

## **AASUA JOB ACTION COMMITTEE POLICY**

The purpose of this policy booklet is to provide detailed information as action required by the AASUA in the event of job action. The information in this booklet was collected during the LUFA strike of 2017 and is based on the original LUFA strike 2017 manual, which was heavily drawn from the University of Western Ontario Faculty Association 2014 Strike Manual. This document includes this information, which has been edited based on LUFA's experiences during the strike of 2017. LUFA has shared this document with the AASUA as it is LUFA's hope that if other universities are facing similar challenges, that this organizational material will assist in efficient and effective labour action.

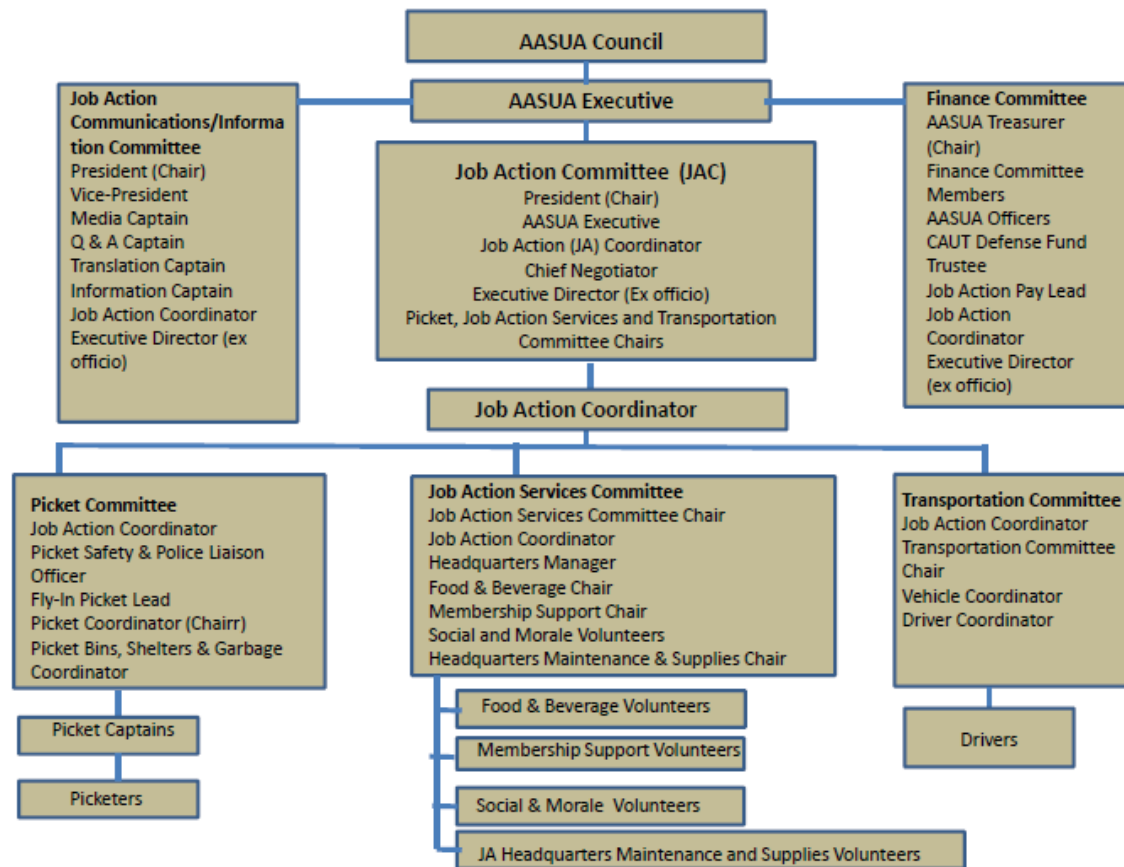
### **Acknowledgements**

The original LUFA strike 2017 manual was based heavily on the University of Western Ontario Faculty Association (UWOFA) 2014 Strike Manual. UWOFA wishes to explicitly acknowledge the work of Albert Katz for his historical knowledge; and Marni Harrington, Jane Laforge and Tom Murphy for contributing to the content and structure of the document. UWOFA's manual, in turn, drew on similar documents produced by the Canadian Association of University Teachers, the Windsor University Faculty Association, and the Carleton University Academic Staff Association.

This LUFA strike preparedness document was led by Robyn Gorham, VP-LUFA and Dan Scott, Strike Coordinator 2017. Contributors include committee chairs of the LUFA strike 2017, including developed with the contributions of the following people who served as chairs during the LUFA strike of 2017; Emily Donato, Strike Services Committee, Desmond Maley, Communications committee, Alain Lamothe and Heather Jessup-Falcioni, Picket committee, Jean-Charles Cachon, Finance committee, Elena Hunt, Transportation committee, Amélie Hein & Renée Corbeil, Food & beverage committee, Anne Watelet, Membership support, Heather Jessup-Falcioni, Social & morale committee, Charles Ramcharan, Strike headquarters maintenance & Supplies committee. Further feedback was also received from picket captains and departmental captains.

Note: The LUFA Executive Committee includes the president, the vice-president, the chief steward, the secretary-treasurer, and the communications director. The LUFA Board of Directors comprises the Steward Body. Both of these instances represent LUFA's all four locals. LUFA has been on strike against Laurentian University in 1985 (3 days), in 1989 (22 days, same president as in 1985, John Daniel), and in 2017 (9 days). This last strike at Laurentian was, interestingly, against interim president Pierre Zundel, who was president at the University of Sudbury, and against whom LUFA was on strike at that local in 2008 for 10 days.

## AASUA Job Action Organizational Chart



## Roles and Responsibilities in AASUA Job Action Preparedness

### 1. Executive

#### *Mandate*

The AASUA Executive makes all decisions regarding job action activities and preparedness.

#### *Members*

AASUA Executive as defined in the AASUA bylaws.

#### *Duties*

The AASUA Executive controls communications regarding the job action, with communications executed through the Ad hoc Communications Committee. The AASUA Executive duties include but are not limited to overseeing coordination of strike/lockout pay, member benefits payments, transfer of CAUT Defense Funds to AASUA, access to AASUA Defense Funds, and

setting limits for job action expenditures by the Job Action Coordinator and the committees this person oversees. The AASUA Executive directs the actions of the Job Action Coordinator, who will execute the will of the AASUA Executive by coordinating job action activities through the Picket Committee, the Job Action Services Committee and the Transportation Committee. The Executive also constructs the survey for member duties (Appendix 1) during the job action so that all available activities are communicated to the members and each member has the opportunity to participate and obtain job action pay during the job action period.

## **2. Job Action Communications/Information Committee**

### *Mandate*

Communications during job action are vital but are also extensive and most academic staff associations have found that communication requirements far exceed the capacity of one body such as Executive to perform. To manage routine communication (internal and external) and track information as specified by the AASUA Executive for the period leading up to and during job action. All communication releases are to be discussed and approved by the AASUA Executive or the President (for matters requiring an urgent response) prior to communications being released.

### *Membership*

- Chaired by the President of the AASUA.
- Three AASUA members appointed by the AASUA Executive preferably with expertise in membership communications, social media, data collection/archiving, and media relations:
  - Media captain
  - Question and answer captain
  - Information and data gathering captain
- One member dedicated to coordinating translation for release of communications to the media (for example CBC Radio Canada) and to the members (for example to Campus St. Jean).
- Job Action Coordinator
- Executive Director (Ex officio)

### *Duties*

- Ensures mechanism of communicating directly with members (through the new AASUA website members only portal)
- Disseminates and manages all publicity and public relations that have been previously approved by AASUA Executive with internal and external sources.
- Develops a strategic plan on how information is to be disseminated to maximize information transmission and impact.
- Establishes a social media presence through blogs, Twitter, and other social media outlets (such as Facebook and Instagram) and loads daily content approved by AASUA Executive for these channels.

- Engages with key stakeholders (students, media, parents) through social media channels and mobilizes faculty to utilize their personal social media accounts to deliver daily messaging.
- Develops lines of communication with key people in local radio and TV.
- Keeps the membership informed on negotiation progress through Bargaining Bulletins and Bargaining Updates approved by Executive
- Creates fact sheets for distribution on campus that are approved by Executive and organize for the distribution of these sheets
- Create frequently asked questions (FAQs) for students and members that are approved by Executive: for example, what is a strike, what are the issues, what does it mean for you?
- Email Support and FAQs- These shifts are from 930-1230 and 1230 -1630 and involve answering emails
- Works with the Picket Committee to ensure picket captains are aware of the issues and AASUA's position.
- Prepares information flyers approved by Executive with key messaging for picketers to hand out when on the picket line.
- Prepares appropriate slogans that are approved by Executive and have buttons made (before ordering check button inventory).
- Prepares up-to-date press kits that are approved by Executive.
- Ensures all committee members have access to a communication email account.
- Ensures French translation of all handouts and communications materials.
- Ensures that letters of support have been posted to the AASUA website and at strike headquarters so all may see.
- Gathers and tracks data as specified by Executive.
- Assists the Executive Director with the organization of strike and ratification votes.

### **3. Job Action Finance Committee**

#### *Mandate*

Although the Finance Committee is already a standing committee of AASUA, in the situation of job action, the Finance Committee will join with others to administer the flow of job action funds and oversee tracking job action expenditures as part of the Job Action Finance Committee. This committee will coordinate incoming funds include mobilizing cash held by the Association, cashing maturing reserves funds, receiving and documenting donations from other Faculty Associations, and CAUT Defence Fund payments. Outgoing funds include but are not limited to all job action-related expenditures for necessary equipment and services, for operating the job action headquarters, for printing and communications, for meals and refreshments for picketers, for payment of job action pay, and so on.

It is very important for the Association to be ready to mobilize the necessary funds at the possible time of job action, which means: 1) Holding substantial cash reserves and investments that are easily liquidated; 2) To avoid penalties, ensure that a significant proportion of investments mature during the most likely month where job action would occur, as well as shortly thereafter, as many bills will keep coming in; 3) If, as it's likely, the Association will

have to reimburse the employer for benefits costs during the job action, make sure to include that expense as part of the strike budget.

### *Membership*

- The AASUA Treasurer (Chair)
- AASUA Finance committee elected members (2)
- The other AASUA Officers (President, Vice-President)
- The AASUA Equity Chair
- One of AASUA's CAUT Defence Fund Trustees
- Job Action Pay Lead Person
- Job Action Coordinator

### *Duties*

- Ensure that all expenses during the job action are disbursed according to the same procedures as at any other time: a solid job action fund is the backbone of a successful strike and it must be expensed only within the normal boundaries of approved processes.
- Prepare a job action budget and monitor the AASUA job action fund.
- Determine the amount allocated to the Hardship Fund (Appendix 2) and administer the loans provided by such fund (see details below, AASUA thanks MUNFA for helping in the establishment of its process for the Job Action Hardship Fund)
- Determine how members may need to reimburse AASUA following the job action.
- Work with Council to ensure that pre-job action money is authorized for the job action headquarters rental, and the purchase of necessary materials and services.
- Work with Council to decide the amount of job action pay and the hours required to receive job action pay *well ahead of any strike*.
- Contact the CAUT Defence Fund to access job action pay and other benefits (note: The Chief Negotiator will be responsible for preparing a short report on the state of negotiations).
- Receive and disburse money obtained from the CAUT Defence Fund and donations given to AASUA by other unions and interested parties.
- Develop a protocol for paying job action pay.
- Arrange for the printing of cheques and determine how these cheques are disbursed.
- Determine whether AASUA will provide hardship loans to members and, if so, establish criteria for determining who is eligible. **Note:** LUFA has historically found hardship loans problematic to administer; experience recommends against offering hardship loans.
- Prepare a letter that members can give to their financial institutions if a suspension in paying mortgages or loans will be requested.
- Pay all job action related invoices.
- Maintain job action expenditure records.
- Ensure petty cash is available for out-of pocket expenses and keep records of any such payments.
- Ensure that once a settlement has been reached, job action services are promptly and properly dismantled (e.g. cancelling phone and Internet in the strike headquarters, rental agreements for portable toilets, etc.).
- Ensures motions are presented to the AASUA Council regarding strike pay and hours of work

*Anticipated AASUA's Job Action Budget Components (for one month)*

- Job Action Headquarters rental costs
- Job Action pay – first three days at full cost (consider a minimum of \$100 per calendar day, preferably \$150 or more; one faculty union in Canada has built up reserves to pay almost full salary to every member for almost 3 months)
- Job Action pay for 28 days (total minus CAUT Defence Fund contributions)
- Food costs, barbecues, gas tanks (picket lines, job action headquarters)
- Social activities budget (very important to keep morale up, members' families must be engaged)
- Promotional material and advertising (hats, tuques, flags, social media etc.)
- Communications equipment (cell phones, Internet connections, etc.) and costs
- Logistics (vehicle rentals, bus rental and related costs)
- Commodities (portable toilets, shelter construction/rental, heaters, and other outdoor equipment)
- Travel costs (hotels, airfare, in case there is need to travel for mediations)
- Total costs
- Expected donations (expect approximately \$ 50,000 over first two weeks)
- Expected funding from the CAUT Defence Fund
- Cash on hand
- Reserves depletion

**3a. Job Action Pay Lead**

- Sets up an email account and a section of the web site and assigns at least two people to monitor it for complaints and questions regarding job action pay and logging of hours of job action activity by members.
- Develops procedures for the payment of job action benefits. This includes determining job action pay disbursement dates and mechanisms to ensure that

members have performed the required activity to receive job action pay. *Ideally, this could be set up in such a way that members may report electronically.*

- Arranges for the printing of cheques and determine how these cheques are distributed to members in an efficient and diligent manner.

#### **4. Job Action Committee (JAC)**

##### *Mandate*

The Job Action Committee (JAC) will be the oversight committee responsible for running job action under strike or lock-out conditions and is responsible for coordinating the preparation and execution of the day-to-day activities related to the job action. The Job Action Committee, of which the AASUA Executive constitutes the majority, will take direction from and regularly report back to the AASUA Executive.

##### *Membership*

- The AASUA Executive, with the President as chair of the JAC
- Job Action Coordinator (appointed by AASUA Executive).
- The Chairs of each of the Picket, Job Action Services, Member Support, and Transportation Committees (all appointed by AASUA Executive)
- The Chief Negotiator
- The Executive Director (ex officio)

#### **4a. Job Action Coordinator**

##### *Position Mandate*

The job action coordinator works closely with the AASUA Executive to oversee all aspects of the physical execution of the job action and is appointed by the AASUA Executive. In order to be fully apprised, the job action coordinator is part of every job action committee.

##### *Duties*

The Job Action Coordinator:

- With the Executive Director, ensures that secure email addresses are set up for the Picket, Job Action Services, and the Transportation committees.
- Ensures that the Picket, Job Action Services and Transportation committees are aware of their responsibilities.
- Organizes information pickets.
- Identifies and secures a suitable job action headquarters (making it accessible for those with mobility issues).
- Liaises with other unions for supporting action through the Edmonton Area through the Confederation of Alberta Faculty Associations (CAFA).

- Contacts appropriate groups and requests that their Members not do the work of AASUA Members.
- Recommends to the Executive Committee when job action headquarters should be occupied.
- Assists in the preparation of a job action information questionnaire.
- Assists AASUA Executive and prepares job action and picket protocols to be signed by the AASUA President and the employer.
- Once the job action has ended, assists the Chief Negotiator in the preparation of a return to work protocol to be signed by the AASUA President and the employer.
- After the job action has ended, from picket sign-in sheets, writes thank you cards to all supporters, signed by AASUA President or Vice-President.

## 5. Picket Committee

### *Mandate*

Responsible for managing all aspects of picketing which includes, but is not limited to, selecting picket captains, and organizing training and scheduling picketers. **Note:** One cannot underestimate the importance of the work of this committee. The picket line is the visible face of a strike. It must be well organized; the members on the line must be well disciplined, information to external media well managed, and picketers must act in a peaceful manner and within the law. *Note: All members who volunteer for any job action committee duty are relieved of picketing duties.*

### *Membership*

- The Chair.
- Job Action Coordinator.
- Picket Safety and Police Liaison Coordinator
- Picket Bins, Shelters, and Garbage Collection Coordinator
- The Fly-in Picket Lead
- The Chair of this committee shall recruit as many members from the members' duty survey as she/he deems are required to fulfill the duties and functions of the Picket Committee.

### *Duties*

- Organize training for picket captains from personnel at CAUT or other unions (or Police).
- Ensure all picketers have a copy of Duties of Picketers and Picket Captains (Appendix 3).
- Ensure all picket captains have read and understand the picket captain duties (Appendix 3).
- Set picket schedule and locations to comply with the strike protocol and Board-approved strike pay requirements.
- Work with the Communications Committee to set up an email account for the Picketing Committee and ensure the account is monitored on a continuous basis. This email account is where Members will send requests to be absent from picket duty or requests for picket passes.



- Establish criteria (e.g. medical conditions, disability) for granting absence from doing picket duty and for picket passes.
- Construct and provide picket signs, including signs for visitors.
- Obtain and organize equipment and supplies (e.g. phones for picket captains, picket sign-in lists, safety vests) required on the picket line.
- Ensure that picket line reports and attendance records are completed (Appendix 4) for recording, job action pay, and audit purposes
- Coordinate presence of and passes for person who fly in from CAUT or other academic staff associations to walk the picket line (Fly-In Pickets)

#### AASUA Picket Schedule:

- Monday to Friday only. No picketing during the weekends or during holidays.
- Four shifts per day:
  - 6:30 am to 9:30 am
  - 9:30 am to 12:30 pm
  - 12:30 pm to 3:30 pm
  - 3:30 pm to 6:30 pm
- Four three hour shifts per day per week (5 days) allows members to easily accumulate their 15 hours of picket duty to comply with strike pay requirements. Keeping the schedule as simple and predictable for members will allow them to make any personal arrangements and to participate fully.
- The short shifts will reduce issues with food and beverages. Students have often brought pizza, doughnuts, and other items. Please note: if picket shifts find themselves with too much food or beverages, please give them to the security guards assigned to keep watch over the picket lines. They will appreciate the gift and it will keep our relationship with Security positive.
- Picketers and picket captains should be given the same shifts at the same time of the day, as it avoids confusion and will bring a sense of stability in an otherwise chaotic situation.

#### Meetings with Picket Captains:

- The Chair of the Picket Committee needs to meet with all picket captains once a week for a debriefing. It is always good practice to find out from the people on the front lines what has worked and what has not.
- Any incidents whether reported in writing or not should be discussed.

#### Special Considerations:

- The following vehicles/persons should be let through the picket lines without stopping them:
  - All emergency vehicles (police, fire department, ambulances)
  - Transportation for the handicap
  - Parents dropping off their children at one of the daycares on campus. They will be identified with either a white or coloured card on their dashboard.
- No exit pickets. Do not block vehicles leaving the campus. They will have been stopped on their way in, in the first place. It is also hard enough to exit the campus during regular times.

- If the university decides to draw property lines on the ground at each picket site, these lines should not be crossed. Tables, shelters, food, beverages, bins and/or clothing items should not be left behind the line. The line delineates what is university property.

### **5a. Picket Safety and Police Liaison Coordinator**

#### *Duties*

- The person in this position will first establish contact with the local police service to go over any shared concerns regarding the functioning of pickets. The goal is to mitigate instances where potential court injunctions on picket activities may arise. This may include the following:
  1. Trespassing on the employer's property.
  2. Harassment through physical threats, pushing, hitting, or damaging of personal property including vehicles.
  3. Impeding the flow of traffic to an extent that it blocks public access to services such as fire, ambulance, and any medical facility.
- The liaison will be a contact person for police to discuss any concerns or issues that arise through the course of the strike action as it pertains to picketing. This of course means that this person may also contact police to deal with issues that arise on the picket, such as picketer safety.
- On the safety side of the equation, the central issue is conflict between picketers and the public (in vehicles or on foot). Signs put up along the route to a picket location to warn drivers that a picket line is up ahead can serve to inform the public that delays may be expected. Further, observing the flow of traffic to determine if unexpected stops may occur as traffic approaches a picket line (such as around a blind corner). If these are identified, the Job Action Coordinator should discuss ways of improving safety with the picket captains for that location, upon consultation with the Picket Committee members.
- All picket captains should have a Picket Line Incident Report (Appendix 4) to annotate any instances where picket safety has been compromised. Cell phones to report incidents should be relayed to the Job Action Coordinator who may then, contact campus security and police if necessary. The Picket Committee Chair would also be informed and contact the Faculty Association Executive.

### **5b. Fly-in Picket Lead (Ideally, that person is one of the CAUT Defence Fund trustees)**

#### *Duties*

- Organize events such as CAUT Defence Fund flying picket visits (when and where), presentation of the CAUT Defence Fund \$1 million cheque, and the Edmonton area labour support groups.
- Ensure fly-in-pickers have accommodations and appropriate transportation

- Plan/organize flying pickets and communicate with AASUA Executive throughout the planning process and review of the final schedule.
- Ensure there will be blank or half-blank signs (with SUPPORTS AASUA already printed) and markers ready for flying picketers to write the name of their institution and association.

## **6. Job Action Services Committee**

### *Mandate*

To establish and subsequently run job action headquarters, coordinate all activities that take place at job action headquarters and on picket lines, and provide services required by job action organizers as well as by AASUA broader membership.

### *Structure*

The Job Action Service Committee will consist of the Job Action Services Committee Chair, a Head Quarters (HQ) manager, and the four sub-committee chairs, specifically, a Food and Beverages Chair, a Membership Support Chair, a Social and Morale Chair, and a Job Action Headquarters Maintenance and Supplies Chair. Each sub-committee reports their activities to the Job Action Service Committee through their respective Chairs.

### *Membership*

- The Job Action Services Committee Chair
- The Job Action Headquarters Manager
- Job Action Coordinator
- Chair of the Food and Beverages Committee
- Chair of the Membership Support Committee
- Chair of the Social and Morale Committee
- Chair of the Job Action Headquarters Maintenance and Supplies Committee

### *Duties*

- Establish and set up job action headquarters.
- Obtain the necessary property insurance for job action headquarters.
- Maintain the daily functioning of the job action headquarters.
- Coordinate the activities and functioning of the four sub-committees
- Communicate and consult regularly with chair and HQ manager regarding any sub-committee needs, scheduling and/or other issues arising
- Meet weekly at a minimum as a full committee

## **6a. Job Action Headquarters Manager**

- Creates and maintains the schedule for job action headquarters. A Lead will be assigned on each shift at the headquarters site for questions.
- **For the 6:30 shift**, open headquarters at 5:30 am

- Greet min-van drivers and ensure that picket bins (which include picket supplies), picket signs and heaters (if necessary), are placed in the vans to each picket location.
- **At end of 1530-1830 shift**, ensure that picket bins, picket signs and garbage are collected from the vans; collect picket sign-in sheets and any incident reports from bins and place on the Job Action Coordinator desk; collect garbage and place in bins outside headquarters; replenish picket bins with required supplies for the following day according to list provided by the Job Action Coordinator (a copy of this list will also be found on the inside lid of picket bins).
- Ensures that headquarters are locked at end of shift.

General duties throughout day:

- Headquarters Manager will answer questions from faculty contacting and/or coming into headquarters, and will answer headquarter cell phone to problem-solve or assist with picket location needs and/or issues e.g. need for supplies, picket incidents, need for food and beverages
- Review and problem-solve incident reports and complete and sign picket passes as requested
- Ensure that picket sign-in sheets are being submitted to strike pay lead
- Collect garbage and recycling and place in bins outside headquarters
- Transport or run errands as required
- Picket Bins and Garbage Collection
  - Assemble picket bins for each site.
  - Coordinate with Headquarters Maintenance and Supplies Sub-Committee for the acquisition of any materials to be included in the bins. This includes the bins themselves and any items listed in.
  - Ensure that each picket site is equipped with temporary shelters against inclement weather. Ensure that each picket site is provided with heating devices for cold weather. Coordinate with Headquarters Maintenance and Supplies Sub-Committee for the acquisition of any materials necessary for these shelters. These comforts will do wonders to maintain morale high during unpleasant and stressful times.
  - Ensure that garbage is picked up after each shift to avoid the unsightly accumulation of garbage materials. Keeping each picket site as clean as possible will maintain a positive relationship with nearby residents and any passer-by.

## **6b. Food and Beverages Committee**

### *Membership*

The Chair of this committee shall recruit as many members as s/he deems required from the members' duty survey to execute the duties and functions of the Food & Beverages sub-committee.

### *Duties*

- Source, acquire, and distribute food, snacks, and (non-alcoholic) beverages for members working at job action headquarters and those serving on picket-lines. This is a huge task, as it requires that every shift be serviced with food and beverages in a timely manner.
- Coordinate with the Transportation Committee to ensure the requisition and delivery of food and beverages.
- Work with the Job Action Coordinator to establish a budget for acquiring the necessary food and drink items. The Job Action Coordinator will liaise with the Finance Committee regarding the budget and payment of expenses.
- Maintain records of all expenses for review and payment by the Job Action Finance Committee.

### **6c. Membership Support sub-committee**

#### *Membership*

The Chair of this committee shall recruit as many members as s/he deems necessary to fulfill the duties and functions of the Membership Support sub-committee.

#### *Duties*

- Arrange specific supports for Members who may encounter various problems and contingencies as a result of being involved in job action. Such problems and contingencies may include:
  - childcare,
  - emotional stress and anxiety,
  - transportation,
  - conflicts with supervisors or administrators during the strike,
  - conflicts with fellow members during the strike (picket line conflicts),
  - concerns over job security or tenure status,
  - medical concerns, or
  - family concerns
- Work with the Finance Committee to establish an appropriate budget.
- Maintain records of all expenses for review and payment by the Job Action Finance Committee.

**Note:** *Those who sit on the Membership Support sub-committee are not expected to provide counselling or professional services, but rather to provide already-established solutions or referrals where appropriate. Where possible, supports such as strategies for dealing with a bank or credit union can be provided in the form of information sheets which can be developed before the strike.*

### **6d. Social and Morale Committee**

#### *Membership*

The Chair of this sub-committee shall recruit as many members as s/he deems necessary to fulfill the duties and functions of the Social and Morale sub-committee.

*Duties*

- Works with the Job Action Coordinator and the Job Action Finance Committee to establish an appropriate budget.
- Organizes and promotes social events at least once a week (usually on Friday and Saturday evenings) during the job action. These can include pot luck dinners, family evenings, talent shows, skits poking fun at the employer, music and other entertainment. As all members of a member's family are affected by job action, such events should in general be open to all family members.
- Acquires the necessary permits if access to alcoholic beverages is considered. Contact a liquor store at least two weeks in advance and ensure the bartender has a Smart Serve certificate.
- Maintains the records of all expenses for review and payment by the Job Action Finance Committee.

**6e. Job Action Headquarters Maintenance and Supplies Committee***Membership*

The Chair of this sub-committee shall recruit as many members as s/he deems necessary to fulfill the duties and functions of the Maintenance and Supplies sub-committee.

*Duties*

- Works with the Job Action Coordinator and the Job Action Finance Committee to establish an appropriate budget for acquiring and maintaining the necessary supplies and equipment to run strike headquarters and picket lines.
- Maintains records of all expenses for review and payment by the Job Action Finance Committee.
- Acquires and maintains all supplies and equipment that is required to run the picket lines. This includes but is not limited to:
  - Acquiring necessary shelter and warmth
  - Acquiring portable toilets
- Acquires and maintains all supplies and equipment that are required to run the job action headquarters. This includes but is not limited to the following tasks:
  - arranging for the moving of the on-campus office to strike headquarters,
  - acquiring desks, chairs, lamps, computers, and other needed office equipment and supplies,
  - arranging for required phone and data lines,
  - setting up an information desk which will provide information, newsletters, and picket passes,
  - working with the Picket Committee to obtain all supplies and equipment that will be required on the picket lines, such as placards, umbrellas, ponchos, chairs, cell phones, etc.
  - ensuring that food and beverage equipment and supplies are available at all times at job action headquarters (coffee makers and kettles, hot and cold beverage cups, plates, cutlery, serviettes, etc.),

- ensuring that job action headquarters is tidied daily. Maintaining order and organization is crucial to the effective running of job action headquarters, as well as presenting a positive impression to our members, the press, and the public at large.
- Ensuring that the job action headquarters are properly dismantled, that all borrowed and rented items are returned, that appropriate disconnections are made, and that everything is legally signed off when the job action is concluded.
- Arranging for moving the job action headquarters equipment and supplies back to the AASUA main office or rental agency.
- Coordinate with the Transportation Committee to ensure the requisition and delivery of equipment and supplies.

## **7. Transportation Committee**

### *Mandate*

To arrange for and provide transportation of members, people and supplies to and from picket lines.

### *Membership*

- The Chair.
- Job Action Coordinator.
- The Chair of this committee shall recruit as many members as s/he deems necessary to fulfill the duties and functions of the Transportation sub-committee. It should be a minimum of 2, one for vehicle coordination and one for coordinating drivers (dependent upon the number of picket locations and distances to travel).

### *Duties*

- Identify potential rental companies and work with the Job Action Coordinator and the Finance Committee to establish a budget for acquiring the needed vehicles
- Identify and schedule a list of people who can transport people to and from the picket lines and, as needed, bring food or other materials to the picket lines.
- Once you have ascertained availability of drivers they must be contacted again to confirm their schedule each day for the following day. When you talk with them let them know where to pick up vehicle and keys and give them the list of duties, itinerary if necessary and who to co-ordinate with at headquarters (usually the member in charge at the headquarters).
- Short shifts of 2-5 hours work best for drivers.
- Sometimes 2 drivers per vehicle may be needed, especially when heavy lifting is involved or traffic / stopping / parking issues are foreseen.
- A list of tasks associated with the van/car driver must be prepared along with the itinerary for every shift.
- Ensures vehicle rentals are appropriate for needs (trucks when required). Note- rental agencies may offer favorable rates to unions on strike.
- Ensure drivers have the appropriate license and clean driving records.

- Work with the Picket Committee to establish who will be driving for each shift.
- Ensure vehicles are topped up with gas at the beginning of each day.
- Ensure drivers have phones on which they can contact strike headquarters and be reached as needed.
- Have drivers report any incidents that occur and log such incidents in case a record is required for insurance purposes.
- Cell phones are useful in case redirections are needed for drivers.
- Be available and keep in touch with the drivers and with the other committees to coordinate / adjust / respond to needs on the picket lines.
- Ride with drivers to all picket lines regularly to better understand and update needs / scheduling / complaints or simply to help and ask feed-back from picketers. This is also needed to boost morale and bring closeness.
- For a longer strike, obtain preliminary cost of each vehicle at least weekly from the leasing providers, so adjustments can be made if needed. Also, try to create a routine with same drivers on same routes and same shifts, and eventually rotate them so the pool of drivers can be most efficient, helpful and creative.

### **Job Action Preparedness Timeline and Process of Filling Positions**

1. By December 15 in the year prior to the year in which the collective agreement ends, there will be a call out to AASUA members to volunteer for the following positions:
  - Ad hoc Communications Committee Media Captain (one member)
  - Ad hoc Communications Committee Question and Answer Captain (one member)
  - Ad hoc Communications Committee Members Announcements Captain (one member)
  - Ad hoc Communications Committee translator (one member to perform English-French translation for members and media)(one member)
  - Job Action Information Captain(one member, preferably a Librarian)
  - Job Action Pay Lead (one member)
  - Job Action Coordinator (one member)
  - Picket Committee Chair (one member)
  - Job Action Services Chair (one member)
  - Food and Beverage Chair (one member)
  - Membership Support Chair (one member)
  - Social & Morale Chair (one member)
  - Job Action Headquarters Maintenance and Supplies Chair (one member)
  - Transportation Committee (one member)
2. The call out for these positions will close by December 31.
3. Executive will meet to discuss the candidates for these positions and where there are more than 3 members for each position, at least three candidates will be short-listed for



each position. At this time, the questions to be asked of each candidate for each position will be decided.

4. By January 15, short-listed candidates for each position will be interviewed by Executive and the candidates for each position ranked in order of preference for each position.
5. The President will offer the positions to the selected candidates, and if a selected candidate refuses the position, the position will be offered to the candidate that ranked as the next most preferred candidate. The appointees to each position will be announced to the members by January 31.
6. If all selected candidates refuse the position, another call out for candidates will be conducted, with the deadline for applications to be before January 31. Candidates will be ranked by Executive again for each position, the three most preferred candidates interviewed and the position offered to the most highly ranked candidate before February 15 and appointees to these positions will be announced by February 28.
7. Once these positions have been filled, the Job Action Communications Committee will send out a survey to the members asking them which jobs they would like to perform during the strike. The options will include but not be limited to:
  - Picket Safety and Police Liaison Officer
  - Fly-In Picket Lead
  - Picketers
  - Food & beverage volunteers
  - Membership Support volunteers
  - Social & Morale volunteers
  - Job Action Headquarters Maintenance and Supplies volunteers
  - Vehicle Coordinator
  - Driver Coordinator
  - Drivers to deliver persons, supplies, food and information to picket location
8. By March 1, Council will elect from its members five Council members who will serve as the Hardship Committee.

### Appendix 1

Executive shall survey the members and identify in which top 5 activities each member would like to participate.

Suggested question:

1. Please rank from one to ten the job activities below by your preference for participation (click on link for description of each job):

- Picket Captain \_\_\_\_\_
- Picketeer \_\_\_\_\_
- Picket Safety and Police Liaison Officer \_\_\_\_\_
- Fly-In Picket Lead \_\_\_\_\_
- Data and information gatherer/recorder \_\_\_\_\_
- Food and beverage volunteer \_\_\_\_\_
- Membership support volunteer \_\_\_\_\_
- Social and Morale volunteer \_\_\_\_\_
- Headquarters manager \_\_\_\_\_
- Headquarters volunteer \_\_\_\_\_
- Member question and answer volunteer \_\_\_\_\_
- Press kit assembly \_\_\_\_\_
- Vehicle Coordinator \_\_\_\_\_
- Driver Coordinator \_\_\_\_\_
- Drivers \_\_\_\_\_
- I do not wish to participate \_\_\_\_\_
- Other (please specify below) \_\_\_\_\_

2. If you selected other, please detail how you would like to help/participate in the job action.

---

---

---

---

---

---

## Appendix 2

### AASUA Job Action Hardship Fund Application – Part 1

(Adopted from the LUFA Board, who adopted it on October 6, 2017)

**About the fund:** The Hardship fund consists of \$100,000 drawn from the Reserves and is administered by the Hardship Fund committee elected by the AASUA Board. It is intended to provide small, interest-free short-term loans to AASUA members who experience financial hardship that is caused or exacerbated by the reduced income that accompanies a job action.

'Financial hardship' is understood to mean the inability to meet childcare needs, housing needs, transportation needs, or the like. While loans will usually be capped at \$1,000 per applicant per application, other amounts will be considered. Loans are to be repaid in full within 6 months of the completion of the strike. Each member may apply once every 2 weeks.

**Confidentiality:** All applications should be submitted to [jobactioncoordinator@asua.ca](mailto:jobactioncoordinator@asua.ca). The name, address, and phone number of each applicant will be removed from all materials before the application is seen by the Hardship Fund committee.

**Expected Response Time:** The committee recognizes that this fund is meant to assist members in immediate need and, as a result, it will endeavour to meet and reach a decision at least once a week during the duration of the job action. The committee will also endeavour to contact all applicants within 24 hours of having made a decision.

**Appeals:** If your application is declined, you will receive a brief written response from the committee. If you wish to appeal the committee's decision, please write a brief appeal and it, along with an anonymized copy of the original application will be submitted to the Executive of AASUA for consideration.

---

Name:

Mailing Address:

Email Address:

Phone #

Date of application:

## AASUA Hardship Fund Application - Part 2

**AMOUNT REQUESTED:** \_\_\_\_\_

Monthly take-home Income from all sources pre-strike:  Monthly take-home Income from all sources during strike:	Number of Dependents:
Partner's Monthly take-home Income from all Sources (if applicable):	

*Please complete the following:*

<b>Monthly Budget</b>	
<b>Rent or Mortgage:</b>	<b>Heat</b> (if not included in rent):
<b>Food:</b>	<b>Transportation:</b>
<b>Utilities</b> (if not included in rent):	<b>Miscellaneous expenses</b> (please list):

I verify that all information given in this application is true:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All information provided on this form is strictly confidential.  
Decisions are made by an elected committee of AASUA members.

## **AASUA Hardship Fund Application - Part 3**

### **Description of personal circumstances**

*Please briefly state below, the reason and an explanation for this request. Please provide detail sufficient for the committee to make a decision. You may add pages as necessary.*

## Appendix 3

### DUTIES OF PICKETERS AND PICKET CAPTAINS (From University of Manitoba)

Picketers may:

- walk around with a placard;
- speak with people going through the picket line;
- walk en masse in front of the access points to the university, as long as they keep on moving and do not obstruct;
- make noise, speak to individuals, as long as it does not come within the realm of a disturbance or assault; and
- communicate by means of the flyers and pickets, as long as they are not defamatory.
- follow all instruction of the picket captain

Picketers may not:

- trespass on employer property;
- intimidate or take violent action or otherwise cause a disturbance; or
- act in a mischievous fashion by destroying or damaging property, rendering it dangerous.

**PICKET CAPTAIN RESPONSIBILITIES**  
(From University of Manitoba)

**All picket captains and picketers handing out leaflets must wear safety vests at all times, especially in the morning shifts where visibility may be compromised.**

**A PICKET CAPTAIN** shall be responsible for:

- reporting to headquarters before his/her shift;
- ensuring that all picketers on his/her site sign the *Picketer Attendance Form*; (Please remember to leave the form in the binder located in the bin.)
- Ensure all visitors to the picket line (other unions members, fly-in pickets, etc.) agree to follow AASUA protocols
- designating a picketer to carry a camera and record events as required;
- managing the picket line and ensuring that each picketer is informed and organized; (The picket captain is responsible for controlling and maintaining his/her picket line.)
- keeping the picket line moving and maintain a watchful eye on strangers who join the picket line;
- blocking traffic for a maximum of 3 minutes at a time and allowing traffic to flow for 2 minutes before stopping flow again (this may be adjusted from time to time)
- maintaining morale on the picket line and regulating and controlling the picket line under his/her responsibility to ensure no unlawful act or activity occurs;
- referring all requests for interviews to Job Action Headquarters (If the police approach your picket line, do not enter into an argument with the officer. Bring your picketers off the road and call headquarters.)
- writing down and reporting any incidents that occur during his/her shift;
- remaining on his/her site until the next picket captain and picketers have arrived;
- passing the picket site cell phone onto the next picket captain or returning it to the bin if you are working the final shift of the day; and
- unlocking the portable toilet at 6:30 am or locking it if you are working the final shift of the day.
- In the case of problems not covered call Job Action Headquarters at the following number \_\_\_\_\_ as soon as possible

Appendix 4

# PICKET LINE INCIDENT REPORT

INCIDENT REPORT

DATE:  
\_\_\_\_\_

TIME:  
\_\_\_\_\_

LOCATION:  
\_\_\_\_\_

PARTIES INVOLVED:  
\_\_\_\_\_

DESCRIBE INCIDENT IN FULL:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESSES:  
\_\_\_\_\_  
\_\_\_\_\_



SIGNATURES:

PICKETER:

---

PICKET CAPTAIN:

---

Email any photos or video of the incident to ([jacordinator@asua.ca](mailto:jacordinator@asua.ca) )

### PICKETER ATTENDANCE FORM

DATE: \_\_\_\_\_

PICKET CAPTAIN: \_\_\_\_\_

INDICATE SITE LOCATION:

<b>Stadium Car Park</b>	<b>Education Car Park</b>	<b>ECHA Medicine Car Park</b>	<b>Student Union Driveway</b>
Alumni House Driveway	Windsor Car Park entry	Biological Sciences Entry	Law/HUB Parking entry
Lister Hall Drive	Jubilee Auditorium Drive	112 St entry	Augustana entry
Campus St. Jean entry			

INDICATE SHIFT HOURS:

6:30-9:30	9:30-12:30	12:30-15:30	15:30-18:30
-----------	------------	-------------	-------------

NAME	SURNAME	SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**SIGNATURE:** \_\_\_\_\_

**PICKET CAPTAIN**

**PICKET captain must ensure that all members on the picket line print and sign the attendance sheet.**

**Please return to Job Action Headquarters and place the attendance sheet in the binder on the Job Action Coordinator desk.**

