STTRC
Syndicat des travailleuses et travailleurs de Radio-Canada

Hello and welcome to the team!

You have just been hired at Radio-Canada. Did you know that you are represented by a union named *Syndicat des travailleuses et des travailleurs de Radio-Canada* (STTRC) and covered by its collective agreement? Here you will find everything you need to know about the structure of our union, your rights and what to do if you have a problem.

Short history of the union

The STTRC represents nearly 3,000 employees of the public broadcaster, across Quebec and in Moncton, New Brunswick. Our members are the artisans of Radio-Canada: they provide journalistic content, broadcasting, studio switching and lighting, to name a few.

In 2014, Radio-Canada asked the Canada Industrial Relations Board (CIRB) to merge three unions: the *Syndicat des techniciens et artisans du réseau français section* 5757 (STARF), the *Syndicat des communications de Radio-Canada* (SCRC) and the Canadian Union of Public Employees (CUPE). This merger will have brought its share of challenges, but the "new union", which emerges from this exercise, represents members from all sectors of the public broadcaster. The first collective agreement negotiated by the merged union was signed in October 2018.

In 2020, to complete its transformation into a single union, union members voted in favor of a new name: the *Syndicat des Travailleurs et Travailleurs de Radio-Canada,* the STTRC.

How to reach us?

By phone:
> From Montreal: 514 842-4020
> From elsewhere: 1 888 842-4020

By email:
sttrc@sttrc.ca

Our website:
www.sttrc.ca

On Facebook, the STTRC discussion group is reserved for union members. You must apply to join the group: https://www.facebook.com/groups/syndicatsttrc

*All links can be found on page 7.

Signing your membership card

As soon as you are hired, the terms of the STTRC collective agreement apply to you. However, if you want to participate in union life (elect your representatives or run for office, participate in general meetings, etc.), you must sign your membership card. You can do it in a few minutes by clicking on this link:
Electronic signature of union membership card

Structure

Union members are grouped by section, according to their job and place of work. Each section is represented by at least one elected delegate who can answer your union questions. However, some sections are orphans. If this is the case for your section, do not hesitate to contact the coordinator for your region.

Who are your delegates? You will find the list of current delegates and regional coordinators here:
Membres du CS

Together, the delegates form the Union Council (conseil syndical [CS] in French). It is an intermediary body between the Union Office (also known as the executive council, bureau syndical [BS] in French) and the general assembly of our union: it is the Union Council that defines the union's priorities and can ratify agreements modifying the collective agreement between general meetings. The Council meets at least four (4) times a year. Its role is to prepare the recommendations that it submits to the General Assembly and to debate the proposals submitted by the Union Office. The General Assembly is sovereign, it is the largest body of the union. Bringing together all its members, it decides on the most important issues (employment contract, means of pressure, etc.).

It is the Executive Board which is responsible for implementing the proposals adopted by the union council and the General Assembly and for administering the union. It is made up of ten elected members in different positions and representing various regions. To know the responsibilities of each, you can consult the statutes and regulations at the bottom of the page to which you will be redirected by clicking on this link (French version available only for the moment.) :
Statutes and regulations

Here are the current members of the Executive Board: Membres du **CE**

Some advice from your union

The collective agreement is the employment contract that was negotiated between the union and Radio-Canada. It establishes the working conditions of employees who are members of the STTRC. You can consult it here:
STTRC Collective Agreement

Certain subjects are not covered by the collective agreement, others are found in Radio-Canada's administrative policies. The collective agreement provides the possibility to contest a bad application of the collective agreement or the administrative policies of the employer. If the situation cannot be resolved with your manager or you have questions about your working conditions, contact your representative to find out more. Above all, read your collective agreement, and consult it using the index found at the beginning of the collective agreement.

As the saying goes: forewarned is forearmed. Here are some valuable tips to remember:

- Do not discuss the details of your medical condition with your manager if you are on sick leave. This is confidential information. Discuss this only with Disability Management Office staff.
- If you feel that the staff at the Disability Management Office have an inappropriate attitude, we suggest that you contact the union. Although the agreement does not address this subject, STTRC is in discussion with management regarding the attitude of the Disability Management Office.
- Your privacy is not protected if you use Radio-Canada computer equipment, and the employer gives itself the right to access information related to the use of this equipment, for example if you go on Facebook with the company computer or telephone. For this reason, we suggest that you contact the union with your personal email address - not that of Radio-Canada.
- **** The maximum period to contest an employer's decision is 30 calendar days. The grievance, i.e. the contestation of a violation of the collective agreement or of the administrative policies which infringes your rights, must imperatively be filed within 30 calendar days of the occurrence of the event or within 30 calendar days from the moment you might have found out about it. Do not delay in contacting your union representatives if you feel you have been wronged.

Health and Safety

If you are injured at work, you must complete an accident report, even if the injury seems harmless. You never know how it may evolve.
You can find the "Accident investigation report" document here
Accident Investigation Report

What if you have a problem or questions?

You have two options:

1. 1- contact your delegate, who should be able to provide you with answers or support. If your delegate doesn't have the answer, he/she can direct you to the right resources.
2. 2- contact the union's labor relations technician, Angela Sarkis-Ohana (sttrc@sttrc.ca) who can help you.

What there is to know!

You have just joined Radio-Canada and a thousand questions are burning your lips regarding working conditions? Here is some useful information from the collective agreement.

The complete text of the collective agreement can be found here: STTRC Collective Agreement

Work schedule

- Established based on a 14-day cycle and begins at one minute past midnight (00:01 a.m.) on the Monday.
- Rest days must be granted in blocks of two (2) consecutive days or more
- An Employee cannot be forced to work more than seven (7) consecutive days at the regular rate. The Employee may be required to work eight (8) consecutive days at regular rate solely to allow for schedule rotation.
- At all times, the Term Employee must offer availability for one (1) weekend out of two (2).

Duration of a work day

- Depending on the department where you work and your assignment, a working day can be 7.25, 7.5 or 8 hours.
- There are positions with a compressed schedule over three or four days (which determines the number of hours).
- In certain specific situations, the employer may assign you to 4-hour shifts (see Article 47.2).

Schedule modification

- Your schedule can be modified at the latest 24 hours in advance in the following cases: replacement of absences due to illness, special leaves, emergencies or force majeure, unforeseeable special events, unforeseen production needs at the time posting and union leaves. However, the hours published on the schedule cannot be reduced and are remunerated at the applicable rate.
- Once the schedule is published, the employer cannot change the rest days without the employee's agreement.
- Following the notification of the schedule, the Term Employee has a period of ten (10) days to increase or modify his periods of non-availability. The Term Employee must nevertheless comply with the following terms and conditions:
  - > respect the assignments granted at the time of the posting of the schedule;
  - > maintain the availability issued for one (1) weekend out of two.

Meal periods

- The duration of meal periods is 30 or 60 minutes.
- Meal periods are granted for any work period of more than 5 hours.
- The first meal period begins between the end of the second hour of work and the beginning of the sixth hour of work.
- Any part of the meal period that cannot be taken within the scheduled time slot is remunerated at the applicable rate.
- In the case of Employees assigned to a compressed schedule, the first (1st) meal may not be taken during the first three (3) nor during the last four (4) hours of work scheduled.
- When the Employee is not authorized to be absent from work for his or her meal break by virtue of his or her assignment, this period is paid and forms an integral part of the working day. In this case, the breaks are cumulative at the rate of eight (8) minutes per hour worked
- An indemnity of $12 is paid for the second meal

Daily and weekly time off

- The employer must grant you a rest period of 11 hours between two shifts.
- If this is not the case, the hours worked during this rest period are paid as overtime.

Overtime

- Remuneration is one and a half times base salary.
- Work performed on a weekly rest day is paid one and a half times basic pay on the first day and twice basic pay for all hours worked beyond the first day.

Leave

- **Compensatory:** It is possible to accumulate compensatory leave in lieu of overtime pay. Maximum of 30 days per year, possibility of deferring 10 per fiscal year. Permanent employees must take them or request their postponement before March 31. Term employees have until September 30 to use up their leave or request a postponement.
- **Annual:** Permanent employees benefit from several weeks of vacation depending on their seniority, the first year, a special mechanism applies so that the vacation are paid in proportion to the time worked.
- **Holidays:** Listed in Article 50.1; to be entitled to it, you must have worked 15 days during the 30 days preceding the holiday.
- **Specials:** Several occasions may entitle you to special leave, these are listed in Article 52.
- **Federal:** As a federal employee, you are entitled to a maximum of five days of personal leave per calendar year if you count 3 months of continuous employment with the same employer; the first 3 days off are paid. This leave can be used to:
  - > treat an injury or illness;
  - > fulfilling health obligations for or caring for a family member;
  - > fulfill obligations relating to the education of a family member under the age of 18;
  - > manage any emergency that concerns you or a member of your family;
  - > attend your citizenship ceremony under the Citizenship Act; etc

Sick leave

- If you are sick for more than three consecutive days, you must present a medical certificate (Article 57.3). This certificate must be presented on the employer's form (Article 57.4) and your doctor will probably bill you. The employer reimburses a maximum of $30 for the production of the medical certificate (Article 57.5).
- For more details on short-term and long-term disability, see Article 57.8.

Insurance and benefits

- As a term employee of Radio-Canada, you benefit from a group insurance plan if you meet the eligibility criteria provided for in Article 47. Permanent employees have immediate access to insurance plans (short-term, drugs and health professionals, long-term and dental).

Pension Plan

- Radio-Canada has a defined benefit pension plan, the Cadillac of pension plans. To access it, you must be employed at Radio-Canada for two years. Other criteria apply in the case of term and contract employees, see articles 47 and 48 for more information.

Main premiums

- **Night premium:** between midnight and 7 a.m. = 15% ;
- **Coordination bonus:** TV and radio production assistants assigned to a coordinating producer may be entitled to a bonus of a minimum of $3,000. (See Article 67)
- **Steady cam bonus:** $100 per day (see letter of agreement number 19).

Probationary period

- All new employees are subject to probation of at least 130 days worked.
- It can be extended by 80 days worked by the employer, who notifies the employee and the union in writing (Article 27).

Trial period

- If you are promoted or transferred, you may be subject to a trial period of up to 130 working days. This period may be extended by a maximum of 80 working days by the employer, who notifies the employee and the union in writing (Article 28).
- The trial period is reduced by the number of days worked in this position during the 18 months preceding the promotion, transfer or upgrade.

Articles affecting term employees:

Article 47

> Warning: to avoid losing your seniority, you must not be more than 30 days without working. If you are not on the schedule, you can take annual leave and only annual leave to avoid this loss of seniority (Article 22.9).

Articles that affect contract employees:

Article 48

> The Contract Employee loses his or her seniority and employment relationship when no contract has been granted to him or her for a period of twelve (12) consecutive months.

> The seniority recognized for the Contract Employee ceases to accumulate and is maintained during the days not worked between two (2) contracts.

STTRC Collective Agreement
https://www.sttrc.ca/wp-content/uploads/2024/07/2022-2025-Collective-Agreement_EN.pdf

STTRC Statutes & Regulations
https://www.sttrc.ca/wp-content/uploads/2024/10/2024-Statuts-damo-EN-241016.pdf

Union Council Members
https://www.sttrc.ca/en/union-council-cs

Executive Board Members
https://www.sttrc.ca/en/executive-board-ce

Electronic Signature Of Union Membership Card
https://libreservice.csn.qc.ca/adhesion/#/CommunicationsRadioCanadaCSN

STTRC Facebook Discussion Group
https://www.facebook.com/groups/syndicatsttrc

Accident Investigation Report
https://io.cbcrc.ca/#/resources/forms-formulaires-1.3166671

Intranet Ed
https://ed.cbcrc.ca

Benefits, pension and compensation
https://io.cbcrc.ca/?lang=en/#/resources/pension-benefits-and-compensation-retraite-avantages-sociaux-et-remuneration-1.3244283

Other relevant information

Company policies

The collective agreement is not the only framework that governs working conditions. Radio-Canada's policies also deal with it. You can find them here:
CBC/Radio-Canada Policies

Access to your employee file: MySource

You will find in this intranet information on your pay, your status employee, your leave bank, etc:
MaSource

Link for Training

The intranet Ed brings together all the training offered by Radio-Canada: Ed
Feel free to look up courses that interest you and ask your manager to receive them.

The Employer fosters the professional development of its Employees in order to enable them to acquire new skills. To do this, it uses postings for training for a minimum of seven (7) days which can be viewed by all Employees.
Any Employee may indicate in writing to his or her immediate superior his or her preference for training in functions likely to be given in the following year. More details in article 29.

Shared Services

The shared services can in particular inform you and answer Human Resources questions:
1 866 999-7888.

Benefits

You will find information on insurance and retirement here:
Benefits, pension and compensation

CSN

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