

Topic	Speaking Notes
Introduction	<p>Introduce yourself and your role.</p> <p>Tell the member:</p> <ul style="list-style-type: none"> • Your name • That you are a local representative • What your role is (answer questions about the union and the collective) • Agreement, provide communications and information about union activities, and assist the member in resolving any problems faced in the workplace) • How they can contact you (telephone, email, where your desk or work area is).
Who	<p>Explain the union's full name and how many members belong to it.</p> <ul style="list-style-type: none"> • Professional Employees Association • About 2,700 members across BC: 92% work in the public sector <p>Describe the PEA's chapters:</p> <ul style="list-style-type: none"> • Family Maintenance Enforcement Lawyers • Government Licensed Professionals working for the Government of British Columbia (Oil & Gas Commission members are also included in this chapter) • Health Science Professionals • Hospital Employees' Staff Union • Law Society of BC Lawyers • Legal Services Society Lawyers • Okanagan Regional Librarians • St. Margaret's School Staff • University of Victoria Administrative and Academic Professionals

	<p>Explain what chapter and jurisdiction the member belongs to.</p> <p>Ask if they know what the term ‘bargaining unit’ means and ensure they understand that is generally the same as a chapter in the PEA (i.e. a group of workers, recognized by law, who bargain together with the employer and are covered by the same collective agreement).</p> <p>Describe the union’s structure (refer to your local reps manual if needed)</p> <ul style="list-style-type: none"> • There is a PEA Association Executive that governs the Association between biennial conventions and retains a staff of eight. • Chapters promote and pursue the particular interests of various bargaining units in the Association. They appoint local representatives and bargaining committees. • There are a variety of committees and learning opportunities at the Chapter and Association level (local rep training, convention, biennial education conference, website) where members can become involved.
<p>What</p>	<p>Explain what a collective agreement is.</p> <ul style="list-style-type: none"> • A collective agreement is a legal document setting out your rights on the job. • Both the employer and the union have agreed to all of its contents. <p>Explain how to have input into bargaining.</p> <ul style="list-style-type: none"> • You and other members have input into what goes into your collective agreement through PEA bargaining surveys and member meetings. • Bargaining committees are elected or appointed and members can step forward for consideration. • Explain recent history of bargaining, job action etc. • Outline other unions at the same employer and how they have interacted with the PEA. <p>Review key provisions of your specific agreement, such as:</p> <ul style="list-style-type: none"> • Rights as a probationary employee • Hours of work • Vacation • Pay level

	<ul style="list-style-type: none"> • Sick benefits • Grievance procedure • Other such as right to refuse unsafe work <p>Encourage the member to read their contract and to approach you with any questions, or if they think they are having a problem. Refer them to the PEA website for a link to the contract</p>
<p>Where</p>	<p>Describe where the member can get in touch with the union.</p> <ul style="list-style-type: none"> • You as a local rep are the first point of contact with the union; however, members can call the PEA office or their LRO at any time with any concerns or issues. • Our website is: www.PEA.org • The PEA's office is in Victoria and toll-free telephone numbers are available on the web site.
<p>When</p>	<p>Explain how the member can get involved in the union.</p> <ul style="list-style-type: none"> • Chapter meetings and events, AGMs, committees etc. Give the date, time, and location of the next meeting. • Give dates, times, and locations of any upcoming events.
<p>Why</p>	<p>Address any other questions the member might have about the union or the contract.</p> <p>The member may ask why he/she has to pay union dues. You can say that dues cover the costs of:</p> <ul style="list-style-type: none"> • bargaining contracts • solving workplace problems, dealing with members' grievances • union communications and education • democratic structures, like local meetings, committees, and conventions where members have their say • lobbying • campaigns with other unions to improve conditions in workplaces and communities <p>PEA dues are 1.0% of regular pay, which is extremely low compared to other unions which are generally around 2%. Union dues are tax deductible and should appear on your T4.</p>