



# UNION MATTERS

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## You Should Know

### 10 HEALTHY HABITS FOR MENTAL ILLNESS

**SCHEDULE** “me-time” daily

**REWARD** yourself

**PLAY** to your strengths

**ASK** for and **OFFER** help

**DE-STRESS** your diet

**PRESS** pause once in a while  
**DOWNTIME** is good

**GET** regular physical activity

**SET** goals and stay on target with a journal

**PRACTICE** relaxation techniques and get enough sleep

**CHOOSE** a positive attitude

Change is a constant at work and with change comes stress and that can lead to absenteeism. Your union executive has been involved in several attendance management meetings and discovered members did not fully understand the process of the Attendance Management Program (AMP).

### The 4 W’s of the Attendance Management Program

The Attendance Management Program establishes a process for dealing with employees who fail to meet specific attendance standards. Attendance benchmarks are established yearly and are based upon the annual sick leave average for the organization. Other forms of attendance include arriving at work late, failure to call in when absent or leaving work early without permission.

### Why is there a program?

Attendance management programs are created to help deal with absenteeism in a fair and consistent manner. At the Calgary Public Library (CPL), absenteeism falls into two categories; culpable absenteeism and non-culpable. *What do these terms mean?* Culpable is absenteeism within the employee’s power to correct. Examples of these could be consistently arriving late to work or leaving early without permission. Non-culpable (innocent) is absenteeism which is caused by an actual illness, injury, or emergency that may be supported by a doctor’s certificate. Absences are normally accepted unless there is a

pattern, and the frequency or time span of the absence becomes disruptive to the workplace.

### Who can be on the program?

Any employee can be placed on the AMP if absences are at or above the system average. It is in your best interest to know what the system average is. Your manager reviews each employee’s absence record and considers whether there is an issue with excessive absences. Each situation is reviewed and if it is determined that there is a pattern, frequency, disruption to work, etc., then an employee may start on the AMP.

### What are the levels?

Before the formal AMP begins, your manager will meet with you to assist you with a plan to improve attendance and offer support. The goal of this meeting is to ensure that you, the employee, are doing everything you can to regularly attend work. Remember, that everyone has access to the Employee Family Assistance Program (EFAP), it is confidential and it may be able to provide a service you require. Also, Human Resources is available for absences due to underlying medical reasons.

If attendance remains a concern then the formal AMP will go into effect (Level 1). Your manager will review with you the previous meeting and expectations. They will continue to work with you to identify causes, solutions and resources available to lessen absenteeism. Once you are on the AMP, then a doctor’s certificate will be required for all absences (Collective Bar-

Your union executive looks forward to seeing you at the next General Membership meeting

gaining Agreement clause 15.04 (c)). You will be presented with a letter with an improvement plan, targets, and expectations. A follow-up meeting is generally scheduled within 3 months.

A Level 2 meeting will take place if a noticeable improvement does not happen within a given timeframe (usually 3 months). This meeting will be very similar to the Level 1 meeting.

A Level 3 meeting happens if there isn't improvement on attendance. The next step after Level 3 is a final warning letter which may result in termination.

### When are you off the program?

When there is marked improvement to your absenteeism, then you may go down a level until you are back to regular attendance.

Note: members have a right to have union representation at all attendance management meetings.

*In solidarity,  
Elsa Gee, President CUPE Local 1169  
Calgary and Cochrane Public Library Workers*

## Contract Corner: know your rights under the collective bargaining agreement



### Clause 15.04 (d) Sick Leave Extension

A full-time employee with more than one (1) year of service who has exhausted their sick leave credits shall be allowed an extension of their sick leave to a maximum of ten (10) working days. Upon return to duty, the employee shall repay

the extension of sick leave in full at the rate of one day per month. No employee shall have their services terminated by virtue of having exhausted their sick leave credits. An employee shall not remain in a deficit position with respect to sick leave credits for longer than twelve (12) consecutive months. In such instances, the un-repaid days will be deducted as leave without pay. The deduction will be spread over a maximum of five (5) pay periods.

### What does this mean?

Full-time employees have access to 70 hours of sick leave extension. The purpose of this is to give those employees who have used all of their sick leave hours and are not eligible for long-term leave benefits additional sick leave time. This is invaluable for an employee struggling with a short term and unexpected health issue. It is important for full-time employees to note that they have one year to repay the 70 hours.

### How is this calculated?

Full-time employees normally accumulate 4 hours of sick leave per pay period. Instead of receiving 4 hours of sick leave the employee will receive 1.3 hours. The remaining 2.7 hours is returned to their sick leave extension to start bringing the total back to 70 hours. Think of it as a loan of time that must, like every other type of loan, be paid back.

*Respectfully submitted by,  
Terrill Budd, Chief Steward CUPE Local 1169*

## Rh'ena Oake Scholarship

**\$1000 is awarded annually. Deadline is June 1, 2018. Please visit [www.cupe1169.ca](http://www.cupe1169.ca) for eligibility and application form.**



**CUPE LOCAL 1169 AFFILIATES**



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