

As always, we have what has come to us from our Division Executive and made these recommendations fit with “the Georgian Way”. What you will see below are the PHASE 1 Directives. Everything highlighted is where your local executive has decided we will do things a little differently and still maintain our solidarity with our colleagues.

## WORK TO RULE: PHASE 1 FOR LOCAL UNION USE

Starts 12:01am, December 18, 2021

(if no settlement or no agreement on extension of existing terms and conditions before then)

### FOCUS

- Management’s imposition of terms and conditions prevents the possibility of good labour relations, eliminates faculty consent, and is itself a form of labour disruption.
- It is a choice by the colleges and the CEC to abandon negotiations and to force faculty to work only under the conditions the colleges and CEC want.
- All actions below specifically target administrators, not students.

### CONTINUE TO...

- Focus on needs of students and supporting their learning
- Maintain contact with students and keep them informed
- Maintain contact with Local and attend union activities and meetings
- Follow explicit written direction from your manager (and talk to your Local about how to file a grievance if necessary).

### ACTIONS

#### Union Locals

#### **On December 13:**

1. On December 13, send the sample letter (provided by the bargaining team, for you to adapt as appropriate) to your college president and the Chair of the Board of Governors, explaining the impact of the CEC’s decision to impose terms and conditions on labour relations now and in the future.
  - a. cc: all faculty

- b. Ask your partner CAAT-S local to send their own letter of support in solidarity
  - c. Ask your Student Association to send their own letter of support in solidarity
- 2. On December 13, circulate the “Click-to-email letter” to all faculty and encourage them to sign and send, and share with allies.
  - a. Ask your partner CAAT-S local to circulate to members
  - b. Ask your Student Association to circulate to students
- 3. Let faculty know what is expected of them in Phase 1 and that it begins on December 18.

### **LOCAL 350 (Georgian College)**

**We have chosen not to send letters. We have decided that this form of campaigning is counter to settlement as it creates adversarial relationships. Instead, we have reached out to our partners in the Georgian College Student Association and Local 349 (Support staff) to discuss our plans for work to rule and the need for solidarity. We are in constant contact with the president via personal communications to encourage a settlement and discuss the important bargaining concerns locally for our members.**

### **Starting December 18:**

- 4. Withdraw Local from labour relations
  - a. joint committees except for WMG, JGSC, JOHSC
  - b. No local agreements unless the local agreement expressly benefits faculty
  - c. MWAs only that are currently signed and the end date has not yet been reached, per 11.09 A4.

**Local 350: We will continue our joint committees for two reasons. First and foremost, we are on these committees to support our members and we believe it is of no benefit to withdraw. Secondly, Georgian College has recognized this work on our SWFs (while other colleges may not have done so). Withdrawing from these committees is contrary to working to rule and for our members.**

- 5. Discourage faculty secondments to administration, do not approve extensions past 2 year restriction.
- 6. Convene a Work-to-Rule committee.
  - a. Determine work-to-rule captains: these should not be limited to stewards.
    - i. Direct all steward time to education and organizing of members, including developing and forwarding communications to picket captains. Stewards may be picket captains, but call on your members to help sustain the energy of your LEC.
    - ii. Put a call out to members to become “picket captains” and assign them a group of faculty (program area or areas that make sense, in numbers that are manageable).

- iii. Picket captains are responsible for getting information out to members, fielding questions from members, and forwarding on to the LEC questions that they can't answer.
  - iv. Picket captains should also talk to members about the importance of work-to-rule, and explain to reluctant or non-participating members that not adhering to the directions from the team will prolong and escalate labour action.
- b. Create map of members and plan for regular, ongoing communications using non-college channels.
  - c. Appoint a student liaison/coordinator to connect with, involve, and support students in meaningful ways.
  - d. Appoint a community liaison to present to and involve the surrounding community: labour councils, faculty associations, community groups, any and all stakeholders.
  - e. Develop materials about how to read/understand a SWF.
  - f. Develop materials for members that explain the Collective Agreement's "unchained desk" provisions (11.01 G1) and outline the time limits around Normal Administrative Tasks (NAT) and Routine Out of Class Assistance (ROOCA) hours (11.01 F1-2), and faculty rights around Professional Development time (11.01 H1-4).
  - g. Plan for the first day of classes in January a solidarity action that involves students and support staff.
  - h. Think through face-to-face and online activities, share pics/details on social media and with other Locals.
  - i. Could be a food bank drive for students either jointly with student association, support staff, or on own (wear red and bring a non-perishable food item), combined with an info picket (hand out flyers/info about faculty issues and engage in conversations), could be a hat/gloves/socks drive for students.
  - j. Be creative and community-minded. Try to engage students and support staff wherever possible.
  - k. Include an "ask" from students, faculty, and staff who attend (e.g., Please take out your phone, go to [collegefaculty.org](http://collegefaculty.org), and send a letter to the College President right now).
  - l. Have a takeaway: info attached to a packet of hot cocoa, candy, or button.

**Local 350: We are currently mapping memberships and seeking "Picket captains". Our solidarity actions will be determined by our picket captains in working with their teams. Our picket captains will also work with their teams to determine what Work To Rule looks like in each sector and each department.**

**All faculty Professors, Instructors, Counsellors, Librarians, FT and PL (starting on December 18)**

1. Many Colleges are in the process of changing their instructional delivery plans in January, as a result of COVID. If your college has made changes to your workload or your instructional delivery mode since you received your SWF:
  - a. Request a meeting with your supervisor regarding any changes to workload and or delivery modes since you received your Winter SWF and ask for additional attributed hours for preparation, to reflect the additional time that you will need to spend preparing as a result of these changes.
  - b. At that meeting, request a written response from your supervisor within 48 hours.
  - c. Follow that meeting up with an e-mailed summary of your meeting and repeat the request for written reply
  - d. If you receive no reply in 48 hours (or if you receive an unsatisfactory reply at any time, including verbally), immediately refer your workload to the Workload Monitoring Group. Contact your union Local for any questions.

Local 350: We encourage you to have conversations with your managers about the added complexities of the recent "Pivot Plan".

2. Start recording all of the time you spend on the different parts of your work, such as evaluation, preparation, meetings, student email, etc. We recommend using [Toggl](#), a free and easy to use app that you can use from your computer or phone.
3. Change the signature line on your college and personal email to read:  
"The College Employer Council and college management have chosen to impose terms and conditions of work on college faculty, rather than agreeing to extend existing terms while the faculty and employer bargaining teams negotiate a Collective Agreement. College faculty have begun a work-to-rule campaign, in protest. For more information, click here *[insert collegefaculty.org or local website link].*"

Local 350 encourages that all of our members track time spent in this first phase. Doing so will help us collect data to help us with Work To Rule campaigning. Some of the categories we would encourage you to consider are: prep, evaluation, emails with students, contact with admin. Toggl is fairly easy to use and we will host sessions for any interested members to see how it works. We do not encourage any of our NFT to use signatures indicating the strike actions such as work to rule. Rather, it is our expectation that those who have FT and non-probationary status will take such a stand to support our NFT colleagues.

4. Share the Following Sample Message on your LMS and social media:

The College Employer Council and college management have chosen to impose terms and conditions of work on college faculty, rather than agreeing to extend existing terms while the faculty and employer bargaining teams negotiate a Collective Agreement. College faculty have begun a work-to-rule campaign in protest. For more information, click here: *[insert collegefaculty.org or local website link]*.

College faculty are fighting for the following, for students and the college system. The Colleges are refusing:

- More time for student evaluation
- Preparation time for online learning
- Partial-load job security and seniority improvements
- No contracting out of counsellor and other faculty work
- Faculty consent prior to the sale or reuse of faculty course materials
- Jointly-led committees and round tables able to implement changes around workload, equity, and Indigenization, decolonization, and Truth and Reconciliation

If you would like to send a letter expressing your concerns to the President of the College and the CEO of the College Employer Council, there is a link to a sample letter at [collegefaculty.org](http://collegefaculty.org).

Local 350: We encourage all of our members to become familiar with these key bargaining points. Feel free to say that because we are all limited to a 1% salary increase, this marks the first time that we are striking without an expectation for an increase in wages!

5. Sign the click-to-email letter at [collegefaculty.org](http://collegefaculty.org) and distribute it to students via non-college email. Share it with friends, family, colleagues, other organizations you belong to, and ask for their support.
6. [Download](#) and use the “Bargaining for Better” Zoom background for all online meetings with college administrators and students.
7. Upload as little as possible for the upcoming semester on college LMS platforms.
8. Do no work over the scheduled holiday period.
9. For Partial-Load faculty, we recommend that you avoid doing any work during any day when you are not under contract.

Local 350 supports these methods of improving solidarity and working to rule. There are pressures being placed via various Georgian protocol to upload content to BlackBoard and

especially recent changes with respect to GC Flex and the uploading of lectures. Our concern, as with other locals, is that our intellectual property will be shared without our consent and that workloads are steadily increasing because of these expectations. We also echo the concerns of other locals that the sudden shift in delivery methods will further put undue pressures on our NFT.