year.

You will have a \$10 000 life insurance at a low cost.

We receive calls for aid or information from people who are protesting members (people who verbally asked to stop receiving anything from the CPAA), suspended members (people who have replaced in another bargaining unit) or non-members (people who have not filled out their active member application upon hiring). We must answer. But if we are helpful to you, tell yourselves that the number of active members is useful to us. If you have any doubt on your status or if you have questions about that matter, please contact us.



CIPB, does that ring a bell?

If so, become a pro in this tool! If not, find it in the RPO and learn how to use it. It is the most complete TOOL to perform our tasks and find our answers.

CIPB : Centre d'information pour les bureaux de poste (Information Centre for Post Offices)

Replacement in another bargaining unit

Article 51 of our collective agreement: Work in the bargaining unit

51.01 a) An employee in the bargaining unit will not be required to perform work in another bargaining unit.

...

You have no obligation to help/replace in a CUPW position, APOC or other Canada Post bargaining unit.

However, if you are interested and available, you could do it.

Your LZM must consult the president or vice-president of the CPAA section to validate the situation, because we do not want to rob Peter to pay Paul.

If your leave in the CPAA network of your section is not assigned by your replacement in another unit, we will not object, however, if an office is not open according to its normal schedule or operates with modified operational hours for the people present, we will object.

It goes without saying that our role is to ensure the respect of our positions, our offices and our collective agreement.



New collective agreement signed!

A new collective agreement involves updates and changes that you need to understand.

Therefore, we invite you to our **annual fall meeting on the TEAMS platform**

to receive all the information you need.

You will then be able to share the right information and develop in a successful work environment!

See the last page of this publication for details of the **TEAMS meeting**.

Agreement between the
Canada Post Corporation
and the Canadian Postmasters
and Assistants Association

December 31, 2026

Expiry date: December 31, 2023

Canadian Postmasters
and Assistants Association
CPAA AGMFA
Serving members since/Au service de nos membres depuis
1902

New postmaster?

Whether you were hired as a postmaster from the outside or nominated as a postmaster from Canada Post, you are allowed to a “Welcome” and some training.

To begin, at the moment of hiring, you must go through some training about the products and services, and some procedures and some mandatory policies. Usually, it consists of 16 hours on line and 32 hours with a trainer. Then, you are supposed to be paired with someone for a while, to know the specifics of your office, according to the approval of your LZM.

But what is unpopular is the training procedure upon obtaining a postmaster position.

You must also get some training and a “Welcome” by your LZM.

Your zone manager is also supposed to visit you in your office. If not, you must call. He/she must take the time to congratulate you, to welcome you and let you know he is a resource for you. He/she must make sure that you know your resources and the people who can support you in your area. He/she must make sure the shift schedule is posted in your office (in the back store) and we are not talking about the opening hours for customer service, but the one for your position or the positions of the whole office. He/she could take the time to make sure that your facilities are appropriate and ergonomic. Finally, he/she should tell you that you must read the spiral blue volume on the tasks and responsibilities of the postmaster (also available at the CIBP), that you must take the training on line on postmasters and finally hand you a document titled “Postmaster Knowledge Grid” (Grilles des connaissances du maitre de poste).

You must take the time to read the volume, to follow the on-line training and to talk with the trainer about all the statements in the “Postmaster Knowledge Grid” to determine your training needs.

Once all those steps are behind you, if needed, ask your LZM for complementary training to be comfortable and efficient in your new tasks.

Grille de connaissances des MAITRE DE POSTE		✓	✓	✓
Nom de l'employé:				
Connaissances		Oui	Non	S/O
1	Je sais quelles ressources sont disponibles si j'ai des questions concernant les produits, les politiques et les procédures de Postes Canada. (CIBP) http://intranet.cpggpc.ca/html/branches/resources/cms/index-f.shtml			
2	Je sais utilisé le guide de préparation du PVD qui est disponible dans le CIBP. http://intranet.cpggpc.ca/BIQ/infoCentre/RPOS/corporate_rpos/training/rpos_readiness_guide_corp-f.shtml			
3	Je sais comment créer un système de classement organisé pour la documentation de fin de journée et de période.			

You have a role to play

Due to the particular financial situation of our employer, if we had a piece of advice for our CPAA members, here is what we would like to tell you:

Make a difference in your post office.

- ◇ Follow the procedures;
- ◇ Understand your tasks;
- ◇ Know the products and services;
- ◇ Set yourself apart with the customers;
- ◇ Provide great service this doesn't mean to send mail without getting the customer to pay);
- ◇ Find solutions to every request:
- ◇ Learn about your collective agreement;
- ◇ Be available for tasks and if they are new and you are not at ease, ask for training.
- ◇ **Ask your municipality resolutions to keep the postal services as you know them to-day.**
- ◇ Prepare yourselves to pass on the torch to a successor;
- ◇ Get involved;

Our goal is not to alarm you, but to raise your awareness. The situation is changing, first with the Kaplan Report, Minister Lightbound's announcement, the tensions and the uncertainties between the CUPW and Canada Post, and the consumer habits of the new generations for our services. Canada Post will take decisions and believe us, the CPAA is often an easy prey for our leaders. But if you have not conveniently positioned the office of your collectivity, what will we be able to do? It is your daily duty to make a difference in your offices.



INTEGRITY AND COMMITMENT

When you accept a position, you accept the schedule that comes with it.

You must not presume that you can change your schedule according to your needs, because it is the operational needs of the office that come first. You can't modify your schedule and if you are going through an extraordinary situation, please communicate with your LZM. You must arrive ten minutes at the latest before the official start. There must be a proper balance between arriving early, too tight or late. You must always have as **a goal to be operational and ready to start to work at the scheduled starting time.** Leaving before the end of your shift is considered theft by the employer. Staying at the office after your schedule is also unacceptable. Being late because of a last customer or a call at the assistance centre that lasted a long time is sometimes justifiable. Leaving at the scheduled time is an unwavering guideline.



When you accept a position, you accept the responsibilities that comes with it.



One must not accept that a colleague (CPAA/CUPW) modifies his or her work schedule, by arriving too early, too just or too late. You must tell them if they don't respect their schedule and if nothing changes, you must tell your LZM. Respecting the work schedule is essential for the proper functioning and productivity. The person who wants to "talk" before his/her shift, who arrives late or extends his/her breaks, can hinder the work dynamic and the effectiveness of the team.

Things to avoid:

NOT TAKING BREAKS TO LEAVE EARLY

TRADE A PART OF YOUR SCHEDULE WITH A COLLEAGUE (HE/SHE WILL DO THE CLOSING, I WILL DO HIS/HER LUNCH HOUR...)

TOLERATE A COLLEAGUE WHO DOES NOT RESPECT HIS/HER WORK SCHEDULE

Failure to comply with planned schedules can lead to disciplinary measures. If the situation happens again, it could lead to your dismissal.

The wearing of the uniform

Did you know that Canada Post has a policy related to the dress code?

Did you know that uniforms and the time-clock system are negotiated and covered by the agreement?

Did you know that the Canada Labour Code oversees the wearing of the yellow vest?

You know that it is impossible to please everyone, that some people must make choices, decide and put in place policies, procedures and other things.

The uniform to which you have access at UNICORP responds to the Canada Post dress code policy and corresponds to the clothes for all members of the CPAA. Whether you like the clothes or not.

The uniform that you must wear is that uniform, not a piece of clothing from the CUPW, the APOC or the Canada Post PRESTIGE line. If our members do not use the privilege of our uniform, the employer could question itself on the relevance of providing it.

The yellow vest must be worn at all times as soon as you are on the property of Canada Post (in a parking lot or a building) and that, even if you are alone in your facility.

Failure to comply with this policy can lead to disciplinary measures.



CORRESPONDENCE

The journal is sent according to the coordinates of your ESS. A delay between your update and the version given to the CPAA can vary by a month. It is important to correct your address quickly with the employer AND to indicate your preferred language of communication correctly.

Newly Retired or Associate Member

Please stay in touch with us and keep coming to our conventions! At the moment of retiring, no matter the time of the year, please send us your payment. The 2025 dues for associate members will be receivable in January 2025. In both cases, the payment is of \$ 10.00.

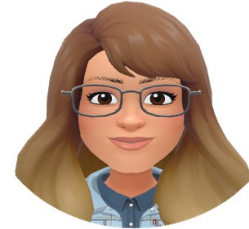
Contact the Secretary-Treasurer for payment options.



President
Steeven Roy
117, Pouliot
St-Henri-de-Lévis QC. G0R 3E0
Tel.: 418-700-3600
s.roy.acmpaquebec@gmail.com

www.acmpaquebec.com

**Please note the contact
information of your team and do
not hesitate to contact us.**



Vice-president
Chantal Coulombe
1331, Principale
St-Côme, QC. J0K 2B0
Tel.: 450-883-3137
ccoulombe.acmpa@gmail.com



Secretary-treasurer
Angèle Sénéchal
59, rang Sainte-Marie
Les Éboulements, Qc, G0A 2M0
Tél. 418-617-9654
asenechal.acmpa@gmail.com



Director
Chantal Corriveau
183 St-Maurice
Val-Des-Sources, Qc, J1T 3L3
Tél: 819-828-3641
ccorriveau.acmpa@gmail.com

NOTICE

If you move, please send us your new contact information by e-mail at:
s.roy.acmpaquebec@gmail.com or **asenechal.acmpa@gmail.com**

Journal publication

The ComPAAAnion Journal is published three times a year, without fixed dates, by the CPAA, Quebec Branch.

**** The content of the journal was prepared by your officers ****

For any comment, suggestion or correspondence, please write to the secretary-treasurer, CPAA, Quebec Branch.



Microsoft Teams

IN YOUR AGENDA

It is now time to plan your presence at our annual virtual meeting.

FALL TEAMS

Tuesday, November 25, 2025, at 1900.

It will be a moment with your officers to give an update on the situation,
followed by a question period.

Register by email:

(you must write your name, email address and home office)

To this address: asenechal.acmpa@gmail.com before November 21st at 1900.

No registration will be accepted after that date.

Really, the latecomers will not get any answer from us.

**You do not receive an email confirming the reception of your registration
AND the link to the meeting will be sent to you on Monday, November 24,
2025, around 1500.**

MICROPHONE CLOSED AT ALL TIMES, except when you are given permission to speak. Be careful of
the pictures that can be seen on your camera. It is possible that we ask you to communicate with us in pri-
vate if your question is too personal. **Come in great numbers!**

acmpaquebec.com

New Rubric: Saviez-vous que?

Finally, our web site will be more inviting and stimulating!

To our measure, however...

We received a suggestion at the convention and take some time to look at it. If you have
ideas, please share them with us.

We are the officers, but we are a team, CPAA.

