

# ASSOCIATE SERVICES APPLICATION

## ABOUT CSSEA

CSSEA provides human resources, labour relations, collective bargaining, research and knowledge management services to over 200 member agencies and 87 associate agencies throughout British Columbia.

CSSEA is the accredited bargaining agent for the community social services sector, negotiating collective agreements for Aboriginal Services, Community Living Services and General Services agencies that together employ more than 17,000 unionized employees.

Unionized and non-unionized agencies that are not legislated CSSEA members can benefit from the same high quality specialized services members receive by becoming a CSSEA associate.

As a client-focused organization, CSSEA builds constructive and collaborative relationships with members, associates, unions and government to deliver the highest quality service.

With over 20 years of specialized experience and knowledge within the social services sector, CSSEA is a cost effective alternative to more general services offered by labour lawyers or private consultants.

## APPLICATION PROCESS

Complete and return this application form to CSSEA. Your completed application form will be reviewed by CSSEA to confirm your agency qualifies for Associate status. Upon completion of this review, you will be contacted in person and notified in writing regarding the status of your application.



### MORE INFORMATION

If you would like more information about CSSEA services, please visit our website or contact Karen May, Compensation Analyst and Member Services Lead

**Phone:** 604.601.3109  
1.800.377.3340 ext 109

**Fax:** 604.687.7266

**Email:** [kmay@cssea.bc.ca](mailto:kmay@cssea.bc.ca)

## ASSOCIATE SERVICE LEVELS

CSSEA offers the following Associate Service levels:

**Consulting Services including bargaining**  
**\$10,000 per year plus GST**

**Consulting Services**  
**\$5,000 per year plus GST**

**Subscription Services**  
**\$200 per year plus GST**

Services (plus GST)	CONSULTING SERVICES INCLUDING BARGAINING** \$10,000 PER YEAR***	CONSULTING SERVICES \$5,000 PER YEAR	SUBSCRIPTION SERVICES \$150 PER YEAR
Collective Bargaining*	✓	\$125/hr	\$175/hr
Labour Relations	✓	✓	\$150/hr
Human Resources	✓	✓	\$150/hr
Job Classifications	✓	✓	\$100/hr
Compensation Analysis	✓	✓	\$100/hr
Other HRLR Services	✓	✓	\$150/hr
Sector Surveys and Reports	✓	✓	x
One regional HRLR Training Session	✓	✓	x
Preferred Rates from Partner Service Providers	✓	✓	✓
Access to CSSEA's Annual Fall Conference.	✓	✓	✓
HRLR Templates, Resources and Best Practices Materials	✓	✓	✓
HRLR Email Alerts	✓	✓	✓

\*Travel costs not included.

\*\*Based on a three-year contract.

\*\*\*Based on renewal of one existing collective agreement.

# Application for Associate Status - CSSEA

## A Agency Information:

Registered/Legal Name:

Operating Name:

Telephone Number:

Fax Number:

E-mail:

Address (suite, number, street, city, postal code, postal box for transition houses):

Contact Person:

Position:

Legal Status (registered company, sole proprietor, non-incorporated partnership, incorporated society):

Incorporation/Registration Number:

Date of Registration:

## B Full-Time Equivalents:

**Total FTEs**

Please enter the number of full-time equivalents (FTEs) in your organization:

An FTE is the equivalent of one person working 1957.5 hours in a one-year period. The number of FTEs for the last completed fiscal year can be calculated as follows:

'The total number of hours that were budgeted to be paid to employees, including relief staff, in your agency for the last completed fiscal year divided by 1957.5.'

## C Number of Employees on Your Payroll:

**Total**

Enter the total number of persons on your payroll for the last pay period of the last completed fiscal year.

## D Collective Agreements (if applicable):

Please complete for each collective agreement:

	Union	Date of certification	Current status of agreement	Expiry date (most recent agreement)
AGREEMENT 1				
AGREEMENT 2				

# Application for Associate Status - CSSEA

## **E** Funding Sources:

Please check major sources of funding based on the current fiscal year: from \_\_\_\_\_ to \_\_\_\_\_  
m/y m/y

Sources of Funds (funding ministries/authorities/organizations)

- Ministry of Children and Family Development
- Ministry of Health (incl. Regional Health Authorities)
- Ministry of Justice and Attorney General
- BC Housing Management Commission
- Ministry of Internation Trade
- Ministry of Social Development and Social Innovation
- Community Living BC
- Other Provincial Government Ministries
- Federal or Municipal Government Funding
- Client Fees
- Other - Specify: \_\_\_\_\_

## **F** Summary of Agency Services:

Briefly describe the services your organization provides.

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## **G** Community of Interest:

Please check the following community of interest that best describes the services provided by your agency (select one only).

- Aboriginal Services
- Community Living Services
- Other Services (please specify) : \_\_\_\_\_

Are you a member of another Public Sector Employers' Association? Yes  No

**H Terms and Conditions:**

Monies owed to CSSEA:

1. Annual fees are effective the date CSSEA approves an agency’s application for Associate status for the following twelve-month period.
2. Invoices for additional services and related travel costs, if applicable, will be sent to an agency on a monthly basis.
3. Invoices for annual fees and additional services and expenses are payable within 30 days of receipt of the invoice from CSSEA.
4. An invoice for renewal of Associate fees will be sent annually.

**I Agreement to the Terms and Conditions in this Application:**

\_\_\_\_\_

(Legal name of organization)

hereby applies to become an Associate of the Community Social Services Employers' Association and agrees to be bound by the terms as they exist hereunder or as amended from time to time.

Please indicate the services the agency wishes to purchase:

- Consulting Services including bargaining (\$10,000 per year plus GST based on a 3-year contract) \*
- Consulting Services (\$5,000 per year plus GST plus bargaining services, if required) \*
- Subscription Services (\$200 per year plus GST plus additional services, if required) \*

\* Travel costs are not included.

\_\_\_\_\_  
Signature of authorized agency representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of authorized agency representative

\_\_\_\_\_  
Title

*All information collected by CSSEA will remain confidential.*