

When I have a question about my rights at work

WHAT TO DO ?



FPSES



First, I check my collective agreement.

Then I ask a union representative or send the question to my union's email address.

If the question requires a deeper analysis by the union, I send them:

- The date of the event.
- Information related to my situation (explanation of the issue, chronology of events, summary of the incident, my version of events, etc.).
- All documentation related to my situation (emails, letters, pay stubs, etc.).
- Any other information or document requested by the union.

My union analyzes the case and may, depending on the case:

- Answer my question.
- Consult the materials made available by the FPSES-CSQ and the CSQ (fact sheets, guides, training).
- Consult an FPSES advisor: Any question related to the application or interpretation of the collective agreement or labour laws.
- Consult a CSQ advisor: Group insurance (long-term, prescription drugs, dental), pension plan, Quebec Parental Insurance Plan, occupational health and safety.
- Make representations to the employer (e.g., Labour Relations Committee).
- File a grievance within the time limit¹ stipulated in the collective agreement. This time limit is mandatory, and the clock starts clicking as soon as the fact or event becomes known². It is therefore important to **notify my union promptly** when I notice a problem related to my rights or following an event.
- File a recourse under the Labour Code or labour laws, if the situation requires it.

I consult and collaborate with my union to ensure my rights at work are respected and to enable it to properly represent me.

The union represents members in dealings with the employer and ensures that their rights are defended.

Cases are treated confidentially.

In the event that the situation leads the union to file a grievance:

- The grievance and arbitration procedures in the collective agreement will apply.
- The union may request that the FPSES-CSQ submit the grievance to an arbitrator. The legal services regulations of the FPSES-CSQ will apply: the legal committee evaluates the case, and legal representation is provided if the legal committee schedules a hearing of the case.
- At any time before or after a grievance is filed (until the arbitrator takes the case under advisement), the union and the employer may attempt to reach a mutually satisfactory settlement.
- The union may desist from the grievance when required by the situation (e.g., recommendation of the legal committee, at the employee's request, if there is a low chance of success, if the employer upholds the grievance, etc.).

Members should not communicate directly with FPSES-CSQ elected officials or Federation/CSQ advisors for advice. The union is responsible for providing services to its members. The FPSES-CSQ provides advice directly to its unions.

[1] To find out the grievance deadline applicable in your workplace, consult your collective agreement.

[2] Except in a situation of psychological harassment where the time limit to file a grievance is two years from the last manifestation of the psychological harassment conduct.