



## **Resources for CAPE Stewards**

CAPE provides its stewards access to thousands of resources, including the training manuals distributed at our Stewards Training Programs. In addition, the CAPE website gives you access to CAPE policies and practices, Frequently Asked Questions and a great many links to additional information. Before contacting the national office with a question, it is highly probably that you can find the question in any one of the resources listed below...

### **Training Manuals**

As a CAPE Steward you will be required to attend Stewards' Training once every five years. The Association offers training in basic Stewards' Training and Occupational Health and Safety and offers a program entitled "Know Your Collective Agreement" for all Local Leaders. The Association also offers training in collective bargaining for those Local Leaders and members at large interested in participating in the collective bargaining process.

These programs are accompanied by exhaustive training manuals developed by the professional Labour Relations Officers and Negotiators at CAPE.

### **The CAPE Website**

The CAPE Website puts literally thousands of resources at your fingertips. Most important to you in your roll as steward will be such things as –

The CAPE Collective Agreements:

EC : [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/coll\\_agre/ec/ec-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/coll_agre/ec/ec-eng.asp)

TR: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/coll\\_agre/tr/tr-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/coll_agre/tr/tr-eng.asp)

LoP: [http://acep-cape.ca/pdfs/General/files/CollectiveAgreementLoP\\_ConventioncollectiveBdP\\_e.pdf](http://acep-cape.ca/pdfs/General/files/CollectiveAgreementLoP_ConventioncollectiveBdP_e.pdf)

The CAPE By-Laws:

[http://acep-cape.ca/pdfs/General/files/Bylaws\\_Reglements\\_12\\_12\\_e.pdf](http://acep-cape.ca/pdfs/General/files/Bylaws_Reglements_12_12_e.pdf)

The CAPE Constitution:

[http://acep-cape.ca/pdfs/General/files/Constitution\\_Statuts\\_12\\_e.pdf](http://acep-cape.ca/pdfs/General/files/Constitution_Statuts_12_e.pdf)

NJC Directives: <http://www.acep-cape.ca/EN/collAgreements/>

CAPE Policies and Protocols: <http://www.acep-cape.ca/EN/policiesProtocols/>

Direct access to other Local Leaders: <http://www.acep-cape.ca/EN/localLeadership/>

Direct access to Local Presidents: <http://www.acep-cape.ca/EN/presidentsCouncil/>

Direct access to the National Executive Committee:  
[http://www.acep-cape.ca/EN/NEC/nationalexecutive\\_e.htm](http://www.acep-cape.ca/EN/NEC/nationalexecutive_e.htm)

Immediate access to the answers to questions most frequently asked by members:  
<http://www.acep-cape.ca/EN/FAQs/>

In addition, if you can't find what you're looking for on the CAPE website, you have direct access to CAPE National Office Staff  
[http://www.acep-cape.ca/EN/dirContacts/nationaloffice\\_e.htm](http://www.acep-cape.ca/EN/dirContacts/nationaloffice_e.htm)

Thank you for agreeing to play a vital and crucial role in the Association. The CAPE national office staff will do everything in its power to assist you in your efforts to support and strengthen the Canadian Association of Professional Employees.