

2019 Triennial Convention in Saskatoon



Back: Steeven Roy, Odette Desgagnés Hélène Lapierre Lucie Bilodeau, Chantal Guillemette Julie Béland,
Front left : Guylaine Myre Caroline Coutillard, Anick Veillette, Nancy Jalbert, Chantal Sénéchal, Joane
Des Alliers, Chantal Coulombe.

Hello Everyone,

A new decade is already underway and it's with great enthusiasm that your CPAA continues to work to represent you to the best of its ability. We are, however, forced to observe that the majority of our efforts have involved meetings about conflicts among employees. Most of these situations could be avoided if people communicated with each other instead of allowing themselves to become more and more frustrated. The superintendent should be notified right from the beginning, preferably in writing, to be able to quickly intervene. This is the first step.

Regarding another issue, if you weren't already aware, I am pleased to inform you that we have succeeded through discussion with management to change certain procedures for the "50 km list". These were procedures that were very annoying to our members, especially when replacing group postmasters. While no procedures are perfect, I hope you will see a real improvement and a much fairer situation.

Your CPAA asked for the procedure to be conveyed by the RPS system, because the employees, like the coordinators, need to know how it works. There will be a full explanation at the convention.

This past October, the last triennial convention was held in Saskatoon, Saskatchewan. We were the Québec delegates. Your executive was very present at the convention which was enriching in every way.

I say "last triennial" because those present voted to hold these meetings every 4 years instead of 3 years. As a result, the duration of the officers' terms are extended by as much. There were a number of reasons for the change, but we should not hide the fact that financial reasons were a major factor. Having experienced officers developed over a longer period is advantageous and a sign of stability. You're not forever starting over.

In closing, your CPAA would love to see you at the next convention, and the dates were reconsidered to make it easier for you to attend.

Yours in solidarity,

Steeven Roy, President



COLLECTIVE AGREEMENT: REACHED AND RATIFIED!

I am delighted with the news that our collective agreement is now a done deal!

It's a 5-year agreement and without listing them all, we managed to obtain some good improvements for our members, whether the 2% annual increase over 5 years, protection for our group office employees and removal of the notorious availability hours in a number of these offices.

It's noteworthy that in the rest of Canada there were a lot of group offices in this situation. So this is a major gain!

Here in Quebec, during my previous term as president, I continued the work of Jacinthe, our former president, aimed at abolishing availability hours, by negotiating with Canada Post. There were very few offices left with this Stone Age system – a system whereby group postmasters in their private homes would see part of their weekly hours paid at one third their salary! According to Canada Post's old way of thinking, employees working at home could also tend to their personal affairs.

We will provide more information on the new collective agreement in a workshop at our next convention. We hope to see you there!

I would like to thank the negotiating committee, especially Daniel from the National Office, who oversaw the committee. It wasn't a walk in the park, and they did an excellent job.

COMMUNICATING WITH OUR CPAA OFFICERS

There is a published list of contact information for your CPAA officers. Make sure it's available and posted in the workplace. Use of the Corporation's time and resources for personal ends is forbidden and liable to dismissal. So be careful. You have our addresses. When mailing us, use your own envelopes and stamps.

You have our email addresses. When emailing us, use your personal email address for sending messages and not the RPS system, for three reasons: 1. It's forbidden to use the Corporation's email for personal use. 2. The confidentiality of your messages is compromised. 3. It's impossible for a CPAA officer to reply to this email address.



You have our telephone numbers. When you contact an officer and he answers your call, finish the matter in question with the same officer. Involving only one officer per file enables the other officers to work more efficiently. If you leave a message,

wait for that officer to call you back. You should leave a reasonable amount of time for the officer to get back to you before calling the officer again. Because we have many calls to return and want to give you good service, please don't leave the same message with all the officer, or they will all call you back unnecessarily. Our officers are committed to returning every call as soon as possible, and please be aware that they could be at work, in a meeting, handling another matter in a post office or on the road.

And don't forget that your request should first be addressed to your immediate superior or superintendent.

Testimonies of the national triennial congress



Above all, it allowed me to see what the CPAA was and to see how you took it to heart and put all your energy into it. So for me it was all positive. Anick



On a personal level, I became aware that the seat I occupied had a major impact for the 150 members I represent. Travelling 3,000 km and being one of 86 participants who were deciding on such important issues made me feel privileged and a sense of great purpose.

And I would dare say, from a strategic standpoint, something I was not expecting!

Being there made me realize just how vast Canada was and how different the realities were for each branch of our union. Caroline

I was committed to being 100% present in order to be worthy of the trust placed in me by our Québec branch members.

I felt a sense of pride and responsibility that goes with representing 150 members during voting on amendments to our by-laws and to elect our president.

I appreciated meeting our national officers and the National Office support staff who all displayed a high level of professionalism. Hélène



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Visit monhomeweb.ca at any time to access online courses, interactive tools and an evaluation tool to assess your health and level of well-being, not to mention a library containing a collection of articles on health, work-life balance and the workplace environment.

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Professional Service

We guarantee the confidentiality of your personal information.

The Canadian Postmasters and Assistants Association

88th Provincial Convention

April 24, 25 and 26, 2020

INVITATION



The executive board of the Canadian Postmasters and Assistants Association is pleased to invite you to the CPAA Convention taking place this coming April 24, 25 and 26 at Château-Bromont in Bromont. We encourage you to consult the website chateaubromont.com to see the hotel and the directions for getting there.

Enclosed is the schedule and the reply form for these days: April 24, 25 and 26, 2020.

As in the past, the reunion evening on April 24 will be an opportunity for communication and conversation. On April 25, workshops will be followed by a cocktail and banquet with door prizes. Our annual general meeting will take place on April 26.

For those wishing to reserve a room, we have secured a special rate starting at \$139.00 a night for a standard room (several other categories available), with single or double occupancy for April 24 and 25. To make a reservation, call 1-800-276-6668 and specify that you are with the group "ACMPA or number 680800". Reservations must be made no later than April 1, 2020. After this date, reservations will be possible based on availability and prices may be subject to change.

Enclosed are the registration forms to be completed and returned with a cheque or money order (PLEASE PRINT) along with your reply card to: CPAA Québec Branch 572, chemin du Quai, Saint-Joseph-de-la-Rive QC G0A 3Y0 by April 1, 2020.

After that date, the organizing committee reserves the right to refuse registrations in consideration of its reservation commitments with the Hotel.

We're hoping for a large turnout, because only you can make this event a resounding success.

On behalf of the Convention Committee.

YOUR ATTENTION!

We are expecting you from:

April 24 to 26, 2020

Pay it forward



Pay it Forward

What would you say, if, during the convention,
We were united in our desire to contribute to others?

An Association that does good,
Simply for the purpose of making a difference.

As part of our convention,
You are invited to bring some non-perishable foods,
And basic personal care items.

Test your knowledge

⇒ **What is the time limit for staffing a vacant position?**

Answer: 6 months and the Corporation must specify the reasons. Ref.: Art. 11.01 d

⇒ **Choose the right procedure for staffing a position with less than 15 hours?**

- a) Transfer, assistants with less than 15 hours, casual employees (other means), relief list.
- b) Assistants with less than 15 hours, transfer, relief list, casual employees (other means).
- c) Assistants with less than 15 hours, relief list, transfer, casual employees (other means).
- d) Relief list, casual employees (other means), transfer, assistant with less than 15 hours.

Answer: b). Ref.: 11.02



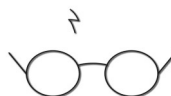
⇒ **Can an assistant with less than 15 hours (level 1) apply for a position with more than 15 hours (level 2) in another post office?**

Answer: Yes, Ref.: Art. 11.03 e)

⇒ **As of what moment can assistants with less than 15 hours (level 1) apply?**

- a) As of their appointment
- b) 1 year
- c) Between 1 and 2 years
- d) 2 years and over

Answer: a) As of their appointment



⇒ **The position of postmaster - level 2 at the Hogwarts post office is vacant. I'm an assistant with a 22-hour position (level 2) and my appointment date is May 1, 2019. I'm interested in this position. Can I be a candidate in the competition?**

Answer: No, you can't participate in the competition, because it wouldn't be a promotion given that you hold a position at the same level.

⇒ **Could I have applied for a transfer to the position in the La Patience post office?**

Answer: No, because you haven't been in your position for 1 year.

⇒ **How many offices can I enter on my transfer application? Choice: 1, 2, 5 or 10.**

Answer: 1. Ref.: Art. 11.05 d)

⇒ **Can I apply for a transfer to another province?**

Answer: Yes, Ref.: Art. 11.05 g)

⇒ **How long will my transfer request remain valid?**

- a) 6 months
- b) 12 months
- c) 18 months
- d) 24 months

Answer: b) 12 months



⇒ **What is the required time limit for the Corporation to inform candidates of their results when a competition is held?**

- a) 5 days
- b) 10 days
- c) 15 days
- d) 30 days

Answer: 30 days. Ref.: Art. 11.06 e)

⇒ **During the post interview period, do I have the right to consult the documents used for the contest I took part in?**

Answer: Yes, Ref. Art. 11.06 e)

⇒ **At the Moldus post office, there's a postmaster, a 24hr/week assistant, an 8hr/week assistant and a list of casual employees. If the postmaster is absent for a 2-week annual vacation, who do you offer the acting assignment to?**

- a) Candidates on the 50 km list
- b) The 8 hr/week assistant (seniority, July 24, 2004)
- c) The 24hr/week assistant (seniority, May 15, 2005)
- d) Casual employee list

Answer: 24 hr/week assistant (seniority, May 15, 2005. Ref: Art. 11.08 b)



⇒ **At the Dumbledore post office, there is a postmaster, a 4hr/week assistant and 3 casual employees, one of which has continuous employment. The 4hr/week assistant is currently on 3-month convalescence leave and the postmaster must take his vacation, which will be for 4 weeks. How will the postmaster position be filled during the postmaster's absence?**

- a) Casual employee list
- b) Qualified candidates on the 50 km list

Answer: Qualified candidates on the 50 km list. Ref: Art. 11.08 b) iii)

⇒ **I'm an 8hr/week assistant and I'm offered additional hours. I have to fulfill my regular schedule before working the additional hours. True or false?**

Answer: True. Ref: Art. 2013 c) i)

⇒ **The time has come to choose annual vacations. Who gets first choice and in what order are the following choices made?**

- 1) Casual employee with continuous employment
- 2) Postmaster
- 3) 18 hr/week part-time assistant (seniority, July 2, 2004)
- 4) Senior assistant
- 5) 4hr/week part-time assistant (seniority, April 30, 2002)
- 6) Casual employee without continuous employment

Answer: 2, 4, 5, 3, 1. Ref: Art. 23.02



⇒ **I obtained my continuous employment status on July 1, 2019 and I'd like to know if I'm entitled to an annual vacation. And if so, starting when?**

Answer: Yes, starting January 1, 2020, or 6 months after obtaining your continuous employment status.
Ref: Art. 22.07

- ⇒ **Who am I supposed to call when I need a casual employee?**
 Answer: ONLY the postmaster responsible for casual employees. NOT a casual employee directly.
- ⇒ **Can I accept an acting assignment of one week from Monday to Friday if I replace the postmaster at my post office for her Wednesday work option?**
 Answer: You will have to CHOOSE between the full week acting assignment and the Wednesday work option.
- ⇒ **Can I take an unpaid leave (9410) if I still have personal days and annual vacation days?**
 Answer: Yes.
- ⇒ **I have a work option holiday every Wednesday. I take one week of vacation. What code should I put on my pay?**
 Answer: For the 5 days, I write code 9060 (annual vacation) on my pay.
- ⇒ **I'm a postmaster and I need to take the afternoon off. My schedule is from 1:00 to 4:00 p.m. The schedule of the part-time employee at the post office is 3:00 to 6 p.m. Can I offer my hours to her?**
 Answer: Yes. BUT, the part-time employee's hours must be worked, so I will release her from her position and give her the full postmaster schedule in the PM, because it constitutes a postmaster replacement. an acting assignment. I will offer the part-time employee's hours to the casual employee.
- ⇒ **I'm a level 2 postmaster with a 24hr/week schedule. I'm on the acting assignment list for a 50 km radius, and I want to know if I can work at a neighbouring post office 10 km from mine. It's a level 2 position, but with a 32hr/week schedule?**
 Answer: No. It's not a promotion. The level must be higher, even if there are more hours. Ref.: Art. 11.08
- ⇒ **I'm a casual employee with continuous employment. I'd like to know if I have to sign up for my vacation?**
 Answer: Yes. 3 weeks must be signed up for on the calendar, at the same time as the members of your home office. Ref.: Art.23.02
- ⇒ **I'm on the acting assignment list and the coordinator called me for a one week replacement. The replacement starts on Tuesday, but I have to go with my sister to an appointment. Can I still do it?**
 Answer: No. You must be available immediately. Re: Art. 11.08 b) iii)
- ⇒ **I'm entitled to how many days off if my brother-in-law passes away?**
 Answer: 4 days not extending beyond the day after the funeral (immediate family).
 Ref.: Art. 26.06 and definitions, Art. 2.
- ⇒ **I'm a casual employee with continuous employment. I want to know my exact starting date? Is it when I started or when I finished my 6 continuous months?**
 Answer: It's when an employee STARTS to work.
- ⇒ **What is the time limit for asking a casual employee to do an upcoming replacement?**
 Answer: 15 calendar days in advance maximum.
- ⇒ **Do I have the right to take a half day of vacation leave?**
 Answer: Yes, Ref.: 22.11



FORMS	ELIGIBILITY CRITERIA	WHERE TO FIND FORM?	WHERE TO SEND IT?	PERIOD	COMMENTS
<u>Transfer Application</u>	Be in your classification for 1 year	Employee Self Serve Forms Section	By email: transfer.mutation@postescanada.ca or by mail	Valid for 12 months after receipt or until employee is transferred (1st event)	One form per office concerned
<u>Promotion level 1 to level 2 only</u>	Be an indeterminate employee with between 4 and 15 hrs./week	Your Superintendent	Employee Relations, Québec-secteur Est or Montréal-secteur Ouest	Application valid until level 2 position obtained	For all level 2 positions in radius of 50 km from home office
<u>Acting Assignment</u>	Interest in replacing PM or Senior Assist. in higher classification	Your Postmaster or 50 km Coordinator	50 km Coordinator	Application valid until promotion obtained	No refusal recorded. May be changed at all times.
<u>Retirement</u>	Be 55 with 30 years of contributions or 60 with 2 years of contributions to pension plan	Your Superintendent	Canada Post Pension Centre	Submit form 3 months before your retirement date	Don't forget to take advantage of your 6 weeks of pre-retirement leave
<u>Disability Insurance</u>	Hold position with over 13 1/3 hrs./week. Have used all sick leave.	Employee Self Serve Forms Section	Address shown on form or by fax to 1-877-562-9126	Determined according to your doctor and agent assigned to your file	Important to contact Morneau Shepell 24 hours after informing your Superintendent
<u>Employment Record</u>	Be 7 consecutive days without pay	Written request to Payroll or call Access HR at 1-877-807-9090	HR forwards it by email directly to Service Canada	Duration and benefits per local unemployment rate and insurable hours in the reference period	Your file opened vis-à-vis Service Canada in a timely manner

**** 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.

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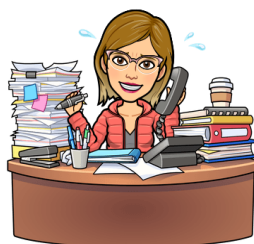
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For any comments, suggestions or correspondence, please write to the secretary-treasurer of the CPAA Quebec Branch.

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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 2020 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.

It depends on new developments in our collective agreement negotiations. The CPAA Quebec Branch publishes the ComPAAnion newsletter three times yearly.