

# THE CUPE CONNECTION

Official Publication of the Canadian Union of Public Employees, Local 38  
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## City Computer Passwords

Over the summer we received several phone calls at Local 38's office from members who were asked to provide their computer password to their replacement during vacation or to their supervisor. These requests placed members in what they believed was a catch 22 situation. On one hand they were being asked to break City policy, on the other they may be deemed to be insubordinate for not following a direct order.

Local 38 contacted The City regarding this situation and received two policies that touch on this matter. The first, Corporate Security's Password Complexity Standard, which touches on this issue in Section 2. Which states the following:

### 2. Password Protection

Your password is to be treated as confidential information. To protect confidentiality of your password, you should take the following measures:

Do not use the same password for the City accounts as for your personal accounts.

- . Do not reveal a password over the phone to ANYONE.
- . Do not reveal a password in an email message.
- . Do not talk about your password in front of others.
- . Do not reveal a password on questionnaires or forms.
- . Do not reveal a password to co-workers while on vacation. . Do not write passwords down and store them anywhere in your office.

## Vacation and Banked Vacation

In a previous issue we reported that the courts had overturned part of an arbitrator's decision regarding the City forcing employees to break up their statutory minimum vacation. The City appealed this decision, so Local 38 has advanced our appeal on the section of the arbitration award that the court allowed to stand. These appeals have left up in the air the issue of The City having the right to dictate which pool of time an employee uses for time off and the ability to limit time off. With the close of summer and year end fast approaching, it is an appropriate time to review vacation and banking of vacation.

Article 201.01 stipulates the number of weeks of vacation employees receive based on years of service. Service starts when an employee starts working for the City and accrues continually thereafter. This results in the employees officially receiving their entitlement on their anniversary date. However, Pay Services tracks vacation on a calendar year. On occasion, this has resulted in employees who receive their allotment in the fall being asked inappropriately to use up their vacation by year end, rather than their next anniversary date. It is important to remember that vacation should be used up or banked by the following anniversary date.

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### **City Computer Passwords - Cont'd from Page 1**

- . Do not store passwords in a file on ANY computer systems without encryption.
- . Do not use the "Remember Password" feature of applications or web browsers.

The other was The City's Acceptable use of Technology Policy which states in part:

13.2.1. No user of The City's technology resources should assume or operate under another user's electronic identity.

#### 13.3. User accountability

13.3.1. Passwords should not be shared or revealed.

#### 13.4. Unauthorized usage

13.4.1. It is a breach of this policy to purposely distribute any communication that contains any form of material of a nature that is in contravention to any City of Calgary policy



CUPE 38 invites you and your family to join us on Saturday, September 27th at McMahon Stadium for



VS



Join us for a family friendly evening to watch the Calgary Stampeders take on the BC Lions.

Tickets are \$15 and include a \$10 food voucher.

Deadline to order tickets is September 24th  
Maximum of 4 tickets per member.

6:00pm - at SE Entrance will be prize draws and a visit from Ralph the Dog.

Prizes include: autographed jerseys, autographed footballs & pre-game sideline passes.



**City Computer Passwords - cont'd from Page 2**

Both of these policy indicate it is inappropriate to ask another employee for their password. They were put in place to identify who, if anyone, was adhering to the standards and to hold them accountable. To do otherwise would be problematic. Given the policy there is the possibility that a supervisor asking for an employee's password may end up liable for any inappropriate use. However, it is better safe than sorry and if asked for your password, say "sorry it is against City policy." There is a process for managers to access an employee's computer which ensures it complies with FOIP legislation. So there is no need to share your password.

### **CUPE Local 38 Kids Xmas Party**

will be held on  
Saturday, December 13, 2014

Registration forms will be available as an insert in your copy of  
The CUPE Connection in  
October 2014.

**Vacation and Banked Vacation - cont'd from Page 1**

Stacking / Banking Vacation can only be done when an employee receives more than the legislated minimum. Article 202 has a chart that identifies the number of weeks based on years of service that can be banked. An employee must submit their request to bank vacation in writing. The banked vacation will be paid at the employee's rate of pay when it is taken.

We encourage all members to submit their vacation request early and follow up with their supervisor if they do not receive a timely approval. In the event a vacation request is denied members should keep both the request and the denial. It may come in handy, as proof that the area is under staffed if denials become common place in the area.

**THOUGHT FOR THE MONTH**

"Never allow the behavior of others to destroy your inner peace"

-Dalai Lama

# GENERAL MEETING



Tuesday, **September 23**, 2014

7:00 p.m.

**Union Office**

1439—9th Avenue **SE**

**BUSINESS: REGULAR**