[ASSOCIATION NAME]

**Strike Contingency Planning**

[DATE]

The [ASSOCIATION NAME] Executive is hopeful that our negotiating team will reach a settlement at the table during mediation. However, there is the possibility that members will be locked out by the Administration, or that [ASSOCIATION NAME] will take legal strike action. To be prepared if there is a labour disruption, here are some practical matters that members should consider.

Your office and/or lab

Other than under specific and exceptional circumstances, you would not have access to your office and/or lab during a job action.

* Move copies of crucial working documents, files, print, and other portable material off-campus.
* Alert colleagues from other universities or agencies of the labour situation at [INSTITUTION NAME] and inform them of alternative contact information.
* Check that there are enough lab supplies to last for the duration of a job action, and, if necessary, order supplies now. You would not be able to order supplies during a strike or lockout.
* If a labour disruption seems inevitable, consider leaving recorded messages on office and/or lab telephones that inform callers of an impending job action and provide them with alternative contact information.

If, during a job action, access to a lab or research facility is necessary to protect the integrity of lab-based research and scholarly activity, you would need to send an access request to the [ASSOCIATION NAME] Executive. If urgent access to the campus is needed during a legal strike, you would contact your picket captain, who would network with the Employer.

Your students and/or research assistants

[ASSOCIATION NAME] will soon be putting out a more detailed notice focused on whether, and how, to discuss strikes and lockouts with your classes. For now, you may want to

* Speak to your research assistants and graduate students about their roles and your expectations during a job action. We see no reason they could not continue to work and be paid, but we do not know what the Employer would do.
* Avoid telling students that there is “no chance” of a strike or lockout.

Your online access

We do not know whether the Employer would deny access to email and campus servers. During a job action, [ASSOCIATION NAME] would not use the school email system to communicate with members. Instead, the faculty association website [INSERT URL]would be the key method of communication. You may need to login to view confidential communications. Please:

* Ensure that you have an alternative (not a university email address) email address such as Gmail, Hotmail, or Outlook.
* If asked, send your alternative email address to [INSERT EMAIL ADDRESS].
* You will then receive confirmation that your account has been created at [INSERT URL].

Your personal finances

In case of a lockout or strike, members performing strike service would receive tax free strike pay of $[VALUE] per day, [#] days a week. Payment dates will be decided after a strike has started.

* Review your financial situation considering the possibility of a period with a lower level of income.
* Contact the manager of your credit union or bank, mortgage officials, and/or investment officials and inform them of the approaching possibility of a temporary salary interruption resulting from a legal job action. They may have discretion to defer or alter mortgage and other loan payments in such circumstances, but you must consult your own financial institution.
* If you have expense claims for reimbursement from [ASSOCIATION NAME], send them now to be reimbursed prior to any stoppage of wages.
* If you are entitled to cash advances for scholarly travel, and have upcoming conference presentations or research trips planned, arrange these advances now.

Your healthcare benefits

[ASSOCIATION NAME] is currently seeking agreement from the Employer that [ASSOCIATION NAME] be entitled to pay directly for member fringe benefits during any lockout or strike, but an agreement has not yet been reached. Therefore, there is some possibility that health and prescription benefits would be suspended. To help ensure minimal disruption to essential healthcare, make arrangements now for yourself and for members of your family who receive coverage under your policy.

* Refill prescription medicines.
* Reschedule appointments for dental appointments or paramedical services.
* Get new prescriptions for vision care.

Your picketing preparations

More detailed information will be made available as necessary as negotiations proceed. If you would like to get involved in the planning process, contact [ASSOCIATION NAME]. For Picketing, there is a need for one picket captain per department or school, who would prepare a list of all department members and telephone numbers, and alternate emails. For larger departments, it would be advisable to set up a telephone tree, so that two or three people can reach all members after a minimal number of telephone calls. Should you have a department meeting soon, you might want to discuss this prior to or after the meeting.

The Logistics Committee is dedicated to communications between pickets and headquarters, and the organization of rides to the picket lines and to the strike headquarters for members as well as for out-of-town visitors to [INSERT LOCATION]. Note that on [DATE], we will host support pickets from across Canada, thanks to the CAUT Defence Fund’s Flying Picket program.

The role of the Services Committee will be to ensure a steady supply of food and refreshments, as well as first aid and any other needed service on or near the picket lines.