



# **HEU POLICIES AND PROCEDURES MANUAL**

Revised May 2014



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## **SECTION 1: WORKPLACE ISSUES**

### **APPRENTICESHIP PROGRAM**

- HEU, in conjunction with the BC Federation of Labour, will bring all pressure to bear on the provincial government to reinstate the Apprenticeship Program in its entirety.  
(23 BC 10-02) (24 BC 10-04)
- HEU will continue to raise the awareness of the apprenticeship and trades crisis in BC with our members, and the HEU will propose the formation of a policy table with HEABC and the government.

HEU will investigate the ways and means of forming an Industry Training Organization (ITO) jointly with the public sector employers, trade unions, and standardization and licensing which in turn has the potential to provide apprenticeship training.

HEU will lobby the government to restore a balance of equal part representation in governance structure for trades training that makes labour a full and equal partner in the development of training policies and priorities.  
(25 BC 10-06)

### **BENCHMARK REVIEWS**

- HEU will negotiate benchmark reviews and wage adjustments for specific HEU jobs and/or job families based on the following criteria:

No benchmark reviews will be negotiated without the funding attached. The funding will be used to address:

- significant retention and recruitment issues;
- changes in scope and complexity of jobs with regionalization;
- training, technical qualifications and/or professional certification requirements that are not appropriately recognized in the existing benchmarks;
- increases in job responsibility and changes in scope of practice;
- lead hand training and supervisory responsibilities  
(WP 06) (22 BC 10-00)

### **CLASSIFICATIONS**

- When changes in benchmarks and classifications are necessary, the affected disciplines will have prior direct input into their development.  
(22 BC 10-00)

## **EMPLOYMENT EQUITY**

- HEU will lobby employers to improve their hiring practices, by considering abilities of workers, not disabilities; and

HEU will lobby employers to review their workplaces to ensure accessibility for workers with disabilities.

(26 BC 11-08)

## **HOURS OF WORK**

- With regard to workers requesting to work extended hours, the change can be made with seventy-five per cent (75%) of the affected permanent full time and part time members voting for it.  
(25 BC 10-06)
- HEU reconfirms its support for a legislated reduction in hours of work with no loss in pay to spread the available work around and opposes any reduction in the provision of services when a reduction in hours of work is implemented.  
(19 BC 10-94)
- Where applications for Extended Hours are approved by the Local and the regional office, a reply is mandatory within thirty (30) days of receipt by Provincial Office.  
(19 BC 10-94)

## **INFORMATION TECHNOLOGISTS**

- HEU will press the HEABC for implementation of the recommendations contained in the Review of Hospital Information Technology Job Classification, which are:
  - Build on the nature of emerging technology (i.e. distributed systems, client/server) to migrate work, skills and responsibility away from the technical focus of information technology departments and toward end user department staff and managers;
  - Establish a process to ease the transition for clerical workers to move into entry level IT positions including regional co-ordination of appropriate qualifications, training programs, etc.;
  - Support help desk and other entry level staff to move into more senior information technology roles based on a regionally developed and standardized set of career paths and training options relevant to each specific job title;
  - Facilitate a process at the regional level to support Information Technology managers to more effectively utilize the HEU's classification system and the posting and selection provisions of the collective agreement to help accomplish points 1, 2, and 3 above;
  - Establish a process between union and management to make it easier for IT managers to use unionized employees as a practical alternative to engaging contractors, including the potential creation of a regional pool of IT staff;
  - Establish a process to review HEU/HEABC IT related benchmarks; and
  - Develop a regional retention and recruitment strategy.  
(PE 12-99)

## **JOB SHARING**

- HEU supports voluntary job sharing for permanent employees as detailed in the Vince Ready Arbitration dated April 21, 1994, which covers both "Accord", and "non-Accord" agreements, or such other arrangements as may be mutually agreed between HEU and the Employer.
- HEU supports the expanded rights for workers in all job share agreements as follows:
  - Employee initiated
  - Request denials are grievable with onus on the Employer to demonstrate inability to accommodate
  - Every arrangement identifies job title, location and individuals covered
  - Details are guided by interests of the involved employees subject to the collective agreement. Rights are neither gained nor lost, except that benefits are maintained at 100%
  - Partner opportunities are posted, and awarded to the most senior capable applicant
  - Employees can revert to their previous position with no loss of status or seniority at any time, and can transfer to a fully comparable position if the arrangement is cancelled, and
  - Total vacation is defined by the senior partner, and each partner is entitled to a pro-rated portion, applying their personal seniority for scheduling purposes.  
(PE 02-98)

## **NEGOTIATIONS - ONE CONTRACT FOR ALL**

- The Union will bring all Locals under the Master Agreement upon expiration of their contracts.  
(20 BC 09-96)
- HEU will continue to actively lobby the government to remove the line between facilities and the community.  
(21 BC 10-98)

## **OCCUPATIONAL HEALTH AND SAFETY**

- Health and safety on the job is an individual's right and not a privilege granted to the employee by the Employer.  
(15 BC 02-86)
- HEU will promote the development and implementation of preventative programs in the health care industry and strive for higher standards of health and safety in the workplace.  
(15 BC 02-86)
- HEU will lobby for safe patient staffing ratio for all shifts.  
(19 BC 10-94)

- The HEU will encourage the BC government to enact Commissioner Dorothy Caddell's recommendations which would require all public and private health care facilities to conduct waste audits and that all non-anatomical parts of the biomedical waste be disposed of by the use of autoclaving methods.  
(19 BC 10-94)
- HEU will communicate to the Premier and Ministry of Health that the Union supports the implementation of Environmental Tobacco Smoke Regulation in light of the thorough consultation and public hearing process undertaken by the WCB, and there should not be any reconsideration of the implementation.  
(PE 11-99)
- HEU will lobby to require Worksafe BC to provide full disclosure of workers' rights in the information package; and that a workers' advocate be available to assist with the day to day requirements of claimants when there is a need for those unable to cope with these tasks.  
(PE 11-99)
- HEU opposes mandatory testing (of patients carrying blood borne diseases) and continues to advocate for strong preventative occupational health and safety policies and practices to protect health care providers.  
(22 BC 10-00)
- HEU strongly urges the government to increase funding to meet workload demand.  
(22 BC 10-00)
- HEU will implement a "No Manual Lift" policy.  
(22 BC 10-00)
- HEU will lobby government, Health Authorities and regulatory bodies to ensure:
  - Codes and regulations are being adhered to.
  - Work skill requirements are maintained and enhanced.
  - Retention of qualified and experienced in house personnel for the safe and efficient maintenance and operations of BC health care infrastructures.

This campaign will include all HEU certifications in all sectors.  
(25 BC 10-06)

- HEU will lobby the government and/or Health Authorities to determine appropriate and safe patient to staff ratios for LPNs and Care-Aides in Long-Term Care facilities.  
(27 BC 10-10)
- HEU will work to have the necessary changes implemented by the Provincial Government to ensure our members are covered by Worksafe BC at 65 or older.  
(PE 06-13)

## **PACIFIC BLUE CROSS**

- HEU will lobby Pacific Blue Cross and all benefit providers to change their policy of non-coverage of treatment while a member is awaiting a WCB appeal decision.  
(27 BC 10-10)

## **QUALITY CIRCLE/NEW MANAGEMENT TECHNIQUES**

- HEU opposes the unilateral imposition by the Employer of new management techniques, Quality Circles and Quality of Work Life programs.  
(18 BC 10-92)
- HEU participation in any quality circle/new management technique program will be strictly on the basis of improving working conditions and job security; and based on a Union negotiated agreement with the Employer.  
(18 BC 10-92)

## **SENIORITY**

- In negotiating with employers who are amalgamating, consolidating or transferring services, the Union will press for full recognition for all seniority hours, subject to the yearly maximum limited to that which a full-time worker could accumulate.  
(PE 11-96) (Revised PE 09-99)

- After transfer to Union coverage, the employee should be given full recognition of his/her seniority and service with the Employer.

Before transfer, however, the excluded employee does not have any seniority and cannot use his/her years of service with the Employer to outbid a Union member.  
(PE 05-97)

- Even if there is no Collective Agreement requirement obligating the employer, in the event that a facility or service is closing or downsizing significantly, the Union will press other employers for full recognition for all service and seniority hours subject to the yearly maximum.  
(PE 07-00)

- HEU regional seniority (based on Health Authority regions) will be pursued to protect HEU members' rights.  
(PE 04-02) (WP 09)

- Mergers of Locals and/or seniority lists of a common Employer are to be designed to ensure a cap is maintained equivalent to one (1) FTE and adjustment calculations are to reflect the number of hours in an FTE for earlier Collective Agreements.  
(23 BC 10-02)

## VACCINE

- The Hospital Employees' Union supports the immunization of health care workers and initiatives to improve voluntary update of the influenza vaccine.  
(PE 11-00)

## VOLUNTEERS

- HEU is opposed to volunteers performing any HEU bargaining work, and will resist, to every extent possible, attempts by Employers to convert HEU bargaining unit positions into jobs for volunteers.  
(PE 01-87)
- HEU's perspective on volunteers is based on experiences in the workplace, and influenced by the fact that the union is itself a volunteer organization. Each year thousands of HEU members volunteer in a variety of capacities to meet the needs of members. HEU will continue to develop the means to achieve even greater membership involvement to help build a stronger union.

HEU encourages its members to become active in volunteer capacities in achieving progressive social change in their communities. In the Union's vision of a fairer, more progressive society, working people should be encouraged and be able to volunteer to build a sense of community and the capacity for collective action in the locales where they live.

Within the workplace, and the broad health care setting, HEU members recognize that volunteers play an important role in the delivery of health care. But pressures from ongoing health care funding cuts and bad employer practises frequently lead to tension on the job and a blurring of appropriate roles and responsibilities.

Services within the broad health care setting provided by volunteers shall complement but not duplicate the work performed by front line care-givers, in which volunteers add something extra in their roles.

Employers cannot be allowed to replace or displace staff, or fill vacant positions with volunteers. Nor can employers be allowed to use volunteers as providers of ongoing services. An essential job on a continuing basis should be a bargaining unit position. If volunteer activity illustrates an ongoing need, then the work should become paid work.

HEU is opposed to excessive volunteer requirements that are:

- Prerequisites for health care training programs;
- A condition of qualifying for or receiving social assistance;
- Part of the curriculum for high school community awareness programs.  
(PE 07-00)

## **WORKING FROM HOME (TELEWORK)**

- A telework agreement may be terminated by the employee or the Union by providing 30 days-notice to the Employer or the Employer providing 90 days-notice to the employee and the Union. On termination of the agreement the employee has the right to return to their position at the workplace.

If there is down time of greater than one (1) hour due to equipment failure, the employee can elect to use up accrued banked time or a Leave of Absence or return to their employers' place of work.

The Employer shall be responsible for all additional costs to the employee related to telework.

The project to be reviewed in six (6) months and that the number of days worked at home and at work must be mutually agreed to by Employer, employee and Union.

### **Definitions**

The following definitions shall be included in any telework agreement:

- |                           |  |
|---------------------------|--|
| <b>Telework</b>           | is the scheduled performance of work during regular working hours by an employee from a teleworkplace.   |
| <b>Official Workplace</b> | is the location where the employee would ordinarily work if there were no telework situation. The employee's official workplace continues to be the official workplace business address.                               |
| <b>Tele-Workplace</b>     | is the location at which the employee and the workplace where the employee will work as mutually agreed by the employer, the employee and the union. For WCB purposes, the teleworkplace is the "place of employment". |

### **Telework Must Be Voluntary**

- Telework may only be initiated by the employee(s). Participation in any telework arrangement shall be by mutual agreement and outlined in a written Memorandum of Agreement between the employer and HEU.
- A telework agreement may be terminated by the employee, or the union by providing 30 days notice to the employer, or by the employer providing 90 days notice to the employee and the union. On termination of the agreement, the employee has the right to return to their position at the workplace.

### **Collective Agreement Rights Protected**

- Telework shall not affect the terms and conditions of employment of any employee and the provisions of the collective agreement and relevant legislation continue to apply to an employee who teleworks.
- For WCB purposes, the Industrial Health and Safety Regulations of the Workers' Compensation Board that form part of the Collective Agreement apply equally to any telework agreement.
- Telework shall not affect the employment status of an employee. In other words, telework in or of itself will not prevent a person from remaining or becoming an employee.

### **No One Stays at Home - No One is Isolated**

- The number of days worked at work and at home shall be mutually agreed between the employer, the employee and the union.
- Details of the telework arrangements, including teleworkplace address and telephone/modem numbers are to be recorded in -the fully endorsed telework agreement prior to telework commencing. A copy of the signed agreement and all attachments must be provided to HEU.

### **Shifts**

- The employer, the employee and the union will mutually set the hours of work which will comply with all the provisions of the Collective Agreement. The details of the employees' shifts shall be attached to the telework agreement.
- Any regular shift changes shall be approved by written agreement by all parties and attached to the telework agreement.

### **Capacity to Perform**

- Where an employee engaged in a telework agreement is unable to perform their regular duties due to failure of equipment provided by the employer or power failure at the teleworkplace of a period of time greater than one (1) hour, the teleworker shall have the option of using accrued bank time, taking an unpaid leave of absence, or performing the work at the employer's Official Workplace with no loss of pay for travel time.

### **Dependant Care**

- The Employee acknowledges that telework is not a substitute for dependant care. Nothing in the telework agreement limits the employees' rights to the leave provisions in the Collective Agreement, particularly special leave.



## **Employer's Responsibilities**

- The employer is responsible to provide and maintain the equipment and supplies necessary to telework as itemized in the telework agreement. Such equipment and supplies shall remain the property of the employer and it is the employer's responsibility to pick up the equipment in the event the telework agreement is terminated.
- The employer shall ensure the teleworkplace is adequately equipped and maintained from a health and safety point of view.
- The employer shall ensure that the telework arrangement is consistent with all municipal or regional district bylaws and regulations.
- The employer shall be responsible for all additional costs to the employee related to telework (eg: hydro, phone, teleworkplace redesign).
- The employer will take measures to ensure confidentiality of health records.
- Any agreement will be reviewed by the parties within 6 months.  
(PE 06-09)

## **WORKLOAD**

- HEU will put more resources to workload campaigns; and

HEU will provide more funding for training new members so they know their rights.  
(26 BC 11-08)

## **WORKSITE UNION OFFICES**

- HEU will attempt to secure on-site union office space for all HEU locals at their worksites.  
(15 BC 02-86)

## **YOUTH EMPLOYMENT PROGRAMS**

- HEU will support provincial and federal youth employment programs provided all the provisions of the Collective Agreement are met.  
(PE 03-88)

## **YOUTH TRAINING TRADES IN BC**

- HEU will lobby the Provincial Government to provide training to B.C. youth for trades, skilled labour, so we can invest in and employ our own youth.  
(PE 06-13)

## **SECTION 2: LABOUR MOVEMENT**

### **BC FEDERATION OF LABOUR**

- HEU supports all boycotts and hot edicts as specified by the BC Federation of Labour. (PE 03-88)

### **CLC MORE CAMPAIGN**

- HEU will continue to support and actively participate in the action component of the CLC MORE disability rights campaign by committing to increased mobilization, organization, representation and education around disability rights issues. (23 BC 10-02)

### **CUPE**

- HEU (The BC Health Services Division of CUPE) accepts jurisdiction for CUPE Locals/members wishing to transfer to HEU under the provisions of the CUPE Constitution. (PE 09-96)
- HEU will further its relationship with CUPE and the House of Labour as follows:
  - Reaffirm HEU's commitment to be an active member in the House of Labour, particularly in light of the upcoming fight for working people in British Columbia;
  - Express concern about the fiscal arrangement between CUPE and HEU and continue to press CUPE on our issues directly linked to these fiscal arrangements;
  - In the coming two (2) years, HEU Locals will strengthen our ties with other CUPE Locals, District Councils and the CUPE BC Division. (22 BC 10-00)
- Accord between the Hospital Employees Union and the Ontario Council of Hospital Unions (CUPE)

The Hospital Employees Union (HEU) and the Ontario Council of Hospital Unions (OCHU) are activist organizations which represent healthcare workers.

We have a common interest in defending and expanding the national Medicare system.

We have a common interest in resisting the privatization of delivery of health care services and the contracting-out of healthcare support services in our respective provinces.

We have a shared interest in advocating for and defending the interests of our members working in diverse occupations.

We have a desire to learn from one another and to share our experience, strategies and materials.

### **Specifically:**

- We will connect activists and staff working on issues we have in common. By teleconference, videoconference and meeting directly, as is appropriate.
- We will work together to enhance national coordination of health sector bargaining, by encouraging CUPE to hold annual meetings of its health sector service division and bargaining councils.
- We will share materials, legal decisions, campaign information and educational resources.
- We will deepen the work we do on behalf of lpn/rpn's, tradespersons, paramedical employees, clerical employees, food service, environmental service and support service members by learning from one another's work for these members.
- HEU's five occupational sub-committees, patient care, patient care technical, clerical, trades and maintenance and support will be utilized to exchange information between the parties and then used to communicate that work to HEU's membership.
- We will share the work we do with our respective provincial healthcare coalitions concerning our campaigns to defend Medicare and to oppose the privatization of health care service delivery and to oppose the contracting-out of support services.  
(PE 04-10)

- HEU will continue to lobby CUPE National to sponsor Delegates with full voice and vote and be paid by CUPE National for the members selected to sit on National Committees.  
(PE 07-01)

### **FEDERAL CONSERVATIVE AGENDA**

- HEU will:
  - work with our allies in the labour, community, and social justice movements to ensure all workers have the right to free collective bargaining and the right to strike and to end the assault on collective bargaining and unions;
  - work with our allies in the labour, community, seniors, and social justice movements to stop the changes to the Old Age Security and Guaranteed Income Supplement programs and to work towards a secure and dignified retirement for all;
  - work internationally to stop the Canada-European Comprehensive Economic and Trade Agreement (CETA);
  - work with our allies to stop the federal conservative government's attacks on the environment, women's rights and human rights;
  - work with our allies for an Employment Insurance program that meets workers' needs;
  - work with our allies in the labour, community and social justice movements to ensure that Stephen Harper and the Federal Conservative are not re-elected;
  - work with our allies in the labour, community, and other social justice movements to promote alternatives to the conservative political agenda.  
(PE 06-13)

## **JOINT INITIATIVES (STRENGTHEN HEALTH CARE UNION ALLIANCES)**

- HEU shall establish maximum co-operation among health care workers and their Unions in defense of health care and collective bargaining.  
(17 BC 10-90)
- The Provincial Executive will work with progressive health care unions to protect the jurisdiction of bargaining unit work thereby protecting HEU jobs; and failing cooperation in this matter, that HEU is to put pressure on them through the use of labour councils, the BC Federation of Labour, the Canadian Labour Congress and/or any other means available.  
(19 BC 10-94)

## **LABOUR COUNCILS**

- HEU will endeavour to affiliate on a Local by Local basis at all Labour Councils.  
(PE 03-88) (16 BC 10-88)
- HEU will actively seek out non-affiliate Locals to encourage their affiliation and participation.  
(23 BC 10-02)

## **MAY DAY**

- HEU supports and participates in May Day.  
(PE 03-88)
- HEU will urge all its members to actively participate in organizing May Day marches, rallies, public meetings and/or other forms of May Day actions throughout BC including unionized, non-unionized workers, Social Justice, immigrant and other progressive organizations on Sunday, May 1, 2011. On May 1st of each year, HEU will put forward on International Worker's Day a pro-working class program of increased investment in public health care, education, social housing, old-age care and will vigorously oppose the corporate neo-liberal agenda of privatization.  
(PE 03-11)

## **PICKET POLICY**

- HEU has taken the position that it is inappropriate for its members to cross picket lines and is committed to the policy of the BC Federation of Labour to honour all legally established picket lines.  
(PE 03-88)

## **SUCCESSORSHIP**

- HEU will work with the BC Federation of Labour to demand successorship protection for all public and private sector workers as a matter of public policy.  
(21 BC 10-98)

## **UNION RAIDING**

- HEU will lobby the Government to change the Labour code to reduce the ability of unions, or other associations, to raid other unions.  
(28 BC 11-12)

## **SECTION 3: PUBLIC POLICY/SOCIAL JUSTICE**

### **ACCESS TO JUSTICE – RIGHT TO LEGAL SERVICES**

- HEU will work in coalition with other organizations and non-profit organizations to achieve equal opportunity to access legal services in the legal justice system.  
(PE 03-11 )

### **BANKS**

- Tax all banks operating in Canada at a reasonable rate, force the banks to reinvest in Canadian communities, and hold Canadian banks accountable to the public.  
(21 BC 10-98)

### **BASIC SKILLS PROGRAMS**

- HEU will Work with the Canadian Union of Public Employees (CUPE) and BC Federation of Labour (BC Fed) to make sure that the labour market transfers to the province are spent on training and basic skills programs that meet the needs of workers.

HEU will work with CUPE and the Canadian Labour of Congress (CLC) to lobby the federal government to restore funding for literacy programs.  
(26 BC 11-08)

### **BC FERRIES**

- HEU demands that all contracts for the construction and decommissioning of BC ferries be awarded to BC shipyards.  
(23 BC 10-02)

### **CANADIAN BROADCASTING CORPORATION (CBC)**

- HEU will work with the Canadian Labour Congress, the BC Federation of Labour and the “Friends of the CBC” to lobby the federal government to restore the funding cuts to the CBC and to withdraw Bill C-44.  
(21 BC 10-98)

## **CAPITAL PUNISHMENT**

- The Hospital Employees' Union opposes capital punishment in any jurisdiction given the systematic racial, economic, political and class bias inherent in its application and the proven unreliability in the justice of many convictions.  
(22 BC 10-00)

## **CHILD CARE**

- HEU supports the child care program sponsored by the CLC and the BC Federation of Labour.  
(PE 03-87) (17 BC 10-90)
- HEU supports the concept of a provincially and/or federally funded, comprehensive, high-quality, non-profit child care system.  
(16 BC 10-88)
- HEU supports the establishment of on-site non-profit day care centres for hospital employees.  
(16 BC 10-88)
- HEU demands that the federal government live up to its commitment to create 50,000 desperately needed child care spaces per year immediately and also demand that this child care be affordable, accessible, universal and established within a unionized child care system.  
(19 BC 10-94)
- HEU is committed to a child care agenda that:
  - Entitles all children to access quality early childhood experiences and programs, regardless of their family's economic or employment status.
  - Honours and respects the diversity of BC's children, families and communities.
  - Places child care within a comprehensive family policy, which includes extended parental leave and progressive family/work policies.
  - Offers families choices from a range of coordinated, quality child care programs and services.
  - Expands public responsibility for child care beyond a targeted approach.
  - Provides a new, comprehensive funding approach that supports affordable, accountable and financially sustainable child care services, and offers caregivers wages, benefits and working conditions that reflect the value of their work.
  - Moves child care from the current user fee system to one funded, like other public programs, through the tax system.  
(PE 09-99)
- HEU will lobby for a child care system that is universally and publicly funded.  
(PE 01-05)

- HEU will lobby the provincial and municipal governments for more affordable publicly funded summer child care programs for older children.

HEU will support campaigns with our Coalition partners to stop the privatization or P3 schemes of child care services; and

HEU will continue to find and support campaigns with our Coalition partners to stop the privatization of P3 schemes of child care services, including construction and equipping of new facilities.

(27 BC 10-10)

- HEU will lobby all members of Parliament to support the federal NDP Private Members' Bill – the Early Learning and Child Care Act (Olivia Chow, Trinity-Spadina) which calls on the Canadian government to create a national high-quality, affordable, accessible, public, and non-profit child care program.

(PE 03-11)

- HEU will lobby the provincial and municipal government to create more affordable, publicly funded childcare including summer childcare programs.

(28 BC 11-12)

- HEU will lobby the N.D.P. to include a childcare plan in their election platform on daycare.

(PE 10-13)

- HEU will urge all parties to commit to the community plan for a public system of integrated early child care and learning.

(PE 10-13)

## **DOMESTIC WORKERS**

- The HEU will:

Lobby the federal and provincial governments to standardize employment contracts for domestic workers, to maintain contact with domestic workers, secure authorization from individual workers to provide their contact names and numbers to advocacy groups, and to ensure domestic workers are fully aware of their rights under employment standards, and

Continue to work with domestic workers' associations and support campaigns that pursue better wages and working conditions for domestic workers and live-in caregivers.

(26 BC 11-08)

## **EMPLOYMENT INSURANCE**

- HEU will promote the extension of the Employment Insurance Program and oppose cuts in conjunction with other trade unions and organizations.

(15 BC 02-86) (17 BC 10-90) (PE 06-07)

- HEU supports the increase of the number of paid weeks of maternity leave and lost wages under the Maternity Leave Plan of EI.  
(17 BC 10-90) (PE 06-07)
- HEU demands that the federal government immediately increase the portion of the unemployed getting EI from the current level.  
(21 BC 10-98) (PE 06-07)
- HEU, through the CLC, will lobby the federal government to allot some of the Employment Insurance surplus for the use of Palliative Care Leave, as suggested by Senator Carstairs' Committee Report, "End of Life".  
(22 BC 10-00) (PE 06-07)

## **ENVIRONMENT**

- HEU is committed to legislation that shall prohibit industrial pollution, untreated or primary treated sewage, into our oceans, lakes and rivers by industry, towns, villages, cities or individuals.  
(17 BC 10-90)
- HEU supports ecological groups and governments engaged in the fight for the preservation of the world's rainforests.  
(17 BC 10-90)
- HEU opposes any new power generation projects in the United States that could negatively impact air quality in British Columbia.  
(23 BC 10-02)
- HEU will lobby the provincial and federal government to stop the development of the proposed Enbridge 1,170 kilometre pipeline which would carry crude from the oil-sands in Alberta to a port in Kitimat, BC where it would be transferred to tankers.  
(27 BC 10-10)
- HEU will lobby the Provincial and Federal governments to make the moratorium in the Sacred Headwaters permanent from coalbed methane gas drilling.  
(27 BC 10-10)
- HEU will speak out publicly and at all levels of government about access to water being a human right and the need to protect water as a public asset; and

HEU will work with community partners, labour groups and other movements to campaign and ensure the public is aware of the dangers of water privatization; and



HEU will work with CUPE National and the Canadian Labour Congress and call upon and lobby municipal and provincial government to reject a P3 (public private partnership) model for the delivery of water services; and

HEU will work with CUPE, the Council of Canadians' and other allies in the campaign for a National Water Policy that: creates national clean drinking water standards, commits federal funding for municipalities and First Nations communities to upgrade public water utilities and bans the bulk export of water.

(27 BC 10-10)

■ HEU will:

- Lobby the federal and provincial government to stop hydro-fracking on or near First Nations reserves, and
- Lobby the federal and provincial governments to ensure a mandatory consultation process with First Nations for any mining and exploration projects that are on or near First Nations reserves.

(28 BC 11-12)

■ HEU will:

- Lobby the Federal and Provincial government to enact a plan that ensures that First Nations peoples living on reserve have safe and easy access to healthy clean drinking water and
- Lobby the Federal and Provincial government that any such plan enacted must keep the water systems public and not-for-profit.

(28 BC 11-12)

■ HEU will oppose the expansion of the Kinder Morgan pipeline.

(PE 06-13)

## **FIRST NATIONS RIGHTS**

■ HEU supports land claims negotiations with the First Nations of BC and supports the concept of aboriginal title.

(17 BC 10-90)

■ HEU supports this nation of peoples in their request for self-government and control of the lands and resources promised to them.

(19 BC 10-94)

■ HEU respects and recognize the autonomy of each First Nation in determining whether or not to participate in the treaty process.

(20 BC 09-96)

- HEU recognizes that a First Nations member can only speak for their own nation and cannot and will not speak on behalf of those nations to which they do not belong.  
(20 BC 09-96)
- HEU supports the position that a referendum is not required to settle First Nations' land claims, but that these are fundamental human rights issues.  
(21 BC 10-98)
- HEU supports First Nations equity hiring policies for governments.  
(21 BC 10-98)
- HEU will lobby the federal and provincial governments to expedite the treaty process in British Columbia.  
(26 BC 11-08)

### **GLOBAL JUSTICE AND PEACE**

- HEU is opposed to world-wide nuclear weapons testing.  
(16 BC 10-88)
- HEU supports a new defence policy with the goal of world peace and disarmament.  
(17 BC 10-90)
- HEU supports all countries engaging in their bid for democracy.  
(17 BC 10-90)
- Each HEU Local is encouraged to link in solidarity with a struggling independent Union in one of the third world countries to provide support and encouragement to them as well as to learn ourselves from their struggles.  
(19 BC 10-94) (21 BC 10-98)
- HEU will continue to educate its Members through the Guardian, other publications and Union Education programs about the issues involved in consumer based campaigns such as NIKE and Starbucks, and encourage members to take part in consumer-based campaigns against multinational corporations that exploit workers in their greedy pursuit of profits.  
(21 BC 10-98)
- HEU's education programs will continue to help create the awareness and connections that are needed to build global cooperation among Unions by ensuring that the education curriculum has an International Solidarity component wherever possible.  
(21 BC 10-98)
- HEU renews its support for Cuba against attacks led by the United States, and will continue to develop solidarity ties to the National Union of Health Workers.  
(21 BC 10-98)

- HEU will continue, through our International Solidarity efforts, support for our specific projects with the Movement of Working and Unemployed Women of Nicaragua and the Association of Women in Solidarity of Guatemala, and to support other organizations like Co-Development Canada, the Trade Union Group and the Maquila Solidarity Network, who work to improve conditions for workers.  
(21 BC 10-98)

- HEU will continue to oppose the anti-social justice policies of the WTO, GATS, AGP, World Bank and the International Monetary Fund.

HEU will request that CUPE National demand that the Government of Canada hold public hearings on free trade agreements with the Canadian public, from coast-to-coast, before any further participation on the WTO/GATS/AGP negotiations.  
(22 BC 10-00)

- HEU will work with CUPE, the BC Federation of Labour, the Canadian Labour of Congress and others to press for significant amendments to Bill C-36, the proposed anti-terrorism legislation, including a more accurate definition of terrorism.  
(PE 11-01)
- HEU calls on the government of Canada to commit resources to Colombian civil society that seek a lasting building of the social, economic and cultural rights of the Colombian people.  
(23 BC 10-02)
- HEU supports requirements for companies to disclose the names and addresses of all manufacturing facilities making apparel products sold in Canada by instituting simple changes to the labeling regulations under the Textile Labelling Act.  
(BC 10-02)
- HEU endorses and encourages its members to actively participate in the “No Sweat” campaign of the CLC, UNITE, Maquila Solidarity Network, Oxfam Canada, and Students Against Sweatshops-Canada, lobbying public institutions to adopt “No Sweat” purchasing policies.  
(BC 10-02)
- HEU reaffirms the Union’s commitment to participate in global justice and peace campaigns, and urges the Canadian government to advance diplomatic interventions directly and through the United Nations to strengthen and enforce international covenants and laws, prosecute war criminals, actively encourage democracy, free elections and respect for human rights, and other measures explicitly designed to promote peace and non-violence around the world.  
(24 BC 10-04)
- HEU’s Global Justice Committee will be renamed the Global Justice and Peace Committee, and initiate a program to educate the Union’s membership about peace and engage in activities to support anti-war efforts,

HEU will press the federal government to support United Nations Resolutions on the Middle East and other conflicts to redirect military spending toward humanitarian relief and to reassert Canada's role as international peacekeepers as embraced by the Canadian people.

HEU will urge the federal government to call for an immediate negotiated cease fire in all conflict zones to be monitored by the United Nations.

HEU will endorse, support, and participate in activities and events designed to build support for peaceful solutions to the armed conflict such as the October 28th, 2006 CLC sponsored Call for Action to end Canada's participation in military action in Afghanistan.  
(25 BC 10-06)

■ The Hospital Employees' Union will:

Condemn the repression of human rights and trade union rights in the Philippines; and

Support Filipino unions in their fight to realize an end to the killing and repression of trade unionists in the Philippines; and

Demand that the Canadian government link its foreign aid to the Philippines to support for human rights; and

Join with the Philippines-Canada Task Force on Human Rights (PCTFHR) in calling on the Canadian government to hold a Parliamentary Hearing on the human rights situation in the Philippines.  
(26 BC 11-08)

■ HEU will support and advocate for:

An end to Canadian occupation of foreign countries;

A return to Canada's traditional role as peacekeepers, reconstruction agents, and brokers of diplomatic resolution to conflict;

Bringing Canadian troops home from Afghanistan because we believe they are there to support the USA "war on terrorism" and not to advance democracy and women's right as claimed;

Redirecting excessive military budgets to health care, education, a clean environment, housing and a living wage for all Canadians;

Solidarity with workers around the world who are struggling for their own rights, and with those in BC and Canada who want our foreign and domestic policies to reflect our nation's highest ideals;

Protecting human rights and liberties, and revoking anti-democratic legislation such as Canada's Anti-Terrorism Act (Bill 36 enacted in 2001) and the impact of the USA PATRIOT Act Canadian citizens;

Replacing ethnic, racial and religious profiling and stereotyping with policies that promote dignity, economic justice and respect; and

Securing the safety of all Canadians by becoming a country that defends social and economic justice around the world and respects the rights of other countries.  
(26 BC 11-08)

■ HEU will commit to the following action plan on Haiti:

Press the Canadian government for substantial aid for economic development and social programs in Haiti, and that such programs respect the sovereignty of the government of Haiti,

Demand a withdrawal of the foreign police and military presence from Haiti,

Support the Haitian government's call that the United Nations-sponsored military presence in Haiti (MINUSTAH) be replaced with a mission for social and economic development,

Promote visits of delegations aimed at learning more about Haiti, Canada's role there, and offering support to trade unions as well as other social organizations concerned with human and social rights.  
(26 BC 11-08)

■ HEU condemns the illegal detention and torture of the 43 Filipino Health Workers, the impunity and extrajudicial killings of human rights activists and disappearances;

HEU stands in solidarity with the peace-loving Filipino people, calling for the new president of the Republic of the Philippines to:

- immediately and unconditionally release the 43 Health Workers who were illegally arrested in Morong and are currently illegally detained in Camp Bagong Diwa
- drop all false charges
- hold to account all the government officials involved in the illegal arrest, detention and torture of the 43 including those who have responsibility over the military and police forces directly involved in the incident

HEU supports the campaign of the legal defense of the 43 and undertakes advocacy work and mobilizations, material and moral support.

HEU will explore a "Health Worker to Health Worker Solidarity Exchange" to learn and support each other in the fight to defend public health services and ways HEU members can support their defense of health and human rights in the Philippines in partnership with COMMEND and CHD.  
(PE 03-09)

- HEU will reaffirm HEU’s commitment to global justice, peace and international solidarity.
  - Build on the HEU Global Justice and Peace committee’s ongoing projects with Codev Canada, the Honduran Women’s Collective and the Central American Women’s Network in Solidarity with Maquila Workers.
  - Support ongoing solidarity campaigns with CUPE National and workers and human rights organizations in areas like Burma, Central America, Columbia, Honduras, Haiti, the Philippines and South Africa.
  - Engage our membership around current grassroots struggles for democracy in the Middle East and workers mobilizing around financial austerity measures in Europe.
  - Carry out an education and awareness campaign with HEU members about the situation facing workers in Palestine.
  - Make the links between international solidarity and social, economic and climate justice around the world.  
(28 BC 11-12)

## HOUSING

- HEU supports the reinstatement of a rent control program.  
(15 BC 02-86)
- HEU demands of the provincial and federal governments, the installation of a comprehensive program of building quality, affordable public housing within BC.  
(15 BC 02-86)
- HEU endorses the call of the Tenants’ Rights Action Coalition for municipalities to permit livable secondary suites in all neighbourhoods and the legalization of suites.  
(21 BC 10-98)
- HEU will lobby the federal government to ensure that Health Canada re- assess its priorities and establish programs for housing that improves the health outcomes for all Canadians, and will lobby the provincial government to reinstate funding for social housing and co-op housing.  
(23 BC 10-02)
- HEU demands that the BC Government starts implementing an affordable housing strategy which:
  - Significantly increases the number of social and affordable housing units in BC,
  - Ensures more people are not evicted and huge rent increases do not occur as a result of the Olympics,
  - Ensures Olympic accommodation facilities will be used for social housing after the Olympics; and
  - Ensures developers provide adequate housing with every housing development in BC.  
(26 BC 11-08)

## **IMMIGRATION / REFUGEES/TEMPORARY FOREIGN WORKERS**

- HEU will lobby the Federal Government, through the CLC, to withdraw restrictions that make it difficult for people to qualify to immigrate to Canada under the family class, and to abolish the head tax and landing fee for new immigrants and refugees.  
(21 BC 10-98)(PE 06-07)
- HEU will lobby the Federal Government, through the CLC, to stop deportations, and provide for the unconditional acceptance of refugees in Canada, by upholding the 1951 Geneva Convention on Refugees as the minimum set of standards by granting permanent residence.  
(21 BC 10-98)
- HEU condemns the replacement of Union workers with temporary foreign workers.

HEU will actively organize and defend the rights of all health care workers, including temporary foreign workers.

The HEU will:

- Lobby the federal and provincial governments to closely monitor temporary foreign worker programs, and use the existing immigration programs that offer Canadian citizenship to those workers wishing to live and work in Canada; and
  - Lobby the federal and provincial governments to ensure temporary foreign workers currently in Canada are guaranteed safe and healthy working conditions, fair compensation and expanded access to Canadian social benefit programs and the right to apply for permanent residency upon arrival; and
  - Work with the BC Federation of Labour and the Canadian Labour Congress to evaluate the use of temporary foreign worker programs.  
(26 BC 11-08)
- HEU will work with the BC Federation of Labour and the Canadian Labour Congress to lobby the Federal government to reduce the application fee for family reunification for no more than \$500 for adults and \$250 for children.  
(26 BC 11-08)
  - HEU will coordinate with the BC Federation of Labour and the CLC to lobby the federal and provincial governments to monitor and evaluate the use of temporary foreign worker programs, and make use of existing immigration programs that offer Canadian citizenship to those workers wishing to live and work in Canada; and; will in conjunction with the BC Fed and the CLC lobby the federal and provincial governments to ensure that temporary foreign workers currently in Canada are guaranteed safe and healthy working conditions, fair compensations and expanded access to Canadian social benefit programs and the right to apply for permanent residency upon arrival.  
(PE 03-11)
  - HEU will write a letter expressing our disdain with the Federal Immigration rule changes.  
(PE 10-13)

- HEU will lobby the Provincial Government to provide equal pay for equal work to guest workers.  
(PE 10-13)

### **LIVING WAGE**

- HEU believes that all workers deserve living wages and safe working conditions. The rapid deterioration of wages and working conditions in health care, caused by contracting out, hurts workers, families, communities, patients and the health care system as a whole, with consequences that include:
  - Family disruption as parents are focused to take two or more jobs to meet basic needs;
  - Personal hardships such as poor living conditions, inadequate nutrition and emotional stress;
  - Child poverty;
  - Recruitment and retention problems that lead to short staffing and insufficient training;
  - Compromised patient and worker safety;
  - Fragmented health care teams that prevent nursing staff from communicating directly with support staff;
  - Reduction in local economic and community activity, as workers' buying power is diminished and their free time is eroded; and
  - The exploitation of new immigrants and other vulnerable populations who make up the majority of contracted-out workers in this sector.  
(PE 2008)

- HEU will continue to fund and support the work of the coalition and the living wage campaign through our membership, staff and financial resources.  
(PE 03-11)

### **MEDICAL AND DENTAL BENEFITS AFTER RETIREMENT**

- HEU WILL lobby the Provincial Government for full medical and dental benefits after retirement.  
(27 BC 10-10)

### **MINIMUM WAGE**

- The HEU supports, by way of letter to the government and a lobby of members of the legislative assembly, the immediate increase of the minimum wage to BC Federation policy and that this rate should have a COLA clause attached to it so that non-union workers will receive an automatic increase each year based on the increase in cost of living.  
(19 BC 10-94)
- HEU will fight to raise the minimum wage to allow for a reasonable standard of living, and opposes any two-tier minimum wage system.  
(23 BC 10-02)



## **PAY EQUITY**

- HEU supports the principle of equal pay for work of equal value.  
(15 BC 02-86) (16 BC 10-88) (17 BC 10-90) (21 BC 10-98)
- HEU shall work with coalitions to achieve pay equity for all workers in the province of BC through collective bargaining and legislation.  
(17 BC 10-90) (21 BC 10-98) (Consolidated PE 03-00)
- HEU demands that the BC government pass pay equity legislation and will play an active role in the community-based pay equity coalition fighting for a pay equity law in BC.  
(22 BC 10-00)

## **PENSIONS**

- Canada Pension Plan

HEU will lobby the federal government to increase the Canada Pension Survivor benefit from the present \$2500 (twenty-five hundred dollars) to \$5000 (five thousand dollars).  
(26 BC 11-08)

- Municipal Pension Plan

HEU will go on record as opposing increased premium costs and/or the elimination of extended health, dental and medical services plan for retirees; and

The HEU policy is that the extended health, dental and medical services plan be maintained for future retirees and without increasing the cost to these retirees; and

The HEU will undertake to campaign to the employers in the plan to provide whatever funding is necessary to maintain these benefits; and

The HEU encourages other unions in the Municipal Pension Plan to do the same.  
(25 BC 10-06)

- Joint trusteeship

HEU endorses the principle that workers must have greater control over their Pension Plan, and will press for a form of joint trusteeship of the Pension plan that provides maximum control over any surplus for Plan members and minimizes the risk of any unfunded liabilities on Plan members. Any proposal for joint trusteeship will not be endorsed by HEU until there has been full and complete discussion by the Provincial Executive and ratification by the HEU membership.  
(PE 03-99)

## ■ Plan Investments

HEU does not support using members' pension funds to invest in public/private partnerships. Instead, the Hospital Employees' Union supports using members' pension funds to invest in social partnerships that build up publicly owned and publicly operated infrastructure like public long-term care facilities or public hospitals.

(PE 06-02)

## ■ HEU encourages that the retirement age formula add up to eighty (80).

(23 BC 10-02)

## ■ When the Union negotiates employer contributions into a pension plan, the preferred option is to enroll the members into an existing Defined Benefit Plan. Whenever possible, the plan will be the CUPE-SEIU Multi Sector Pension Plan.

(PE 10-08)

## ■ DEFINED BENEFIT PENSIONS

HEU will:

- Publically defend defined benefit pension plans including the Municipal Pension Plan (MPP);
- Continue to educate HEU members and their families on the value and details of the MPP;
- Explore ways and means to provide a pension for the significant number of HEU members without any pension plan.

(28 BC 11-12)

## ■ OLD AGE SECURITY

HEU will work with CUPE, the CLC and community organizations to stop the implementation of the increased eligibility for Old Age Security and the Guaranteed Income Supplement from 65 years to 67 years.

(28 BC 11-12)

## **POVERTY**

### ■ HEU reaffirms its commitment to fight against poverty.

(21 BC 10-98)

### ■ HEU demands that the federal and provincial governments actively combat poverty by ensuring adequate funding to provide realistic assistance rates, greater accessibility to needed benefits, a higher minimum wage, positive training and job creation and universal access to education and health care.

(21 BC 10-98)

## **PRIVATIZATION, DEREGULATION AND TRADE AGREEMENTS**

- HEU is totally opposed to the principles of deregulation, free trade agreements and privatization.  
(PE 01-87) (16 BC 10-88)
- HEU calls for the federal government to end its involvement in the Free Trade Area of the Americas agreement (FTAA), and demands fair trade agreements that contain language that holds countries responsible for unfair trade subsidies, that lack fair labour laws, pay minimal wages, have no universal health care or social benefits, and will take necessary actions to prevent any future trade agreements that attack our standard of life.  
(17 BC 10-90)
- HEU will actively participate in the CUPE National campaign against public-private partnerships and will press the Provincial government to reject the dangerous option of public-private partnerships and the loss of public control.  
(21 BC 10-98)(PE 06-09)
- HEU demands that the provincial government keep BC Hydro publicly owned and operated.  
(23 BC 10-02)
- HEU opposes any private ownership, maintenance or repair of BC's highways, and also opposes the charging of tolls for highway use, since this only represents another form of inequitable taxation.  
(23 BC 10-02)
- HEU demands prohibitions on the sale of Canada's water for export.  
(23 BC 10-02)
- HEU opposes any agreement that undermines Canadian's ability to manage our forests and wood industry in the interests of Canadians.  
(23 BC 10-02)
- HEU opposes privatization or deregulation, in whole or in part, any of the assets or operations of BC Hydro.  
(23 BC 10-02)
- HEU condemns the efforts of corporate privatizers to impose a hit list hiring ban against working people.  
(23 BC 10-02)
- HEU opposes any attempt by the BC government to contract-out public services that could put the personal information of British Columbians within the reach of the USA PATRIOT Act through contracts with US based corporations or their Canadian subsidiaries, and urges that Canadian government to call upon the US government to ensure that the USA PATRIOT Act not apply to any US corporations that conduct business in Canada.  
(24 BC 10-04)

- HEU will work with CUPE, the CLC and allies in the labour and community movements to protect public services and provincial, territorial and municipal powers by opposing the negotiation of the Comprehensive Economic and Trade Agreement (CETA) between Canada and the European Union.  
(28 BC 11-12)
- HEU will work with CUPE, the CLC, and allies in the labour and community movement, like the Council of Canadians, to stop the Canadian government participation in the negotiation of the Trans-Pacific Partnership (TPP).  
(PE 06-13)
- HEU will continue to work alongside other Unions and like minded groups to protect our work from take- over by private companies.  
(PE 10-13)

#### **PRO BONO LEGAL CLINICS/LEGAL AID SERVICES**

- HEU will work together with organizations and get involved in campaigns to stop the cuts of legal funding to pro bono clinics and legal aid services.  
(PE 03-11)

#### **PUBLIC SCHOOL EDUCATION**

- HEU supports the restoration of adequate funding and autonomy to local school boards with the power to tax industrial and commercial property.  
(15 BC 02-86)
- HEU will lobby the Provincial Government to put unionism on the school curriculum and lobby the BC Fed, the CLC and other progressive Unions to develop union friendly education programs and pressure Provincial Ministries of Education to present a fair and balanced image of unions and labour history.  
(22 BC 10-00)
- HEU supports the Canadian Federation of Students in their demands for a progressive reduction in post-secondary tuition fees by 5% in each academic year, increased provincial funding, additional fully funded seats dedicated to students unable to pay, and a restored and expanded grants program; and calls on the federal government to restore federal funding for post-secondary education by increasing transfer payments by at least \$3.7 Billion (1993 levels) and to negotiate a national agreement on standards of quality, accessibility and mobility.  
(23 BC 10-02)

## **TAXATION**

- HEU supports a federal tax structure that is fair and that reverses the tax burden from individuals to the corporations.  
(16 BC 10-88)
- HEU will work with our allies in the labour movement and organizations like the Canadian Centre for Policy Alternatives to fight for a fair and progressive taxation system that will:
  - Increase tax rates on top incomes;
  - Reverse the race to the bottom with corporate tax cuts;
  - Eliminate unfair tax preferences,
  - Close tax loopholes and access to tax havens;
  - Apply financial activities or transactions taxes;
  - Introduce an inheritance tax on large estates;
  - Start to introduce smart-and progressive-green taxes, diverting revenues from green taxes to progressive green tax refunds.(PE 06-13)

## **TECHNOLOGICAL CHANGE**

- HEU endorses the CLC objectives on technological change through:
  - education of its members on the impact of technological change and labour's demands for reducing its harmful effects,
  - creating awareness in our local communities through the development of a labour strategy to protect existing jobs and create new jobs,
  - lobbying the provincial government to legislate a shorter work week, mandatory advance notice of technological change, benefit and pension reform, Employer paid retraining and Union control over the introduction of technology, and
  - increasing our awareness and understanding of the new technology so that the Union can negotiate its introduction from a position of knowledge.(15 BC 02-86)

## **VIOLENCE - ZERO TOLERANCE**

- HEU will establish an official policy that calls for zero tolerance in society.  
(22 BC 10-00)
- HEU never has and never will condone violence in the fight for our contract, Medicare, our community and social justice.  
(PE 05-02)

## **VOTING ON MINORITY RIGHTS**

- HEU demands that the Provincial and Federal governments not subject inherent human rights to majority votes.  
(24 BC 10-04)

## **WAGE CONTROLS**

- HEU is opposed to wage controls.  
(17 BC 10-90)

## **SECTION 4: HUMAN RIGHTS**

### **ABORTION RIGHTS**

- HEU supports the right of women to choose on abortion.  
(PE 01-84) (13 BC 09-82)
- HEU will work with the BC Federation of Labour Women's Rights Committee, the Abortion Rights Coalition and other pro-choice and social justice groups to oppose Private Members' bills which would recriminalize abortion.  
(PE 06-13)

### **ANTI-BULLYING DAY**

- HEU will help to promote and advocate for Anti Bullying day (April 14).  
(27 BC 10-10) (28 BC 11-12)

### **ASSISTIVE DEVICES FOR PEOPLE WITH DISABILITIES**

- HEU will work with the BC Federation of Labour and other like-minded community groups to lobby the Provincial Government to re-instate critical funding for equipment and technology to help people with disabilities in British Columbia move, communicate, hear, and speak.  
(27 BC 10-10)

### **CANADIAN HUMAN RIGHTS TRIBUNAL**

- HEU will become a witness and sign on to the Canadian Human Rights Tribunal case (@www.fnwitness.ca) that was filed alleging that the Government of Canada has a longstanding pattern of providing less government funding for child welfare services to First Nations children on reserves than is provided to non-Aboriginal children.  
(PE 03-11)

### **DAY PROGRAMS FOR PEOPLE WITH DISABILITIES**

- HEU WILL work with the BC Federation of Labour and other like-minded community groups to lobby the Provincial Government and health authorities to reinstate and maintain funding for much needed Day Programs for people with disabilities.  
(27 BC 10-10)

## **DISCRIMINATION AGAINST LESBIAN, GAY, BI-SEXUAL, TRANSGENDER, TWO SPIRITED AND QUEER PERSONS**

- HEU is committed to combating discrimination against lesbian, gay bi-sexual, transgender and two spirited persons in the legal system, immigration system, education system and in the media.  
(18 BC 10-92) (20 BC 09-96)
- HEU will implement a campaign to combat homophobia and transphobia in the workplace, including written resource materials to be made available to Locals, continued education, access to resources and tri-Union support in concert to bring down this wall of ignorance.  
(18 BC 10-92) (19 BC 10-94) (20 BC 09-96)
- HEU will lobby the provincial government to both re-institute the definition of spouse in the Municipal Superannuation Act to encompass same sex benefits and to amend the Pension Act and the Family Relations Act definition of spouse to provide for same sex benefits.  
(19 BC 10-94) (Consolidated PE 02-98) (21 BC 10-98)  
(Consolidated PE 03-00)
- HEU strongly urges the BC NDP to take this issue up with a very strong voice to the Federal Government to change the Income Tax Act to include equal coverage of pension benefits for same-sex couples.  
(21 BC10-98)
- HEU opposes the use of provocation in the Criminal Code as grounds for a defence in homophobic and transphobic hate crimes.  
(23 BC 10-02)
- HEU will lobby the Provincial and Federal Government to include transgender and transsexual rights in the respective Human Rights Code.  
(PE 03-11)
- HEU will condemn federal government, lobby Health Canada and work with Social Justice and political parties and with other unions to amend the regulations and policies that prohibit gay men from donating blood and making it difficult for them to be bone marrow and organ donors.  
(PE 03-11)
- HEU will work with CUPE National to lobby to change the rules so the LBTT2Q community can give blood.  
(28 BC 11-12)

## **FOSTER CHILD SYSTEM FOR ABORIGINAL CHILDREN**

- HEU demands the Government of British Columbia assure that children who are in natural/adopted/permanent families that are dependent on the Ministry of Human Resources receive funding equal to that received by families providing foster care through the Ministry of Children and Family Development.  
(26 BC 11-08)
- HEU will lobby the Government of Canada to properly and adequately fund the foster child system for Aboriginal children in Canada.  
(PE 03-11)

## **HIV/AIDS**

- HEU is opposed to compulsory testing for AIDS.  
(16 BC 10-88)
- HEU will campaign to stop insurance companies from denying insurance coverage (whole life, mortgage, disability, travel) to persons living with HIV/Aids and other relevant health conditions.  
(27 BC 10-10)
- HEU will continue to support the work of CUPE, the CLC and allies in the labour movement and the community on HIV/AIDS to:
  - Promote universal access to drugs and treatment for all those living with HIV/AIDS.
  - Educate members on the issues faced on a daily basis by members, patients and clients living with HIV/AIDS.
  - Work towards eliminating the stigma suffered by those living with this chronic illness.
  - Build community awareness aimed at improving the lives of those who are living, working and surviving with this chronic illness.  
(PE 06-13)

## **HUMAN RIGHTS**

- HEU will support the principles of the BC Human Rights Coalition and retain its membership.  
(PE 09-86)
- HEU is against racism in the workplace and in the community.  
(17 BC 10-90) (21 BC 10-98)
- HEU will lobby the federal government to enact a Clean Water Policy that reflects the right to a clean, safe, publicly-funded water supply, and that right persist in perpetuity.  
(26 BC 11-08)



- HEU will continue to partner with CUPE National and lobby the federal government to sign on in support internationally making safe and clean drinking water and sanitation a human right.  
(PE 03-11)

## **HUMAN RIGHTS COMMISSION**

- HEU condemns Gordon Campbell's Liberal government for eliminating the BC Human Rights Commission and introducing Bill 53. HEU further demands the immediate reversal of these decisions, and that any changes to human rights legislation should follow full, meaningful and accessible public hearings.  
(23 BC 10-02)

- HEU will lobby Federal and Provincial governments to reinstate the Human Rights Commission.

HEU will work with the BC Federation of Labour and the Canadian Labour Congress to lobby the Federal government to pass a law which will require all provinces and territories to have a Human Rights Commission and a human rights tribunal.  
(26 BC 11-08)

- HEU will lobby the Federal Government through the CLC to re-open the Human Rights Commission Offices that were closed down earlier this year (2010.)  
(PE 03-11)

## **JORDAN'S PRINCIPLE**

- HEU will urge all levels of government to support and implement Jordan's Principle – which is a child first principle to resolve jurisdictional disputes within, and between governments, regarding payment for government services provided to First Nations children.

Under this principle, where a jurisdictional dispute arises between two government parties, or between two departments or ministries of the same government, regarding payment for services for a Status Indian child which are otherwise available to other Canadian children, the government or ministry department of first contact must pay for the services without delay or disruption.

The paying government party can then refer the matter to jurisdictional dispute mechanisms.  
(PE 03-11)

## **MANDATORY I.Q. TESTING**

- HEU will lobby and call on the BC Federation of Labour to lobby the BC Provincial Government to abolish the current policy of mandatory I.Q. testing for developmentally challenged individuals.  
(26 BC 11-08)

## **VIOLENCE AGAINST INDIGENOUS WOMEN AND GIRLS**

- HEU will lobby the Federal government to establish a task force dedicated to recognizing and investigating the disproportionate amount of violence perpetrated on First Nations women, and solving the many cases of missing First Nations' women across Canada.  
(26 BC 11-08)
- HEU will urge the Federal Government to work with Indigenous people's organizations and police forces across the country to implement plans of action that would include indentifying and implementing appropriate and effective protocols for action on missing person cases consistent with the specific risks to indigenous women and girls; and

HEU will urge the Federal Government to ensure adequate, sustained and multiyear funding to culturally appropriate services needed to prevent violence against Indigenous women, establish a national hotline and registry so that police and frontline organizations across Canada have comprehensive and up-to-date information on reports of missing women, and educate police, justice officials and others to ensure effective action is taken to stop violence against women.  
(27 BC 10-10)

- HEU will lobby the federal and provincial government to support the Assembly of First Nations' call for a national inquiry into missing and slain aboriginal women.  
(28 BC 11-12)
- HEU will lobby the federal and provincial governments to develop a coordinated and comprehensive national plan of action to end all forms of violence against aboriginal women and girls.  
(PE 06-13)

## **VIOLENCE AGAINST WOMEN**

- HEU will continue to support the work of BC WeCan Campaign – an International social movement to change attitude and behaviour to end violence against women.  
(PE 03-11)
- HEU will continue to advocate on behalf of women to stop the underfunding and closure of “safe houses” for women and for core funding to be provided by government.  
(PE 06-13)

## **WOMEN'S & MEN'S RESOURCE CENTRES**

- HEU will work with the BC Federation of Labour and other like-minded community groups to lobby the Provincial Government to reinstate funding to all Women's and Men's Resources Centres.  
(PE 03-11)

## **SECTION 5: HEALTH CARE**

### **BREAST CANCER**

- HEU will lobby federal and provincial governments for the increase in research funding towards a cure for breast cancer and in conjunction with the BC Federation of Labour and the Canadian Labour Congress so that breast reconstructive surgery will be covered under medical insurance.  
(20 BC 09-96)

### **COMMUNITY, LONG TERM AND HOME CARE**

- HEU will pressure the provincial government to restore staffing levels in these facilities.  
(15 BC 02-86)
- HEU opposes privately owned, profit-making facilities.
- HEU opposes the wage inequities at these facilities and supports the principle of all health care workers' wages being at least equal to the Master Collective Agreement.  
(15 BC 02-86)
- HEU supports long term, ongoing funding for community health centres in BC that:
  - Are publicly funded and administered;
  - Are accountable to communities and the population they serve through elected boards;
  - Provide a range of integrated health and social services;
  - Are staffed by multi-disciplinary staff, all on a salaried basis;
  - Are open twenty-four (24) hours/day;
  - Provide all services at no cost; and
  - Are staffed by unionized workers with wages and benefits equal to the acute care sector.  
(21 BC 10-98)
- HEU demands that the Ministry of Health:
  - Increase funding and staffing levels immediately in residential care to provide quality programs of physical/mental care, social and recreational activities;
  - Provide funds for new facilities run only by non-profit societies or by Health Authorities directly;

- Enact legislation and regulations to cover the expanding supported housing/congregate care sector;
  - Set up clear contracts with agencies/societies that will increase staffing levels, increase training for staff, outline the services provided, and control how operating funds are used;
  - Provide adequate staff and penalties to enforce legislation and regulations;
  - Provide whistle blower protection for workers in long term care.  
(21 BC 10-98)
- HEU will lobby employers, health authorities and the government to properly fund long term and home care, with this lobby to include the following:
- Full input from support staff in determining levels of care;
  - Levels of care reviewed more often;
  - Levels of care should reflect the needs of the residents by applying a provincial highest standard to the staff-to-patient ratios which all residents need and deserve;
  - Workload difficulties addressed and eliminated with full input from support staff;
  - Annual scrutinizing of budgets by the province's auditor to ensure public funds are spent on the public need;
  - That the government make it mandatory in for-profit facilities where public funding is provided that a government and worker appointee sits on the board;
  - That the government appoint a worker representative to all non-profit long-term care boards; and
  - That the Provincial Executive provide the necessary budget to the long-term care lobby.  
(22 BC 10-00)
- HEU supports the concepts of assisted living, home care and aging-in-place only when these services are provided through publicly funded, non-profit models where seniors receive the appropriate level of care for their needs, without regard to their ability to pay.  
(23 BC 10-02)

## **CONTRACTING OUT AND PRIVATIZATION IN HEALTH CARE**

- HEU will actively lobby government to curtail/eliminate private-for-profit companies in health care.  
(21 BC 10-98)
- HEU opposes the leasing of equipment and services by the Employer when, and only when, the lease agreement takes away the ability of our members to service the equipment and/or prevents our members from keeping current with changing technologies and skill sets.  
(PE 12-99)
- HEU will continue to work with our social justice partners to resist public-private partnerships, particularly in seniors' care and laboratory services.  
(22 BC 10-00)

- HEU opposes any effort by Pacific Blue Cross to be involved in the privatization of BC Pharmacare.  
(PE 09-01)
- HEU reaffirms its opposition to privatization and downsizing of long-term care, home support, mental health and other health services.  
(23 BC 10-02)
- HEU reaffirms its commitment to end the contracting out of services within the health care system and to return the contracted services, jobs, and workers back into the public health care system and by continuing to organize these workers.  
(25 BC 10-06)
- HEU will build networks with the BC NDP and the Federal NDP with the intent to strengthen public policy for health care and long-term care; and

HEU works towards training health care advocates to work in coalitions to defend a public Medicare system; and

HEU will continue to lobby for an end to this government's P3 corporate agenda and stop the closure of publicly funded care beds; and

HEU will condemn the closing of 350 residential care beds on Vancouver Island and the layoff of 250 health care workers; and

HEU will demand that 350 beds in public facilities, now or existing, be opened immediately and that no beds in Cumberland Lodge, Glacier View Lodge or The Views at St. Joseph's be closed when Retirement Concepts opens the Comox Valley Senior's Village in 2009; and

HEU will make a concerted effort to keep the taxpayers of B.C. informed of the government's underhanded practices.  
(26 BC 11-08)

- HEU will lobby both provincially and federally for the creation of a National Public Home Care Program  
(26 BC 11-08)

### **FEE FOR SERVICE MEDICINE**

- That HEU advocate that physicians and all other health care providers in Canada be paid on a salary basis and lobby the provincial and federal governments to create more clinics and facilities where teams of health care providers including physicians be paid on a salary basis and encourage the BC Federation of Labour, Labour Councils and the CLC to do the same.  
(19 BC 10-94)

## FOUNDATIONS

- HEU re-affirm its position that we do not support or promote private fundraising for health care, including corporate campaigns or donations, health care foundations.  
(PE 05-97)

## HEALTH ACCORD

- HEU will:
    - Conduct a public and membership education campaign to build awareness about the Health Accord and to mobilize support for a 10-year Health Accord with stable and adequate funding, including at minimum the six percent annual escalator.
    - Participate in the broad based CUPE National campaign for a stronger federal role in Medicare in the negotiations to renew the 2014 Health Accord.
    - Demand that the federal government:
      - Negotiate with the provinces and territories a new 10-year Health Accord with stable and adequate funding, including at minimum the six percent escalator; Enforce the Canada Health Act, including the ban on user fees and extra billing, and correct gaps in monitoring and reporting under the Act;
      - Create a healthcare infrastructure fund that stipulates public non-profit financing, ownership, management and operation;
      - Promote public sector solutions to shorten wait times;
      - Implement a Federal/Provincial/Territorial strategy to reduce healthcare associated infections with dedicated funding for microbiological cleaning standards, more in-house cleaning staff, lower hospital occupancy, and mandatory public reporting;
      - Create a pan-Canadian continuing care program (residential and home and community care), with dedicated transfers financed from general revenues, Canada Health Act standards plus minimum staffing and non-profit delivery;
      - Promote primary care reform, with funding and regulation, based on the community health centre model;
      - Invest in aboriginal health and meet the goals of the Kelowna Accord, improve water quality on reserves, and cover shortfalls in the Non-Insured Health Benefits Program;
      - Implement a National Pharmaceutical Strategy agreed to in the 2004 Health Accord and establish a national pharmacare program;
      - Exempt health care from the Comprehensive Economic and Trade Agreement (CETA), the trade agreement Canada is negotiating with the European Union, and block extended patent protection for brand name drugs;
      - Support employment equity and ethical recruitment, and include the full spectrum of health care workers in a pan-Canadian health human resources strategy.
- (28 BC 11-12)

## HEALTH CARE RESTRUCTURING

- HEU will campaign with its coalition partners for positive reforms that strengthen public health care and work to move public opinion in favor of these reforms and against privatization.

HEU will strengthen its ability to involve members on these issues through a plan of political action and education.

HEU will identify and commit resources to targeted local anti-privatization campaigns that involve HEU members at the community level.

HEU encourages broader participation by members in the regional health coalitions and within the British Columbia Health Coalition.

HEU will work closely with CUPE on health care campaigns and political action.

HEU will feature local campaigns as a key agenda item at regional meetings of the Union.

HEU's Provincial Executive will commit resources on an ongoing basis to support these efforts at the provincial and community level.  
(25 BC10-06)

- HEU demands, before changes are implemented in health care, that the Provincial government:
  - Consult with all groups,
  - Ensure adequate facilities are established and staffed in the community to ensure proper services are maintained,
  - Provide free adjustment programs and retraining for all health care workers, and
  - Guarantee that Union certification is transferred into any new or existing facilities to which these services are transferred.

(18 BC 10-92) (PE 06-07)

- HEU will participate in Employer restructuring initiatives as follows:
  - Provincial and Regional Offices offer Locals education and advice at cross Local meetings, steward courses, Summer School, etc. to help Locals decide on when to participate in employer committees, workshops, questionnaires, etc.
  - The Provincial Executive and staff encourage Locals to develop Union strategies and proposals when openings for progressive change appear and/or to respond to employer initiatives
  - That HEU withdraw our participation from employer initiatives when it becomes apparent that:
    - An existing, changed or new service will be delivered in the Private/for profit sector; or
    - The health status or quality of care for people will decline; or

- Any Unionized health care worker will be laid off after all labour adjustment efforts;  
or
- Employers do not allow workers to follow the work; or
- Discipline, suspension or dismissal of any Unionized worker will result.  
(21 BC 10-98)

■ HEU's position on public-private partnerships in lab restructuring is:

- That HEU continue to press for the complete elimination of the private for profit sector from health care lab work. In the interim, that HEU only be supportive of a public-private arrangement which boxes in and gradually eliminates the private labs.
- That HEU press for all health care facilities to move from private labs to public labs.
- That HEU continue to press for the reform of the public sector lab management.
- That HEU seek to represent/organize private lab workers to provide them with union protection and employment security.
- That HEU pressure the government to allow facilities to open public sector satellite labs in the community.  
(PE 11-97)

■ HEU supports comprehensive federal legislation and federal/provincial initiatives (health information systems and health records) that protect privacy, enhance the principles of Medicare (especially public control), and improve citizens' health status.  
(21 BC 10-98)

■ HEU calls for returned funding for delisted health care services, including chiropractic, physiotherapy, massage therapy, podiatry, optical and naturopathy for all people in BC.  
(23 BC 10-02)

■ HEU demands that the BC government ensures equality, fairness and access to services to all residents of BC, including rural areas.  
(23 BC 10-02)

**LGBTTQ IN LONG TERM CARE**

■ HEU will work with the Generations Project and lobby the government to advocate for LGBTTQ members to have same sex couples accommodations in Long Term Care facilities.  
(27 BC 10-10)

**MEDICARE**

- HEU will advocate for a national home care program to be an integral part of publicly funded Medicare services; specifically,
  - A program that is based on the five (5) principles of Medicare; that is single payer, has a single point of access and provides a continuum of prevention and treatment service,



- A program where pharmaceuticals, supplies and equipment are provided to users in the same as they are provided in acute care,
  - A program that ensures wages, benefits and employment security are at parity with the acute care sector,
  - A program where funding is in addition to existing health care funds, with a moratorium on any further cuts to acute and long term care until a national home care program is built up; and
  - Existing and new home care programs include services provided by LPNs, rehabilitation assistants, counselors, home maintenance workers, in addition to the current services and teams.  
(21 BC 10-98)
- HEU will actively lobby government to curtail/eliminate private-for-profit companies in health care.  
(21 BC 10-98)
  - HEU will continue to lobby to fix health care by activating a political lobbying campaign through the Locals as well as the Provincial Executive demanding that the Federal government increase funding for Canada's national treasure (public and universally accessible health care system) by a full fund 50/50 funding as a first step to rebuilding this system.

We will continue with our demand to fix health care by campaigning with our activists social partners and allies to prevent the growth of private, for-profit health care services and to fight for a National Home Care program to provide an integrated approach (blended care) for the desperately needed care and to reduce the cost of acute care.  
(22 BC 10-00)

- HEU will demand that the BC government take whatever measures are necessary to prevent and reverse double billing for health care services.
- HEU will work with our social justice coalition partners to demand that the Federal government protect our public health care system and modernize Medicare by:
  - Legislating and providing the necessary funding for a National Pharmacare Act
  - Promoting and funding community health centres; utilizing a multi-disciplinary team of health care providers on salary, to include physicians, registered nurses, licenced practical nurses, social workers, physiotherapists, activity aides, etc. working to their full scope of practice.
  - Enforcing the spirit and intent of the Canada Health Act by ensuring that double billing is effectively prevented; and

- HEU will work with CUPE National to take whatever action is necessary to defend Medicare - public education, media, rallies, demonstrations, days of action, civil disobedience, up to and including a general strike.  
(22 BC 10-00)

## **MENTAL HEALTH**

- HEU demands that the BC government restores funding to provide;
  - Specialized training to physicians to be successful in diagnosing mental health issues and educating about mental illness and make this a requirement of their education program.
  - The right to be diagnosed at no cost to themselves in a timely and accessible manner and a funded treatment plan to promote positive mental health and to pave the way for a rich and fulfilling life in the community.
  - Adequate mental health facilities to provide proper treatment for persons with mental health issues.
  - Adequate Mental Health Services where the caseloads of the Case Managers are at an unmanageable level.
  - Vocational Rehabilitation Programs whether the end results provide skills to pursue full or part time employment that would best be suited to the needs of the individuals with mental health issues.
  - Where needed, assistance for individuals living with a mental illness to live a rich, independent, productive and fulfilling a life as possible. (Example: life skills programs and day programs.)  
(26 BC 11-08)

## **PHARMACEUTICAL/DISPENSING FEES**

- HEU supports the concept of guaranteed affordable pharmaceutical prices and dispensing fees.  
(16 BC 10-88)
- HEU will join with our partners in the Canadian Health Coalition in campaigns to win a national Pharmacare program.  
(21 BC 10-98)
- HEU calls for the repeal of Bill C-91 (drug patent law) and the subsequent Bill S-17 which have served to escalate pharmaceutical costs in the health care system, and will lobby the federal government to introduce a national drug plan with economies of scale achieved through bulk purchasing and reference based drug pricing similar to the system in British Columbia.  
(23 BC 10-02)

## **REFUGEE HEALTHCARE**

- HEU will lobby the federal government to re-instate the supplemental health-care benefit coverage for protected persons and refugee claimants that was terminated by the Harper government on June 30, 2012.  
(28 BC 11-12)

## **REPRODUCTIVE HEALTH**

- HEU supports full funding and access for all medical services relating to reproductive health.  
(17 BC 10-90)

## **SENIORS' CARE**

- HEU will:
  - Work with community allies, seniors and families to have government implement key recommendations of the Ombudspersons' report;
  - Highlight the links between declining seniors' care and improper staffing, contracting out, contract flipping, privatization and de-accreditation;
  - Raise the profile of HEU members in their community and the work that they do for seniors.  
(28 BC 11-12)

## **SUBSTANCE USE & CRIMINAL JUSTICE**

- HEU will lobby both the Federal and Provincial governments to enhance harm reduction measures as follows:
  - Provide further funding for needle exchange programs to ensure there are services available twenty-four (24) hours a day, seven (7) days per week in each Health Region.
  - Fully fund a medically supervised drug dispensation system pilot project.
  - Support the concept of at least one (1) integrated service agency for IDU's (injection drug users) per Health Region which would include as a minimum a "safe environment" for users to get off the street to receive resources for harm reduction, including safer sex and safe injecting techniques, peer counselling, information about social services and needle exchange.
  - Implementation of sentencing options such as "drug courts" provided there are detoxification and treatment facilities available.
  - Increase and fully fund detoxification and accompanying treatment services throughout the province.
  - Establish a Substance Use Commission with the responsibility to develop a strategic plan for reducing the negative consequences of drug use.
  - The purchase, possession and consumption of illicit substances for adult personal use will be addressed as a health and social issue.  
(22 BC 10-00)

## **USER FEES**

- HEU is opposed to user fees for all medical/dental related services.  
(16 BC 10-88)

## **SECTION 6: HEU INTERNAL POLICIES AND PROCEDURES**

### **ACCESS FOR PEOPLE WITH disABILITIES**

- It is HEU policy that all of its offices be accessible to people with challenges and have appropriately designated parking and that all ratification, strike vote and special report meetings be held at sites accessible to people with challenges whenever possible.  
(19 BC 10-94) (22 BC 10-00)
- HEU shall accommodate disAbled Members so they can participate fully in HEU sponsored functions  
(21 BC 10-98)
- All HEU events will be accessible to people with disAbilities to such extent that a person's dignity is not affected.  
(22 BC 10-00)
- HEU's Summer School will be organized and designed to accommodate members with visible and /or invisible disAbilities, and the disAbilities Committee will have input into the need to Summer School to address these issues.  
(22 BC 10-00)
- HEU events and Local meetings must be held at accessible venues with the disAbled person's dignity taken into consideration. If unable, then the Duty to accommodate budget must reflect this.  
(22 BC 10-00)

### **ANNUAL JOB POSTINGS**

- HEU's Annual Job Posting Guidelines are:
  - That the Annual Job Posting re-emphasize that this is not an ongoing opportunity, but an annual opportunity;
  - That the notice to short-listed members state explicitly that this is not an ongoing opportunity;
  - That the first supervisory meeting with members called in on the Annual Job Posting re-emphasize that this is not an ongoing opportunity and that selection does not mean that they are qualified;
  - That all short-listed members participate in a debriefing meeting within a three (3) month period prior to the next Annual Job Posting with anecdotal notes taken;

- That the practice of offering non-short-listed members an opportunity to meet and discuss any concerns should continue with anecdotal notes taken; and
  - That the option of creating some permanent relief representative positions should be examined as a complement to the Annual Job Posting relief.  
(PE 03-00)
- Any HEU member working for HEU must be on Union leave or equivalent.  
(PE 08-91)
  - Those members on Union leave who are injured must apply for WCB through HEU and they are maintained on Union leave until they return to work.  
(PE 04-91)
  - HEU will establish a program to properly train members to fill staff vacancies. The training program include working alongside experienced representatives so they can gain the knowledge prior to posting into a position with a servicing load and educational steps which allow the trainees to progress to higher levels of servicing.  
(18 BC 10-92)
  - New procedures will be put into place for new staff such as orientation and information manuals containing all relevant information.  
(19 BC 10-94)

## **CAMPAIGN STRATEGIES**

- Where it is supported by the Provincial Executive and local activists, HEU will start and support regional action groups of Provincial Executive members, Local leaders and staff to mobilize and carry out effective campaigns when faced with further serious threats to our members and to public health care delivery.  
(24 BC 10-04)
- HEU will institute a campaign to establish solidarity committees in every Local of the Union. The purpose of these committees is to mobilize support from HEU members for union battles and those struggling against oppression.  
(24 BC 10-04)

## **CLEAR LANGUAGE /LITERACY**

- HEU will:
  - encourage and support members and staff by providing lost wages, per diems and course fees to take clear language courses provided by the CLC, BC Fed, and CUPE
  - develop all materials for members in clear language and encourage all Locals to communicate to their members in clear language
  - provide clear language workshops/courses in-house, based on the workshops developed by the CLC

- utilize available resource people from the Literacy Working Group members of CUPE, CLC, BC Fed and HEU to facilitate clear language workshops (25 BC 10-06)
- HEU will use clear language practices and principles in all communications with members. (23 BC 10-02)
- HEU will:
  - Adopt clear language principles in communication with our members;
  - Make it a priority to review and rewrite all HEU application forms for conferences, conventions and courses;
  - Provide instructions on how to write in clear language, including writing resolutions and constitutional amendments;
  - Use simple visual tools and promote the use of clear language in all Union education, workshops, conferences, meetings and all other HEU events; and
  - Work with member facilitators and staff from the Canadian Union of Public Employees (CUPE), Canadian Labour Congress (CLC), and BC Federation of Labour (BC Fed) to put on Clear Language Workshops. (26 BC 11-08)
- HEU will encourage and support members and staff to take clear language courses provided by the CLC, BC Federation of Labour and CUPE. (PE 06-13)

## **COMMUNICATIONS**

- Regular reports of Provincial Executive business will be provided to the Secretary-Treasurer and Chairperson of each Local. (15 BC 02-86)
- Locals who have given prior written approval signed by the Chairperson and Secretary-Treasurer will be placed on the Local directory to be circulated to all Locals. (16 BC 10-88)

## **CUPE NATIONAL COMMITTEES AND WORKING GROUPS**

- Provincial Executive Subcommittee and HEU Equity Standing Committee members who are elected as HEU representatives to National Committees and Working Groups will be automatically entitled to participate in conferences that are organized by their respective National Committee or Working Group. (24 BC 10-04)
- An HEU member attending a CUPE National Committee, working group or CUPE National Executive Board business will receive the CUPE National per diem rate. (PE 01-09)

■ HEU representation on CUPE National committees

In order to ensure accountability and a direct link between the Provincial Executive and HEU representatives on CUPE National committees, the following will apply to all CUPE National committees other than CUPE National equity committees and the CUPE National Young Worker's Committee.

- The Provincial Executive will elect/select HEU representatives from the Provincial Executive to sit on all CUPE National committees other than equity and young worker's.
- The President will work with the Provincial Executive and the CUPE National President to ensure CUPE's diversity objectives are taken into consideration
- The Provincial Executive will elect/select alternates from the Provincial Executive for each national committee
- The President will advise the CUPE National President in writing of the HEU representatives and their alternates for national committees
- The Provincial Executive will respect and endorse the selection
- If an HEU representative on a CUPE National committee is no longer a member of the Provincial Executive they will be replaced on the committee by an alternate or, if an alternate is not available, by a current member of the Provincial Executive.  
(PE 05-13)

■ HEU representation on CUPE National equity committees and working groups

In order to ensure accountability and a direct link between the Provincial Executive and HEU representatives on CUPE National equity committees and working groups, the following will apply:

- The HEU equity standing committees will elect/select a representative and an alternate from their committee to represent HEU on the appropriate CUPE National committee
- Their selections will be communicated to the HEU President
- The President will advise the CUPE National President in writing of the HEU representatives and their alternates for CUPE National equity committees
- The President will work with the equity standing committees and the CUPE National President to ensure CUPE's diversity objectives are taken into consideration
- If an HEU representative on a CUPE National equity committee is no longer a member of the HEU equity standing committee they will be replaced on the committee by an alternate, or if an alternate is not available, by a current member of the equity standing committee
- HEU representatives on CUPE National equity committees will be in touch with the HEU President prior to their committee meetings and will report to the Equal Opportunities Committee (EOC) and their equity standing committee following their committee meetings.  
(PE 05-13)

## ■ HEU representation on CUPE National Young Worker's Committee

In order to ensure accountability and a direct link between the Provincial Executive and the HEU representative on the CUPE National Young Worker's Committee, the following will apply if there is no Provincial Executive member eligible to sit on the committee:

- The HEU Young Worker's PE sub-committee will elect/select a representative and an alternate from their committee to represent HEU on the CUPE National Young Worker's Committee
- Their selections will be communicated to the HEU President
- The President will advise the CUPE National President in writing of the HEU representative and their alternate for the CUPE National Young Worker's Committee
- The President will work with the HEU Young Worker's PE sub-committee and the CUPE National President to ensure CUPE's diversity objectives are taken into consideration
- If the HEU representative on the CUPE National Young Worker's Committee is no longer a member of the HEU Young Worker's PE sub-committee they will be replaced on the committee by an alternate, or if an alternate is not available, by a current member of the HEU Young Worker's Committee
- The HEU representative on the CUPE National Young Worker's Committee will be in touch with the HEU President prior to their committee meetings and will report to the Provincial Executive through the HEU Young Worker's PE sub-committee following their committee meetings.

(PE 05-13)

## **DEPENDENT CARE WHILE AT UNION FUNCTIONS**

- HEU strongly encourages all members to play an active role in the Union. HEU recognizes that our members have family responsibilities that they balance with work and union activity. This Dependant care policy is one way to help with that balance and eliminate some of the barriers that prevent members with family responsibilities from participating fully in their Union.
  - This policy applies to participation at all provincially sponsored HEU functions.
  - Wherever possible and where there is sufficient need, HEU will provide quality, on-site childcare.
  - HEU will reimburse receipted off-site dependant care costs, over and above the cost of normal expenses incurred for work, up to \$10.00 per hour to a maximum of \$120.00 per family for a continuous 24 hour period.
  - For the purposes of dependant care while participating in union functions, a dependant is either a member's own or their spouse's children, if they are under the age of 16 and reside with the member full or part time.
  - Also, a dependant may be any person, regardless of age, who is Dependant on the member's care because they are mentally or physically challenged, or parents, grandparents and elder relatives requiring the member's assistance in day-to-day living.
  - A spouse includes common-law and same sex partners.



- Reimbursement will not be made to a member's spouse or to a parent or sibling of the Dependant or to a person living at the same address.
- In recognition of unique dependant care and special care needs, exceptional circumstances will be considered.

■ Procedure:

- A Dependant Care Cheque Requisition form must be completed in-full and submitted as part of the member's expense claim in order to receive reimbursement,
- The form must include the care giver's name and address and a signed receipt must be attached,
- The names and ages of dependants must be listed, including their relationship to the member,
- There will be no cash reimbursement of dependant care expenses,
- In order to comply with Canada Revenue Agency regulations the Dependant Care Cheque Requisition form must be signed by the member as being accurate,
- A T4A form will be provided to the member at the end of the year as dependant care reimbursement must be declared as income; and
- Requests for reimbursement for exceptional circumstances must be made to the Financial Secretary. The member will be notified within 72 hours if the request is denied and of their right to appeal. The member may appeal to the Provincial Executive and the member will be notified of the PE decision within 24 hours of the last day of the meeting.

(17 BC 10-90) (PE 06-91) (PE 09-97) (Revised and consolidated PE 07-03)  
(24 BC 10-04) (27 BC 10-10)

## **EDUCATION OF HEU MEMBERS**

- HEU will provide guidance for new certifications in the form of orientation packages that will "walk them through" the Union; from filing grievances, to Local activists' responsibilities, to understanding Convention.  
(19 BC 10-94)
- HEU is willing and supports being part of any initiative to make presentations to graduating classes on the value of Unions, and to lobby the provincial government that labour education be part of the school curriculum.  
(PE 10-96)
- The Hospital Employees' Union will endorse other labour studies programs, occupational health and safety courses and the home study course offered by the Labour College of Canada.

All labour courses within Canada endorsed by HEU shall be paid to a maximum of three hundred and fifty (\$350) dollars per member, per year.

- The registration fees shall be paid by the member and the receipts submitted to the Financial Secretary for reimbursement.
  - Members who do not attend the course will be responsible for the cancellation fee unless there is a reasonable explanation.  
(PE 06-96) (Revised PE 05-99) (22 BC 10-00) (Consolidated 02-04)
- HEU will add a component on Childcare issues to its Union Activism course and other Education courses as HEU deems appropriate.  
(27 BC 10-10)
  - HEU will recognize that the position of assistant secretary is an executive position that requires education equal to the secretary portion of the secretary-treasurer position.  
(27 BC 10-10)
  - HEU will offer addiction education as part of Shop Steward training, beginning in 2013.  
(28 BC 11-12)

#### **EQUITY ACTIVITY WHILE ON STAFF**

- Members who are serving as temporary staff members and who are participating in equity activities in the Union shall be able to continue their equity involvement while on a temporary assignment with HEU, providing this involvement does not interfere with servicing assignments.  
(20 BC 09-96) (PE 02-98)

#### **EQUITY EDUCATION**

- That HEU adopt as policy, following each Convention and/or Wage Policy Conference, that within one hundred and twenty (120) days, an educational session on equity and equity related issues be conducted for all elected Provincial Executive/Provincial Bargaining Committee Members.  
(22 BC 10-00)
- HEU will develop a component of the education programs for Introductory Shop Stewards, Advanced Shop Stewards, Chief Shop Stewards, Table Officers and the Provincial Executive to reaffirm our commitment to education and to give Shop Stewards and the Provincial Executive the skills to recognize and deal with issues surrounding homophobia and transphobia.  
(18 BC 10-92) (20 BC 09-96)

#### **EQUITY HIRING – NORTH**

- HEU will work with the First Nations caucus to identify and train First Nations members for potential staff positions focused in the North; and

HEU will consult with First Nations members from the North on what barriers there are for employment as servicing representatives in the North and that HEU address the barriers identified by First Nations members by developing and implementing a plan to ensure that these barriers are eliminated or, at the very least, minimized.

(26 BC 11-08)

#### **EQUITY SEEKING GROUPS TO CONFERENCES**

- HEU will send representatives from the Equity seeking groups within our Union to conferences as deemed reasonable by the Provincial Executive.

(20 BC 09-96)

#### **EQUITY STANDING COMMITTEES**

- The Union will hold an annual conference on equity issues to facilitate the election of standing committees and their officers.

(20 BC 09-96)

- HEU will work with the Equity Committees to develop and implement a leadership program that would demonstrate the role of leaders, provide training on how to run effective meetings, how to handle conflict resolution and how to plan for future equity goals and events.

(26 BC 11-08)

#### **EXCLUDED HEU STAFF / FULL TIME OFFICERS' VACATIONS**

- All non-contract staff and full-time elected officers must supply all their vacation schedule by March 31st of each year to ensure that vacation hours will be depleted by December 31st of the same year.

(PE 12-01)

**PURPOSE:** The Union has successfully negotiated excellent vacation language in our Collective Agreement. We believe that it is imperative that people take vacation on a regular basis, to relax, renew, regenerate, and have personal time. We believe that the full-time officers are entitled to and must actively schedule vacation each and every year for them. Accumulated vacation time also becomes a liability for the Union, and it is not prudent accounting practices to carry this liability year after year. Therefore, the following policy will be applied:

The elected full-time officers of the Union shall make every possible effort to use their annual vacation allotment.

Arrangements will be made by the Committee on Labour Relations, in advance for coverage, where necessary, developing members who have been elected into positions that cover the full-time officers.

Vacation schedules will be given to the Committee on Labour Relations no later than April 30th of each year. If vacation time is not taken by December 31st of each year, it shall be paid out on the first pay period after January 1st each year. Carry-over of vacation time will not be permitted, unless the time is booked in the existing year and carries into the New Year.

Under extraordinary circumstances, (i.e. time is scheduled for the month of December and legislation came down that would harm the Union, medical emergency) vacation can be rescheduled into the New year, by written request to the Committee on Labour Relations, and must be taken as soon as possible in the New Year. The Committee on Labour Relations shall vote and approve the request in writing and report the decision to the Provincial Executive.

(PE 09-06)

### **EXPENSES, MILEAGE AND PERDIEM**

- HEU will reimburse members up to full-time hours per shift only, regardless of where they are delegated from, providing the site is an HEU certification and the members will provide proof of loss of shift.  
(25 BC 10-06)

- Expense claims will only be paid for the current year and six (6) months in any previous fiscal year, effective March 1, 2000.  
(PE 12-99)

- HEU will increase the current mileage reimbursement of \$0.50/km to \$0.52/km, to take effect the day after the 2012 convention.  
(28 BC 11-12)

- The policy of per diem will be the same for all of the membership including the Provincial Executive; and

This fair and equitable policy will be effective November 10, 2008.

(26 BC 11-08)

### **FINANCIAL ASSISTANCE - FIGHT BACK CAMPAIGN REQUESTS**

- Monies are available to the Locals for (Bill 29) Fight Back Campaigns through the Local Projects and Campaign Funds;

Locals must make application providing details and supporting information to back up their application;

Under the Local Project Policy, the individual Local or clusters of Locals must also support the campaign financially and work with social justice partners to raise funds;

The criteria for financial assistance will be considered based on the actual campaigns expenditures (lost wages, per diems and dependent care will NOT be paid); and

The Financial Secretary has the authority to approve applications in part or in full and the Provincial Executive will be given regular monthly reports and review of the applications out of the fund.

(PE 02-02)

## **FINANCIAL ASSISTANCE - GUIDELINES FOR MEMBERS TERMINATED / SUSPENDED FOR POLITICAL PROTESTS**

### ■ Criteria for Financial Support:

- Cases to be reviewed on an individual basis;
- Review of circumstances involved;
- Review of length of suspension (for suspended members) for a minimum of three (3) days;
- Investigate opportunities of future employment;
- Consider members ability to mitigate income assistance;
- Review with staff the ability to be reinstated/suspension removed
- Review of any violent behavior;
- Funds will be returned to the strike fund from any grievance settlement;
- Financial Secretary will report to the Trustees and full reports to the Provincial Executive;
- Each claim will be kept in confidence; and
- Every possible effort to re-employ members in the industry through the grievance process will be made.

### ■ Funding Guidelines:

- Up to two (2) months strike and dependent pay (providing the care conforms to the strike/picket pay policy) will be paid;
  - Pay will continue if a member gains casual or part-time employment up to the amount of strike/picket pay;
  - Funding will cease upon member finding comparable employment;
  - Financial assistance will be paid from the Strike Fund;
  - Claims paid will be non-taxable;
  - Financial Secretary and Provincial Trustees will approve expenditures; and
  - Provincial Office has the ability to recover monies under special circumstances.
- (PE 02-02)

## **FULL PARTICIPATION**

- Delegates are required to confirm full participation in the entire Convention or HEU sponsored event, with the exception of other events at which the member is representing HEU;

Members are expected to attend all sittings of Convention sessions, (all Conventions, not just HEU) regardless of their work schedule;

Attendance to social evening events is encouraged;

Members attending Conferences or Conventions will be teamed up as a “buddy system” with a member of the Provincial Executive;

Wages and per diems will not be paid to members who do not attend without a valid reason;

If a member shows up late and/or leaves early this policy shall also apply;

Members attending functions must be prepared to report to the membership on the events which they attended as a means of being accountable to the membership;

The representing Local will be advised if members violate this policy; and

Members may apply for special dispensation to the Financial Secretary or designate.  
(PE 03-03)

## **GENDER NEUTRAL WASHROOMS**

- HEU shall provide when possible, non-gender specific washroom facilities with appropriate signage at HEU events such as conventions and conferences.  
(PE 03-11)

## **GREENING THE UNION**

- HEU will initiate an Environmental Action Plan that includes:
  - Green contract language
  - Local workplace environment committee
  - Green procurement policy
  - Public water use forever
  - Recycling/waste diversion
  - Green meeting principles  
(26 BC 11-08)

- HEU should become a bottled water free environment whenever possible.

HEU should develop green education workshops to empower our members.

HEU will be a progressive leader in promoting and creating a healthy environment. We want HEU to continue to green all aspects of its daily operations, conferences, conventions and provincial and regional offices; and

All subcommittees will receive education on running green meetings including conference calls, webex, and paperless meetings.

HEU will make every effort to establish a system of green communication to the local officers and executive members; and will offer the “receivers” option of getting mail electronically. That way it saves paper.

HEU will work toward and implement the use of video conferencing and teleconferencing at regional meetings, subcommittee meetings, PE meeting; and other HEU related business wherever possible.

(PE 03-11)

- HEU is committed to using recycled paper and paper products wherever possible.  
(17 BC 10-90)

## **HEU CONVENTION / HEU BARGAINING CONFERENCES**

- All HEU delegates wishing to stay in hotels during Convention will have the cost paid by Provincial Office.  
(16 BC 10-88)
- Lower Mainland delegates are allowed to stay in the hotel the last night of Convention.  
(22 BC 10-00)
- All HEU delegates wishing to stay in hotels during bargaining conference will have the cost paid by Provincial Office.  
(17 BC 10-90)
- While it is acceptable to use brief notes to aid memory while speaking, a delegate may not read a prepared speech during debate at Conventions or Bargaining Conferences.  
(PE 04-95)
- Identical submissions to HEU Biennial Conventions and Bargaining Conferences will be printed only once in the delegates’ packages, with the names of each Standing Committee or Local who made the submissions listed in alphabetical order.

Submissions to HEU Biennial Conventions and Bargaining Conferences that are similar, but not identical, will continue to be printed separately.

(21 BC 10-98)

- The Sergeant-at-Arms Committee shall maintain the integrity of the tiled doors when in effect.  
(18 BC 10-92)
- The Resolutions Committee and Constitutional Amendments Committee will circulate or verbally list the order in which they intend to bring Resolutions and Amendments to the floor, at a minimum at the first appearance of each Committee, each day of Convention subject to change depending upon changing circumstances.  
(19 BC 10-94)
- That the order in which proposed Resolutions and Constitutional Amendments and Bargaining Demands are presented, will be given to the delegates as soon as possible.  
(20 BC 09-96) (PE 01-98) (PE 02-98)
- HEU will streamline the election of the 10 members of the Provincial Bargaining Committee by eliminating the requirement for unsuccessful candidates to be re-nominated for each ballot.  
(PE 10-13)

**HEU POLICY AND PROCEDURE DESIGNED TO PROTECT HUMAN RIGHTS AND ENCOURAGE MUTUAL RESPECT**

- Mutual respect must be the basis of interaction among members and staff of the Hospital Employees’ Union at all times, but particularly at HEU Conventions, HEU Conferences and other HEU sponsored events and in day-to-day interaction between members and staff.

The Hospital Employees’ Union will neither tolerate nor condone behaviour that is likely to undermine the dignity or human rights of an individual either during working sessions or during social activities.

In order to ensure an environment that is supportive of mutual respect and fair treatment, the Provincial Executive has established the following policy and procedure. It defines what is unacceptable behaviour and sets out a complaint procedure to effectively deal with violations of the policy.

Protecting the human rights and encouraging mutual respect of our sisters and brothers is fundamental in ensuring a strong and united Union.

For the purposes of this policy, HEU recognizes the following as prohibited grounds of discrimination:

- Race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender, marital status, family status, disability, and conviction for which a pardon has been granted.



The policy of the Canadian Human Rights Commission under the Human Rights Act includes the following as harassment:

- Verbal abuse or threat;
- Unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, sex, etc.
- Displaying of pornographic, racist or other offensive or derogatory pictures;
- Practical jokes which cause awkwardness or embarrassment;
- unwelcome invitations or other requests, whether indirect or explicit, or intimidation;
- Leering or other gestures;
- Condescension or paternalism which undermines self-respect;
- Unnecessary physical contact such as touching, patting, pinching, punching; and
- Physical assault.

**Note:** This policy applies to HEU members and to HEU staff during HEU Conventions, HEU conferences and other HEU-sponsored events.

This policy has now been extended to apply to day-to-day interactions between HEU members and HEU staff.

This policy does not apply to HEU members in the workplace (please refer to your Collective Agreement for provisions that apply to HEU members).

This policy is supplementary to and does not supersede the parties' obligations under the HEU/CEP Local 468 Collective Agreement or under the HEU Constitution and By-Laws.

## **SCOPE**

The underlying goal of this policy is to protect human rights and encourage mutual respect at all times. The underlying approach is a problem solving one to resolve disputes in a mutually satisfactory manner.

## **PROCEDURES**

Any HEU member or HEU staff member at a Union sponsored event who believes that she/he has been subjected to behavior that is contrary to protecting human rights and encouraging mutual respect may access this procedure. Confidentiality is a vital part of this process. It is a requirement of this policy that all parties respect the confidentiality of the process.

A complainant, respondent or a witness who is part of this process is exercising her/his legitimate rights. It is a serious violation of this policy if there is any harassment of or retaliation against a complainant, respondent or a witness for having initiated or participated in a complaint.

**First Step: Direct Discussion**

The complainant should discuss their concern directly with the person (the respondent) in an effort to resolve the concern.

**Second Step: Mediation**

If the complainant does not believe that the matter has been satisfactorily resolved through direct discussion with the respondent, she/he may seek the assistance of third party mediation.

The complainant should contact the designated complaints co-ordinator, who will make arrangements for mediation as soon as possible. Every effort will be made to resolve the concern through mediation. All discussions in mediation are without prejudice and will be treated with complete confidentiality.

**Third Step: Informal Complaint**

If the complainant does not believe that the matter has been satisfactorily resolved through mediation, she/he may contact the Ombudsperson, Ana Mohammed at 604-939-7065 to make an informal complaint. The Ombudsperson shall advise the complainant of the merits of the complaint and possible courses of action. All discussions are without prejudice and will be treated with complete confidentiality.

**Fourth Step: Formal Complaint**

The complainant may file a formal complaint to the Ombudsperson in writing outlining the details of the alleged violation of HEU's policy to protect human rights and encourage mutual respect. This complaint should be filed within six (6) months of the most recent incident(s) giving rise to the complaint. Upon receipt of the formal complaint, the Ombudsperson shall notify the respondent in writing within fourteen (14) days.

The Ombudsperson shall meet with the complainant and respondent as expeditiously as possible to hear and investigate the complaint. The Ombudsperson may make an effort to achieve a resolution of the complaint at any time. Both parties are entitled to be accompanied by representatives and are entitled to call witnesses.

Within sixty (60) days of the conclusion of the investigation the Ombudsperson shall report on the results of the investigation, including any recommendations for action. The recommendation(s) will not include discipline.

The Ombudsperson shall forward a copy of the report to the complainant, the respondent and the Administrative Committee. If appropriate, the Administrative Committee will forward the report to the Provincial Executive.

The Provincial Executive will take such action that it considers necessary to uphold HEU's policy to protect human rights and encourage mutual respect.

**Please Note:** Allegations of violations of this policy are treated very seriously. There is a requirement for Provincial Executive members and staff to report allegations of a violation of this policy to the Co-ordinator of Human Resources or her/his designate.

The Provincial Executive has, by motion, made it clear that HEU considers serious violations of this policy are covered by Article 19 of the HEU Constitution and By-Laws. (PE 09-89) (21 BC 10-98) (PE 06-01) (Updated 01-04) (PE 09-04) (PE 03-11)

### **LABOUR COLLEGE, CLC**

- HEU members who are successful applicants to attend the Canadian Labour Congress Labour College, may access funding support from HEU.

HEU will allocate a maximum of \$5,000.00 annually to support HEU Labour College participants.

The Administration Committee will review requests from HEU Labour College participants and make a recommendation on distribution of funds to the PE.

HEU members, seeking to access HEU funding, must complete an application form indicating:

- How their participation in Labour College will enhance their involvement with HEU,
  - Other sources of funding, such as their local labour council, and
  - Personal commitment, such as use of vacation leave, to cover lost wages.
- (PE 12-09)

### **LABOUR COUNCILS**

- The HEU Constitution provides that locals of one hundred (100) members or less who wish to affiliate or who are affiliated to their local labour council shall have their per capita paid by the Provincial Office.

Locals will pay the per capita each month directly to the labour councils.

Locals will send a completed Per Capital Cheque Reimbursement form, with a receipt from the Labour Council, to the Provincial Office for reimbursement.

(PE 04-13)

## **LIEU DAYS**

- The following is the HEU “Lieu Day Policy:”
  - Lieu Day(s) date and hours must be included on this expense voucher
  - Lieu Day(s) are calculated on a “one to one” basis
  - Members should NOT be accumulating single hours and then claiming for a replacement day off
  - Members must take off the nearest scheduled work day adjacent to the Union sponsored event (ie: either before or after the event)
  - When requesting time off from your employer, please refer to all day(s) as “Union Leave” rather than a “Lieu Day(s)”
  - Per diems are not paid on Lieu Days
  - This Lieu Day Policy WILL NOT APPLY to travel days unless a full day of travel is required
  - Since Union Leaves are not scheduled around STAT holidays, Lieu Days will not be granted for STATs
  - Lieu Day(s) must be approved prior to taking the day.

Any dispute as to the application of this policy shall be directed to the Financial Secretary.  
(26 BC 11-08) (PE 01-09)

- The lieu day policy will be included in acceptance letters to delegates/participants.  
(20 BC 09-96)

## **LOCAL AGREEMENTS & MOAs**

- HEU WILL ensure that between official bargaining of our Collective Agreement, that any local agreements or Memorandums of Agreements that affect the rights of our membership, must have enhanced consultation with membership.  
(27 BC 10-10)

## **LOCAL MINUTES**

- Where geographical factors would otherwise be prohibitive, a copy of the main site’s Local minutes will be forwarded to the remote site’s representative.  
(22 BC 10-00)

## **LOCAL PROJECT FUND**

- The HEU Constitution and By-Laws provide that Locals can apply to the Provincial Executive for financial assistance for Local projects and campaigns. The policy for the Local Project Fund is as follows:

- Locals can make application to the Provincial Executive for funding assistance for Local projects and/or campaigns.
  - Locals and the Provincial Office work jointly on the designing, monitoring and funding of the Local project and/or campaign.
  - Locals are responsible for preparing a full and comprehensive report which details the project which includes the goals and objectives, specific time limits and a proposed budget.
  - Locals are accountable to the Provincial Executive on completion of the Local project and/or campaign by reporting the results, both achievements and shortcomings.
  - Efforts will be made to accommodate as many Locals as possible.
  - Multiple applications from a Local will be considered if special circumstances exist.
  - Locals should consider a financial commitment; i.e. cost sharing basis to assist the suggested project and/or campaign.
  - Applications will be considered based on specific Local needs that do not duplicate existing services, precedent setting issues affecting the Local and/or initiatives that benefit the Union province-wide.
  - Locals may access the fund for Local building and membership mobilization providing a full proposal for the project and/or campaign has been submitted with the application.
  - All Local projects and/or campaigns must receive prior formal approval from the Provincial Executive before commencing.
- (PE 06-96)

- Local Building Campaign by the Provincial Executive will be an ongoing campaign, with focus being placed on rendering more assistance to Locals having trouble resolving issues in their Local. This Local campaign will be shown as a separate line item in all future budgets, providing sufficient funding to assist Locals in the building process.
- (22 BC 10-00)

## **MARKETING**

- During HEU sponsored events, members or staff will not promote/support independent, individual private selling of products or services, without consultation and the approval of the Administrative Committee.
- (PE 08-97)

## **MENTORSHIP PROGRAM FOR NEWLY ORGANIZED LOCALS**

- HEU will ensure all newly organized locals are properly set up and the Officers are confident in the operation of their local; and

HEU will help mentor new executives, trustees & stewards on proper policy procedure.

(27 BC 10-10)

## MERGERS OF LOCALS

- A financial accounting, reflecting the status on the effective day of the merger, shall be prepared and audited by the trustees of each merging local. Copies shall be provided to the local membership and the Financial Secretary.

Copies of all merger agreements shall be provided to the Financial Secretary.

Merging locals are required to combine bank accounts and all locals must have only one bank account.

The local rebate calculation will be adjusted in the month following Provincial Executive approval of the merger agreement and deposited in the new local bank account.

The decision as to the disposition of pre-merged locals' capital assets such as computers and photocopiers will be determined by the pre-merged locals.

(PE 05-11)

- HEU policy permits dissolving merged locals: *Where it can be demonstrated that reasonable efforts have been made to make the effort work, but that the merged locals are fundamentally incompatible, the Provincial Executive will dissolve the merger after no less than a two year trial period.*

Merged locals are required to combine bank accounts at the time of merger.

This policy applies if demerging locals are unable to reach a fair agreement acceptable to both locals.

When merged locals are dissolved the current local bank account will be divided among the demerging locals based on the average number of dues paying members in the previous six months as determined by the finance department.

Significant changes in the number of members or other extenuating circumstances in the previous six months will be taken into consideration when calculating the division of the current bank account.

Mediation will be offered to locals unable to reach agreement when dealing with complicated issues arising from demerging locals and dividing assets.

(PE 05-11)

- Locals of fifty (50) or fewer Members that are newly certified with HEU will be required to merge with an existing Local or Locals within two (2) years of achieving a contract under HEU. Such Locals shall have the ability to consider a variety of merger partners and maybe excluded from merging by the Provincial Executive where it can be shown that reasonable efforts have been made by both partners to make the merger work, but that the Locals being considered for merging are fundamentally incompatible.

Locals of fifty (50) or fewer Members will be required to merge as per the existing policy unless there are compelling reasons to show that suitable merger partners cannot be found despite Local building assistance by the Provincial Executive and reasonable efforts being made by the Locals.

The Provincial Executive shall provide assistance to Locals already merged where problems exist in order to build Local strength. Where it can be demonstrated that reasonable efforts have been made to make the effort work, but that the merged Locals are fundamentally incompatible, the Provincial Executive will dissolve the merger after no less than a two (2) year trial period.

The issue of merging concerns will be one of the top priorities for the Provincial Executive.  
(22 BC 10-00)

- Past eligibility will be credited to members running for office for merging Locals.  
(PE 04-97)
- In the case of Local mergers crossing HEU regional boundaries, the new Locals will be placed in the region where the majority of members are currently located.  
(PE 03-98)
- The guiding principles for remote sites (multi-site certifications) be that each site under fifty-one (51) Members join a geographically appropriate Local, subject to concurrence with the legal department, and to change should the requirement of Membership under fifty-one (51) change by the Provincial Executive or policy.  
(PE 07-01)

## **NO SHOW**

- Members that are “No Show” to HEU events, and do not contact the Union to cancel, will not be considered for future HEU educational opportunities or opportunities to attend external conferences such as the BC Federation of Labour or CUPE for a period of one (1) year;

Members attending Union sponsored events will be teamed up as a “buddy system” with a Provincial Executive member or another member;

Members may apply for special dispensation to the Financial Secretary or designate.  
(PE 05-01) (Revised PE 03-03)

- Members accused of violating HEU “no show” policies shall be given full disclosure of the accusations against them, and an opportunity to defend themselves before any decisions are made, and that a full investigation be conducted before any subsequent punishment is given out.  
(24 BC 10-04)

## **OCCUPATIONAL CONFERENCES**

- HEU will, as a prelude to bargaining, continue to hold the Occupational Conferences in all sectors, including but not limited to one (1) in each of the five (5) job families, i.e. patient care, trades and maintenance, clerical, support services and patient care technical and these conferences take place no later than September of the year preceding contract expiration, beginning with the current (2006 – 2010) Collective Agreement's expiry date. (25 BC 10-06)
- HEU WILL add one day to the Facilities Patient Care Occupational Conference. (27 BC 10-10)

## **ORGANIZING MODEL OF TRADE UNIONISM**

- HEU continues to promote the "Organizing Model" of trade unionism among members and staff at Local, regional and provincial levels while recognizing that this model is a long term goal, and one which cannot completely replace traditional approaches to servicing. (19 BC 10-94)

## **POLITICAL ACTION**

- Any HEU member running for political office, excluding Federal office, keeping in line with HEU's Constitution and By-Laws, will be granted upon written request and endorsement of the Provincial Executive, a donation up to \$1,200. (PE 11-86) (20 BC 09-96)
- Members of HEU seeking election at the municipal, provincial or federal government levels will provide a written report outlining their positions and intention when running in political elections.

HEU members' presentations will confirm their support for our aims and goals

Candidate reports will be forwarded to the Political Action Sub-Committee who will use guidelines as to HEU's expectations of candidates' conduct and platform, prior to any donation being made and the committee's recommendations be forwarded to the Provincial Executive for consideration.

(PE 03-00)

- HEU encourages and supports our members and other progressive, pro-labour people interested in running for municipal elections. (23 BC 10-02)



- HEU supports the NDP in as far as it continues to support our goals and ideals. Where no NDP candidate is running in provincial elections, HEU will work with labour and social organizations in those constituencies to promote any independent candidate who agrees to uphold our principles.  
(23 BC 10-02)
- HEU will assist with recall campaigns in constituencies where supportable candidates have been identified to run in by-elections.  
(23 BC 10-02)
- Prior to any financial donation to Labour Councils, relating to municipal, provincial or federal elections, HEU Locals within the jurisdiction of the Labour Council will be advised of the donation, and will also be involved in member releases for working on candidate campaigns.  
(PE 03-00) (Revised PE 10-02)
- HEU will encourage HEU locals across the province to show interest and support for the NDP candidates in the upcoming Provincial election and to consider passing motions at their meetings to provide financial funding and promote membership involvement in campaigns.  
(26 BC 11-08)
- At this time HEU will reaffirm its support for the New Democratic Party at both the Provincial and Federal level, because they do support HEU's aims and objectives as per our policy on Political Action; and HEU will contribute monetarily, "in kind," or by any other means feasible to ensure the election of New Democratic members to the Legislature in British Columbia and to the Parliament of Canada.  
(PE 03-11)

## **POLITICAL FUNDRAISERS**

- For most fundraisers, Provincial Office will only purchase the number of tickets required to meet the confirmed requests to attend, up to a maximum of \$1,000 per year per constituency or organization.

Tickets will be offered in the following manner on a first come first serve basis:

- First to the Provincial Executive and members of Provincial Bargaining Committees.
- If there is an equity component to the fundraiser, tickets will be offered to members of the equity standing committees at the same time.
- Provincial Executive and members of Provincial Bargaining Committees will be requested to pass the offer on to their HEU member and committee contacts.
- There will be a clear deadline to respond to Provincial Office to request a ticket.
- If after the deadline there are still spots available and the admin committee decides an HEU presence is needed at this particular event, tickets will also be offered to staff.

The admin committee may decide for particular events to purchase an entire table. In these cases, tickets will be offered in the same manner on a first come first serve basis.

Deadlines for responding to Provincial Office to request tickets will be strictly enforced.

Members, staff and Provincial Executive who request tickets will inform Provincial Office in a timely manner if they are unable to use their ticket so that someone else can attend the event in their place.

(PE 09-11)

## **PROVINCIAL EXECUTIVE**

### **Clothing allowance**

- In order to more effectively perform their public Provincial Executive responsibilities, PE members are entitled to an annual clothing allowance equivalent to staff entitlement in the HEU/UNIFOR collective agreement.

(PE 08-13)

### **Elections**

- Election of Provincial Executive – See Constitutions & By-laws (2008, Article 6, Section A, page 17-19) for details.
- Delegates from the 5 regions vote in the region that is the location of their worksite.

(PE 10-08)

### **Email policy**

- General Principles

The use of e-mail and other electronic tools for communication are now accepted practice. Along with this practice is a responsibility and a liability. HEU, as an organization and as an employer, is responsible for such legal issues as harassment claims, defamation claims, unauthorized disclosure of confidential information and infringement of copyright material.

- Electronic tools (including smart phones, internet access and e-mail) must not be used to download, store, transmit or post pornographic, profane, sexually explicit, obscene discriminatory, false, derogatory, defamatory, threatening or otherwise offensive materials.
- HEU will not tolerate the use of the electronic tools to send, post or store offensive remarks about race, religion, ethnicity, sex, sexual orientation or disability, or any other prohibited ground of discrimination
- E-mail must not be used to duplicate or transmit copyright material without the copyright owner's written permission.

- The Provincial Executive should not send confidential information through the Internet to unauthorized persons and organizations.
- The e-mail system must not be used for any illegal or unethical activity or any activity that could adversely affect the union.

It should be noted that the Union owns the e-mail accounts and all data communicated through them. This policy will be reviewed and updated to ensure it is current with any changes in the law.

Violations to this policy will be subject to discipline under the Constitution and By-Laws.

### Provincial Executive Internal Communications

Members of the Provincial Executive receive an extremely high number of emails each day. Email can be a great tool for communicating information, but it is a tool that is not good at conveying tone or intent. The following “email etiquette” tips are to help senders and receivers manage the information they receive and avoid common email pitfalls.

#### “Reply All”

- In most cases replying to the sender alone is your best course of action.
- Use the “reply all” button only when compiling results requiring collective input or if you have something to add, other than “thanks” or “me too” or “LOL”.
- Ask yourself if everyone on the recipients list needs the information in your message. For example, the results on a strike notice vote can be forwarded to everyone afterwards using a single email – thereby avoiding 23 “reply all” emails during the voting process.

#### Sending or copying emails

- Send or copy to only those PE members that need to know the information.
- If you are asking someone to take some action or respond, put them in the “to” line. Otherwise, anyone who is being copied on an email as an FYI, should be listed in the “cc” line. This allows recipients of the email a quick way of knowing how to prioritize their emails and action items.
- We all come across interesting things we want to share with others. Before sending it by email, consider whether it would be better to share the information face-to-face – particularly where you want additional discussion on the topic being shared.

#### Tone

- This is one of the great challenges of email. Care must be taken both when sending an email message, and when reading it. Try not to be too harsh if there's a chance that you might have misinterpreted the sender's meaning.

- One problem with email is missed signals - the written message doesn't come with facial expressions or gestures that you would get in a face-to-face meeting, and there's no tone of voice to interpret as you could over the telephone.
- Remember to be polite. Terseness can be misinterpreted.  
(PE 08-13)

### **Home internet charges**

- Provincial Executive members will be provided with a monthly internet allowance of up to \$30.00 because they are required to use the internet to fulfill their Provincial Executive responsibilities and are expected to be reachable on email by HEU officers, staff and members.  
(PE 01-03)

### **Hotel internet charges**

- When Provincial Executive members are travelling on union business and are required to use internet to fulfill their Provincial Executive responsibilities, hotel internet charges will be claimed and reimbursed as expenses. PE members will use free hotel wireless service whenever possible in order to minimize these expenses.  
(PE 12-09)

### **Housing and Transportation Expenses for Full Time Out of Town Officers**

- In order to ensure that members from across the province are able to participate equally in seeking a full time elected position with the union, the union will reimburse full time out of town officers who maintain a permanent out of town residence for temporary accommodation expenses.

There will be no limit on the number of years that a full time out of town officer would be covered by this policy.

The union will provide each full time out of town officer who maintains a permanent residence with reimbursement for up to 24 round trips per year between their permanent residence and Provincial Office by any means. The trips can be taken by the full time officer or a family member.

As a policy, the Union implements the following:

- Housing - monthly rental accommodation not to exceed the average rent for a two bedroom in Burnaby as per the Canadian Mortgage and Housing Corporation (CMHC) survey.
- Transportation -equivalent of 24 round trips per year on a pro-rated basis.  
(PE 01-12)

## Meetings

### ■ PE attendance at local meetings

Local invitations for PE members to attend local meetings

If a local executive wishes to invite a PE member other than their Regional Vice Presidents to attend their local meeting they will contact the President or Financial Secretary.

Annual local election meetings

Provincial Executive members may attend local membership meetings to prepare for local elections, local nomination meetings and when local elections are held to assist locals with electing their local executives.

Invitations from local executives are not required for PE to attend these meetings and PE will have voice at the meeting.

PE expenses for these meetings will be the responsibility of the provincial office.

PE members will notify the local chair or secretary treasurer and the appropriate servicing representative in advance that they will be attending the local election meeting.

PE members attending local election meetings will submit a written report on the meeting including the election results, key issues raised by the membership at the meeting and any follow up required.

Provincial issues, campaigns or initiatives

From time to time the Provincial Executive will decide it is important for PE members to attend local meetings to report on particular issues, such as bargaining or other significant events in the union or to report on and/or mobilize members around campaigns or initiatives.

Invitations from local executives are not required for PE to meetings on these occasions and PE will be given time on the agenda for their report.

PE expenses for these meetings will be the responsibility of the provincial office.

PE members will notify the local chair or secretary treasurer and the appropriate servicing representative in advance whenever they will be attending a local meeting for these purposes.

PE members attending these local meetings will submit a written report on the meeting including the membership response to the campaign or initiative, key issues raised by the membership at the meeting and any follow up required.

#### Local Building

As part of an agreed upon local building plan, an RVP doing local building with a local executive is entitled to attend that local's meetings and will have voice at the meetings.

Invitations from local executives are not required for PE to meetings on these occasions and PE will have voice at the meeting.

The RVP will notify the local chair or secretary treasurer and the appropriate servicing representative in advance whenever they will be attending a local meeting for these purposes.

PE expenses for these meetings will be the responsibility of the provincial office.

The RVPs will submit regular written reports on local building with local executives.

#### General

As per the HEU Constitution and Bylaws, the Secretary Business Manager, President and Financial Secretary may attend any local meetings or events to carry out the business of the union.

Provincial Executive members will defer to servicing representatives on any questions relating to servicing or collective agreement issues and will forward servicing issues to the appropriate servicing representative or director.

Servicing representatives will defer to the Provincial Executive member on constitutional issues.

In preparation for attending local meetings, PE members will consult with the appropriate servicing representative about current local issues.

The President may assign provincially elected Vice-Presidents to attend local meetings and the Financial Secretary may assign Trustees to attend local meetings.

Provincially elected Vice-Presidents will consult with the President and Trustees will consult with the Financial Secretary about their attendance at local meetings.

Provincial Executive members will advise the administrative committee (by emailing the Coordinator of Policy and Planning) whenever they are booked off to attend local meetings.

PE members will submit written reports whenever they attend a local meeting.

Locals will be advised of this policy.  
(PE 05-13)

- Provincial Executive meetings are open to the membership to attend without voice or vote, as follows:
  - That this be at no cost to the Hospital Employees' Union for the members to attend;
  - The Provincial Executive meeting agenda to be available through a section on the Web site, or on request;
  - A calendar of dates will be prepared and that an event be planned on a regular basis for members to come and meet the Executive on adjournment of regular meetings;
  - Areas of a confidential nature will be determined in advance of the meeting and these sessions be considered "in camera" and not available to the membership;
  - Members that wish to attend an Executive meeting should pre-register by phone, fax or drop in at the Provincial Office;
  - Members that drop in without pre-registering would also be entitled to attend providing space/seating is available;
  - Members attending Provincial Executive meetings be limited to one (1) day;
  - Every effort will be made to accommodate members or guests with disAbilities;
  - Information will be circulated to the Locals that the Provincial Executive is available and that there be equal access to all Locals, if possible;
  - Serious consideration will be given to having Provincial Executive meetings out of town in budget discussions;
  - This process will be reviewed in six (6) months.  
(PE 10-01)
  
- PE members, who have shown an interest in being on a committee or attending a conference, will be given the opportunity to give a one minute speech to explain their interest in the committee or conference and the skills or experience they bring to the committee or conference that would benefit the HEU with their participation.  
(PE 01-09)

### **Orientation**

- BE IT RESOLVED that the President, first and second vice presidents will meet within 60 days after convention with the purpose of setting out vacation, coverage and other duties as may be assigned for the following year. This process will happen by January 31 in the non-convention years. The President will schedule orientation time for the first vice president, not to exceed five days, and this shall come out of the PE budget. If there is a change in the first vice president, due to resignation, etc., the President shall orient the new first vice president within sixty days.  
(26 BC 11-08)

## **Personal development**

- PE members will be entitled to spend \$2000.00 per term from their operating funds on training and personal development in order to effectively perform their duties and leadership responsibilities.

This amount will include all costs of the training including lost wages.

Appropriate training and personal development for PE members includes:

- Public speaking
- Communications
- Computer skills
- Leadership development
- Strategic planning
- Equity
- On-line labour studies courses  
(PE 05-11)

## **Regional vice-presidents**

- Regional Vice-Presidents are nominated by regional caucuses and are elected by the Convention to represent the membership as a whole. These positions are established to ensure that a member from each region sits on the Provincial Executive.  
(PE 03-88) (16 BC 10-88)
- If a Regional Vice President is unable to attend a regular meeting of the Provincial Executive, an RVP alternate shall be called up to attend in their place.
  - Regional Vice Presidents are only replaced by their alternates if they will be absent the entire meeting
  - Only regularly scheduled Provincial Executive meetings are covered by this policy
  - Regional Vice-Presidents must give as much advance notice as possible to the Administrative Committee if they will be not be able to attend a Provincial Executive meeting
  - An orientation binder will be distributed to all RVP Alternates
  - Regular PE bulletins as well as a summary of decisions made at each Provincial Executive meeting will be forwarded to RVP alternates for information purposes
  - To ensure there is no break in communications, alternates will provide a full report to their Regional Vice President following the Provincial Executive meeting.
  - RVP alternates are covered by the confidentiality provisions of the HEU Constitution & By-Laws and all other policies that apply to members of the Provincial Executive  
(PE 04-13)



## **Single accommodation**

- Because Provincial Executive members are regularly required to work in their hotel rooms to fulfill their responsibilities as members of the Provincial Executive, often working with confidential documents and materials;

When Provincial Executive members require hotel accommodation greater than 60 kilometer distance to attend events organized by HEU or other organizations they shall be entitled to single accommodation or sharing upon request by the Provincial Executive member(s).

The regular policy applies to PE when attending functions as a member.  
(PE 12-09)

## **Smart phones and data plan**

- Provincial Executive members are required to use an HEU issued smart phone and the HEU data plan.

Provincial Executive members will be required to check their email messages daily and notify Provincial Office staff if they will be unreachable.  
(PE 08-12)

## **Sub-committees**

- To ensure a cohesive work plan, there will be a meeting following each Convention where all the newly appointed committees meet together with the Provincial Executive to build a common understanding of the Union's goals and objectives for the following two years.  
(25 BC 10-06)

- The structure of sub-committees consists of a maximum of two (2) Provincial Executive members and up to five (5) members chosen from the general membership.

The committees have co-chairs, one (1) elected from the Provincial Executive and one (1) elected from the other committee members  
(25 BC 10-06)

- Up to two rank and file members who have applied on the expression of interest can serve for a second and consecutive term on the same committee.  
(26 BC 11-08)

- Establish a Policy Manual Committee comprising of three (3) members of the Administrative Committee and three (3) Provincial Executive members.

Establish a Constitutional Review Committee comprising three (3) members of the Administrative Committee and four (4) Provincial Executive members.

- Selection of Members and Alternates for PE sub-committees:
  - Wherever possible, two (2) alternates will be approved by the sub-committee and the Provincial Executive for each sub-committee,
  - Alternates will be called to the sub-committee only upon a permanent vacancy arising,
  - A member chosen as a committee member cannot be an alternate to another committee, and
  - Whenever possible, members cannot be selected to more than one committee (excluding the Provincial Executive).  
(PE 04-01)
  
- Selection of Provincial Executive Alternates for PE sub-committees:
  - At the time of the Executive's selection / election, there will be names put forward as Alternate #1 as is done for the membership.
  - If Alternate #1 is not available, then the vacancy will be filled by an election of the full Provincial Executive.
  - If an Alternate moves up to the Provincial Executive, they do not automatically take over from the position that was vacated by the previous Executive member.  
(PE 06-01)
  
- Guidelines for Provincial Executive Sub-Committees with Local Activists

Goal:

The goal of these sub-committees is to broaden discussion of issues within the leadership of HEU, provide detailed background information and to undertake activities in their area of work as approved in principle by the Provincial Executive.

Composition:

These committees will usually be composed of two (2) Provincial Executive members and five (5) Local activists.

The President, Secretary-Business Manager and Financial Secretary are members of these committees but will not be expected to attend meetings.

The term for the sub-committee members will be for two (2) years.

An expression of interest will be circulated to all Locals for activists to put their names forward, and the activists will be appointed by the Provincial Executive on the recommendation of the Executive Committee members of the sub-committee.

Co-Chairperson:

The Co-Chairperson will be selected by the Provincial Executive members for the committee from among the Provincial Executive members.

The Co-Chairperson's responsibilities include:

- Calling the meetings in consultation with the sub-committee members and the assigned staff, ensuring that all members receive adequate notice of meeting times and locations;
- Work with committee members and assigned staff to carry out the decisions of the sub-committee between meetings;
- Prepare a brief written report to be circulated in the Provincial Executive mail following each sub-committee meeting;
- Identify those sub-committee recommendations which require full Provincial Executive consideration; and
- The Committee Chairperson shall ensure that a current listing of the names, Locals, home and work telephone numbers and addresses of each committee member are provided to the Provincial President, Financial Secretary, Secretary-Business Manager and assigned staff.

Budget:

Each year the sub-committee will prepare a proposed plan of work and proposed budget (prior to November) and submit it to the Financial Secretary.

Budget proposals should be broken down between meeting expenses and action plans and each section should be as detailed as possible, along with justification for the expense.

Meeting expenses typically include lost wages, per diem, dependant care, travel and accommodation for committee members, meeting room rental, nutrition break supplies etc. The proposal should indicate the number of meeting days X the routine expenses anticipated for each.

Action plan expenses match the Committees objectives for the fiscal year and could include Newsletter production and distribution, special events such as conferences, development of educational materials, memorabilia and other costs.

Any decision make by the Committee which requires that funds be spent (within any line item of the approved budget), must be endorsed by the Committee by motion. Any other expenditure (outside the approved budget) must be pre-authorized by the Financial Secretary. Unionized goods and services must be utilized whenever possible.

The budget will be subject to Provincial Executive approval.

#### Education programs:

Education programs must be made available to the whole HEU membership as per Article 21 Section E of the HEU Constitution and By-Laws, which states that:

“All subsidized Educational programs established by or subscribed to by the Union shall be open by application to all members.”

The term “Educational Programs” has been interpreted to include conferences and conventions as well as seminars etc. Therefore, Committees must not send committee members to education opportunities to the exclusion of the general membership. Any uncertainty as to whether or not an event falls under Article XXI should be referred to the President for a decision.

Specific invitations to speak to a conference or to facilitate at a seminar may be filled by a Committee member without violating Article 21. This should be cleared through the Administrative Committee.

The sub-committee may make decisions and take action in areas that are consistent with HEU policy and within its budget. In addition, the sub-committee may make recommendations to the Provincial Executive to establish new policy or to take action and/or spend money in broader areas. Any concerns about whether a particular issue or decision is solely within the scope of the sub-committees or the Provincial Executive should be brought to the attention of the Administrative Committee.

#### Minutes:

A committee member should be assigned to take minutes of all meetings. All minutes should be given to the staff liaison person to have typed and specific follow up notation included in the margin. Minutes should be approved at the next committee meeting and then provided to staff for circulation to the Provincial Executive.

#### Staff Role:

The Secretary-Business Manager will arrange to provide the necessary staff resources to the sub-committee. The sub-committees do not direct staff, who have other union assignments to carry out as well. If problems arise, the Chairperson should raise them with the Secretary-Business Manager.

Staff are not to be excluded from any sub-committee discussions unless instructed by the Secretary-Business Manager or designate, that is, there are no in camera sessions.

#### Staff responsibilities include:

- Working with the Chairperson to ensure that all members receive adequate notice of meeting times and locations;

- Ensuring that meeting dates are provided to the assigned secretary for circulation to the Provincial Executive;
  - Working with the Chairperson and committee members to carry out the decisions of the sub-committee between meetings;
  - If requested, assist the Chairperson in preparing a brief written report to be circulated in the Provincial Executive mail following each committee meeting;
  - Ensuring that Finance is aware of any budget decisions that are made by the sub-committee; and
  - Ensuring that a copy of the final minutes is provided to the assigned secretary for circulation to the Provincial Executive.
- (PE 03-99)

### **Transition for full-time officers**

- When a full time elected officer leaves office, HEU will continue to pay their salary for 10 working days to ensure an orderly transition back to the industry, to ensure the continuity of services and assist in orientation for the incoming officer (“the transition period”).

All unused vacation leave accrued as a full time elected officer will be paid out, calculated as of the last official date in office. Where a full time elected officer has held office for 6 consecutive years or more, an amount equivalent to 40% of the unused sick leave accrued as a full time elected officer shall be paid out, calculated as of the last official date in office. The transition periods referred to in this policy shall not generate further vacation or sick leave accruals.

At the discretion of the Provincial Executive, the transition period may be extended for a maximum of 10 working days (“the extended transition period”). However, the outgoing full time elected officer shall be paid at their industry rate of pay.

If the outgoing full time officer remains on the Provincial Executive in another capacity, any Provincial Executive duties undertaken during the transition and extended transition period shall be considered transition duties. Lieu days or replacement days shall not be provided for those days during the transition period where Provincial Executive functions are undertaken.

Where applicable, out of town living expenses will be continued until the end of the 30 day notice period for the termination of a rental lease.

Beyond the transition and extended transition period, above, and in accordance with Provincial Executive policy, any outgoing full time officer must have commenced work in an industry line, and confirm their shift schedule(s), including days of work and hours of work, in order to be reimbursed for wages for performing Provincial Executive or other union-related duties.

(PE 08-13)

## **Unionized airlines**

- The Provincial Executive will fly unionized airlines when on union business.

Recognizing there may be occasions where due to extraordinary circumstances like a family emergency, weather, etc. it is not possible to book unionized flights, the Provincial Executive will fly non-union airlines only when there is no other option available to permit the PE member to carry out their union responsibilities.

Provincial Office administrative staff will work with our travel agency to assist PE members who experience difficulty in finding unionized flights.

PE members who are required to fly non-union airlines will provide a written explanation to the Trustees outlining the reasons. Convenience, reduced book off time or cost savings are not valid reasons for choosing non-union airlines.

Trustees will report to the PE periodically on the use of non-union airlines.  
(PE 04-10)

## **Voluntarily working in management positions**

- HEU Provincial Executive members who are voluntarily working in a management position in the industry, even on a temporary basis, will be expected to immediately step down from the Provincial Executive for the remainder of their elected term.  
(PE 03-02)

## **QUARTERLY REPORTS - SUSPENSION OF MONTHLY REBATES**

- In accordance with the Constitution and Bylaws of the HEU, in particular Article 7, Section G and Article 15, Sections G and J; if any Local has fallen behind on the submission of three (3) or more consecutive Quarterly Reports, the PE, under the recommendation of the Trustees and the Financial Secretary, may suspend their monthly rebates until the matter is corrected.  
(PE 06-10)

## **RECOGNITION OF SERVICE**

- HEU recognizes the service of members who are on the Provincial Executive Sub-Committees, Standing Committees, Bargaining Committees, National Committees, National Working Groups and members of the Provincial Executive, as follows:
  - Service with various committees and the recognition be limited to one (1) Certificate of Appreciation and per diem;
  - A Certificate of Appreciation be developed for presentation;
  - Each member being recognized will be presented with a cheque in the amount, per diem times years;

- Members must have served a minimum of one complete term to be eligible for recognition;
- Members that have been active for a period of ten (10) years or longer be presented with a special memento of the HEU;
- HEU will continue with plaques for past Executive members and implement a similar plaque for members of the Provincial Bargaining Committee who have completed a full term;
- HEU will make every effort to sponsor an event for the Bargaining Committee upon conclusion and ratification of the Collective Agreements.

This policy is effective at the conclusion of the Twenty-Second Biennial Convention and the Fifteenth Provincial Wage Policy Conference, and also covers incumbent members.  
(PE 05-01)

### **RECORDING MEETINGS**

- A member may not tape or video record any part of the proceedings of any HEU function, without having first obtained authorization from the Administration Committee.
- Once authorized, the members at the meeting must be informed that the session is being recorded.  
(PE 04-95)

### **REGIONAL MEETINGS**

- HEU will establish a caucus of one (1) representative from each Local in each region, to meet a minimum of once every six (6) months wherever possible. Caucus meetings will be chaired by the Regional Vice-President or, in his/her absence, by an alternate from the region. These caucuses can call meetings within their respective regions as necessary, within an assigned budget.  
(24 BC 10-04)
- A request for agenda items should be sent out prior to regional meetings and input from the locals should be part of the formal agenda.  
(27 BC 10-10)
- HEU will:
  - Set dates 5 months prior to Regional Caucus meetings whenever possible;
  - Send out a call for agenda items to Locals in advance of the Regional Caucus Meeting;
  - Circulate the meeting agenda to Locals one month in advance where possible;
  - Make Equity materials such as Equity Kits including current membership of the Equity Standing Committees, available at Caucus meetings; and
  - We want delegates attending the Regional Caucus meetings to be able to express their opinion by moving, seconding and voting on motions, and results of such votes shall be reported to the Provincial Executive at their regular meetings.  
(26 BC 11-08)

- The three (3) Vice-Presidents and the three (3) Trustees may attend one regional meeting other than their own, when invited and in consultation with the President.  
(PE 03-09)
- HEU will structure regional meetings so that more time is allotted on the agenda for, but not limited to, the following:
  - Local building
  - Regional issues
  - Member driven agenda items  
(28 BC 11-12)

### **SCABS**

- The HEU will not accept into its membership anyone who has "scabbed", either for pay or as a volunteer against HEU.  
(PE 01-87)

### **SERVICING**

- HEU will accommodate rural areas with adequate servicing representatives taking into consideration distance travelled or increasing service accordingly.  
(22 BC 10-00)
- HEU will structure servicing representative assignments to ensure continuity, stability and consistency in servicing locals.  
(28 BC 11-12)

### **SERVICING CONCERNS or COMPLAINTS**

- If a Local or an individual member has a servicing concern the following procedure should be followed:
  - Raise the matter with the Servicing Representative,
  - If the matter is not satisfactorily resolved at that level, raise the matter with the appropriate Servicing Director,
  - If the matter is still not resolved, than a letter should be written to the Coordinator of Servicing, setting out the nature of the concern and the steps that have been taken to deal with the issue, and
  - If the matter is still not resolved, then a letter should be written to the Secretary-Business Manager outlining concerns that have not been addressed.

### **SMOKING**

- Smokers at Conventions or Conferences are requested to stand away from doorways and entrances while smoking to allow those who must enter or leave to do so without having to inhale second hand smoke.  
(22 BC 10-00)



## **SOCIAL EVENTS**

- For events such as, but not limited to, local dinners, events, parties and socials etc. those Provincial Executive, members or staff assigned to attend by the appropriate body are covered by Union business.  
(PE 03-03) (Revised PE 10-03)
- If Provincial Executive, members and staff represent the Hospital Employees' Union at social events, the price of the tickets are paid for by the Provincial Office for fundraising events.

Events such as, but not limited to, voluntary local dinners, events, parties and socials etc. are not covered by Union business, and HEU will not incur any cost/liability that may arise from attending these events.

(PE 03-03) (Revised PE 10-03)

## **STEWARDS**

- HEU will adopt the following to address and deal with steward workload issues:
    - HEU will educate and inform steward and employers on the rights of the steward to time to complete obligations under the collective agreement,
    - HEU will as a priority bring individual employers to the table to discuss the "Letter of intention re: Scheduling for union activity",
    - Where locals are not able to ensure reasonable time for union activity, HEU as a priority, will move this issue quickly through the grievance process and if needed to hearing,
    - HEU Provincial Executive, through its leadership, will create a strategic policy dealing with this issue to ensure that it becomes a priority in the unions planning.
- (27 BC 10-10)

## **TRAVEL AND ACCOMODATION**

- Members who attend a Union sponsored event are expected to travel home upon adjournment wherever possible. When members choose to drive, any added costs over the cost equivalent of airfares; such as hotels, per diems, wages, etc. will not be the responsibility of HEU.

Any special circumstances will be referred to the Financial Secretary.

(PE 04-02)

- The HEU travel policy will be sixty kilometres or ninety minutes to be entitled to accommodation.  
(26 BC 11-08)

## **UNION DUES**

- Union dues will be deducted from all overtime hours  
(26 BC 11-08)
- HEU will continue to exclude union dues from severance pay, including retirement allowance and unused sick time.  
(PE-03-09)

## **UNION LEAVE**

- The leadership and staff of the HEU will apply maximum pressure to all health employers to ensure that members' rights to Union leave are honoured; and

HEU will work to give as much notice of pending events and functions that require members to take Union leave.

Staff and leadership of HEU will apply maximum pressure to all employers to ensure that those on union leave are backfilled with qualified relief staff.  
(26 BC 11-08)

## **UNIONISM**

- HEU will use unionized businesses, services, trades, credit unions, and chartered banks, including travel and accommodations, whenever possible.  
(14 BC 09-84) (15 BC 02-86)

## **WORKERS' COMPENSATION / EMPLOYMENT INSURANCE / LONG TERM DISABILITY HEARINGS**

- HEU members representing Workers' Compensation Appeal Boards and Employment Insurance Appeal Boards are responsible for their own travel costs to attend the appropriate board meetings.

Members of these boards who are involved with the Provincial Executive or Provincial Bargaining Committee are also bound by this policy.  
(PE 02-98)

- The criteria for HEU to pursue WCB and LTD appeals are the same as for taking grievances to third party processes.  
(PE 06-02)

## YOUNG WORKERS

■ HEU will:

- Develop an outreach program designed specifically for young workers;
- Design Union education programs specific to young workers;
- Fund young workers to attend CLC, CUPE and BC Fed Young Workers' Conferences and education seminars;
- Actively recruit young workers as organizers; and
- Encourage Locals to seek out and mentor young workers in the workplace and give them exposure to as many Union events as possible such as conventions, wage policy conferences, occupational conferences, etc.

(26 BC 11-08)

*In the event of a conflict between the Policy Manual and a decision of the Biennial Convention, Wage Policy Conference and/or Provincial Executive, the decision of the Biennial Convention, Wage Policy Conference and/or the Provincial Executive shall prevail.*