



Memorandum

XO/08/17

To: National Board of Directors

From: Robyn Benson, National President

Date: May 24, 2017

Subject: **Membership in Good Standing – new online form/process**

As you know, due to a Phoenix pay system problem, members who ought to be in good standing have been rendered not in good standing because their dues have abruptly stopped (despite their continued employment). Unfortunately, it is impossible for Membership Administration to determine if dues have stopped due to a Phoenix glitch or if the member is on leave, retired, etc.

In order to properly determine delegate entitlement for upcoming conventions; it is imperative that members who are in good standing be correctly reflected as such in UnionWare. Membership Administration is already working with your Component with respect to the MIGS status of your local executive members; and for members who do not hold office, a new process is being introduced to address the situation.

A new online form is now available on the PSAC website (<http://psacunion.ca/migs>) whereby a member can request to remain in good standing in absence of union dues. The same form will serve for both members who are on leave from their substantive position and subject to the PSAC Constitution Section 4, Sub-Section (2) (a) to (k), and the members who have seen their dues cease because of a Phoenix problem. I am also attaching a copy of the form for your information.

Membership Administration will receive, process and respond to the Phoenix-related requests. An override of UnionWare has been put in place to ensure that members who have made a request remain in good standing until such time as union dues restart. This information will also allow Membership Administration to start tracking these members. The Executive Office will receive, process and respond to the non-Phoenix-related requests to remain in good standing as is the usual process under the *PSAC Constitution*.

In order to ensure that members in good standing are reflected as such and delegate entitlements are as accurate as possible; please share this information widely with your staff and locals.

If you have any questions regarding this process, please contact PSAC Membership Administration Supervisor, Micheline Labelle-Jackman, at 613-560-4351 or LabelleM@psac-afpc.com.

Thank you for your cooperation.

In solidarity,



Robyn Benson
National President

RB/mlj

c.c.: Directors' Team
 Regional Coordinators
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