

POLICY ON ENGLISH-LANGUAGE SERVICES

February 2010

The Fédération du personnel de soutien de l'enseignement supérieur (FPSES-CSQ) is a French language union organization.

However, since it includes Anglophone members and is committed to providing access to information in their mother tongue so as to promote their participation in the union affairs of the FPSES, the Federation will:

1. Translate Federation documents addressed directly to the membership:
 - information bulletins;
 - documents related to negotiations;
 - the newsletter *Contact*;
 - documents related to union organization and consolidation.
2. Translate all other documents deemed to be relevant by the Executive Committee.
3. Translate official Federation documents:
 - the constitution, bylaws and policies.
4. Translate the decision section of arbitration sentences when the Federation deems that the plaintiff's level of French language comprehension prevents him from understanding the meaning of the decision.
5. Ensure the application of the *CSQ Policy on English-Language Services*.
6. Support the presence of a bilingual resource person who can assist in the comprehension of debates during special general assemblies (consultation at the various stages of negotiations).
7. Provide simultaneous translation services during Federation negotiation meetings if an Anglophone union expresses the need for this service.

If the person who requires the translation fails to attend the meeting, the costs of the simultaneous translation will be charged to his or her union unless some other person who requires translation is attending the meeting.
8. Elect a person to respond to the needs of Anglophones.

The services provided as part of this policy are subject to the financial capacities of the Federation.