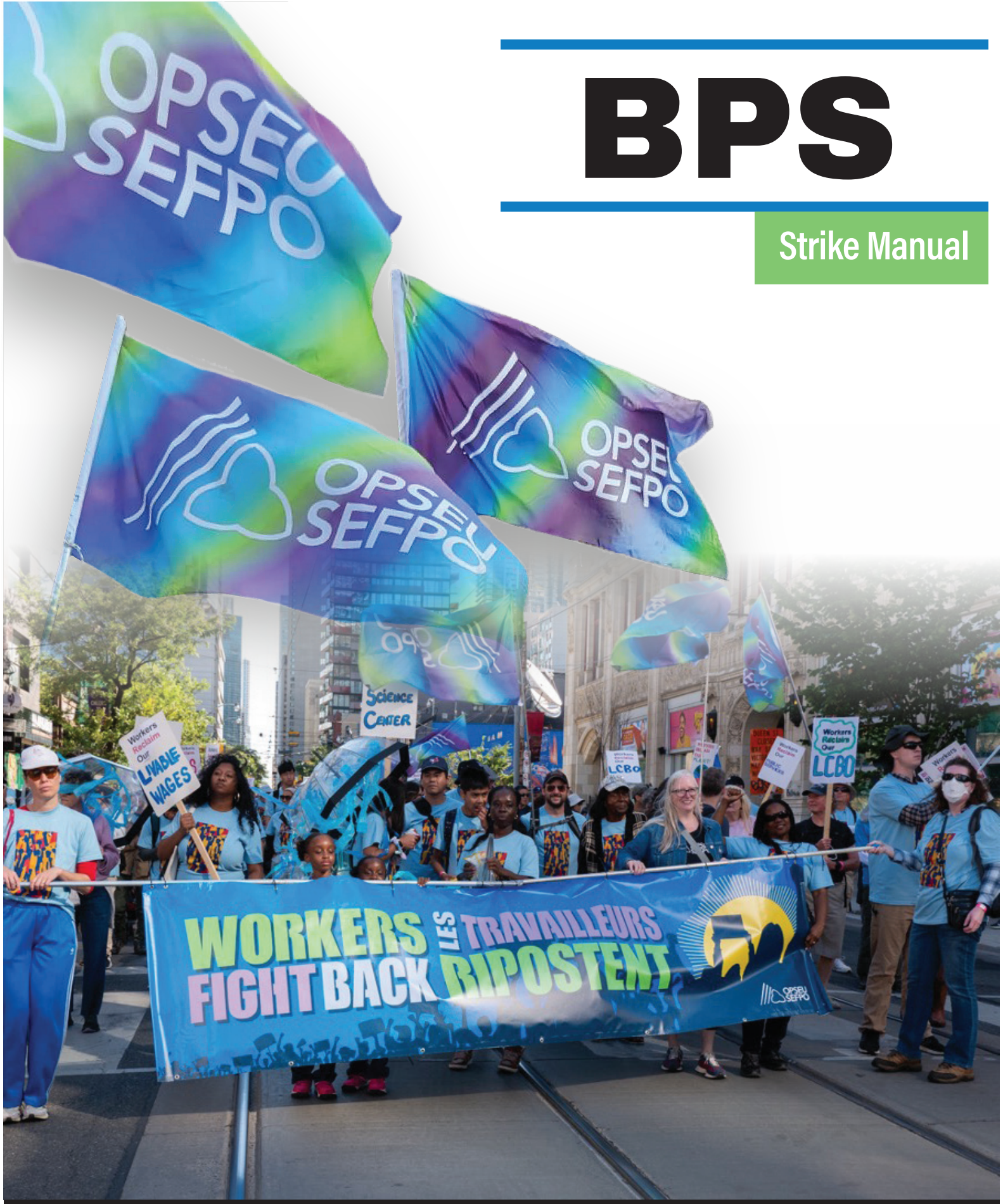


BPS

Strike Manual



Local/Unit: _____

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Message from President JP Hornick & FVPT Laurie Nancekivell

Dear friends,

As unionized workers, strikes are a powerful tool at our disposal in fighting to transform our lives for the better. Strikes are fundamental to workers' history: without them, there would be no labour movement, no collective agreement, nor many of the workplace protections and standards we have today.

During a strike, workers withhold their labour and services, create a dilemma for the employer, and leverage all points of pressure available to them -from the employer's public image and relationships with stakeholders, to the support of the general public and allies in labour and community.

Every single one of you is a powerhouse within your community. When workers channel their existing networks into their workplace fights, they don't just win - they effect immeasurable community change.

When workers take a bold stand for their rights, employers see what an organized membership is willing to do. We are the rising tide that can lift the entire economic landscape: let's show our province what we're capable of.

They can ignore a few of us, but not all of us. When we organize together and fight together, we win. You have all 200,000 OPSEU/SEFPO members behind you.

Solidarity!



JP Hornick
OPSEU/SEFPO President

Laurie Nancekivell
OPSEU/SEFPO First Vice-President/Treasurer

Key Contacts

Strike Headquarters

Address:	
Strike number:	
Email:	

Closest Regional OPSEU/SEFPO Office

Address:	
Main contact #:	
Email:	

Media Spokesperson

Name	Email	Phone

OPSEU/SEFPO Staff Contacts

Staff Representative	
Campaigns Officer	
Communications Officer	

Key Contacts (Cont.)

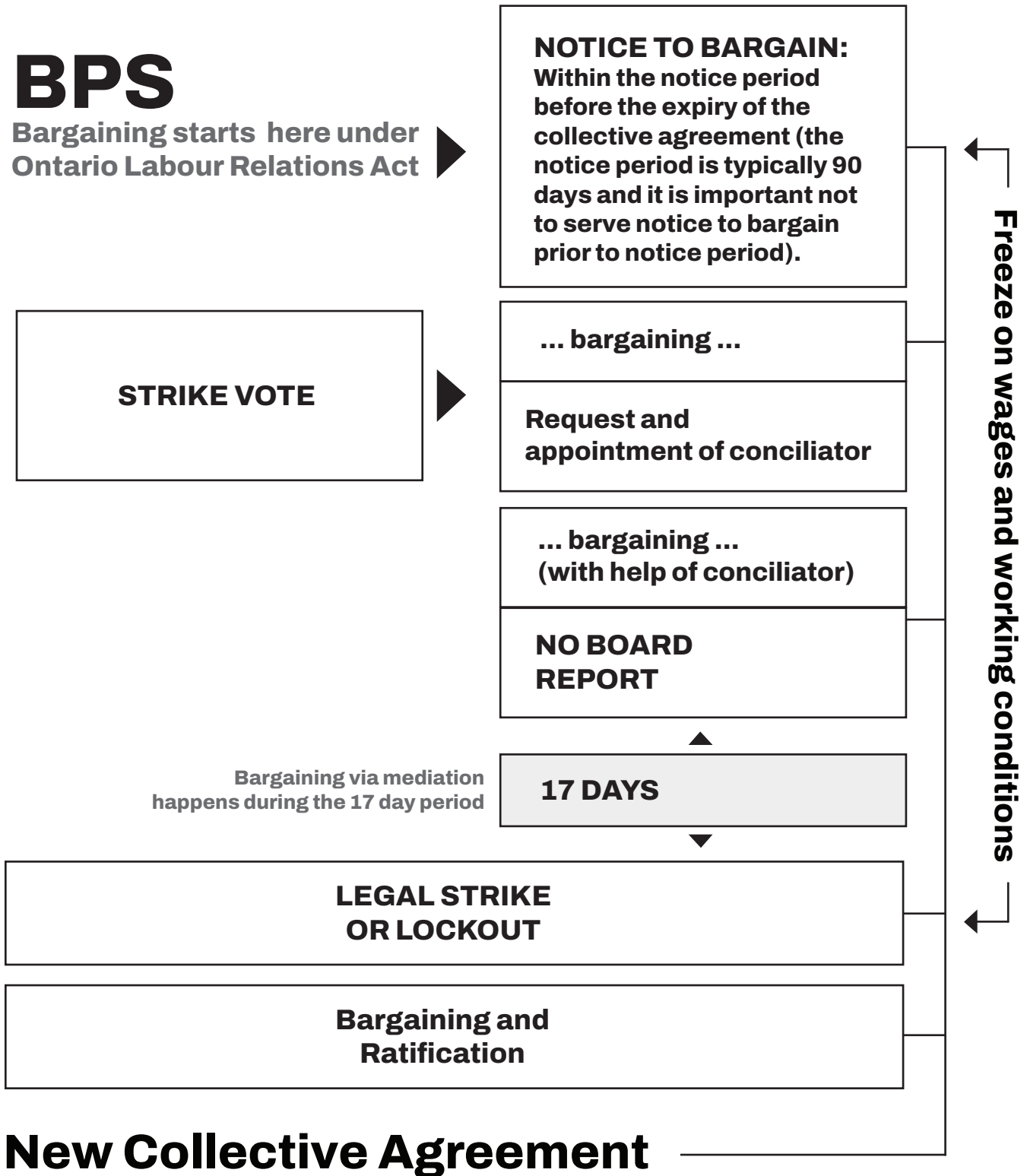
Strike Committees - please fill out for your Unit/Local

Role	Name	Email	Phone
Local President/ Highest Ranking			
Strike Committee Chair			
Strike Finance Subcommittee Chair			
Accommodations Subcommittee Chair			
Hardship Subcommittee Chair			
Communications Subcommittee Chair			

Bargaining Timelines

BPS

Bargaining starts here under Ontario Labour Relations Act



New Collective Agreement

Strike Preparation

Get going early. Our ability to build a successful strike is dependent on the thoroughness of our planning and preparation. Strike preparation reassures members that they are prepared to take on the employer – we need to be able to answer their questions, anticipate challenges, and plan to win.

Establish your **Strike Committee.**

- The local powerhouse of the strike. This committee is responsible for keeping picket lines strong and ensuring all members in the Unit/Local can participate.
- Establishing subcommittees, including: Strike Finance, Accommodation, Hardship, Health and Safety, and Communications.

Prepare your **strike bank account.**

- Falls to the Strike Finance Subcommittee. Bank account will require two signatories.
- After the members have voted to strike and before the start of a strike, Locals can request a \$1,500 start-up advance by completing **Form A - Application for Strike Administration Advance** (see **Appendix**) and submitting it to the Staff Representative for approval and processing.
- It's up to the discretion of the Local to open a **dedicated Local strike account** or to use the existing Local bank account. The \$1,500 start-up advance will be deposited in this account.
- Make sure you have **plenty of cheques available** for the account that is being used for day to day operation of the strike.

Direct all members to register on the **OPSEU/SEFPO Member Portal to submit their Direct Deposit Form.**

1. You can register on the Member Portal here: <http://members.opseu.org> with your union # (which will be sent to you directly; your Local President or Regional Office can also provide your union #).
2. Through the **Member Portal, you can add or update direct deposit information, and dependent information. Direct deposit is the quickest way for members to receive strike pay.**
3. If you are not registered on the Member Portal and would like to submit your Membership Application, you can do so here: <http://hub03.opseu.org/Forms/emaweb>

Ensure your **member contact list is up to date and complete.**

- In the event of a work stoppage, we need to have every member's contact (**non-work cell phone number, non-work email**) in order to relay time-sensitive information.
- Review your contact list early and fill in the gaps.

Local leadership, with assistance of staff, will set up **strike headquarters.**

- Allocating strike headquarters will depend on your geography and needs (ie. a rented location, Regional Office/Membership Centre, a trailer, or van).
- Considerations when establishing your strike headquarters: Is it accessible to all members? Are gender neutral bathrooms available?

Supplying **strike headquarters.**

- **OPSEU/SEFPO Regional Offices** will have certain supplies available for Locals, including:
 - placards for picket signs
 - safety vests
 - whistles
 - rain ponchos
 - flags (limited quantities)
 - strike flyers

Locals will exercise discretion in acquiring materials that may not be available at Regional Offices. OPSEU/SEFPO policy covers the following items for reimbursement:

- strike headquarters/strike trailer rentals;
- portable toilets, where necessary;
- land-based telephone lines and related charges, and cellphone usage charges;
- hydro hook-up and/or electricity generator and generator fuel;
- traffic cones/pylons;
- clipboards;
- garbage bags;
- staple guns and staples;

- staplers and staples;
- string/ribbon;
- markers;
- scissors;
- packing tape;
- picket sign sticks;
- first-aid kits;
- clear plastic bags to cover signs during inclement weather;
- cleaning equipment.

Locals should ensure that designated people are trained in First aid/CPR in case of an emergency on the picket line.

Some items to consider acquiring for health and safety include:

- hand sanitizer;
- bottles of water;
- sunblock;
- caution tape;
- for winter: hand/foot warmers, extra winter gloves and hats, and road salt.

Locals may require the purchase of certain supplies which are not covered as reimbursable under OPSEU/SEFPO policy. For such purchases, Locals should submit **Form C: Pre-Approval of Strike Items Request** (see **Appendix**) through their Staff Representative. If required, the following supplies require pre-approval prior to purchasing:

- rental sound equipment;
- folding tables;
- megaphones;
- tents/canopy for shelter.

Locals receiving pre-approval to cover certain purchases requiring **Form C** will need to fill out **Form H: Reimbursement for Strike Items Returned to OPSEU/SEFPO**, in addition to **Form I: Final Account of Strike Fund** (see **Appendix**) when reconciling strike costs. Your Staff Representative must ensure that non-policy covered items bought during the strike were returned to the Regional Office for use in future work stoppages.

Note: Food, snacks, and water/beverages are not reimbursable strike expenses.

Preparing for changes to [employee benefits](#). Prior to the strike deadline, your Bargaining Team will communicate the outcome of negotiations with the employer to maintain continuance of insured benefits coverage.

- If the employer does not agree to continue coverage, **OPSEU/SEFPO will provide a limited benefit package through the OPSEU/SEFPO Joint Trusteed Benefit Fund (OJTBF) in accordance with OPSEU/SEFPO policy.** OPSEU/SEFPO will also supply insured benefit coverage for any member who is off on a pre-existing disability claim who has had their coverage terminated as a result of a strike/lockout.

Preparing members to [budget for strike](#).

- Strikes are a sacrifice for the opportunity of a better future. While workers who came before found creative ways to support one another through strikes, today workers who fulfill strike duties receive strike pay. Strike pay is designed as a **supplementary support** during a work stoppage. The union puts aside a percentage of membership dues towards a strike fund – but no matter how large, the amount per member will be small. Members need to plan for the long-haul.
- Your Staff Representative will have **financial relief letters**, specific to your home bank, available for members upon request. Members experiencing extreme financial hardship should reach out to their Local's Hardship Relief subcommittee for emergency relief.
 - **Mortgage or Rent:** Talk to your bank, credit union, or landlord to negotiate a plan.
 - **Taxes:** Ask your municipality if you can defer property taxes.
 - **Utilities:** Approach each one with a request to defer at least part of the charges.
 - **Loans:** Ask the lender about a deferral. If that's not possible, consider refinancing to reduce the payments.
 - **Credit Cards:** Investigate all other avenues before carrying balances on your credit cards.
 - **Insurance:** Look for ways to spread out payments.

Strike Headquarters Workplan

Review the Local's budget - what is the monthly rental range we can afford?

Find and secure a location for strike headquarters

Possible locations:	
Who will look into this?	
Setting up insurance:	If liability insurance is needed, please have your Staff Representative reach out to strikeforms@opseu.org
Deadline for a decision?	
What are the hours of operation?	
What is the staffing plan? (i.e. office coordinators)	
Who will schedule office hours? How will they be communicated to members?	
Who will re-supply the headquarters?	
Who will set up hardware (e.g. printer/copier) and service of phones, internet, and utilities? By when?	
Who will oversee finances related to the headquarters and required paperwork (e.g. Form E - Strike Administration Expenses)?	
Who will run supplies from the headquarters to the line?	

Strike Committee

The local powerhouse of the strike. The Strike Committee oversees the coordination of picket lines with Picket Captains and ensures that all members have the support they need to participate in strike duties with the cooperation of Local subcommittees.

The Strike Committee is responsible for all aspects of strike coordination:

- Establish Local Subcommittees (Strike Finance, Communications, Accommodation, Hardship Relief).
- Coordinate food and supplies.
- Picket scheduling and tracking participation.
- Schedule minimum weekly committee meetings with subcommittees, Picket Captains and your Staff Representative.
- Determine a picket strategy and picketing locations in conjunction with Picket Captains.
- Ensure picketing members receive strike pay (via Strike Finance Subcommittee).
- Communicate with members of the Local (via Communications Subcommittee).
- Set up alternative strike duties (via Accommodations Subcommittee).
- Support members in financial hardship (via Hardship Relief Subcommittee).
- Ensure health and safety standards are being upheld on picket lines.

Strike Finance Subcommittee

The Strike Finance Subcommittee is responsible for managing strike finances, inputting strike hours, troubleshooting, welfare, fundraising, and scrounging. It is often headed by the Local treasurer.

OPSEU/SEFPO strike policy says that the Strike Finance Subcommittee will:

- Ensure that strike pay and advances for strike administration are administered in accordance with OPSEU/SEFPO policy; and make sure that **Form E - Strike Administration Expense** (see **Appendix**) is completed and submitted weekly to the Staff Representative for approval, with original receipts/ invoices attached.
- When the strike is over, the subcommittee will: submit to their Staff Representative a completed **Form I - Final Account of Strike Fund** (see **Appendix**), reconciling advances received and expenditures made during the strike; and provide a full report on all strike finances to the Local's next general membership meeting.
- If Locals incurred pre-approvals for strike purchases through **Form C: Pre-Approval of Strike Items Request** (see **Appendix**), the subcommittee will submit to their Staff Representative a completed **Form I - Final Account of Strike Fund** (see **Appendix**).

Strike pay eligibility:

Members who perform 4 or more hours of strike duty per day or a total of 20 hours per week are eligible for strike pay.

How is a dependent family member defined?

- a non-income-earning spouse (excluding a spouse on strike);
- a child under 18 (or under 26 if attending school full-time) OR a dependent child as defined by the collective agreement or benefit plan;
- a disabled family member; or
- an elderly family member who normally receives financial support from the striking member.

If both spouses are on strike, both may claim the dependents.

	Weeks 1-3 daily maximum	Weeks 1-3 weekly maximum	Weeks 4+ daily maximum	Weeks 4+ weekly maximum
Member:	\$90	\$450	\$110	\$550
Each dependent:	\$25	\$125	\$25	\$125

How to administer strike pay:

Each unit must provide their Staff Representative with the names of designated members of the Strike Finance Subcommittee who will input strike duty hours. OPSEU/SEFPO will provide those members with access to the My Members tab on the Member Portal website (<https://opseu.org/members-login>) for the purposes of recording hours.

- Strike pay is calculated daily and submitted **weekly** based on the strike duty hours collected during the sign-in process. Payment will be issued by direct deposit, where possible. OPSEU/SEFPO Accounting will process and issue the strike pay to the member's account and email the member.

For members cross-picketing locations:

Members wanting to cross-picket at locations outside their home worksite must submit a completed **Form J - Picketing/Accommodation Information** (see **Appendix**) with the "Alternate Location" section completed to their Home Local and Receiving Local,

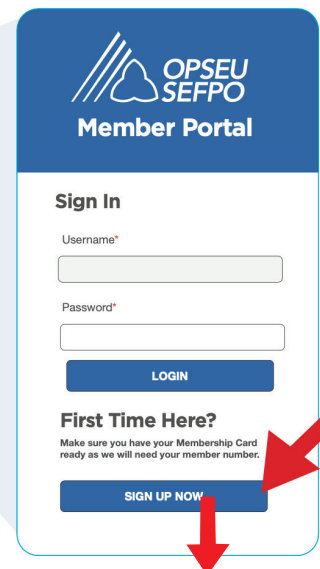
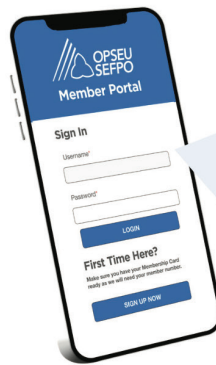
who forwards it to the OPSEU/SEFPO Regional Office. Before these hours for the cross-picketing member can be recorded on the Member Portal, your OPSEU/SEFPO Regional Office must update the database with the cross-picket location for the member.

How to record strike duty hours using the OPSEU/SEFPO Member Portal:

This process is only to be used by Locals not opting into using Vericlock, instead using paper-sign in.

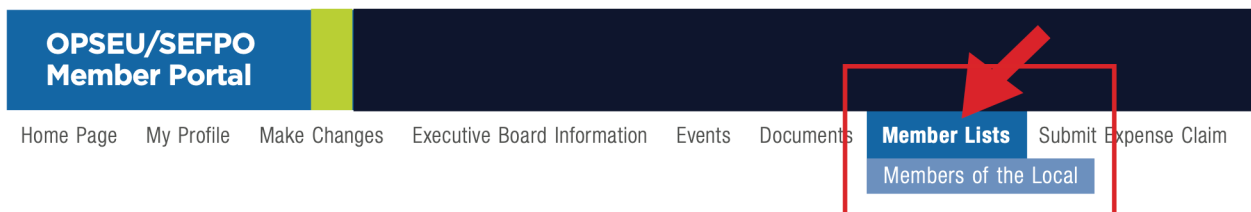
1. First, the designated members of the Strike Finance Subcommittee will login to the OPSEU/SEFPO Member Portal* by going to <https://members.opseu.org> and enter the username and password you created when you first registered.

** If this is your first time logging into the Member Portal, use the "Sign Up Now" button to register. This is where you establish your username and password. Once registered you will login to the Portal with the username and password you established.*



2. Once logged in to the **Member Portal** you will see your information on the **Home Page**. Click on **Member**

Lists to display a list of all the members in your Local. You will be able to record picket duty hours for these members.



- Locate a specific member by typing part of their name in the Search box.

Members of the Local

MEMBER LIST EXPORT

Clear Filter

 < 1 2 3 4 5 ... 13 >

Last Name	First Name	Union #	Member Status	Local Code	Last Picket Hours	Direct Deposit	Strike Hours	Street	City	Province
Last	First	Union	Memb	Loc	Last	Direct	Strik	Street	City	Province
Abram	Jamie	1105173	PT Member	162		No	Strike Hours	217-860 Victory St.	Windsor	ON

- Once you have found the member, click on **Strike Hours**.
- Record the strike duty hours one day at a time.

Strike Hours

Picket Date *

Picket Hours

ADD

Picket Date	Picket Hours	Processed

Showing 1 to 1 of 1 total records
[Show Processed Records](#) [Hide Processed Records](#)

Dependant Information

BACK

Strike Hours

ADD

Picket Date *

Picket Hours

Picket Date	Picket Hours	Processed

Showing 1 to 1 of 1 total records
[Show Processed Records](#) [Hide Processed Records](#)

- Enter **Picket Date**. Note: future dates will not be accepted.
- Enter **Picket Hours**. Note: numbers less than 4 or more than 20 will not be accepted.
- Once the date and hours are entered, click **Add**.
- Your entries will be listed below. To make a correction **Delete** the record and re-enter hours for that date.
- Newly added records have **No** in the **Processed** column. Once OPSEU/SEFPO Accounting processes strike pay for these hours, the **Processed** status changes to **Yes**. To see paid hours click **Show Processed Records**.

If you encounter any technical problems, please send an email to MemberPortal@opseu.org with "Strike Pay" as the subject line.

For any **strike pay** or financial related questions, please email StrikeForms@opseu.org with "Strike Pay" as the subject line.

How to record strike duty hours using VeriClock

How to use VeriClock:

1. Download & Install the VeriClock App.

Search for "VeriClock" in your app store (available for both Android and Apple devices)

Note: In order to use VeriClock, you must be designated a Picket Captain. If you have not received your VeriClock login credentials, please contact your Local President.

Picket Captains can be added 24-48 hrs in advance of a shift by Local Presidents - emailing names and picket locations to tech@opseu.org.

Recording Picket Hours:

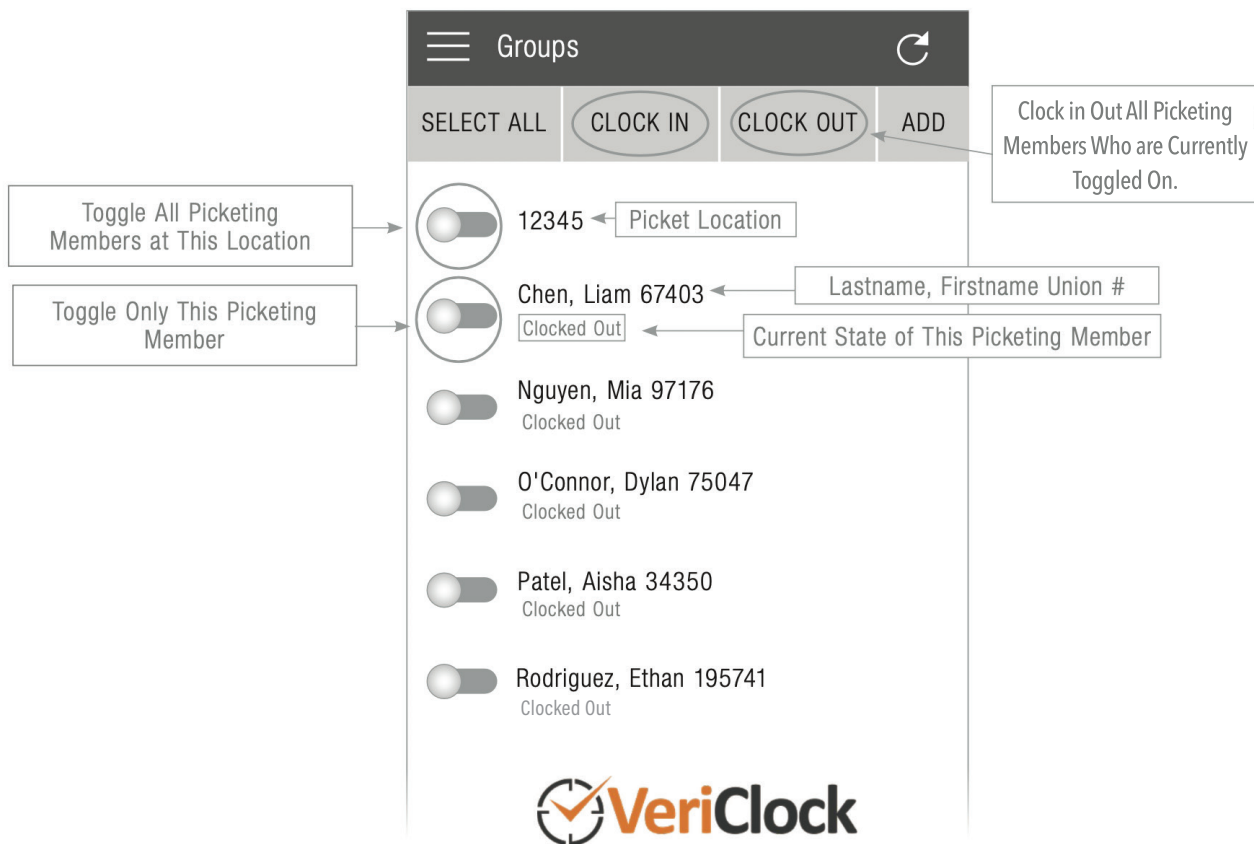
1. Open the VeriClock app.

To access the menu, press 

2. Clock In yourself.

When you first open VeriClock at the start of the day, clock in on the first screen. This ensures your hours are counted. You can return to this screen by selecting "Clock In/ Out" on the menu.

As you clock in, you can leave the "Report" field blank OR add any relevant notes.



3. Open the "Group" page.


On the drop down menu, open the "Group" item. You'll see a list of the picket location (s) you are Picket Captain at, along with the corresponding members who are registered to strike at that picket location. Picketing members are sorted by last name beneath each picket location.

4. Clocking picketing members In/Out:

Clock In: As picketing members arrive, toggle the switch next to their name to the "On" (right/orange) position, and then press "Clock In." You may clock in multiple picketing members simultaneously by toggling them on, and then pressing Clock In.

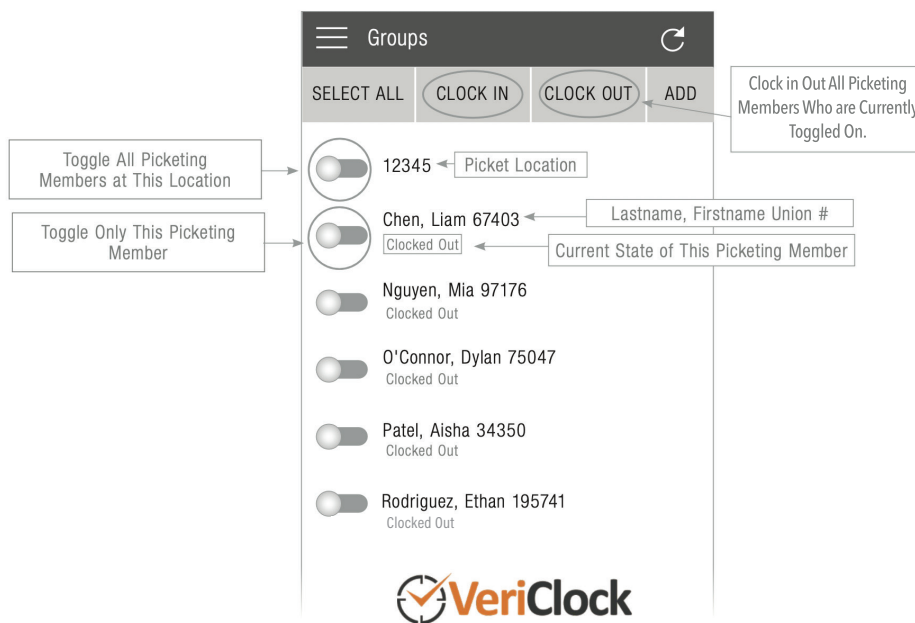
Clock Out: As picketing members leave the picket line, be sure to toggle their switch to the "Off" position and choose "Clock Out" so the timer doesn't continue accumulating time for the member after they have left the picket line.

Note: At the end of a shift, when the picket line is closed, you can click the toggle switch next to the picket location, and then Clock Out everyone on the line. Please avoid the "Select All" button since it will select all locations you have access to; use the toggle next to the picket location only for this purpose.

If more than one Picket Captain is checking people in/out, remember to use the  button to see the current states.

5. Clock Out yourself.

At the end of your shift, return to the "Clock In/Out" page and clock yourself out.



Please note that Units will not be able to opt in and out of VeriClock throughout the duration of the strike. If there is a decision to proceed with VeriClock then this will be the sign-in method moving forward for the duration of the strike. In the event of a technology failure (cellular outage), paper copies of the Form F - OPSEU/SEFPO Strike Duty Performance Register (see Appendix) should be on hand at each picket site.

Communications Subcommittee

Strong, consistent communication is crucial during a strike, both internally with members and externally with the public. This subcommittee is responsible for internal and external communications with assistance from OPSEU/SEFPO. The chair is selected from amongst its members.

Message discipline during a strike **is important**. Not only are we fighting on the ground, but we are also fighting to control the narrative and ensure that the public clearly understands what we are fighting for. Messaging across picket signs, social media content, and interview talking points will be developed together with the Strike Committee and OPSEU/SEFPO Communications staff.

Ahead of the strike deadline, Locals should establish:

- A protocol around communicating strike updates and strike FAQs to members.
- How will you communicate with your members?
- Who will keep communications up to date?
- How often will updates be sent out?
- If the Local has social media accounts or a website, who has access and what are the posting/update protocols?
- Establish how communications will work between: the Strike Committee and Picket Captains and members etc.

The Communications Subcommittee can support through:

- Identify media spokesperson(s) – media training will be provided by OPSEU/SEFPO staff.
- Media talking points, consistent with central messaging in consultation with the bargaining committee, for Local spokesperson(s).
- Identify allies and others you can approach for support in the form of statements of solidarity or donations: for e.g. other unions around worksites; non-union workers; community allies; service users.

Accommodation Subcommittee

All members of a striking bargaining unit have the right to participate fully in the strike. This subcommittee has a legal and moral obligation to **support members requiring accommodation** and to determine and assign alternate strike duties. The chair is selected from amongst its members.

- The Human Rights Code requires accommodation so as not to discriminate on the basis of race, sex, colour, ancestry, place of origin, ethnic origin, marital status, creed, gender identity, gender expression, sexual orientation, age, disability, citizenship, family status, or religion. Members requiring accommodation to perform modified strike picket duties must fill out **Form J - Picketing/Accommodation Information** (see **Appendix**) with a Picket Captain.
- Members who feel they are not being accommodated may seek help from their Staff Representative, Regional Harassment and Discrimination Advisers, and/or their OPSEU/SEFPO Regional Vice-President. No member shall be denied strike pay because the Strike Committee cannot provide alternate duties.

Hardship Relief Subcommittee

This subcommittee is responsible for interceding on behalf of members struggling to make financial obligations. The chair is selected from amongst its members.

- Members struggling with undue financial hardship or emergencies outside of the normal hardships of being on strike – and who have first exhausted all other reasonable options – may qualify for “hardship relief.” As per OPSEU/SEFPO policy, topping up strike pay is not permitted under hardship relief.
 - Upon receiving a request for hardship relief, the Strike Committee shall set up a Hardship Relief Subcommittee. This is not funded centrally by OPSEU/SEFPO, but from donations, fundraising, etc. The names of members requesting hardship relief are to be kept strictly confidential. Members seeking relief must fill out a **Strike Hardship Relief Fund Application Form** (see **Appendix**) and submit it to their Local’s Hardship Relief Subcommittee.
 - The subcommittee should take the following under consideration before making donations to members on strike:
 1. Member is in good standing.
 2. Member is supporting the strike, either with regular or alternative strike duties.
 3. Member has provided reasonable proof that they have exhausted all other reasonable options.
 4. How many members there are in the Local and how much money has been raised by the Hardship Relief Subcommittee.
- As per procedure, once the strike concludes anything remaining in the Hardship Relief Subcommittee’s pool of funds must be forwarded to OPSEU/SEFPO to be placed in the Strike Fund for the use of future striking or locked out members.

Picketing

During a strike, not only are we building up a shared fight – but the employer is also watching. It is in our best interest to ensure that picket lines are strong: well-attended with the numbers to operate safely, well-supplied, and well-organized with high morale.

Picket locations will be determined by the Strike Committee with assistance from OPSEU/SEFPO Campaigns staff. The Strike Committee is responsible for:

- Scheduling picket lines.
- Safety considerations, including # of people per location needed to picket safely.
- Bathroom access and accessibility considerations for each location.
- Running supplies to/from the picket line.

The success of a strong picket line relies on:

- Effectively withholding labour within the bargaining unit;
- Public visibility to the community, employer, and media;
- Creating a sense of shared fight, community, and solidarity for workers on strike;
- Ensuring “no business as usual”;
- Effectively communicating key messages about bargaining and the strike to the public, co-workers, and the media.

Secondary picketing:

Secondary picketing takes place at sites outside of primary work site locations. Locals/Units are encouraged to form **flying squads** early on that may be used to strengthen normal picket lines or carry out special pickets (for e.g. picketing companies that do business with the employer or alternate locations).

Picket Captains:

Picket Captains provide on-the-ground leadership and administrative support for picketing members. Ahead of a strike deadline, all Picket Captains will receive picket training organized by OPSEU/SEFPO staff. Picket Captains are expected to:

- Establish a contact list of 10 members that you will be regularly in contact with throughout the strike (**see Sample Phone Tree Tool**, p. 25).
- Create picket schedules with the Strike Committee and OPSEU/SEFPO staff.
- Ensure your contact list has signed up for picketing and has registered in the Portal.
- Track attendance on the picket line and review with Strike Committee weekly.
- Interact with police and security guards when needed.
- Ensure safety on the picket line, acting as the main point of contact for health and safety issues that may arise.

Stay close to your contacts, ensure they are supported when issues arise. Are members not showing up to the line? Why? What are the barriers to participation, and how can we resolve them? Remember, we win by unifying the ranks – and that means talking to every member.

Member picket sign-in:

Picket Captains are responsible for signing members in and out of the picket line via VeriClock or **Form F: OPSEU Weekly Strike Duty Performance Register** (see: **Appendix**). OPSEU/SEFPO encourages the use of VeriClock for efficient digital attendance tracking of picket hours. Should your Local choose not to use VeriClock, Locals and Staff Representatives should use a paper sign-in system in place as the default.

Dealing with misconduct on the line:

If there is an incident on the picket line: Please complete an **Incident Report Form** (see **Appendix**) and submit it to your Staff Representative. Incident report forms will be provided to all Picket Captains.

- **Alcohol and drugs are prohibited** on picket lines.
- **Disorderly conduct:** Picket Captains have the authority to remove people on the line who engage in improper conduct. At the same time, complaints about Picket Captains should be reported to the Strike Committee, investigated, and resolved quickly before morale is affected. Members should pick an alternate Picket Captain if for some reason their designated Picket Captain does not appear.
- **Social media conduct:** Members are encouraged to exercise caution when posting about strike activities on social media – remember, what the public can see, the employer can too.
- **Abuse or insults:** Members should not respond to abuse or insults from anyone. Be firm in asking persons not to cross the picket line. Picket Captains will determine who is allowed to cross.

Strikebreaking:

- OPSEU/SEFPO members who cross picket lines are strike-breakers – referred to as a “scab.”
 - ➔ Identify them (take their photo, if possible) and inform them of the gravity of their actions. **Do not use physical violence to stop them.**

Picketing Workplan

Task

Communicating the picket schedule and strategy

How will Picket Captains and members see the schedule?

Who will communicate out the schedule?

Who will recruit members to flying squads/mobile picket lines in the event support is needed?

Logistics

Who is responsible for bringing and picking up supplies to and from the picket line?
*May change week to week

Assign runners to re-supply picket lines.

Maintaining morale

Food:

Music:

Chant leaders:

Other activities:

Who will coordinate this?

Thinking ahead - protocol in place to deal with:

**Member-to-member conflict on the line?
 Picket Captains should notify the Staff Representative and complete an Incident Report Form if necessary.**

Conflict with individuals external to the Local?	
Safety around vehicles/aggressive drivers?	
The police?	
The media?	
Dealing with scabs? (when a member crosses the picket line)	
Dealing with contractors crossing the picket line? There's no business as usual during a strike - delaying entry/exit is part of our leverage	
Dealing with deliveries? Many truck drivers are union members and will refrain from crossing the line, if asked	

Emergency/Contingency Planning	
In the event of a medical emergency, please call 9-11 immediately.	
Are there any picketers/Picket Captains currently trained in CPR or First Aid?	
Make sure first aid kits are available for every picket line location and keep them stocked up.	
Who will monitor this?	

Sample Phone Tree Tool

Emergency/Contingency Planning			
Picket Captain	Name	Number	Email
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

Dealing with Police & Knowing your Rights

As union members, we have the **legal right to strike**. During a work stoppage, police are not just tasked with public safety — they also protect the property of employers, who may try to use police as part of their intimidation strategy. Repression intends to quell momentum and solidarity. We can, and will, support each other through it. It is crucial to remain calm and stay level-headed on the line. Focus on why we're here – impulsive decisions can affect overall strategy and create vulnerabilities for the employer to exploit.

We have the right to picket on public property such as sidewalks, laneways, and driveways leading to public roadways. Managers, security guards, or the police may attempt to intimidate and restrict picketing activities on private property.

All communications with police regarding picketing must go through your assigned OPSEU/SEFPO Campaigns Officer or Staff Representative and not individual members. Picket line protocols, which may be encouraged by the police, can only be negotiated and agreed to by an OPSEU/SEFPO representative centrally due to the potential precedent they may have on other picket lines and Locals.

Dealing with an injunction:

Employers or third parties may file court applications for injunctions to restrict or reduce picketing. The employer can also commence an action for damages against members or the union.

Timing is critical for injunction applications, as evidence must be collected and affidavits prepared and filed within very short timelines. The strength of the Union's position and the ultimate result can depend on an immediate response.

Members who are contacted or served with any documents concerning an injunction (notices of motion, etc.) should immediately notify OPSEU/SEFPO.

To protect yourself and the union, you should keep detailed notes of any incident that takes place, and if possible, back it up with photographs or video. Detailed notes should include the time and date the incident took place, the names of the individuals involved and as detailed a description as possible of what took place. Make your notes as soon as possible after the incident.

Dealing with Labour Board Issues:

During a strike, your employer or OPSEU/SEFPO may raise potential Labour Board issues such as charges of bargaining in bad faith, interference with rights, strike-related misconduct, or other unfair labour practices. Locals who receive copies of employer applications to the Labour Board, or who request that OPSEU/SEFPO file an application, should contact their Staff Representative.

Dealing with urgent criminal matters:

In the rare event of criminal charges related to a labour dispute, OPSEU/SEFPO has retained criminal lawyers to deal with specific criminal incidents and **will ensure members are supported**.

For urgent legal issues, as in the rare event that a member is **detained or arrested** by the police, Picket Captains must contact their Staff Representative immediately. Picket Captains should note all names and badge numbers of arresting officers.

- Staff are asked to contact our external criminal lawyer, retained by OPSEU/SEFPO to represent members through police investigations.
- OPSEU/SEFPO staff and members **should not provide advice on criminal matters**, including whether members should speak with police.

If you are arrested:

1. Offer no resistance, either physical or verbal.
2. Request to contact a lawyer for legal advice before being interviewed.
3. Decline to answer any questions or make any written or oral statements to the police until you have spoken with a lawyer and received legal advice.
4. Be aware that police evidence can include informal comments, conversations, or body language.
5. If required, go along to the police station and provide only the necessary identifying information, such as name, address, and telephone number.
6. Inform strike headquarters and your Staff Representative as soon as possible.
7. For your own use, write down the names of any potential witnesses, including any police officers who may be witnesses.

A person arrested is usually released within a few hours after signing a “promise to appear” in court. Ideally, a lawyer should read it before you sign it. The document should specify the charge and the date of the alleged offense.

Dealing with all other legal matters:

For legal advice concerning picket lines and general criminal issues, or any additional questions, Staff Representatives will contact OPSEU/SEFPO legal counsel.

Back-to-Work Agreement

After a strike or lockout, a back-to-work agreement with the employer that covers issues that may be hangovers from a strike is negotiated by the Bargaining Team. OPSEU/SEFPO Negotiations will work closely with the Bargaining Team in developing a back-to-work protocol that endeavours to protect members from discipline, legal action, or any other reprisals and which covers pension, benefits, and seniority issues. Reasonable deadlines will be set for an orderly return to work. The back-to-work agreement should always form part of the tentative agreement.

After the strike is over, any eligible members awaiting recall to work may continue to earn strike pay until they return to work, to a maximum of two weeks' strike pay. In such a case, strike pay is dependent upon the performance of "clean-up" duties, if any, assigned by the Strike committee.

After the Strike

By participating in strike preparation and strike action, you have joined a long tradition of workers standing up for their rights and acting in solidarity with their comrades! Strikes are a fruitful organizing opportunity to come together and deepen relationships through collective action. Whatever the outcome, the relationships you make during a strike are transformative – and you will come out on the other side a stronger, changed Local. Be proud of yourself, and each other!



APPENDIX



Form A - Application for a Strike Administration Advance

OPSEU/SEFPO Local _____ hereby makes application for a start-up advance of \$1,500 as provided for under Section 5.1 of the Strike Policy.

Please make this cheque payable to:

OPSEU/SEFPO Local _____ STRIKE ADMINISTRATION ACCOUNT.

And

Deposit to Bank of Montreal - Designated Bank Account

Note: Any unused or non-reconciled amount remaining from the initial \$1,500 advance must be reconciled using Form I and provided to the staff representative within 60 days after the strike end date.

Additional Information

Employer Name: _____

Date of Strike Vote: (mm/dd/yyyy) _____

Contact Information for the Strike Finance Subcommittee Chair

Name: _____ Member ID: _____

Non-Employer Email Address: _____

Submitted by:

Signature of Strike Finance Subcommittee Chair

Date: (mm/dd/yyyy)

Approved by:

Name of Staff Representative

Date: (mm/dd/yyyy)

Signature of Staff Representative

Regional Office

SUBMIT TO THE STAFF REPRESENTATIVE FOR APPROVAL AND PROCESSING



Form C - Pre-Approval of Strike Items Request

Date: (mm/dd/yyyy) _____ Local: _____ Bargaining Unit: _____

Regional Office: _____ Staff Representative: _____

Requested by: _____ *(Local Strike Finance Subcommittee)*

All requests must be pre-approved by the staff representative and regional office supervisor prior to any expenditures.

Item Description	Quantity Requested	Rationale	Cost \$	Approved/ Not approved
(A) Generator (capacity)				
(A) Trailer (rental)				
(A) Portable Toilet (rental)				
Additional items requested				
Two-way Radios				
Shelter/Canopy				
Safety Vest/Shirt				
Extension Cord				
Chains				
Locks				
Cone/Pylon (Traffic/Safety)				
Computer/Printer				
Garbage Bin				
Total				

*(A) = Allowable expense as per policy

Approved by: _____
Staff Representative Name
Staff Representative Signature
Date: (mm/dd/yyyy)

Approved by: _____
Regional Office Supervisor Name
Regional Office Supervisor Signature
Date: (mm/dd/yyyy)



Form D - Request for Additional Quarterly Rebate

OPSEU/SEFPO Local _____ hereby makes application for an additional quarterly rebate, as provided for under Section 5.1.3 of the Strike Policy.

Strike Date: (mm/dd/yyyy) _____ Requested by: _____

Last Trustees' Audit Report: _____

Last Rebate Amount: _____ Number of Members: _____

For units of local only (where more than one bargaining unit in local):

Number of members in unit: _____ % of rebate payable to unit: _____

Please make this cheque payable to: OPSEU/SEFPO Local _____

Send cheque to:

Name: _____ Address: _____

Chair, Strike Finance Subcommittee Signature of Chair, Strike Finance Subcommittee Date: (mm/dd/yyyy)

Local President Signature of Local President Date: (mm/dd/yyyy)

SUBMIT TO THE STAFF REPRESENTATIVE FOR APPROVAL AND PROCESSING

For Internal Use Only

Name of Staff Representative Date: (mm/dd/yyyy) _____

Signature of Staff Representative Regional Office _____

Amount to be paid: _____

Charge to strike fund account code: _____ Date: (mm/dd/yyyy) _____



Form E - Strike Administration Expense

Fill out and submit to replenish initial start-up advance, as required. Date: (mm/dd/yyyy) _____

Local/Unit Name: _____ Local No.: _____

Date: (mm/dd/yyyy)	Description of Supplies Purchased	Amount \$
Total		

Name of Chair, Local Strike Finance Subcommittee Signature of Chair, Local Strike Finance Subcommittee

Approved Total: _____

Approved by:

Name of Staff Representative

Date: (mm/dd/yyyy)

Signature of Staff Representative

Regional Office

**ATTACH ORIGINAL RECEIPTS/INVOICES AND FORWARD TO THE
STAFF REPRESENTATIVE FOR APPROVAL AND PROCESSING**

Retain a copy for local records and completion of Form I (*Final Account of Strike Fund*)



Form H - Reimbursement for Strike Items Returned to OPSEU/SEFPO

Refer to Form E for approved items Local: _____

Signature of Chair, Local Strike Finance

Signature of Chair, Local Strike Finance Subcommittee

Date of Purchase: (mm/dd/yyyy)	Item	Description	Amount \$	Initials
Total				

Approved Total: _____

SUBMIT TO THE STAFF REPRESENTATIVE FOR APPROVAL AND PROCESSING

Date: (mm/dd/yyyy) _____ Regional Office: _____

Reviewed and approved by: _____
Staff Representative (Name)
Signature of Staff Representative



Form I - Final Account of Strike Fund

Employer: _____ Local: _____

Strike Finance Subcommittee Chair Name: _____

Strike start date: (mm/dd/yyyy) _____ Strike end date: (mm/dd/yyyy) _____

All bills must be paid and the strike account closed no later than 60 days after the strike is finished.

1 Start-up Advance received \$1,500

2 Expenses

a) Form E's submitted and reimbursed - total amount _____

b) Expenses still outstanding - attach Form E _____

3 Balance owing/owed *For any balance owing, make cheque payable to OPSEU/SEFPO* _____

Form E's Submitted

Date Submitted (mm/dd/yyyy)	Approved Total \$

Date Submitted (mm/dd/yyyy)	Approved Total \$

Failure to complete and forward this information within the timelines provided will result in local rebate(s) held in trust until such time as this information is received.

Total Approved: _____

Grand total: _____

Staff Representative Name _____ Regional Office _____ Date: (mm/dd/yyyy) _____

Staff Representative Signature _____ Signature, Strike Finance Subcommittee Chair _____



Form J - Picketing / Accommodation Information

Contact Information *(all fields required to receive strike pay)*

Member's Name: _____

Address: _____

Member's Union I.D.: _____

Local : _____

Province: _____

Phone Number: _____

Postal Code: _____

Sector/Division:

OPS - Corrections OPS - Unified

BPS CAAT-A CAAT-S LBED

Employer/Ministry: _____

Non-Employer Email Address: _____

Accommodation

I will require accommodation to perform modified strike duties.

Alternate Location

I would like to picket at an alternative location at Local Number: _____

at (address, city)

To picket at another Local, a member must receive authorization from their home Local's strike committee, as well authorization from the receiving Local's strike committee.

Home Local Number: _____

Receiving Local Number: _____

Home Local Strike Committee Member Name

Receiving Local Strike Committee Member Name

Signature

Signature

NOTE: A COPY OF THIS FORM MUST BE GIVEN TO BOTH THE HOME LOCAL AND THE RECEIVING LOCAL IN ORDER FOR THE MEMBER TO RECEIVE STRIKE PAY.



Formulaire A - Demande d'avance pour l'administration de la grève

Par la présente, la section locale _____ du OPSEU/SEFPO demande une avance initiale de 1500 \$, conformément à l'article 5.1 de la Politique de grève.

Veuillez libeller le chèque à l'ordre de :

Section locale du OPSEU/SEFPO _____ COMPTE D'ADMINISTRATION DE LA GRÈVE

et

Dépôt à la Banque de Montréal - Compte bancaire désigné

Remarque : Tout montant restant de l'avance initiale de 1 500 \$ qui n'a pas été dépensé ou qui n'a pas fait l'objet d'un rapprochement de comptes, doit être rapproché en utilisant le Formulaire I, lequel doit être remis au délégué du personnel dans les 60 jours suivant la grève.

Renseignements supplémentaires

Nom de l'employeur : _____

Date du vote de grève : (jj/mm/aaaa) _____

Coordonnées du président du Sous-comité des finances de la grève.

Nom : _____ N° d'adhérent : _____

Adresse courriel (pas celle du travail) : _____

Soumis par :

Signature du président du Sous-comité des finances de la grève

Date : (jj/mm/aaaa)

Approuvé par :

Nom du délégué du personnel

Date : (jj/mm/aaaa)

Signature du délégué du personnel

Bureau régional

À ENVOYER AU DÉLÉGUÉ DU PERSONNEL POUR APPROBATION ET TRAITEMENT



Formulaire D - Demande de remise trimestrielle supplémentaire

Par la présente, la section locale _____ du OPSEU/SEFPO demande une remise trimestrielle supplémentaire, conformément à l'article 5.1.3 de la Politique de grève.

Date de la grève : (jj/mm/aaaa) _____ Demandé par : _____

Dernier rapport de vérification interne : _____

Montant de la dernière remise : _____ Nombre de membres : _____

Pour les unités des sections locales seulement (dans le cas des sections locales à unités multiples) :

Nombre de membres dans l'unité : _____ % de la remise payable à l'unité : _____

Veuillez libeller le chèque à l'ordre de : SECTION LOCALE du OPSEU/SEFPO _____

Envoyez le chèque à :

Nom : _____ Adresse : _____

Président du, Sous-comité des finances de la grève Signature du président, Sous-comité des finances de la grève Date : (jj/mm/aaaa)

Président de la section locale Signature du président de la section locale Date : (jj/mm/aaaa)

À ENVOYER AU DÉLÉGUÉ DU PERSONNEL POUR APPROBATION ET TRAITEMENT

Réservé à l'usage interne

Nom du délégué du personnel Date : (jj/mm/aaaa) _____

Signature du délégué du personnel Bureau régional _____

Montant à payer : _____

Code du compte du Fonds de la grève : _____ Date : (jj/mm/aaaa) _____



Formulaire I - Compte final de la caisse de grève

Employeur : _____ Section locale n° : _____

Nom du président du Sous-comité des finances de la grève : _____

Date du début de la grève : (jj/mm/aaaa) _____ Date de la fin de la grève : (jj/mm/aaaa) _____

Toutes les factures doivent être payées et le compte de grève doit être fermé au plus tard 60 jours après la grève.

1 Avance initiale reçue 1 500 \$

2 Dépenses

a) Formulaire E soumis, dépenses remboursées - montant total _____

b) Dépenses à rembourser - joindre le formulaire E _____

3 Solde dû *Pour tout solde dû, veuillez faire un chèque à l'ordre du OPSEU/SEFPO* _____

Formulaires E soumis

Date de soumission (jj/mm/aaaa)	Total approuvé \$

Date de soumission (jj/mm/aaaa)	Total approuvé \$

Total approuvé : _____

Grand total : _____

Si vous ne retournez pas ce formulaire dûment rempli dans les délais prescrits, remises aux sections locales seront détenues en fiducie jusqu'à la réception de ces renseignements.

Nom du délégué du personnel

Bureau régional

Date : (jj/mm/aaaa)

Signature du délégué du personnel

Signature du président, Sous-comité des finances de la grève



Formulaire J - Renseignements : piquetage / accommodement

Coordonnées (tous les champs doivent être remplis pour recevoir l'indemnité de grève)

Nom du membre : _____ Adresse : _____

N° d'adhérent : _____

Section locale n° : _____ Province : _____

Numéro de téléphone : _____ Code postal : _____

Secteur/Division :

FPO SP CAAT-A CAAT-S LBED

Employeur/Ministère : _____

Adresse courriel (pas celle au travail) : _____

Accommodement

J'ai besoin d'un accommodement pour effectuer des tâches de grève modifiées.

Autre endroit

Je souhaite faire du piquetage à un autre endroit, à la section locale : _____

(adresse, ville)

Pour piqueter avec une autre section locale, un membre doit recevoir l'autorisation du Comité de grève de sa section locale et du Comité de grève de la section locale réceptrice.

Section locale du membre : _____ Section locale réceptrice : _____

Nom du membre du Comité de grève de la section locale du membre

Nom du membre du Comité de grève de la section locale réceptrice

Signature

Signature

REMARQUE : AFIN QUE LE MEMBRE PUISSE RECEVOIR L'INDEMNITÉ DE GRÈVE, UNE COPIE DE CE FORMULAIRE DOIT ÊTRE REMIS À LA SECTION LOCALE DU MEMBRE ET À LA SECTION LOCALE RÉCEPTRICE.



Strike Hardship Relief Fund Application Form

First name: _____ Last name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Preferred phone: _____ Alternate phone: _____

Secure email: _____ Local #: _____

Amount of your request from the Strike Hardship Relief Fund \$: _____

Reason for applying

Please give us a full and detailed explanation (or you can continue on a separate page if required.)

The Strike Hardship Relief Committee may contact you. Where necessary receipts, invoices or proof of need may be required. To the best of my knowledge, all the information given in this form is true.

Signature of the applicant _____ Date (mm/dd/yyyy) _____

By signing this application, you give consent of your personal information to be discussed with all members of the Strike Hardship Relief Committee.





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