

Main Office Location

First Floor, 326 - 12th Street
 New Westminster, BC V3M 4H6
Tel: 604.524.9457
Toll-free: 1.800.841.5911
Fax: 604.524.0419
Fax: 1.877.624.9906

**Island Office Location**

2nd Floor, 4248 Glanford Avenue
 Victoria, BC V8Z 4B8
Tel: 250.384.4423
Toll-free: 1.800.665.1950
Fax: 250.381.3521

GORDON McGRATH
 President

BILL GAUCHER
 Secretary Treasurer

September 29th, 2016

PLEASE POST

**APPOINTED LOCAL UNION REPRESENTATIVE POSITION
 POSITION UP FOR POSTING – NEW WESTMINSTER OFFICE**

Job Postings: Posting open for ten (10) calendar days as per By-Law Article # 26

Open Period: **Tuesday October 11th through Thursday October 20th, 2016**

General Requirements:

1st - Local 114 member in good standing

2nd - Preference Union member in good standing CLC/BC Fed

Grievance handling skills

Organizational skills

Negotiation skills

Familiar with BC Labour Code

Familiar with Federal Labour Code

Speak, read, and write English

A second language would be an asset but not mandatory

- Applicant(s) must be **willing to live in the Lower Mainland**, working out of the New Westminster Office and be able to travel throughout British Columbia when needed.
- The scheduled workday is variable in nature dependent on the servicing needs of each Bargaining Unit in your overall assignments.
- Your hours could be up to fifty- two (52) hours per week. Servicing includes evenings, weekends and working on Statutory Holiday(s) as needed.

Other Requirements:

Writing skills

Able to work without supervision

Familiar with arbitration process

Familiar with conciliation process

Able to handle stressful situations

Communication and Computer Skills

Job Responsibilities:

- The Local Representative(s) shall be required to submit a written monthly report to the President of the Local and copies supplied to the Executive Committee for their meetings.
- The Local Representative(s) shall attend the Executive Committee meetings.
- The Local Representative(s) will work under the direct supervision of the Local President and or his/her designate.
- The Local Representative(s) will attend negotiations, conciliations, arbitrations, government hearings, etc., as directed by the Local President and or his/her designate.
- It is the duty of the Local Representative(s) to attend the regular general meetings of the Local.
- The Local Representative will be assigned Bargaining Unit(s) to look after on a daily basis, and must be willing and able to schedule and work 7 days a week at any hour(s) of the day depending on the circumstances at your assigned bargaining unit(s).
- The Local Representative must be able to travel and spend nights out of town.

- The Local Representative must supply his/her own reliable vehicle for conducting daily business (a vehicle allowance is supplied).

Salary and Benefits: A comprehensive salary and benefits package is supplied as per the Local Representative Collective Agreement with Local 114 and will be supplied at a later date to those who are given an interview for the position and request one. Position is subject to a 1 year probationary period with a Sliding Salary Grid starting rate of \$73,921.39 per year/\$2,843.13 bi-weekly.

The elected Executive Committee of the Local is authorized as per By-Law Article # 26 – Local Union Representative(s) to appoint a Representative(s) for the Local.

All those who are members in good standing of Unifor Local 114, who are interested are encouraged to submit a résumé with their work experiences, educational experiences, qualifications, as well as any references they may have to the attention of Bill Gaucher, Secretary Treasurer Unifor Local 114.

NO PHONE CALLS WILL BE ACCEPTED FOR THIS POSITION.

All resumes that are received within the 10 calendar day deadline: **from October 11th through October 20th, 2016** will be acknowledge with a confirmation letter to the attention of the member who submitted it. **However, only those résumés deemed qualified by the Executive Sub-Selection Committee will be contacted for an interview.**

How should you apply if interested?

Mail via Canada Post (must be post marked and received by 4:30 pm October 20th)

E-mail to: gaucher@uniforbclocals.ca Tag in the subject line: **Local Rep Position**

Faxed to 604-524-0419 or Toll Free Fax - 1-877-624-9906

All methods must be marked and received before 4:30 pm on the last day (October 20th)

Send to the attention: Bill Gaucher, Secretary Treasurer Local 114

How will the selection process work?

Under our By-Laws the Local Executive has the authority to hire a local representative for our local.

The executive has formed a Sub-Selection Committee who will go through the applications and setup interviews for the candidates that they feel should have an interview for the position.

If you are given an interview, the Sub-Selection Committee will go through your resume' and will ask you questions and may also test your level of understanding into Collective Agreements, Bargaining, Provincial Labour Code, Federal Labour Code and also into the Labour Standards Act.

The Executive sub-committee will then make a recommendation to the full executive on who they feel should be hired for the position. The full executive committee will then endorse or reject that recommendation. This whole process could take until the end of November or early December before concluding.

REMEMBER - All resumes that are received within the 10 calendar day deadline: **from October 11th through October 20th, 2016** will be acknowledged with a confirmation letter to the attention of the member who submitted it. **However, only those résumés deemed qualified by the Executive Sub-Selection Committee will be contacted for an interview.**

Thanking you in advance for your interest in this position.

All resumes will be kept with the strictest of confidence.

Yours truly,



Bill Gaucher
Secretary Treasurer Unifor Local 114
On behalf of the Executive Committee
gaucher@uniforblocals.ca

WG/bg-unifor 114

ARTICLE # 26 LOCAL UNION REPRESENTATIVE(S)

1. The elected Executive Committee of the Local shall be authorized to appoint a Representative of the Local of which the following terms shall apply:
 - (i) The Local Representative shall be a full-time/part-time position within the Local unless otherwise decided by the Executive. The appointment shall be on a permanent basis. However, such appointment shall be subject to review at any time by the elected Executive Committee of the Local.
 - (ii) The Local Representative shall be subject to a probationary period of one (1) calendar year (365 days) taken from the first day on the payroll of the Local. The Executive Committee of the Local shall conduct a formal review of the activities and performance of the Local Representative not less than once every three months during the probationary period.
 - (iii) A Local Representative who has successfully completed the probationary period may be relieved of his/her position at any time upon a two-thirds (2/3rds) majority vote of the elected Executive Committee of the Local. In the event of the dismissal of the Local Representative, he/she will be entitled to two (2) week severance pay for each year or majority fraction thereof of service to a maximum twenty-six (26) weeks. Severance pay shall not be applicable during the probationary period.
 - (iv) A Local Representative who has completed his/her probationary period shall be entitled to appeal his/her dismissal to the Local President and the Local Executive Board of the Union, whose decision shall be final. Such appeal must be filed in writing

within thirty (30) calendar days of the date of the termination notice. If the appeal is sustained, any severance payment made shall be returned to the Local forthwith.

- (v) The Local Representative shall be paid such salary and expenses as set out by the elected Executive Committee and ratified by the membership of the Local.
- (vi) The Local Representative shall carry out the general office duties and responsibilities as set out from time to time by the Executive Committee of the Local through the Local President.

Conditions of Employment

1.

- (i) The Local Representative shall be required to submit a written monthly report to the President of the Local **and for the Executive Committee** meeting. The Local Representative shall attend the meetings of the Executive Committee.
- (ii) The Local Representative of the Local will work under the direct supervision of the Local President.
- (iii) The Executive of the Local will have the authority to review the work record of the Local Representative and decide upon discipline and direction.
- (iv) The Local Representative will attend negotiations, conciliations, arbitrations, government hearings, etc., as directed by the Local President.
- (v) It is the duty of the Local Representative to attend the regular meetings of the Local.

2.

The following criteria will apply to fill the position of the Local Union Representative:

- i) A Job Posting will be placed in all the **Unifor** Local 114 shops for ten days (10) for the position of Local Union Representative. The Job Posting will outline the required qualifications and job responsibilities and will detail Wages and benefits.
- ii) Applications will be accepted from all Members in Good Standing in **Unifor** Local 114.
- iii) The Executive, following the ten (10) day job posting, will consider all the applications for the position and decide which person should be given the job.
- iv) In the appointment of the Local Representative, first preference shall be given to applicants who are members in good standing of the Union, second preference to a member in good standing of a Union affiliated to the Canadian Labour Congress/BC Federation of Labour.
- v) In the event of illness or unforeseen circumstances of the Local Union Representative, the Executive will have the right to make temporary arrangements.