

Use of NRC Premises, Facilities and Services

Introduction

It is generally understood that the costs associated with any union meetings are absorbed by the responsible union organizations. This includes all expenses relating to travel to the meetings (mileage, time spent travelling, flights, accommodation, etc). In some instances, costs may not be readily apparent such as time spent by employees attending such meetings. Again, it is important that all employees attending union meetings account for their time either using vacation leave or compensatory leave. Leave without pay for union business is also acceptable to the Employer for any meetings that are within the employees' hours of work subject to the applicable collective agreement. If the collective agreement is silent, then it is management's decision to allow such leave without pay, subject to operational requirements. Where meetings might be scheduled during lunch hours or outside of working hours, it will not be necessary to account for the time spent at these meetings provided they do not affect the employee's hours of work.

Procedure

The general process to be observed in requesting the use of the Employer's premises, facilities or services is that the person responsible for organizing the meeting must seek permission to use the meeting room or facility sufficiently in advance of the meeting to allow for appropriate consideration. It is necessary for Management to obtain information such as the purpose of the meeting (must not be adverse to the interests of the Employer), the specific time required for the meeting (should be either before or after work hours, in some cases, we can consider lunch hours), the numbers of participants, a general outline of the agenda and other information that could assist Management in making a determination as to the appropriateness of allowing the use of the room. If any equipment such as telephones for a teleconference is required, the costs associated with long distance telephone services must be covered by the union. There should be no expenses to the Employer in allowing the use of the room.

Requests for use of the premises, services or facilities should be sent to a member of the IBP senior management for approval. If needed, managers can seek advice from the HR Generalist or Senior Labour Relations Officer on the matter.

Contact Labour Relations Group, June 20,2011

Additional information concerning this matter is available by communicating with your Senior Labour Relations Officer.