

Member Handbook



# WELCOME TO **YOUR** UNION

KEEPING CANADIANS SAFE  
[usje-sesj.com](http://usje-sesj.com)

# Important Contact Information

## **Your PSAC ID number:**

(See p.29 to learn how to find your number)

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## **Your Local Executive email:**

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## **Your Regional Vice-president email:**

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# Welcome to **Your** Union

Welcome to the Union of Safety and Justice Employees! We represent thousands of federal public service employees who work to keep Canadians safe every day.

We are comprised of public safety and justice employees working in a wide range of critically important jobs across the federal public service who protect the safety, security and privacy of all Canadians.



## USJE and PSAC: An Unbeatable Team

When you join USJE, you become part of a union of 16,000 members working across 18 federal departments.

administrative officers  
social workers **Aboriginal liaison officers**  
records management clerks coordinators registry clerks  
instructors program officers nurses  
nutritionists analysts tradespeople assistants  
administrative staff **USJE** legal assistants  
parole officers technicians  
frontline staff teachers detachment assistants  
human rights officers registry officers nurse liaisons  
technologists senior investigators intake officers  
and others

You also become a member of the Public Service Alliance of Canada, PSAC. One of Canada's largest unions, PSAC is an umbrella union that serves as the bargaining agent for more than 180,000 members - including USJE members.

Together USJE and PSAC are an unbeatable team - providing the strength of two unions behind you!

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**USJE**

*Proudly Canadian - Accessible - Assertive - Caring*

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LORI WA...

VIS, PRÉSENTEZ, SÉLECTIVEZ  
NOMINAL SÉLECTIVEZ VOS PR...

CANADA  
CELEBRATING  
150 YEARS  
Tim Hortons

## USJE and PSAC: The Roles They Play

### **The Union of Safety and Justice Employees, USJE**

Your USJE Local is where you can go to ask for help, raise workplace concerns, file a grievance, elect your union representatives and help shape your working conditions. USJE delivers direct assistance through your Local and provides expertise on:

- **Grievances**
- **Health and safety concerns**
- **Workplace harassment**
- **Equity issues**
- **Labour-management consultations**

### **The Public Service Alliance of Canada, PSAC**

PSAC is an umbrella union for 15 member unions, including USJE. These member unions are called 'PSAC components'.

PSAC is the expert in dealing with our ultimate employer – the Treasury Board of Canada.

PSAC acts as your bargaining agent and represents more than 180,000 members across the country. This gives USJE greater strength-in-numbers when negotiating:

- **Job security**
- **Pensions**
- **Pay equity**
- **Working conditions**

**PSAC**  
PUBLIC SERVICE ALLIANCE OF CANADA

**Agriculture Union**

**Canada Employment and Immigration Union (CEIU)**

**Customs and Immigration Union (CIU)**

**Government Services Union (GSU)**

**Nunavut Employees Union (NEU)**

**Union of Canadian Transportation Employees (UCTE)**

**Union of Health and Environment Workers (UHEW)**

**Union of National Defence Employees (UNDE)**

**Union of National Employees (UNE)**

**Union of Northern Workers (UNW)**

**Union of Postal Communications Employees (UPCE)**

**Union of Safety and Justice Employees (USJE)**

**Union of Taxation Employees (UTE)**

**Union of Veterans' Affairs Employees (UVAE)**

**Yukon Employees Union (YEU)**

# Why Sign Your Membership Card?

When you sign your job offer, you are automatically covered by the USJE collective agreement – giving you vacation leave, sick days and other important workplace benefits.

While you automatically benefit from your collective agreement, you still need to sign up for a PSAC membership card to be eligible for member discounts, training opportunities and other benefits your union provides (such as those outlined in this handbook).

It's easy to become a full union member. Just follow the steps below:

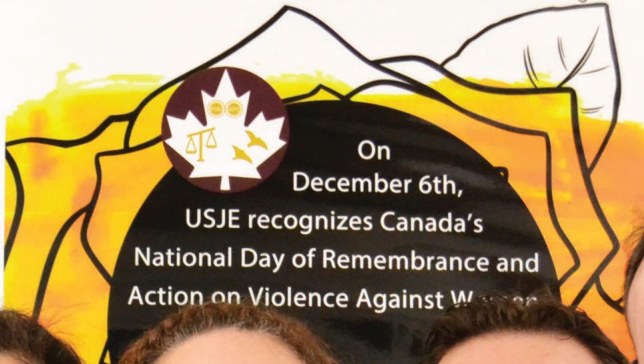
- **Fill out the membership card included at the back of this handbook.**
- **Make sure to include your *home* email.**
- **Remember to sign the card!**
- **Return to your Local Executive or by mail in the envelope provided.**

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***Sign your membership card to be eligible for member training, discounts and other great benefits!***

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Your union  
– the Union of Safety and Justice Employees –  
is committed to ending violence against women and girls.



# Benefits of Full Membership

## Benefit from Your Collective Agreement

As a member of USJE and PSAC, you belong to a collective bargaining unit with PSAC as your bargaining agent. You are covered by a collective agreement that was negotiated by your union and sets out your:

- **Wages**
- **Holidays**
- **Working conditions**
- **Rights**
- **Sick leave and maternity leave**
- **Medical and other benefits**

Your agreement is a legal, binding and enforceable contract between you and your employer. It provides a process and union support for dealing with workplace matters to ensure fair treatment for all.

USJE members are employed in 18 federal public service work environments; each governed by one of five different collective agreements.

Find your collective agreement on our website at [www.usje-sesj.com/en/collective-agreements](http://www.usje-sesj.com/en/collective-agreements)

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*“Connecting with my co-workers has been one of the most rewarding things about being involved in my union.” Amanda, USJE member.*

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## Join a Community

When you take the next step and sign your membership card, you become eligible to benefit from all member discounts and training opportunities. You also have the opportunity to become more actively involved in your union community. Get to know other USJE members, enjoy social activities, learn new skills and help make your worksite a better place for all.

## Learn New Skills

Active union membership offers a range of training opportunities in areas such as:

- **Leadership skills**
- **Health and safety training**
- **Workplace harassment and response**
- **How to undertake a grievance process**
- **Mediation skills**

To learn about training opportunities, ask a member of your Local Executive:

[www.usje-sesj.com/en/local-executive](http://www.usje-sesj.com/en/local-executive)

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*“Membership has helped me grow as a person one hundred per cent.” Heather, USJE member.*

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## Apply for a Scholarship

Every year, the USJE Scholarship Program offers four scholarships — two Louise Pargeter National Scholarships, one Lynn Ray National Scholarship, and one Paul Gascon Scholarship. Each scholarship is in the amount of \$2,500.

Some scholarships are only available to USJE members, others are available to USJE members, their spouses, partners and dependents who are currently in school.

TO BE ELIGIBLE:

- **The member must be in good standing with USJE.**
- **Applicants are judged on the submission of an 800-word essay based on the essay topic determined each year, as well as on their grades, volunteer and extra-curricular activities.**
- **The annual application deadline is February 1st.**

To learn more about these scholarships and to download an application form, visit: [www.usje-sesj.com/en/scholarships](http://www.usje-sesj.com/en/scholarships)



**FIX  
PHOENIX  
PAY SYSTEM**

**FIX  
PHOENIX  
PAY SYSTEM**



## Make a Difference

You can help others in your workplace by taking on a union role to ensure fair working conditions for all. You can also join in social justice opportunities supported by your union to aid others outside of your workplace. Help build stronger communities and a more humane world here in Canada and overseas, by promoting the right to:

- **Fair pay**
- **Safe working conditions**
- **Quality public services**
- **Human rights**

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*“One of the biggest benefits of being a USJE member is that I’m able to take a more active role in the rights of all my fellow members.”*  
*Carole, USJE member*

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**To become more involved in your local union, contact your Local Executive:**

[www.usje-sesj.com/en/local-executive](http://www.usje-sesj.com/en/local-executive)

**To find out more about social justice opportunities overseas, visit:** [www.psac-sjf.org](http://www.psac-sjf.org)

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*“People can actually advance their careers by getting skills through their union involvement.”*  
*Rob, USJE member*

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## Enjoy Union Member Discounts

As a member of USJE and PSAC, you have access to special discounts on a wide range of products and services through the PSAC Union Savings plan. You also qualify for exclusive deals on home and auto insurance offered by the USJE Group Insurance Plan.

Make sure to have signed and sent in your membership card to have access to the following exclusive member discounts.

**If you have a question about PSAC discounts, please contact: [www.psaunion.ca/contact-us](http://www.psaunion.ca/contact-us)**

## PSAC Union Savings

To qualify for the PSAC Union Savings member discounts, make sure to have signed and sent in your membership card. Then visit [www.unionsavings.ca](http://www.unionsavings.ca) to register by selecting PSAC as your union.

This online discount plan gives you significant deals on top brands and services with ongoing new offers throughout the year. Some examples of the types of categories and brand offers that may be available:

### **FASHION & JEWELLERY**

Access to discounts on name brand fashions, jewellery and accessories.

### **AUTOMOTIVE**

Exclusive discounts on car rentals, car accessories and parking.

### **FINANCIAL**

Special member deals on a range of financial products and solutions from a number of trusted financial institutions.

### **TRAVEL & ENTERTAINMENT**

Travel savings on hotels, name brand travel gear, travel insurance as well as special offers for resorts, theme parks, museums and other attractions.

### **ELECTRONICS & HOME ACCESSORIES**

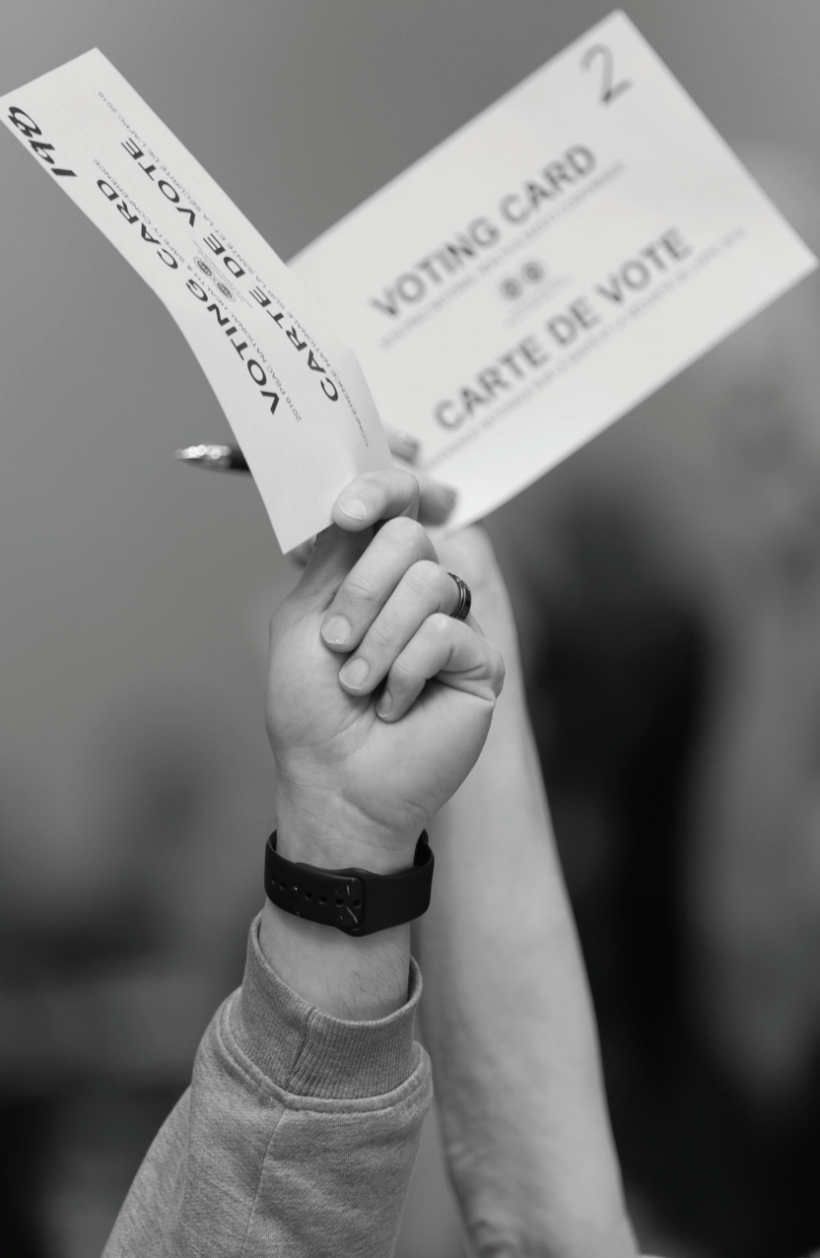
Exclusive discounted prices on electronics and accessories as well as name brand home and kitchen products.

## **USJE Personal Group Insurance**

USJE group membership benefits entitle you to exclusive group rates on your home and auto insurance not available to the public.

To apply, visit: [www.thepersonal.com](http://www.thepersonal.com)

For the USJE discount, click “Add Group for More Savings” at top of page and type in “Union of Safety and Justice Employees”.



# How to Get **Involved**

- Fill out, sign and send in your membership card to benefit from full union membership. (See p.7)
- Create an online member profile and keep it up to date, so you never miss a union benefit or update. (p.20)
- Attend membership meetings and events to help build your union.
- Exercise your right to vote on motions, bargaining decisions and strike decisions.
- Provide input on your collective agreement to improve your workplace.
- Become active in your Local Executive.
- Become involved with social justice campaigns to help others in Canada and abroad. (p.15)

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***“The biggest benefit of involvement is meeting other union members.” Sean, USJE member.***

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# Stay Connected!

Create a member profile so you never miss important union information. Create and update your profile at: [www.prsacunion.ca/user](http://www.prsacunion.ca/user)

Visit your member account to keep your information up-to-date, view your collective agreement, and get union updates.

## Join the conversation

Meet USJE members, find out what's happening, and be part of our community on Facebook and Twitter. Visit regularly for daily updates!

**Like us on Facebook:** @USJESJ

**Follow us on Twitter:** @USJE-SESJ

**Visit our website:** [www.usje-sesj.com](http://www.usje-sesj.com)

**Watch USJE videos on YouTube:** To find our channel, enter USJE/SESJ in the search box.

Sign up on our homepage for website alerts to receive the latest USJE news! [www.usje-sesj.com](http://www.usje-sesj.com)

# Who to Contact for **Support**

As a USJE member, you have the support of your Local President, Local Executive and Regional Vice-president (RVP). Your Local President and Executive are the gateway to the services your union provides.

If you have a question or concern about your workplace or union, start by reaching out to your Local representatives.

**To find your Local Executive, visit:**

[www.usje-sesj.com/en/local-executive](http://www.usje-sesj.com/en/local-executive)

In most cases, they will be able to help you directly. If not, you can contact your Regional Vice-president.

**To find your Regional Vice-president, visit:**

[www.usje-sesj.com/en/national-executive](http://www.usje-sesj.com/en/national-executive)

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*“Being involved in the union is a good opportunity to make a difference.”  
Heather, USJE member.*

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# USJE

## National Structure

USJE's National Executive is comprised of Regional Vice-presidents, a National Vice-president and a National President. They build strong working relationships with senior leaders under the jurisdiction of the Minister of Public Safety and Emergency Preparedness and the Minister of Justice.

USJE's National President and Vice-president regularly meet with the senior leadership teams of all departments to raise issues and to secure changes to help improve the working conditions of USJE members.

**USJE Member**

**Your USJE Local**

**USJE Local Executive**

- President
- Section President
- Vice-president
- Secretary
- Treasurer
- Shop Steward

**USJE National Executive**

- National President
- National Vice-president
- Regional Vice-presidents

**USJE National Office**

- National President
- Labour Relations
- Finance and Administration
- Policy, Projects and Media Relations

**USJE Triennial  
National Convention**

Supreme Governing Body  
of the USJE



# Where our Members Work

USJE unites public service employees who work to keep Canadians safe. While the Treasury Board of Canada is our common employer, USJE members work across 18 departments that include:

Administrative Tribunals Support Service of Canada

Canadian Human Rights Commission

Canadian Human Rights Tribunal

Canadian Security Intelligence Service

Civilian Review and Complaints Commission for the  
Royal Canadian Mounted Police

Commissioner of Canada Elections

Correctional Service of Canada

Courts Administrative Service

Department of Justice

Parole Board of Canada

Office of the Commissioner for Federal Judicial Affairs

Office of the Information Commissioner of Canada

Office of the Privacy Commissioner of Canada

Public Safety Canada

Public Prosecution Service of Canada

Royal Canadian Mounted Police

Royal Canadian Mounted Police External Review  
Committee

Supreme Court of Canada



# What Unions Have Done for You

Most of the benefits you enjoy at work have been achieved through years of effort by the union movement. From abolishing sweat shops and child labour to achieving a 40-hour work week, unions have worked hard for workplace improvements that are now enjoyed by both public and private sector employees. Here are some of the gains unions have made for you:

- **Weekends**
- **8-hour work day**
- **Paid vacations**
- **Work breaks and paid lunch breaks**
- **Sick leave**
- **Pensions**
- **Minimum wage**
- **Overtime pay**
- **Equal pay for equal work for women**
- **Pregnancy and parental leave**
- **Anti-discrimination rules at work**
- **Occupational health and safety**
- **Workers' Compensation**
- **Collective bargaining rights for employees**
- **Wrongful termination laws**
- **Anti-sexual harassment laws**
- **Extended health and dental plans**



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# Links and Resources

Want to know more about USJE?

**[www.usje-sesj.com](http://www.usje-sesj.com)**

How is USJE keeping Canadians safe?

Visit **[www.keepingcanadianssafe.ca](http://www.keepingcanadianssafe.ca)**

Find your Collective Agreement:

**[www.usje-sesj.com/en/collective-agreements](http://www.usje-sesj.com/en/collective-agreements)**

Got a Grievance?

Learn more at **[www.usje-sesj.com/en/grievances](http://www.usje-sesj.com/en/grievances)**

Going on Leave Without Pay?

Make sure you're a member in good standing.

Contact a member of your Local Executive:

**[www.usje-sesj.com/en/local-executive](http://www.usje-sesj.com/en/local-executive)**

Need to contact your Local Executive?

**[www.usje-sesj.com/en/local-executive](http://www.usje-sesj.com/en/local-executive)**

Need to contact your Regional Vice-president?

**[www.usje-sesj.com/en/national-executive](http://www.usje-sesj.com/en/national-executive)**

Forgot your PSAC ID number?

Contact your Local President or member of your  
Local Executive at:

**[www.usje-sesj.com/en/local-executive](http://www.usje-sesj.com/en/local-executive)**

# Links and Resources

Need to create or update your PSAC member account?

Visit [\*\*www.psaunion.ca/user\*\*](http://www.psaunion.ca/user)

Want to know even more about being a union member? Check out our USJE Member Toolbox:

Visit [\*\*www.usje-sesj.com/en/member-toolbox\*\*](http://www.usje-sesj.com/en/member-toolbox)

Interested in social justice?

Visit [\*\*www.psa-sjf.org\*\*](http://www.psa-sjf.org)

To watch USJE videos: visit [\*\*www.youtube.com\*\*](http://www.youtube.com) and enter **USJE/SESJ** in the search box to find our channel.





**Enjoy member benefits! Complete or update your membership card.**



**KEEPING CANADIANS SAFE**  
**[usje-sesj.com](http://usje-sesj.com)**