

Local Union 636 – MCA Standard for Excellence

RESPONSIBILITIES OF THE UNION AND A BARGAINING UNIT MEMBER:

To ensure the **Standard for Excellence** platform meets and maintains its goals, the Union Business Manager, in partnership with his implementation team, including stewards and the local membership, shall ensure all Bargaining Unit members:

- Meet their responsibilities to the Employer and their fellow workers by arriving on the job ready to work, every day on time (Absenteeism and tardiness will not be tolerated.)
- Adhere to the contractual starting and quitting times, including lunch and break periods (Personal cell phones will not be used during the workday with the exception of lunch and break periods, emergencies excepted.)
- Meet their responsibility as highly skilled craftworkers by providing the required tools as stipulated under the local Collective Bargaining Agreement while respecting those tools and equipment supplied by the Employer.
- Use and promote the Union and International Training and certification systems to the membership so they may continue on the road of lifelong learning, thus ensuring our members are the most highly trained and sought-after tradesmen.
- Meet their responsibility to be fit for duty, ensuring a zero-tolerance policy for substance abuse is strictly met.
- Be productive and keep inactive time to a minimum.
- Meet their contractual responsibility to eliminate disruptions (such as jurisdictional disputes) on the job and safely work towards the on-time completion of the project in an auspicious manner.
- Respect the Union, the Customer, and Employer by dressing in a manner appropriate for our highly skilled and professional craft (offensive words and artwork are not acceptable.)
- Respect and obey Employer and Customer rules, policies, procedures and properties. (Waste and property destruction will not be tolerated.)
- Follow safe, reasonable and legitimate management directives.

EMPLOYER AND MANAGEMENT RESPONSIBILITIES:

MCAA/MSCA, PFI, NCPWB, PCA, UAC and NFSA and their signatory Employers have the responsibility to manage their jobs effectively, and as such have the following responsibilities under the **Standard for Excellence**.

- Notify the Business Manager of the reason when ineffective Superintendents, General Foremen, Foremen, Journeyworkers and Apprentices are dismissed due to performance.
- Provide worker recognition for a job well done.
- Ensure that all necessary tools and equipment are readily available to Employees.
- Minimize Employee downtime by ensuring blueprints, specifications, job layout instructions and material are readily available in a timely manner.
- Provide proper storage for Employer and Employee tools.
- Provide the necessary leadership and problem-solving skills to jobsite supervision.
- Ensure jobsite leadership takes the necessary ownership of mistakes created by management decisions.
- Encourage Employees, but if necessary, be fair and consistent with discipline.

- Create and maintain a safe work environment by providing site specific training, proper equipment and following occupational health and safety guidelines.
- Promote and support continued education and training for Employees while encouraging career building skills.
- Employ an adequate number of properly trained Employees to efficiently perform the work in a safe manner, while limiting the number of Employees to the work at hand, thereby providing the Customer with a key performance indicator of the value of the **Standard for Excellence**.
- Treat all Employees in a respectful and dignified manner, acknowledging their contributions to a successful project
- Cooperate and communicate with the steward

PROBLEM RESOLUTION THROUGH THE STANDARD FOR EXCELLENCE POLICY:

Under the **Standard for Excellence** it is understood, that Bargaining Unit members through the Union, and management through the signatory Employers, have duties and are accountable in achieving successful resolutions.

RESPONSIBILITIES OF THE UNION AND A BARGAINING UNIT MEMBER:

- The Union and the steward will work with Bargaining Unit members to correct and solve problems related to job performance.
- Stewards shall be provided with steward training to ensure that Bargaining Unit members abide by the **Standard for Excellence**.
- Regular meetings will be held where the steward along with UA supervision will communicate with the management team.
- The steward shall communicate with the Bargaining Unit members about issues affecting work progress.
- The Union Business Manager or his delegate will conduct regularly scheduled meetings to discuss and resolve issues affecting compliance of the **Standard for Excellence** policy.
- The steward and management will attempt to correct such problems with individual Bargaining Unit members in the workplace.
- Individual Bargaining Unit members not complying with membership responsibility as outlined in the CBA and this **Standard for Excellence** shall be brought before the Union Executive Board. The Union's role is to use all available means to correct the compliance problem including imposing fines or suspension from the out of work list for a designated period of time.

EMPLOYER AND MANAGEMENT RESPONSIBILITIES:

- When appropriate, meetings will be held where the management team and UA supervision will communicate with the steward.
- Management will address concerns brought forth by the steward or UA supervision in a professional and timely manner.
- In the event that the Employee is unwilling or unable to perform to the goals of the **Standard for Excellence**, management must make a decision regarding his/her further employment.

ADDITIONAL JOINTLY SUPPORTED METHODS OF PROBLEM RESOLUTION:

- In the event an issue is irresolvable at this level, the Union or the Employer may call for a contractually established Labor/Management meeting to resolve the issues.
- Weekly job progress meetings should be conducted with UA supervision and management.
- The Union or the Employer may involve the Customer when their input is prudent in finding a solution.
- Foremen, General Foremen, Superintendents and other management should be educated and certified as leaders in the **Standard for Excellence** policy (certification will be developed by the Association and the Union.)

ADDITIONAL JOINTLY SUPPORTED METHODS OF PROBLEM RESOLUTION REQUIREMENT AND PROCEDURES

In order to enforce the **Standard for Excellence** policy, discharge for cause terminations shall be administered in a consistent fashion.

1. After the 1st discharge for cause the Bargaining Unit member will meet with the Union Business Manager
2. After the 2nd discharge for cause within 24 months the Bargaining Unit member will meet with the Union Business Manager and the Union's Executive Board and may be required to visit the Workers Assistance Program for an evaluation and or treatment. A report of action taken shall be distributed to management through the Joint Labor/Management Cooperative Committee.
3. After the 3rd discharge for cause within 24 months the Bargaining Unit member will meet with the Enforcement Committee (as described below) who shall review the facts, make a recommendation for action with a maximum penalty of permanent elimination from the out of work list.

ENFORCEMENT COMMITTEE

An Enforcement Committee is hereby established which shall be comprised of three individuals including: One member appointed by the Union, one Employer member appointed by the Association and a member of the public who shall be a neutral third party selected by mutual agreement of the Union and the Association.

Either party can request the removal of the neutral third party. The Enforcement Committee shall have the power to make a final and binding decision on any matter referred to it which shall be complied with by the member, the Union, Signatory Employers and the Association.

Any infraction of the **Standard for Excellence** policy shall be removed from the Bargaining Unit member's work history after two years, without an additional infraction (excluding apprentices).

Apprentice compliance to the **Standard for Excellence** shall be administered exclusively by the JATC.

If a Bargaining Unit member is aggrieved by any action taken under this **Standard for Excellence** policy and his/her complaint cannot be resolved, the complaint may, if the member or the Union requests be referred as a grievance under the grievance and arbitration provisions of the Collective Bargaining Agreement. In the event the matter is referred to arbitration, the provision of this Policy shall bind the arbitrator to disciplinary action set forth in this **Standard for Excellence**.

Employers not complying with their responsibilities under the **Standard for Excellence** policy shall be administered in a consistent fashion.

1st Non-compliance the Employer will meet with the Managing Director of the Association

2nd Non-compliance within 24 months, the Employer will meet with the Managing Director of the Association and the Association's Executive Board.

3rd Non-compliance within 24 months the Employer will meet with the Enforcement Committee (as described above) with the maximum penalty of not being able to utilize the policy in their company marketing, advertise to Customers their compliance in the policy or participate in the administration of the policy.