

Summary of Contents

Volume 1

Chapter 1.	Canadian Employment Law and Collective Bargaining
Chapter 2.	The Union and Its Members
Chapter 3.	Management and Its Constituents
Chapter 4.	The Union-Management Relationship
Chapter 5.	Preparation for Collective Bargaining
Chapter 6.	Negotiation
Chapter 7.	Costing of Proposals
Chapter 8.	Duty to Bargain
Chapter 9.	Collective Bargaining Tactics and The Law

Volume 2

Chapter 10.	Drafting the Collective Agreement
Appendix 10A.	Master Drafting Checklist
Chapter 11.	Preamble
Chapter 12.	Scope of Agreement and Union Recognition
Chapter 13.	Management Rights
Chapter 14.	Non-Discrimination and Human Rights
Chapter 15.	Union Rights and Responsibilities
Chapter 16.	Hours of Work and Rest
Chapter 17.	Classification of Employees
Chapter 18.	General Holidays and Holiday Pay
Chapter 19.	Vacations and Vacation Pay
Chapter 20.	Leaves of Absence
Chapter 21.	Wages
Chapter 22.	Seniority

COLLECTIVE BARGAINING AND AGREEMENT

Chapter 23.	Lay-off and Recall
Chapter 24.	Filling Vacancies
Chapter 25.	Technological Change
Chapter 26.	Contracting Out and Transfer of Work
Chapter 27.	Benefits
Chapter 28.	Pensions
Chapter 29.	Attendance
Chapter 30.	Illness and Disability
Chapter 31.	Medicals
Chapter 32.	Alcohol and Drug Testing
Chapter 33.	Clothing, Tools and Equipment
Chapter 34.	Safety
Chapter 35.	No Strike or Lock-out
Chapter 36.	Grievance and Arbitration Procedure
Chapter 37.	Other Clauses
Chapter 38.	Term of Agreement
Chapter 39.	Letters of Understanding
Chapter 40.	Memorandum of Settlement
Chapter 41.	Return to Work Agreement

Appendices

Appendix IF.	Issues in Focus
Appendix SLL.	Selected Legal Literature
Appendix WP.	Words and Phrases

Table of Cases

Index