



2024-25 GLP
BARGAINING:
LOCAL REP
TOOLKIT

Overview

Bargaining is an opportunity for the union and the employer to propose changes to the collective agreement. The GLP collective agreement expires in March 2025, and we expect to enter into bargaining with the employer in early 2025. This toolkit will walk you through our plans for the pre-bargaining phase this fall and how we're hoping you can be involved.

This past spring, we entered into the pre-bargaining phase with the bargaining committee being elected. Since then, they have been meeting regularly to:

- develop their own terms of reference for working together;
- assigning roles to each member (e.g., chair of the bargaining committee);
- develop the bargaining survey;
- create a membership engagement plan;
- plan bargaining-related campaigns;
- familiarize themselves with bargaining related collective agreement matters; and
- determine an overall bargaining strategy.

This fall, we will begin consulting with the membership on bargaining priorities through different methods of engagement. For part of this engagement, we rely on you, our GLP local reps. You are the ambassadors of our union, and play a vital role by connecting with members and representing their best interests.

Visit www.pea.org/glpbargaining to stay up-to-date through the bargaining process

Bargaining Committee

The following members were voted into the bargaining committee by the GLP membership:

- Sarah Bevan, Lawyer
- Trevor Demerse, Engineer
- Tyler Dergousoff, Forester
- Lauryn Kerr, Lawyer
- Susan Randle, Engineer
- Marc Schuffert, Agrologist
- Allison Westin, Geoscientist

The [GLP bargaining page](#) on the PEA website has complete bios and photos of your committee. It's important for members to understand that their union's leadership is made up of volunteers who were democratically elected.



Membership Engagement

BARGAINING SURVEY: OCTOBER 15 to NOVEMBER 5

One of the main bargaining consultations pieces that the committee relies on is the bargaining survey. We are planning on running the GLP bargaining survey for three weeks from October 15 to November 5, 2024. The results of this survey have a significant impact on the formulation of bargaining proposals (proposed contract language). The survey is designed as a tool, in conjunction with other feedback, to inform the bargaining committee and helps identify priorities.

The committee is currently reviewing the previous version and creating new survey questions.

LOCAL REP MEMBER LUNCHES

HOSTED REGIONALLY IN OCTOBER-NOVEMBER 2024 WHILE THE SURVEY IS RUNNING

The bargaining committee is asking all Local Reps to hold one member lunch, either in-person or virtually over Zoom, for members in their region during the three weeks that the survey is running.

Details on how to host a session are provided on the next page. All local reps will be provided with training and the opportunity to answer questions about how to host these during a meeting for Local Reps on Thursday, October 3, 2024. Visit <https://pea.org/GLPtownhall> to register.

MEMBER WEBINARS

PEA Labour Relations Officers Melissa Moroz and Laura Jeffreys will be hosting New Member, Collective Bargaining, and Understanding Your Collective Agreement webinars through the fall. Bargaining committee members will be present to answer questions and to listen to members' concerns and ideas.

<p><u>Understanding Your Collective Agreement</u> Wednesday, October 2 12:00 - 1:00 p.m. PDT</p>	<p><u>Collective Bargaining 101</u> Wednesday, October 9 12:30 - 1:30 p.m. PDT</p>
<p><u>Collective Bargaining 101</u> Thursday, October 10 11:00 - 12:00 p.m. PDT</p>	<p><u>New Members</u> Wednesday, November 13 12:00 - 1:00 p.m. PDT</p>



Local Reps: Hosting A Member Lunch

The bargaining committee is asking all Local Reps to hold one member lunch, either in-person or virtually over Zoom, for members in their region during the three weeks that the survey is running. The purpose of these sessions is for members to share feedback on their priorities for bargaining and better understand how to complete the survey. Choose any time over lunch that works for you from October 15 to November 5, 2024. You will be reimbursed the cost of food and refreshments up to \$20 per member who RSVPs.

Please plan on attending the upcoming Local Reps Town Hall on October 3, 2024, from 12-1 p.m. PDT to hear more about how you can successfully host this session. Visit <https://pea.org/GLPtownhall> to register. Members of the committee will be on hand to answer any questions and hear your feedback on the bargaining process.

Some example priorities for discussion are listed below. If there is anything new or noteworthy, or if members have specific proposals they would like brought forward, you can submit them through the Bargaining Webform on the GLP Bargaining Page (www.pea.org/glpbargaining).

Priorities for discussion:

- Employment security (protection against layoffs)
- Wage increases
- Improve extended health benefits (please ask for specifics needs)
- Improve long term disability
- Full professional fee reimbursement
- Protect OSS (Overtime, Shift work, Standby, 7%)
- Expand paid leaves
- Career Laddering and Classifications

Sample Agenda

- Introductions (Name, pronouns, dept/team, share your hope for the meeting)
- Bargaining Issues (What are the top priorities you have for bargaining? How is this issue affecting your work and life?)
- Overview of the bargaining process (see the timeline and collective bargaining 101 diagram at the end of this document)
- Questions?
- Next steps on staying engaged

More details on the steps to host a member lunch are on the following page.

Local Reps: Hosting A Member Lunch

STEPS TO HOSTING A MEMBER LUNCH

There are a number of steps you will need to follow to successfully host a member lunch. To help lighten the load and create engagement, consider asking some of your PEA colleagues to contribute by taking responsibility for one of more of the tasks below.

1. Sign up to host a member lunch at <https://pea.org/memberlunch>.
2. Book a private room at your workplace that can accommodate GLP members.
3. Send an email inviting GLP members in your area to attend. A sample invitation email is on the following page, and we will send you a list of all members in your area with contact information.
4. Order lunch for your session (if taking place in person), based on the number of people who have RSVP'd. You can decide what kind of food you would like to order, keeping in mind possible dietary restrictions and a budget of \$20 per person (tip included).
5. Host member lunch and facilitate the group discussion. Encourage members to complete the survey, and take down any questions they may have about it. Circulate a member sign-in sheet and make sure everyone signs it.
6. After the lunch, send a PEA expense form, direct deposit form, member sign-in sheet, and copies of your receipts to mjoly@pea.org. You will be reimbursed up to \$20 per member who RSVP'd for food. All the forms are available on the PEA website here: <https://pea.org/forms>. Contact administration@pea.org if you require assistance.
7. Submit a short summary of the member lunch with any feedback and comments using the Webform on the GLP Bargaining Page: www.pea.org/glpbargaining.

Your leadership in engaging members through this process is important, and will lay the foundation for successful collective bargaining. By creating these opportunities for connection and education, you are building trust, solidarity, and a strong union.

You may be asked questions about the GLP Collective Agreement or about bargaining that you don't know the answer to. Please direct members to the Bargaining Webform to share any feedback, questions or proposals. The committee will review all feedback from this webform at their bi-weekly meetings. If it's a more urgent question you can contact your Labour Relations Officer.

Sign up to host a member lunch at <https://pea.org/memberlunch>.

Membership Engagement

SAMPLE INVITATION EMAIL

SUBJECT:

Dear PEA member,

I am writing as the local representative for this region/building/area to invite you a member lunch, taking place MMM DD at XX:XX pm in the LOCATION. This meeting is an opportunity to share your feedback for the upcoming round of collective bargaining, to discuss our shared priorities, answer any questions you may have, and talk about the bargaining survey that's running from October 15 to November 5, 2024. Food and drinks will be provided.

Please respond to this email to let me know if you are able to attend, as well as any dietary restrictions, so that we make sure there is enough food for everyone.

Best,

NAME

GLP Local Representative

MEMBER LIST GUIDELINES

The PEA provides local representatives with access to list of the members in their own jurisdiction for the sole use of the membership record maintenance and assisting members in the jurisdiction.

Local Representatives have a responsibility to maintain the confidentiality of membership lists in accordance with applicable privacy legislation and Association Executive policy. Membership lists are to be held private and confidential and are not to be shared with any other individual, committee or organization.

Please ensure that you store your membership list in a secure manner to protect and maintain the confidentiality of member information.

Email guidelines are provided to local reps when they are provided member emails, in order to comply with CASL legislation. Do not send emails of the following nature:

- Any offers of sale
- Contests or raffles
- Emails which encourages members to purchase or sign up for additional goods and services
- Email sent to members inviting them to participate in an auction, tournament or other event to raise money for a registered charity
- Email sent to members encouraging them to attend an education seminar for which they will be charged

TIMELINE

CONSULTATION: SEPTEMBER - NOVEMBER

From September through to November we will be in the consultation phase of pre-bargaining. During this time we will conduct the member survey, hold virtual town halls, and request that you host a regional session.

PROPOSAL CREATION: NOVEMBER - JANUARY

After all of the feedback from members has been collected, the bargaining committee will review everything and begin creating proposals to bring to the employer.

Proposals are the basis for negotiations. Each side has an opportunity to present and make arguments for their proposals. In some cases proposals may lead to counter-proposals by the other party. It is not unusual for proposals to go back and forth across the table until a mutual agreement is made on the language. At any time, one of the parties may withdraw their proposal. New proposals may not be introduced unless there is mutual agreement of the parties.

BARGAINING: 2025

Labour Relations Officers Melissa Moroz and Laura Kate Jeffreys will be acting as lead spokespeople at the bargaining table and will work alongside the GLP bargaining committee. During bargaining, the PEA will update members about the progress of negotiations through bargaining bulletins on the PEA website, member emails and meetings. Expect to hear from the bargaining committee throughout this process as we work toward negotiating a new collective agreement. Visit <https://pea.org/glpbargaining> for the most up-to-date information



COLLECTIVE BARGAINING 101

