

# Q & A FOR STAFF AND FACULTY

## POTENTIAL JOB ACTION AT CARLETON UNIVERSITY

### **Q: When will we know if there is going to be a strike?**

**A:** The University and CUPE 4600 (Units 1 and 2) are meeting to continue negotiations with the help of a provincially-appointed mediator beginning on Friday, March 3 and continuing through out the weekend as necessary. Faculty and staff will be informed by email, social media and the faculty-staff Intranet about any job interruptions. Updates will be posted to the Human Resources website at <https://carleton.ca/hr/collective-agreements/collective-bargaining-updates/>. Students will be informed via email and social media and directed to the Student Services labour negotiations web page.

### **Q: Will Carleton University be open in the event of a strike?**

**A:** Yes. In the event of a strike, the university will remain open for our students, faculty, staff and members of the broader community. Normal operations will continue, outside of those classes, labs, or tutorials that may be affected by job action.

### **Q: What is my status? Do I have to report to work during a strike?**

**A:** Yes. All non-striking employees, including faculty and staff, have a duty to continue to attend work and perform their assigned duties. There may be delays coming to campus as a result of picket lines. At the discretion of the university, some employees may be deployed to assist with other essential duties. Your manager/supervisor will confirm this with you.

### **Q: I'm a student employee. What do I do in the event of potential job action?**

**A:** Students who are employed by the university in positions not covered under the unions taking job action will be expected to attend work and perform their assigned duties. If you choose not to cross picket lines, you will be deemed absent from work and will not be paid.

### **Q: Is picketing permitted during a strike?**

**A:** Yes. During a strike, bargaining unit members will often form picket lines at the university entrances. Picketers are legally permitted to carry signs stating the nature of the dispute, speak to people entering the property about their concerns and ask people entering the property to join the picket line. Electronic monitoring of picket line activity may be conducted by both parties. Picketers may not prevent anyone from coming onto campus and respectful behavior is expected from everyone. Carleton provides traffic vests to identify picket captains. Faculty or staff who have mobility issues and who may need assistance crossing a picket line are encouraged to speak beforehand with their supervisors. Para Transpo operations will continue as usual. Emergency vehicles will receive expedited access to campus. The university is asking the union to sign a picket line protocol to allow unimpeded access to several groups of people who will be issued passes to be carried or displayed on dashboards of their vehicles. They include: staff of Colonel By Day Care; parents and children who use the day care service; health care workers for students in residence with disabilities.

**Q: Are there any limits on what picketers are allowed to do?**

**A:** Yes. Picketers are not permitted to:

- Block access to the university.
- Use force, threats or threatening gestures to prevent people from coming onto university property.
- Otherwise engage in unlawful behavior.

**Q: Do you have any recommendations for crossing a picket line?**

**A:** Anyone crossing the picket line is legally obligated to do so in a manner that does not endanger the life or safety of any person. Some suggestions for safely crossing a picket line include:

- Approach a picket line as you would a busy intersection. Come to a full stop, watch for an opening, and exercise caution before proceeding.
- Keep personal bias and emotions in check. Be friendly or neutral.
- Report any unlawful picket activities to your supervisor, who will then report it to the Department of University Safety.

**Q: What if I have a problem getting through a picket line?**

**A:** If you are refused access to work by picketers, you should contact your manager or supervisor by telephone for instruction. Any incidents of intimidation, threats or violence should also be reported to your manager/supervisor or University Safety. Please keep a written record of the incident, the names of those involved and any witnesses.

**Q: How will students continue with their classes if contract instructors and teaching assistants aren't working?**

**A:** If there is a strike, some contract instructors and teaching assistants may decide to cross the picket line and continue to work, which is their right. The university will provide information to students (via a dedicated web site and social media) as quickly as possible about those classes that are cancelled as a result of job action.

- Students should go to their classes as usual and if the instructor is not there, at least one student should report the cancellation of that class to the department.
- Students will be encouraged to carry on with assignments, readings and other academic work as much as possible.
- All faculty members represented by CUASA are expected to continue teaching.
- In the event of a strike, a Frequently Asked Questions (FAQ's) document will be posted on the Student Services labor negotiations website to provide information and advice to students at: <https://students.carleton.ca/negotiations/>
- In the event of a strike, administrators can report on class status online at: <https://carleton.ca/studentssupport/departmental-course-reporting-form/>

**Q: What if I get an inquiry from parents and students about strike action?**

**A:** Employees should not attempt to respond to any such questions but can encourage people to go to the student website cited above. For those people who would like to speak to someone directly, employees should take the name and telephone number of the person who is making the request and inform them that there will be a callback. Employees should pass on the message, or any emails, to Student Services at [vpstudents@carleton.ca](mailto:vpstudents@carleton.ca).

**Q: What if I get a call from the media?**

**A:** If you are contacted by a member of the media, you should not attempt to respond. Please tell the person to call the Department of University Communications at ext. 3660.

**Q: Will Carleton services be open during job action?**

**A:** Yes, all campus services, including the library, athletics and Health and Counselling Services, will be open. For daycare issues, parents should call the Colonel By Daycare at 613-520-2715.

**Q: What about transit and taxi service during job action?**

**A:** OC Transpo, Para Transpo and train service are anticipated to continue as usual. In the event of OC Transpo disruptions, however, staff and students are asked to visit <http://www.octranspo.com/updates> for more information. Taxi drivers are unionized and some may honour the picket line. Taxi dispatch will advise callers of pickup arrangements. The University will provide updates as required.

**Q: What about parking?**

**A:** Paid parking lots on campus will operate as usual. If you drive, allow a bit of extra time to enter and exit the university. Carleton parking rules remain in effect and will be enforced. There is little paid parking near the campus.

**Q: Will there be disruption to mail and courier services?**

**A:** As Canada Post and some courier companies may not cross a picket line, arrangements will be made for an off-campus pickup and drop-off. Mail and packages for out-of-town deliveries should be sent to the Mail Room.

**Q: Will there be disruption to other deliveries?**

**A:** If you are expecting a delivery, you should contact the company and advise them of a picket line. If they will not come to campus, contact University Services at 613-520-3622.

**Q: What is the university doing to avoid a possible strike?**

**A:** Contract Instructors and Teaching Assistants are important contributors to the university's educational mission and their work is valued. The bargaining teams representing the employer and the bargaining unit(s) have been working diligently since summer 2016 to reach settlements. Some bargaining issues have been resolved while other issues are still outstanding.

Carleton University remains fully committed to reaching a negotiated settlement with each unit that reflects the university's fiscal reality and funding framework. Carleton University respects the collective bargaining process and is committed to carrying on mediated discussions at the bargaining table