**Work Area Stewardship Program**

**PROPOSAL**

**Prepared By Director**

**Chris Young**

**Presented to the Calgary Police Association Board**

 **January 2018**

* **Purpose:**

To have a human approach (face to face communication) to improve communication between the Membership and the Association board. Face to face communication has been voiced by Members as the preferred method of communication that they would like to see more of with their Association board. The idea of a Shop Steward program has been brought up by many Members as a possible option to improve communication and this proposal is a way of exploring this option to see if it would in fact assist and benefit the Calgary Police Association, it’s Board of Directors and it’s Members. The name of this proposed program is the **Work Area Stewardship** program.

* **Online Software:**

Inform the Membership that the Board is looking at a **Work Area Stewardship program trial** in the Districts as well as the East and West buildings of West Winds for **one (1) year**. The Membership will be sent the following question via the Association’s online software system:

***Do you support the Association Board implementing a Work Area Stewardship program trial at the District level for one (1) year?***

The **trial** will only involve the Districts and the East and West buildings of West Winds. Members wishing to participate in the **one (1) year trial** of the program are required to submit an **expression of interest** to the Association board. The **expression of interest** should be no more than **one (1) page in length** and have the following criteria:

 **- Applicant’s name and regimental number**

 **- District/work area that the Applicant works in**

 **- Length of service**

 **- Reasons of interest in the program**

 **- Reasons that the Applicant feels he/she would be an asset to the program**

**- Applicants** need to be Members within **good standing** with the Calgary Police Association.

After the **one (1) year trial** - the Association board will **review the Work Area Stewardship program** and see if it is worth continuing. The Association board will also gauge the Membership in a survey (using the online software) to determine how the Membership see and feel about the program trial. The results of the survey will be taken into account during the Association board’s review of the program trial. If the trial proves that the program works and is a success the Board will determine if the program should **expand to encompass other areas such as Traffic and Support. More Area Stewards may be added to Districts or the West Winds buildings depending on the review of the program in terms of necessity (Work Area Stewards workload etc).**

* **What The Program Trial Will Look Like:**

**- *The Program Trial would be a portfolio for the Association board to delegate the responsibility of supervising and running the Program Trial to Member(s) of the Board. Due to the size of this portfolio and the possible issues that could arise during the Program Trial it is suggested that two (2) Board Members supervise and run the portfolio.***

* Each District as well as the East and West buildings of West Winds will get one Work Area Steward for a total of **ten (10) Stewards**.
* The Work Area Steward will be responsible for:

 ***- Assist in the betterment of communication between the Association board and the Membership.***

 ***- Assist and support Members in your workplace/work area.***

 ***- Refer Members to Directors/Board Members when necessary (for all labour/workplace issues/inquiries etc) and encourage communication with Board Members/Association. \*Work Area Stewards are not permitted to provide advice or direction to Members other than referring Members to a Director/Board Member regarding any issues no matter what the circumstances are. Nor are Work Area Stewards permitted to attempt to negotiate or mediate with Management on behalf of other Members in relation to any employment matters such as: suspensions, internal investigations etc no matter what the circumstances are.***

 ***- \*Work Area Stewards are not permitted to make any comment or answer any question pertaining to the Collective Bargaining Agreement. Work Area Stewards do not have the ability to negotiate or enter into any agreement with the Service or anyone representing the Service (such as senior officers, civilian employees or even other members such as Staff Sergeants or Sergeants) about anything including shifting of the membership. Work Area Stewards are not allowed to accept notification of anything from the Service. Work Area Stewards must direct all notifications and communications with both the Service and Members to the CPA board.***

* ***\*Work Area Stewards are not covered under the Association’s liability insurance and therefore do not represent the membership or the Calgary Police Association.***
	+ - * ***Attend OIS incidents if available and directed to do so by the Association President or Vice President of Administration and take direction from the President, VP Admin or Board Member that is present in assisting with whatever duties/tasks are needed to be covered.***

 ***- Encourage participation in regards to Association matters (AGMs, Events Etc) - Also attend Association AGMs and Association events and assist where needed.***

 ***- Encourage Members to participate during Association elections (encourage Members to vote).***

 ***- Encourage Members to participate in Association surveys.***

 ***- Attend meetings every second month with Work Area Steward portfolio Director(s)/Board Member(s).***

 ***- Attend any Association sponsored or supported Work Area Steward training/education programs.***

 ***- Report labour/workplace issues/matters to a Director/Board Member.***

 ***- Survey/touch base with Members in your work area on such things as: Morale, Workplace issues or other Labour/Contract issues/matters and report to the Association Board via a Director/Board Member.***

 ***- Submit articles of interest on a volunteer basis to the Association publication 10-4 magazine.***

**- Incentive:**

* Each Work Area Steward will be paid **Five Hundred Dollars ($500) per year**. This will require a budget of at least **Five Thousand Dollars ($5,000)**.
* **Training:**

 Permission from the Chief will be sought to allow each Work Area Steward **two (2) training days per year**. Training will consist of the following:

 **- Introduction to the program.**

 **- Responsibilities.**

 **- Expectations.**

 **- Explanation that he/she is a communication resource and not in any position to provide advice or direction to a Member or Members.**

 **- Explanation of program rules and policies.**

 **- Any other relevant training that the Association board determines that Stewards must participate in.**

**- Program Rules And Policies:**

 **- *A Work Area Steward must follow direction given to him/her by the Association board, Association President, Vice President of Administration, or Program Portfolio Director(s)/Board Member(s). Failing to follow direction given will result in the Work Area Steward being terminated from the program.***

 ***- Work Area Stewards are not permitted to provide advice or direction to Members other than referring Members to a Director/Board Member regarding any issues no matter what the circumstances are. Nor are Work Area Stewards permitted to attempt to negotiate or mediate with Management on behalf of other Members in relation to any employment matters such as: suspensions, internal investigations etc no matter what the circumstances are. Failing to follow this policy will result in the Work Area Steward being terminated from the program.***

 ***- Work Area Stewards are not permitted to make any comment or answer any question pertaining to the Collective Bargaining Agreement. Work Area Stewards do not have the ability to negotiate or enter into any agreement with the Service or anyone representing the Service (such as senior officers, civilian employees or even other members such as Staff Sergeants or Sergeants) about anything including shifting of the membership. Work Area Stewards are not allowed to accept notification of anything from the Service. Work Area Stewards must direct all notifications and communications with both the Service and Members to the CPA board.  Failing to follow this policy will result in the Work Area Steward being terminated from the program.***

 ***- Work Area Stewards must attend mandatory meetings with the Program Portfolio Director(s)/Board Member(s) every second month. Failing to attend two (2) meetings without legitimate excuse - such as: Holidays, Illness, Family Emergency, Bereavement Leave, Course/Training, Work Incident, Court etc - will result in the Work Area Steward being terminated from the program.***

 ***- Failing to participate in mandatory training will result in the Work Area Steward being terminated from the program.***

 ***- At the conclusion of every year the Work Area Steward will be evaluated on his/her performance and dedication to the program by the Program Portfolio Director(s)/Board Member(s). If the Work Area Steward’s performance and dedication is determined to be substandard by the following:***

 ***- Failing to attend multiple Association events/meetings.***

 ***- Failing to engage with Members in their work area.***

 ***- Failing to communicate with both the Members in their work area and the Association board.***

 ***- For any reason that brings the Work Area Steward’s integrity, work ethic, workplace relationships and program suitability into question.***

* ***will result in the Work Area Steward’s performance being presented to the Association board by the Program Portfolio Director(s)/Board Member(s). The Association board will determine if the Work Area Steward should continue in the program. The Program Portfolio Director(s)/Board Member(s) findings and professional opinion(s) will be taken into account by the Association board.***
* **Program Portfolio Budget:**

As stated above the minimum budget would have to be at least **Five Thousand Dollars ($5,000) to cover the Work Area Steward’s yearly incentive**. However, other aspects of the program may call for a larger budget.

 - **Things to consider:**

* **Work Area Steward appreciation lunch - (to be held once a year?).**
* **Work Area Steward of the year award - (gift certificate along with plaque?)**
* **Training days - food provided? (Lunch?)**
* **By-monthly meetings - food and refreshment such as coffee and donuts provided?**
* These are merely suggestions/ideas that would serve to promote an **active, hard working and productive** Work Area Stewardship program that would ultimately have to be discussed and approved by the Association Board.
* **Conclusion:**

- It is proposed pending Association board approval that this trial be presented via the online software with the intension of starting **Spring/Summer of 2018** and continue until **Spring/Summer of 2019** when the trial will be properly reviewed and the Membership surveyed on it. If it is determined that more time is needed for preparation and logistics - the proposed dates/times can be pushed back.

A Shop Steward program has been an idea that many Board Members have an opinion on. Many Members have voiced the desire to attempt to bring back such a program. The Work Area Stewardship program proposal is the Association board’s answer to the poised question on whether or not a program like this would in fact benefit our Membership and the board alike.

The only way to properly see if this program would be an asset to the Membership is to gauge their feeling on running a trial and if it is desired by the majority - run a trial for a year and then properly review it.

This has been submitted for the Association board review.