 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	HR-04	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>Labour Relations Policy</b>	<b>April 7, 2017</b>
	<b>Responsible</b>	<b>Scheduled Review</b>
	General Manager	October 2018

## Purpose

The Capilano Students' Union (CSU), as an employer, is committed to maintaining a positive and constructive labour relationship with our unionized employees, and with the Canadian Union of Public Employees, local 1004, by whom our employees are represented.

## Scope

This policy applies to all managers, executives, and board members.


## Principles

The Capilano Students' Union shall be guided by the following principles in the maintenance of a healthy, productive, positive, and constructive labour relationship with our unionized employees:

1. **Management.** The general manager is responsible for managing the CSU's labour relationship with the Canadian Union of Public Employees, local 1004, and should ordinarily be the sole channel of communication between the employer and the union; executives and board members who receive questions or concerns from the union beyond the scope of this policy should be forwarded to the general manager.
2. **Student Engagement.** The general manager shall meaningfully consult with student leadership, as needed and as appropriate, on labour relations issues. While management is delegated the authority to make day-to-day labour decisions independently, the executive committee shall be consulted on issues of enduring impact or consequence. The general manager and the executive committee shall seek the approval of the board for labour relations decisions affecting the CSU's long-term financial interests.
3. **Accountability.** The general manager is accountable to the board for developing and maintaining a labour relationship with unionized employees that is based on the principles of integrity, mutual respect, and responsible stewardship.

## Framework for Negotiations

1. **Consultation.** At least six months prior to the expiry of the collective agreement between the CSU and the union, the general manager shall organize comprehensive consultation processes with the board and the executive committee to inform the development of draft collective bargaining principles for the consideration and approval of the board.
2. **Leadership.** The general manager shall be responsible for leading negotiations with the union, as the employer's representative; the vice-president, finance and services shall participate in the development of collective bargaining proposals, and shall be invited to attend all collective bargaining negotiating meetings between the CSU and the union; the general manager and the

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vice-president, finance and services, shall regularly report to the executive committee on the progress of negotiations.

3. **Communication.** Only the president shall make public statements on behalf of the CSU respecting collective bargaining negotiations between the CSU and the union; wherever possible, such communications shall be jointly prepared by the general manager and the vice-president, finance and services. During collective bargaining negotiations, communications shall ordinarily be limited to membership information bulletins.
4. **Approval.** Wherever a proposed collective agreement or settlement is ready for consideration by the board, the general manager and the vice-president, finance and services shall – in consultation with the executive committee – recommend to the board whether or not a proposed collective agreement or settlement should be approved or rejected. Only the board may approve a proposed collective agreement or settlement.

## Delegation

The board delegates the administration of this policy, and the authority to create labour relations procedures and programs to support and advance this policy, to the general manager.

## Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

## Endorsement

[original signed]  
Christopher Girodat  
General Manager

[original signed]  
Perry Safari  
VP Finance & Services