



Saskatoon Civic Middle Management Association
MEMBER HANDBOOK

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Welcome to SCMMA

The Saskatoon Civic Middle Management Association (SCMMA), IFPTE Local 222, was founded on March 30, 1996. We are a certified trade union recognized by the Saskatchewan Labour Relations Board, with over 440 members.

All city employees who work in positions covered by the SCMMA Collective Agreement are represented by the SCMMA and pay dues to the SCMMA.

Working together, we, City of Saskatoon employees, continue to:

- ✓ Partner with management and political officials to ensure the City of Saskatoon continues to provide excellent service to our community
- ✓ Negotiate and improve policies, thereby simplifying processes and ensuring equitable, efficient resolution of issues
- ✓ Ensure full access to valuable training and professional development
- ✓ Communicate to elected official the employee perspective on policies that impacts our work and profession
- ✓ Provide a confidential feedback loop to management
- ✓ Ensure that standards of professional integrity are upheld and not compromised

“We are a certified trade union recognized by the Saskatchewan Labour Relations Board”

What is a union?

A union is a group of employees coming together using a democratic process to engage in collective bargaining in order to negotiate with their employer. This includes the ability to negotiate over working conditions and policies that impact their work, career, and training.

A union is about taking personal responsibility over our career and work life. Instead of relying on our employer and elected officials to do the right thing, by activating and maintaining our right to engage in collective bargaining, you can have a voice that allows you to:

- ✓ respectfully question decisions
- ✓ advocate for our work and funding
- ✓ collaborate to resolve challenges
- ✓ have a means to hold our employer accountable

What Does a Union Do?

Unions are organizations that represent groups of workers in various industries and professions. They are established to advocate for the rights, interests, and well-being of their members. Here are some of the key functions and activities that unions typically engage in:

1. **Collective Bargaining:** One of the primary roles of unions is to negotiate with employers on behalf of their members to establish employment terms, such as wages, benefits, working conditions, and other labour-related matters. This negotiation process is known as collective bargaining.
2. **Wage and Benefits Negotiation:** Unions work to secure fair wages, benefits (such as healthcare, retirement plans, and paid leave), and other compensation-related elements for their members. They aim to ensure that workers receive adequate remuneration for their efforts.
3. **Worker Rights and Protections:** Unions advocate for the rights of workers, including safe working conditions, protection against discrimination and harassment, and fair treatment in the workplace. They may take action to address issues related to workplace safety, fair treatment, and compliance with labour laws.
4. **Grievance Resolution:** Unions assist workers in resolving conflicts and disputes with employers through formal grievance procedures. If a member faces an issue or violation of their rights, the union can step in to address the problem and work toward a solution.
5. **Advocacy for Labour Legislation:** Unions often lobby for labour-friendly policies and laws at local, provincial, and national levels of government. They aim to influence legislation that supports workers' interests, such as minimum wage laws, worker protections, and employment standards.
6. **Political Engagement:** Some unions engage in political activities, including endorsing and supporting candidates for political office who align with their goals and priorities. This involvement in the political process can help further the interests of workers and promote labour-friendly policies.
7. **Training and Skill Development:** Many unions provide training and education programs to enhance the skills and knowledge of their members. This can include workshops, seminars, and apprenticeship programs that help workers improve their abilities and advance in their careers.

8. **Community and Social Initiatives:** Unions may participate in community service projects, charitable activities, and social initiatives to give back to the community and promote a sense of solidarity among their members.
9. **Strikes and Work Stoppages:** In extreme cases, when negotiations break down and workers' rights are threatened, unions may organize strikes or work stoppages as a way to leverage their collective power and pressure employers to address their concerns.
10. **Membership Support:** Unions provide members with assistance in various aspects of their work lives, including legal representation, career development, and support during times of workplace conflict.

It's important to note that the specific activities and priorities of unions can vary widely depending on factors such as the industry, region, and the legal environment in which they operate. Unions play a significant role in shaping labour relations and influencing workplace policies to ensure the well-being and rights of workers are upheld.

About SCMMA

History

At a meeting held in March 1996, a group of members from the Exempt Staff Association (ESA) initiated steps to establish a new organization that is now known as SCMMA. The objective of our organization is best summarized in Article III of our founding constitution, which states:

"The Association is formed with the objective of uniting all workers so employed in order to advance and safeguard their economic and social welfare and to represent their interest in transactions between such employees and their employer, the City of Saskatoon."

To learn more about SCMMA's history, click [here](#).

AGM and Meetings

Our Annual General Meeting is held in October of each year. Typical business at the AGM is electing new board members and reviewing the financials and budget for approval.

Three quarterly members' meetings are normally held in January, April, and July. Quarterly meetings are used to update any ongoing projects and hear questions and feedback from the members.

These meetings are an opportunity to find out what SCMMA is doing on behalf of members and express any concerns or issues you have directly to the board.

Elections

Elections are part of the Annual General Meeting and voting is done via an online system. Nominees require a nominator and a seconder. If you are interested in volunteering with the Board and want more information, please contact any board member. No prior experience is required and training is provided.

All Officers shall commence their official duties as of the 1st day of November each calendar year and shall be elected for a term of three years:

Year 1
Vice-President
Secretary
Director Communications
3 Stewards

Year 2
Treasurer
Director Labour Relations
Director Position Classification
3 Stewards

Year 3
President
Director Member Services
Director Pensions Benefits
3 Stewards

Year 1: 2023, Year 2: 2024, Year 3: 2025, Year 1: 2026.

More information on our election cycle and procedure is available in our Constitution and Bylaws (located on our website, scmma.org).

SCMMA Executive

President, Greg Hippe (Roadways)

Presides at all meetings of the Association. They shall enforce the provisions of the Constitution. They shall appoint all such Committees as the Executive Board may deem necessary or expedient for **furthering** the objectives of the Association, and shall be an ex-officio member of such Committees. They shall perform such other duties as the Association or the Executive Board may assign to them.

Vice President, Jazmin Evers (Roadways)

Shall assist the President in the discharge of their duties and during their absence shall perform the duties of the President. In the event that a vacancy occurs in the office of the President, the Vice-President shall act as President for the unexpired term.

Director of Labour Relations, Carter Hunks (Facilities Management)

Responsible to coordinate the efforts of the Association in matters that pertain to the Labour Relations Board and jurisdictional issues between the City and other unions; advises the Board and Association members on matters relating to employee rights and responsibilities outlined in the Labour Standards Act; coordinate the efforts of the Association in matters that pertain to contract negotiations and related issues; advise the Board and Association members on matters relating to the interpretation of the Collective Agreement.

Treasurer, Deanna Campbell (Access Transit)

Responsible for receiving all monies paid into the Association and issue receipts; provide detailed financial reports to the President and Board; keep regular books and records of the Association's finances and submit the same for inspection and audit.

Director of Position Classification, Katie Calder (WWO)

Responsible to coordinate the efforts of the Association in matters that pertain to the Job Classification process; to assist members in preparing their presentation to the Classification Committee and to take forward a request for appeal, as required; recruit members to represent the Association at the Classification Committee meetings; serve as liaison between the City and the Association regarding the Salary Administration and Classification process.

Pensions & Benefits Director, Sarah Mantyka (WWO)

Represent the Association on the City's Pension Benefit Committee; review benefits available arising out of the plans surpluses and to recommend benefit improvements to the Board and membership; brings forward to the Board any recommendations for plan improvements not arising out of the plan surpluses made to the City and the employee organizations as subjects to be dealt with as part of the collective bargaining process; attends quarterly meetings of Board of Trustees – General Superannuation Plan and report to the Board.

Secretary, Anna Cole (Saskatoon Water)

Keep correct minutes of all meetings of the Association and the Executive Board. They shall conduct all correspondence in accordance with instructions given to them by the President and Executive Board. They shall furnish such information as may be deemed necessary relating to the functions of the Association. They shall perform such other duties as are prescribed by the Constitution and by the President and Executive Board.

Director of Member Services, Waseem Kamran (Access Transit)

Responsible for planning, delivery, and evaluation of Association sponsored programs and services (e.g. EFAP, Wellness, social committees, SCMMA/ESA golf tournament); serves as a liaison between the City, other unions and the Association regarding joint programs and services; recruits Association members to participate on committees as required.

Director of Communications, Vacant

Plays a central role in shaping SCMMA's communication strategy to effectively engage members, stakeholders, and the public. They are responsible for leading the executive board in annual communications planning, providing strategic advice on messaging and outreach, and supporting member engagement in collaboration with the Director of Member Services. If required, they shall manage media relations, including drafting press releases and organizing press conferences, while ensuring consistent messaging across digital, social media, and other platforms.

SCMMA Stewards (up to 9 positions)

- Megan Evans (Communications & Public Engagement)
- Dayne Gawley (SLP)
- David Neilson (Transportation)
- Erin Placatka (Sustainability)
- Mitchell Pollard (Saskatoon Transit)
- Shannon Saemann (IT)
- Jon Theobald (Environmental Operations)
- Wesley Wizniuk (Technical Services)

IFPTE Affiliation

The International Federation of Professional and Technical Engineers (IFPTE) is a non-profit employee-based organization, made up of autonomous local affiliates, such as SCMMA, Winnipeg Association of Public Service Officers, TEAM Union, The Society of United Professionals, and many more.

IFPTE advocates on behalf of more than 90,000 people in professional and technical occupations both in Canada and in the United States.



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Unique within labour, most of IFPTE members' occupations are primarily white-collar, including all engineering disciplines, a wide variety of scientific and research professions, lawyers and administrative judges, economists, environmental officers, and urban planners, among others, all within the private, public, and federal sectors.

SCMMA joined IFPTE in 2019 and has since benefited greatly from the affiliation. We have access to labour relations expertise, as well as training, communications, and assistance with negotiations when needed. Through our affiliation, SCMMA is now part of a network of other unionized professionals (including civic professionals) within IFPTE and the broader labour movement. SCMMA's affiliation to the IFPTE has strengthened our organization as well as enhancing our capacity to service our members.

Your Contract Explained

You have the right to request that a SCMMA representative join you in any meeting that you believe will be investigatory and/or disciplinary.

Collective Agreement Highlights

It is recommended to take the time to read your collective agreement, which can be found on the SCMMA website here: <https://www.scmma.org/documents>

It will provide you with important, current information such as:

- Salary grid by grade and explanation of annual raises (salary increments)
- Information about Overtime, Flextime, and Standby
- Leaves: sick leave, short term disability, long term disability, maternity/adoption/parental, jury duty, and self-funded leave plan
- Vacation entitlement by years of service
- 50% Leisure Pass discount for individual or family passes

What happens during collective agreement renewal?

Prior to the expiration of our collective agreement, bargaining priorities are determined through membership meetings, bargaining surveys, and recommendations from the SCMMA Board.

Our Bargaining Team is composed of SCMMA's President, Director of Labour Relations, Secretary, and other Board members and union advisors necessary to support bargaining.

Either party (SCMMA or the city) can serve written notice to bargain between 120 - 60 days prior to the expiration of the collective agreement. During negotiations with the city, each side exchanges their bargaining agenda. Negotiations continue until a tentative agreement is reached.

When the Bargaining Team reaches a tentative agreement with the employer, membership meetings are called to provide a full report to members on the details of the Memorandum of Agreement and the ratification process.

After the membership meetings have concluded, a ratification vote is conducted among the entire represented membership.

It is important that SCMMA members are informed and engaged throughout the bargaining process. Your support and participation is vital to a successful outcome.

Your Benefits

Health & Dental Benefits

- Permanent and Temporary employees are entitled to Health and Dental benefits on the first of the month after completing three months of employment with the City.
- Health benefits provided by Blue Cross. The health plan is funded both by the employer and payroll deductions from each member.
- Dental benefits are 100% employer paid.
- [The SCMMA Benefits Booklet is here.](#)
- [Getting Started With Your Benefits Plan](#)

Pension Plan

- Permanent employees in SCMMA are enrolled in the [General Pension Plan](#).
- This is a defined benefit pension plan. The Plan was designed to provide a lifetime monthly pension benefit to members who leave the workforce for retirement, however benefits are also provided in the event of death and termination of employment.

Sick Leave and Long Term Disability

- After 3 months of continuous permanent employment, you are eligible for Sick Leave. If you are absent from work due to illness or injury within the first 3 months of your employment you will not receive payment for the days you did not attend work.
- Temporary employees accrue sick hours, while permanent employees may use sick leave as short-term disability coverage for up to 6 months or lesser period of continuous illness or injury.
- You do not need pre-approval to use a sick day. However, if you are going to be absent from work for an extended period you may be required to furnish a medical certificate, or Functional Abilities report (FAR), that states the general nature of your illness/injury, work restrictions/limitations and prognosis for return to work.
- Long term disability (for cases where you are off work over 6 months) takes effect the 1st of the month after completing 3 months of employment.
- [More info here.](#)

Group Life Insurance

- Participation in the Group Life and Accident Insurance plan is mandatory for all permanent and seasonal employees, optional for temporary and casual employees.
- Basic coverage is two times (2x) your annual salary rounded to the next higher \$500. The maximum at this level is \$250,000.
- You may opt to increase this to 3x or 4x your salary, at your own expense.
- There is also accident insurance that covers loss of limbs, eyes, etc.
- [More info here.](#)

Deferred Salary Plan

This program allows withholding up to 30% of your salary to finance leaves of 6 months to 1 year. [More info here.](#)

Employee Family Assistance Program (EFAP)

- The Employee Family Assistance Program (EFAP) offers confidential professional counseling to employees and their dependents for personal, family, and work-related problems.
- EFAP services are for all employees and access begins after six months from date of hire.
- EFAP visits are confidential and individuals accessing support are not identified to the employer or the union.
- You can access EFAP in the following ways:
 - Calling the EFAP Contracted Counselling agencies directly ([see list here](#))
 - Calling the EFAP Coordinator (see contact information on right)
 - Speaking with a Peer Advisor
 - Speaking with your supervisor, shop steward, or union executive

Employee Discounts & Loans Programs

- After 3 months employment, you are eligible for 50% of a single or family Leisure Pass, or 25% off Bulk Tickets. Show your work ID at purchase.
- Eco Pass for Saskatoon Transit:
 - 40% off a 12 month pass (for permanent employees only)
 - 20% off a 6 month pass
 - 10% off a 1 month pass

- Employee exercise and sport equipment loan purchase program
 - Permanent employees with the City of Saskatoon, that are no longer serving a probationary period, may purchase exercise and sport equipment through a low interest loan that is repaid with deductions from each pay cheque. The minimum loan the City will finance is \$500 and the maximum amount of \$3,000. These rates include the purchase price and all taxes.

- Employee computer loan purchase program
 - Permanent employees with the City of Saskatoon, that are no longer serving a probationary period, may purchase computer equipment through a low interest loan which is repaid with deductions from each pay cheque. The minimum loan the City will finance is \$500 and the maximum amount of \$3,000. These rates include the purchase price and all taxes.

Contact Information

Visit us @ SCMMA.ORG



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