

TIPS FOR New Employees

AT THE CANADIAN PRESS

1 Make sure you've been hired properly. If you came in as a temporary employee, either full- or part-time, find out who you are replacing or what special project you're working on. If you're a temporary, make sure you get a letter of hire that details your start and end dates, how many days you work in a week, your job classification and rate of pay. If something doesn't seem right, get in touch with your union, the Canadian Media Guild.

2 Make sure you get the introduction and training you need to do your job. This can range from the simplest thing – a tour of the supply closet – to information about policies of The Canadian Press and training on equipment and operating systems.

3 Make sure you get put on the benefits plan. Complete and return the benefit forms to Human Resources as soon as possible. Benefits kick in for new employees after you complete 3 months of service. If you are a temporary employee with at least 3 months of service, you should be enrolled in all of the benefits except long-term disability. Part-time employees who regularly work 20 or more hours/week are eligible to participate. The company pays a pro-rated portion of the premium.

4 Ask around for a Guild representative in your area and **get a hold of a new member guide**; you can find a list of Guild reps in each location at <http://www.cmg.ca/cpbnbranchcontacts.asp>.

5 **Fill out your union card**, with an email address where we can keep in touch with you, and hand it back to a member of your local executive.

6 **Check the union contract** (“collective agreement”) for all the terms of employment at The Canadian Press, as negotiated in 2007. You can find it online at <http://www.cmg.ca/CPcollectiveagreement2007-09EN.pdf>

If you have questions about anything in the workplace, we urge you to speak to someone from your local Guild executive. You can also get in touch with the national union office at 416-591-5333 or 1-800-465-4149 or by email at info@cmg.ca.



Canadian Media Guild

La Guilde canadienne des médias

CWA/SCA CANADA