

President's report

Dear Members,

Hello. As you may have noticed, the ComPAAion newsletter was not published in december. I wanted to condense it into 2 yearly editions. This is a test, and based on the comments we receive, we will make adjustments as needed.

Our convention next May will include elections for your union officers and your delegates to the triennial Convention next october. We wish to announce that Chantal Nault V.-P., Manon Demers, Sec., and I will not be renewing our mandates. So for all those interested, letting you know well in advance will give you more time to prepare. For any questions about this, please feel free to contact us. We will be happy to explain the duties related to our positions as officers of the association. Also, you can rest assured that we will continue to perform our duties to the end of our current mandates. For my part, I believe that after 12 years on the executive, it's time to pass the torch and allow a new perception of things to be brought to the Quebec CPAA Branch. These years with the CPAA have enabled me to personally meet many of you and to discover some beautiful parts of Quebec. I can confirm that it's definitely worth the visit to come and see our part of the country, with our magnificent scenery, and the people you meet are very welcoming and friendly.

A huge thanks to all of you and I look forward to seeing you in Quebec City!

Respectfully yours, Chantal Guillemette, President, CPAA, Quebec

DO NOT : Do not use Canada Post envelopes (LETTER, XPOST ou PRIORITY) for writing to union glass, this is considered personal mail, unless requested by your CZL.



Not respecting
his work
schedule, can
lead to a
dismissal



Do not : Do not forget to
report a minor injury
even if it seems trivial.



DO NOT:
make false
statements .

A screenshot of a green and white form from the CPAA (Commission de la Parité de l'Association des Conducteurs de Camions du Québec). The form is titled 'Rapport d'incident de travail pour les membres de la catégorie des conducteurs de CAMION'. It contains various fields for reporting a workplace incident, including sections for 'Description de l'incident', 'Moyens de transport', 'Moyens de déplacement', 'Moyens de communication', and 'Moyens de transport'. The form is partially filled out with handwritten information.

There could be disciplinary repercussions.

Invitation to all members of
Quebec branch of CPAA

Dear Members,

You are cordially invited to attend your Association's 87th Provincial Convention to be held at the Hôtel Le Concorde in Quebec City, 1225, Cours du Général de Montcalm, Quebec, QC, G1R 4W6 on May 17, 18 and 19, 2019.

The theme: WEAR RED.

Please find enclosed: the program and reply card.

REGISTRATION

Anyone **paying for the registration** of a guest of active members only, **no later than April 18, 2019**, will benefit from a **\$5.00 discount** on the price. Please make your cheque or money order for \$65.00 **payable to the CPAA**. After April 18, 2019 and/or at the door, the price will be \$70.00.

Forward your cheque or money order at the same time as your reply card (**please print clearly when completing the card**) to the secretary's office at:

A.C.M.P.A., 734 rue Lyne, Wickham, J0C 1S0

A receipt will be issued upon receipt of your cheque and provided at the convention.

****NEW****

There's a surprise for everyone who registers early.
(Registration RECEIVED no later than April 18, 2019)

ROOM DISCOUNT:

A **\$15.00 discount** for active members, on May 17 and 18, 2019, will be automatically applied to your bill when you check out. For members renting rooms in other establishments,

NO DISCOUNT is available.

Plus

Free parking (without valet service) at the Hotel, courtesy of the CPAA. (Take sheet for parking at the front desk)

We really look forward to seeing you and are hoping for a large turnout at our 2019 Convention.

Your Officers.

P.S.: Reserve your room by April 18, 2019 to guarantee the price.

WEAR RED

This year as a sign of
STRENGTH and COURAGE,

We will

WEAR RED

We will brighten up
Our cocktail and evening,
With a splash of

RED

Attire or accessories

WEAR RED

And just like last year,
We're planning some fun
games for the cocktail.

HOTEL
LE CONCORDE



2019 PROVINCIAL CONVENTION

This year's convention will include an election. We encourage you to take part in this exercise in democracy. Also, if you feel that you could be of assistance to your colleagues, please feel free to take the leap and run for a position. It's a truly fascinating experience!

TRIENNIAL CONVENTION

At this year's Provincial Convention, we will also elect delegates to the National Triennial Convention. We invite you to run for a delegate position in these elections. All you need to do is prepare a short talk of no more than 2 minutes to say why you would be an excellent delegate. And don't forget that at the national Convention, you won't be there to review the collective agreement, but all of the rules governing our Association. The national Convention will take place in Saskatchewan, all expenses paid by the National Office, including your days of salary, a daily meal allowance and your hotel room.

ROLES AND RESPONSABILITIES OF POSTMASTERS (OR THEIR REPLACEMENTS)

A postmaster is the person designated to be responsible for a mail delivery area in which RSMCs deliver mail.

On an everyday basis, in his or her contact with the RSMCs, and their assistants or replacements, the local postal agent:

- ⇒ Advises them or answers their questions regarding daily operations, services or products under appendix A of the itinerary.
- ⇒ Gives them the mail to be delivered, by mail route, at a specific location in order for the RSMCs to prepare the mail in accordance with the schedules stipulated under appendix A of the itinerary.
- ⇒ Provides the necessary support to the RSMCs concerning resending mail.
- ⇒ Periodically checks compliance by the RSMCs with the provisions of appendix A, including the estimated starting times and the mail delivery points.
- ⇒ Authorizes the RSMCs to start delivery to a new delivery point for a customer and provides the labels to be placed by the RSMCs on the mailbox compartments.
- ⇒ Brings to the attention of the RSMCs any customer problems and concerns in the RSMCs' delivery area so that these may be addressed.
- ⇒ Ensures the accuracy of information on the mail delivery routes and the volumes marked by the RSMCs on the RSMC control sheets.

With respect to relations between the RSMCs and the Postmaster:

- ⇒ Will establish and maintain good working relations and good faith based on RESPECT between postmasters, the RSMCs, their assistants and the replacements.
- ⇒ Together, they can create a forum for discussion and exchange of ideas with a view to improving customer service.

HEALTH & SAFETY

It is essential to have the right tools to do your work safely.

Use:

- A stepladder to grasp things out of your reach.
- A dolly to safely move boxes.
- C2s (yellow dolly carts), C8s (low, wide dolly carts) at all times - they are there to facilitate your work.

Don't:

- Open polyflutes with sharp or pointed tools.

Important Note

Always talk first to your **SUPERINTENDENT** about any concerns you may have, whether to do with replacements, directives, complaints about another employee or pay problems, etc. It's Management's responsibility to initiate whatever steps need to be taken.

YOU'RE OFFERED AN ACTING ASSIGNMENT...

The 50 km coordinator calls you. She offers you a week in post office **X**. You already work every friday in post office **Y**. You **have to** make a choice. All week in post office **X** **or** keeping all your fridays in post office **Y**. You can't do both.

REMINDER TO ANYONE DOING AN ACTING ASSIGNMENT

Out of respect, PLEASE MAKE EVERY POSSIBLE EFFORT to leave the post office in the same condition as when you arrived!

If you move things around to suit the way you work, it's not necessarily the way the person you're replacing likes to work. And it can be very frustrating and a nuisance trying to find things that were moved and having to put them back in their original place.

TELEPHONE CALL

When you call a union officer who is not available to answer immediately, please leave a message giving your first and last name, your telephone number and the purpose of the call, and please speak **slowly and clearly**. This way, if we need to find or check some information for you, etc., we will do it before calling you back (insofar as possible of course).

BETWEEN US

The year 2018 is over. People may have spent more at Christmas than planned (presents, parties, looking your best, etc.) Your salary, on the other hand, stayed the same and your expenses may have gone way off budget.

Regardless, you should **NEVER**, take money from your deposits to help cover your personal expenses thinking that no one is ever going to find out. When the retail point of service system (RPS) tells you to make a deposit, you have to do it!

It's also very important to make deposits according to procedure (\$1,000: cheques, money orders, cash).

Remind yourself that the RPS system tells all. A red light comes on to show that the system has detected something irregular and any irregularity is reported to your superintendent.

(Ref: SMS 1710.02)

DISCIPLINARY INTERVIEW

The employer wants you to come in for a disciplinary interview?

Did you know that the Corporation must inform you IN WRITING and the Association concerned at least 24 hours in advance when it wants meet with you. It must state the reason for the meeting and whether it has to do with your personal file. It must also inform you that you have the right to be accompanied by a representative from your Association (CPAA).

You should contact us to help avoid any situation that might be prejudicial to you.

We can advise you and help make sure your rights are respected. The goal is to avoid any surprises.

When it involves the employee's personal file, the employee **MUST** attend the meeting and you will have access to your file before the meeting starts. If it doesn't involve your personal file, regardless of the reason for the meeting, the meeting can be postponed, or can be informal, hence, without disciplinary consequences.

At the meeting, the employer is not allowed to discuss anything except the reason stated for the meeting in the 24-hour notice. The employer may not, under any circumstances, discuss another subject or situation. If the employer wants to discuss another matter with you, it is required to convene you to another meeting.

*****Don't forget*****

The summer is on its way, and it's time to check your term employees list.

TAKING INVENTORY = DON'T DO VOLUNTEER WORK!

If there is high business volume at your postal counter when you're also doing inventory, ask your superintendent for more hours.

VISIT the CPAA web-site
at
www.cpaa-acmpa.ca

For more informations

To receive the companion in
french, please notify the se-
cretariat.

FALL VISITS

During the fall visits, it came to our attention that a lot of members are still hesitant to call us for fear of reprisals. But in order for us to intervene on your behalf, we must first obtain your permission. Otherwise, our hands are tied.

TAKE NOTE

STPD (SHORT TERM DISABILITY PROGRAM)



Be sure to carefully read your Employee Statement forms, because, since the month of August 2018, a new Section F has been added. It's very important to have up-to-date forms .

CONDUCT

If a certain behaviour bothers me, I can tell the person in question. I can also, if I feel the need, ask another person to be present as a witness. I don't wait for the situation to degenerate, because the longer we tolerate something, the greater the risk of the situation becoming much more serious.

In addition, it's always a good idea for you to inform us as soon as possible of this kind of a situation so that we can provide some guidance as you go through the process of resolving it. The longer it takes to settle a conflict, the greater the risk of it degenerating, and what could have been resolved through a frank discussion or making the other person more aware, could end in a transfer or outright dismissal. The longer your frustration builds and you keep it all inside, the greater the chance of looking like:



Before a situation reaches the point of no return, ask for help... You can also consult the **Employee Assistance Program**.

(E.A.P.) Employee Assistance Program
1-866-565-4903

LEAVE WITHOUT PAY – SOME CONSEQUENCES

Before taking a leave **without pay**, **ALWAYS** and **WITHOUT EXCEPTION**, have it approved by the Superintendent or his or her replacement.

If you're doing an acting assignment and you take **leave without pay** before the 21st day, you start again from 0 with respect to the **benefits** related to the position.

If you take **leave without pay** before **AND** after a designated holiday (Articles 21.03 and 21.04), your designated holiday **will not be paid**. But if you take just one leave before **OR** after, your designated holiday **will be paid**.

If you take leave **without pay** before your retirement date, you cannot register for retiree benefits (complementary medical care benefits), because you will be considered an inactive employee.

CALENDER OF ANNUAL VACATION LEAVE, Article 23

23.02: Order of Priority: Postmasters will have first choice of vacation leave periods. Senior Assistants will have second choice. Full-time assistants and part-time assistants will then select their vacation leave period in accordance with their length of continuous employment. Term employees (casual employees) with **continuous employment** will then select their vacation leave period.

CALENDER OF ANNUAL VACATION LEAVE – MERGED LISTS

Vacation leave selection must be supervised by the postmaster responsible for managing the merged list. FOR EACH ROUND OF SELECTIONS, after the full-time and part-time employees have selected their vacation periods, the postmaster of each post office on the list must contact the postmaster responsible for the list to give him or her the vacation periods selected.

The postmaster responsible for the list will block off those periods. Next, casual employees with **continuous service** will select their vacation periods in the remaining periods available.

IMPORTANT CONTACT INFORMATION

New E-Mail for Chantal Guillemette, president of CPAA : acmpa.quebec@gmail.com

HR Access: 1-877-807-9090

Benefits: 1-866-716-1313

Pension: 1-877-480-9220, www.cpcpension.com

Employee Assistance Program (EAP): 1-866-565-4903

Welcome to new members

Nadeau, Carole	Frampton	Forgues, Sylvie	Ile du Grand Calumet
Vigneau-Clark, Johanne	Grande Entrée	Hergott, Julie	St-Faustin
Brassard, Mario	St-Félix de Valois	Laflamme, Nancy	St-Malo
Perras, Nathalie	St-Edouard	Pierre, Magdaline	St-Joseph-du-Lac
Basile, Ronald	St-Janvier	Appleby, Katy	Caplan
Carrière, Lynda	St-Pie	Bélanger, Joanne	St-Marcel de l'Islet
Dumoulin, Véronique	St-Alexandre	Labrie Simoneau J-François	Inverness
Landry, Yvette	Cap-Chat	Leclerc, Jérôme	Ste-Claire
Viel, Julie	St-Valérien de Rimouski	Leclerc, Denise	St-Aubert
Bergogne Chalut, Caroline	Mont St-Michel	Sandiego, Iris	Waterville
Bertrand, Marc	St-Pierre les Becquets	Langelier, Annick	Val-Bélair
Dandurand, Marie-Hélène	Danville	Lambert, Jacynthe	Ste-Agathe
DeQuoy, Evelyne	Lantier	Roy, Marie-Claude	Trois-Pistoles
Ducross, Lisa	Barachois de Malbaie	Béliveau, Valérie	Pierreville
Lafrance, Linda	Baie des Sables	Demers, Colette	Pintendre
Morin, Marielle	Péribonka	Ouellet, Geneviève	St-Bernard Dorchester
Renaud, Lyne	Nominingue	Trépanier, Pascale	Lambert
Rioux, Jean-Sébastien	Pont-Rouge	Bergeron, Gisèle	Beaudry
Ratte, Karine	Lac-Humqui	Blanchette, Anne	St-Henry de Lévis
Proteau, Josée	Ayer's Cliff	Harrison, Melissa	Mansonville
Paradis, Cassandre	Rawdon	Roberge, Ronald	St-Raphael de Bellechasse
Savoie, Sylvie	Escuminac	Ste-Crois, Lise	Forillon
MacGillivray, Michelle	St-Nicolas	Brassard, Cynthia	St-Canut
Poirier, Louise	St-Luc	Champoux, Dominique	St-Rémi Tingwick
Raymond, Nadine	Maria	Coté, Annie	St-Augustin Desmaures
Perron, Isabelle	Ste-Scolastique	Lévesque, Francine	Mirabel succ. St-Augustin
Tessier, Nathalie	Neuville	Bélanger, Manon	Rivière Pentecôte

CLARIFICATION:

Casual employees with and without continuous service **ARE FULL-FLEDGED MEMBERS** of the CPAA. Whenever meetings are held and during the fall visits, not to mention the Conventions, etc., you are more than welcome. These are yours too !

Notice to Associate Members (retired)

The year 2019 is well underway, and it's time to renew your fees to remain an associate member of the CPAA. Please forward your cheque for \$10.00, **payable to the CPAA** after January 1, 2019 to the following address:
C.P.A.A. Quebec branch, 734 rue Lyne, Wickham Qc J0C1S0.

2018 retirees

Beaulieu, France	Sherrington	Leclerc, Louis	Evain
Béland, Claudine	Pont-Rouge	Lefebvre, Therese	Bromptonville
Bérubé, Claire	St-Nicolas	Legare, Joanne	Donnacona
Blouin, Jean-Pierre	Stanstead	Litalien, Pauline	Nouvelle
Bouchard, Charlotte	St-Joachim de Montmorency	Mathieu, Liliane	East Broughton
Boulianne, Marie-Anna	St-Prime	Mitchell, Micheline	Port Daniel
Bourdages, Sylvie	Caplan	Monette, Johanne	Val Morin
Cabana, Ginette	Ste-Marthe sur le Lac	Noelt, Lucie	St-Damien de Buckland
Charest, Celine	Inverness	Paquet, Francine	Wendake
Charlebois, Monic	Masson	Paquette, Louise	Delson
Chouinard, Johanne	St-Epiphanie	Patry, Carole	L'Ascension
Cliche, Joanne	St-Michel de Bellechasse	Raby, Kathleen	Lac des Ecorces
Drouin, Jocelyne	Stanstead	Renaud, Adele	Chelsea
Dube, Ann	L'Isle Verte	Rice-Rochon, Lucille	Grand Remous
Erickson, Elisabeth	Cumberland	Rocheleau, Pierrette	St-Félix de Valois
Fontaine, Celine	St-Philemon	Roy, Sylvie	Beauceville Succ. Bureau chef
Fournel, Carole	Ste-Marguerite du Lac Masson	Sergerie, Helene	Cap Chat
Gagne, Bernadette	St-Ulric	Silver Caron Linda	Ayer's Cliff
Girard, Debra	Barachois de Malbaie	Viney, Pierre	St-Valerien de Rimouski
Gregoire, Anne Marie	St-Bernard	Loyer Lambert, Ginette	St-Thomas de Joliette
Hurtubise, Gisèle	Laforce	Bilodeau, Jocelyne	Mirabel succ Ste Scholastique
Jacques, Marcelle	Beaulac	Badeau, Claudette	St-Henri de Levis
Lamarre, Danielle	L'Isletville	Caron, Monique	Bromont
Lambert, Francine	Kingsay Falls	Markwell, Lorrayne	Stanstead
Landry, Diane	Maria	Fournier, Marianne	St-Aubert
Lasalle, Lucienne	Bryson	Gingras, Jeanne d'Arc	Ste-Agathe de Lotbinière
Leclair Lavigne, Lynn	Grennville	Dallaire, Simone	Ste-Rita

*There is never a better time than now to thank you
for the trust you have placed in us throughout the year.
We take this opportunity to wish you and your families a won-
derful new year. We wish you all the best in 2019!*

Your CPAA team.

*Chantal Guillemette, Chantal Nault, Manon Demers,
Odette Desgagnes and Chantal Coulombe.*