

LABOUR RELATIONS STEPS FOR REORGANIZATION - CUPE

- With all planning of reorganization, work backwards from date that the change is desired to prevent timeline issues.
 - After reviewing operational needs and determining the need for change, involve employees in choosing new schedules as it assists in commitment and positive reaction to change.
 - It is recommended to start at the beginning of a pay period.
 - Reinforce that it is a re-organization project and there will be no loss of job or EFT. It is a change of rotation only (no change in EFT just hours of work and days of work).
 - **Any reduction in EFT must first be approved by Manitoba Health Workforce Reduction Approval Process.**
1. **Notice to union letter:**
 - Minimum four (4) week notice period required as per 1805.
CUPE Article 1805 *Shift schedules for each employee shall be posted in an appropriate place at least four (4) weeks in advance.*
 - It is recommended that you allow 5 or 6 weeks to ensure that the communication occurs. Special consideration should be made when dealing with schedule changes around Christmas/New Year s, the new Vacation year and the vacation planning period (established in the month of March) when implementing the changes.
CUPE Article 1501 *The vacation year shall be from the 1st day of May in one year to the 30th day of April the next year.*
 - Labour Relations (LR) prepares this for the manager and is sent to the head of the union (**Template letter #1**).
 2. **Meeting of staff and union** (union invited to assist & support process) advising that the employer is considering make changes to the department based on...(dept reason, program changes, mandates, etc.).
 - It is suggested to not inform your staff too early, discussing with staff prior to this first formal and initial meeting may cause a negative perception and uncertainty with staff. Allowing all staff to hear one message at the same time is encouraged. This meeting allows you to support and value your staff while answering questions just once to the one group.
 - Share the department/program and/or organizational goals.
 - Allow employees the opportunity to provide their feedback. Advise staff that all feedback will be taken into consideration emphasizing that the employer makes the final decision.
 3. **Review all the feedback gathered** for any considerations you may want to implement into new schedules (this meeting and time to review feedback removes the thought that you have already determined all details).
 4. **Create proposed new schedule.** Share the new schedule and current schedule with Labour Relations for support and review of the contractual obligations. It is also suggested to provide Payroll with a courtesy heads up in case they need time to develop new shifts within the master rotation and confirm implementation date with them.

5. **Determine if schedule will be rolled out as is or by having staff select a rotation.** If considering the selection process, work with Labour Relations and Union to determine the appropriate Rotation Selection Guidelines and if the employer would consider the ability for staff to select a rotation equal to their EFT or if staff may voluntarily select an EFT within 0.2 of their original EFT.
6. **Plan a meeting with staff and union to present new proposed schedules.**
 - Staff has seven (7) days to provide any feedback on the proposed schedules in writing – set a date/time deadline.
7. **Review any feedback** received based on operations and finalize your schedules – confirm final with Payroll for implementation on the confirmed date.
8. **Notice to Staff letter** is sent to employees impacted by the changes.
 - A minimum four (4) weeks' notice period required (please note when balancing the change – starting on a new pay period may result in a 5 or 6 week notice).
 - Letter presented after your meeting with staff where proposed schedules were presented. This letter will confirm what has occurred and what will be happening when and why. (**Template letter #2**).
9. **Send, share, post new final schedule with the above letter** to ensure staff knows their new individual schedule so they may plan and prepare personal life.
10. **Process is concluded** as all persons related to the change is informed and set for implementation.