



# NOTES

## NAPE New Member Orientation Presentation

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### SLIDE 1 – YOUR UNION

- General introductions – welcoming and friendly
- If possible, try to put faces to names of local reps and shop stewards so the new member can easily identify these union reps in their workplace or community. Members are more likely to talk to people they have met personally or can identify in person rather than by name on a list.
- It is important to use inclusive language in your orientation. Try using “we” and “your union” as opposed to “the union” or “NAPE”.
- Please have a copy of your specific agreement on hand for the orientation.

### SLIDE 2 – NAPE – Your Union!

- In becoming a NAPE member you are uniting with over 25,000 public and private sector workers across our great province.
- Unions are built on the fundamental principle that we are stronger when we work together – that there is strength in numbers. Alone, each worker must negotiate and deal with their employer as an individual. By working together, workers have a more powerful collective say about their working conditions, health and safety, pay and benefits.
- Through its collective voice, the union movement has been able to accomplish much for workers. In fact, many of the working conditions that all workers in our society enjoy is because of the work of the labour movement over the years; health and safety standards, maternity leave, pensions, minimum wage, the 40 hour work week, weekends, and the list goes on and on.
- In NAPE you have joined a strong voice for you and your family. Our union has a proud and rich history of defending its members, negotiating good collective agreements, advocating for strong public services, and fighting to improve the lives of workers and their families.



### **SLIDE 3 – Strength in Numbers**

- Unions make a difference both at work and in the quality of life.
- The labour movement was created by people standing up together for fair wages, safe workplaces and decent work hours.
- You are not alone!
- Many of the benefits and standards won for our members are enjoyed by all workers today, such as minimum wage, health and safety regulations, maternity and parental leave, and overtime.
- Having a union on your side makes your job and your workplace safer and fairer. You get paid better and are more likely to have benefits that help you balance work with life at home. Your health and ability to do your job become important and your right to fair treatment gets enforced.

### **SLIDE 4 – The Union Advantage**

- By working together, you have access to increased protections and rights some of which are listed here.
- Walk through some of the benefits and how the union achieves them (as time allows).

### **SLIDE 5 – Member Services (1)**

- NAPE is the largest union in Newfoundland and Labrador – proudly uniting over 25,000 public and private sector workers. Because of our collective strength, we are able to pool our resources and provide high-quality services and benefits to members. It also means that we are a powerful agent for positive change in the province – at the bargaining table and in our communities.
- Few unions can match the range of membership services NAPE provides. These include:
  - professional staff to deal with grievances and problems in the workplace;
  - skilled negotiators to bargain contracts;
  - two lawyers on staff to protect you and your rights in the workplace;
  - a dedicated health and safety expert and advocate;



- communications and campaigns to make sure members know what's going on – and to win public support for your issues;
- shop Steward training and professional development;
- a comprehensive education program to help members know their rights, defend themselves and each other, and develop skills to be leaders within our union;

## **SLIDE 6 – Member Services (2)**

- Walk through these as time allows.
- Details are available on the NAPE website.

## **SLIDE 7 – What is a local?**

- This is a good opportunity to talk about how your local works, how decisions are made, who the executive is, introduce them (if possible), what your local number is, etc...

## **SLIDE 8 – What is a local?**

- Run through how the example local got its number (you can change the example provided to your local if you like).

## **SLIDE 9 – Regions and Components**

- NAPE is YOUR union. Decisions are made democratically by the members through conventions and elections.
- NAPE has been built by members to ensure that everyone has an opportunity to be heard and to contribute to any of the decisions the union makes.
- Locals are organized into geographic regions
- Components are groupings of workers based on bargaining unit or similar work profiles
- (run through your local region and components of NAPE)



## **SLIDE 10 – Democracy in Action**

- The Board of Directors are the elected leadership of the Union.
- The Executive is comprised of:
  - President
  - Secretary Treasurer
  - General Vice President
  - Western, Central, and Eastern Vice President
- The President and Secretary-Treasurer are elected directly by the members every three years via mail in ballot. They are the paid, full time directors of the Union.
- The remainder of the Board is comprised of area, component, and region representatives who are elected at NAPE's Biennial Convention or at their respective Component Conventions.
- A full listing of the current Board of Directors can be found on NAPE's website at [www.nape.ca](http://www.nape.ca)

## **SLIDE 11 – Conventions**

- NAPE is founded on democratic decision making from the members up.
- Decisions for the union are made at conventions.
- Members are elected to go from the local as delegates.
- Motions and resolutions are voted on by delegates from the various locals.
- Conventions are the ultimate decision-making body of the union.



## **SLIDE 12 – Affiliations**

NAPE represents you in your workplace and is active at the provincial level in standing up for your rights and the working conditions, products, and services that you provide.

However, decisions are made by governments at the provincial and federal level which have an impact on you, your job, your working conditions, etc.

To help ensure that workers have a voice at these levels of decision making, NAPE is affiliated with the following labour organizations:

### **Newfoundland and Labrador Federation of Labour (NLFL) - The**

Newfoundland and Labrador Federation of Labour has a proud history of representing the interests of union members and workers since 1936. The Federation of Labour is made up of nearly 30 affiliated unions, 500 locals and six District Labour Councils. We represent more than 65,000 working women and men from every sector of our economy and from every community in our province.

### **National Union of General And Public Employees (NUPGE) (National Union)**

- The **National Union of Public and General Employees (NUPGE)** is a family of 11 component and 3 affiliate unions. Taken together we are one of the largest unions in Canada. Most of our 390,000 members work to deliver public services of every kind to the citizens of their home provinces. We also have a large and growing number of members who work for private businesses.

**Canadian Labour Congress (CLC)** - Canada's largest labour organization, bringing together dozens of national and international unions, provincial and territorial federations of labour and community-based labour councils to represent 3.3 million workers.



## **SLIDE 13 – Collective Agreement**

- *This is a good opportunity to bring up articles of the agreement specific to your workplace that are particular relevance/importance to the new member.*

## **SLIDE 14 – Who Negotiates My Agreement?**

- *This is a good opportunity to talk about the bargaining process as it relates to your workplace. Where you are in the current bargaining cycle. Etc...*

## **SLIDE 15 – Bargaining Units**

- Please go through what bargaining unit the member now belongs in.

## **SLIDE 16 – Employee Rights**

- Walk through some of the specific language in your agreement that deals with these issues/articles.

## **SLIDE 17 – Grievance Process**

- Opportunity to discuss grievance process and some usual examples at your workplace (as time allows).

## **SLIDE 18 - Shop Steward**

- Your shop steward is someone who works in your workplace, and is your first contact in case you need help with anything related to your working conditions or collective agreement.
- Elected or appointed within the Local, Stewards enforce the collective agreement and protect the rights acquired by members through negotiations and other union actions. Thus, Shop Stewards are your first line of defence, as they are responsible for enforcing contracts, handling grievances, ensuring worksite safety, mobilizing members for political campaigns, orienting new members to the worksite and NAPE, and more.



- They also act as a line of communication from your union – they generally bring the latest news about upcoming education opportunities, bargaining news, and other information from your local.
- Along with their duties in regard to the union and the workplace, the Stewards also act as the liaison between the Local Executive and the membership. It is their job to make sure the members they represent at the worksite know what the union and Local are doing.

## **SLIDE 19 - Shop Steward**

- In addition to your steward, NAPE has trained professional staff working on your behalf to solve your workplace issues through the grievance process set out in your contract.
- NAPE Servicing Reps are the staff people responsible for servicing you. They are experts in your collective agreement, employer/employee relations, grievances, and negotiations.
- When issues can't be resolved by your Shop Steward, a NAPE Servicing Rep is always available to provide advice and assist you in any way necessary.
  - ERO = Employee Relations Officer
  - MSO = Membership Servicing Officer
  - LRS = Labour Relations Specialists

## **SLIDE 20 - Follow the steps**

- To ensure your issue is dealt with quickly as well as to ensure that the right people know about it at the right time, please make sure to follow the steps if you have questions, comments, concerns or a possible grievance in your workplace.
  1. Talk to your shop steward (always the first step)
  2. Talk to your Local Officers
  3. Contact one of the NAPE offices to talk to a staff person
  4. Contact a NAPE Board or Executive member



## **SLIDE 21 - Membership Card**

- It is important that you fill out and submit your NAPE Membership Card. The card is your proof of membership, entitles you to vote in NAPE elections, and ensures that your union has your most up to date contact and employment information.
- If you have not done so already, please get the member(s) to fill out the card during your orientation session and then submit it directly to NAPE following the meeting.

## **SLIDE 22 - Advantage Discount Program**

- Self-explanatory Slide

## **SLIDE 23 - Communications**

- Communicating with our members is something that our union prides itself on. Ensuring that members know what's going on with their union as well as the ability to effectively and efficiently get in touch with Union representatives is paramount to a successful union.

## **SLIDE 24 - Conclusion**

- See if there are any questions that the member(s) has and encourage them to reach out to you, their shop steward, or others on the local if they have any issues or questions about their contract, workplace etc...
- Thank them for their time and effort and officially welcome them to NAPE!