ANNOTATED
LABOUR RELATIONS CODE

INTRODUCTION
This policy manual section describes the procedures and styles used to prepare the Annotated Labour Relations Code. It discusses:

- the purpose of annotations;
- preparing annotations;
- storing annotations;
- entering annotations into practitioner's manual sections;
- how to format annotations;
- publishing annotations;
- entering annotations into database; and
- entering or searching for annotations in database.

THE PURPOSE OF ANNOTATIONS
Annotations are notes prepared by the Board's legal counsel to comment on or explain a Board decision. They relate to specific sections of the *Labour Relations Code*. Board personnel and the public can read sections of the Code followed by the related Board decision comments. The cases mentioned in the annotation are selected by the solicitor.

We publish annotations in the *Labour Relations Board Practitioner's Manual*. We update these every three months. We format them for the *Practitioner's Manual.* They are published by the Legal Education Society of Alberta (LESA).

PREPARING ANNOTATIONS
The Board's legal counsel prepares a **headnote** for formal decisions. The headnote contains keyword lines, headnote, index sections and annotations. See: [*Reformatting Decisions for the LRB Reports, Chapter 8(b)*]. It is from this headnote that you find the annotation(s).

We use information from the headnote, such as the parties, the section of the Code, and the annotation to prepare annotations. The only information missing from the headnote is the Alberta Labour Relations Board Reports citation, ([2002] Alta.L.R.B.R. XXX). Take this citation from the Alberta Labour Relations Board Reports once the decisions are published.

To prepare an annotation, it easiest to open the headnote and delete any information you do not need to keep. Be careful not to save over the headnote, but save the information to a new document to insert into the Practitioner's manual later.

The annotation will consist of:

- the section of the Code to which the annotation relates;
- the parties' names;
- the citation [where found in the Board Reports] including the page number; and
- the annotation as prepared by legal counsel.

Below is a sample of an annotation for Section 11(2)(g) of the Code:

> *U.F.C.W. Local 401 et al. v. European Cheesecake Factory et al.* [1994] Alta.L.R.B.R. 30. In this case the Board awarded solicitor-and-client costs against the Employer for raising defences to the Union's complaints that were without merit, frivolous, vexatious and abusive. The Board awarded the Union its reasonable solicitor-and-client costs of representation in two related unfair labour practice complaints, excluding filing and initial investigation of the complaint. It made the order for costs against the Employer and each of its principals, who were named as individual respondents.

STORING ANNOTATIONS

We store annotations in the G:\publish\prac-man\ drawer. Enter the new annotation into the proper Code under the proper section.

ENTERING ANNOTATIONS INTO MANUAL'S SECTIONS

Using the annotation above as an example, you see that it relates to then Section 11(2)(g) of the Code. To find the proper section in which to place the annotation, you must look in the Practitioner's Manual. Section 11(2)(g) falls into the Part 2 Division 1 of the *Labour Relations Code*. The Word file is abbreviated - p2-d1. This is where you enter the annotation section.

To add an annotation in the Annotated Code:

- Open the Word file (in this example p2-d1).
- Search for the appropriate section (in this example 11(2)(g)) in the annotated Code.
- Move the annotation below the section of the Code (below 11(2)(g)). If there are annotations already there, enter the new one on top – in reverse chronological order.

HOW TO FORMAT ANNOTATIONS

You must format the annotation once it is in the proper Practitioner's Manual section. You do this by attaching a style from the style sheet.

To attach a style:

- Block the annotation;
- Click on The styles button on the toolbar. Highlight the "anns" style and click on the "Apply" button.
- Delete the reference to the section of the Code. In our example, delete: (s. 11(2)(g)).

Changing The Footer

Before printing the entire section, remember to change the footer. The footer should reflect the month we publish the revised annotations. The month should be either March, June, September or December.

For example, at the bottom of each section in the Practitioner's Manual is a footer:

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To edit the footer:

- Click on View, Header and Footer,
- Change the month, then click on "Close".

PUBLISHING ANNOTATIONS

Only those sections of the Annotated Code (p2-d1, p2-d2 etc.) which have new annotations added to them get sent to LESA for publication. Do **not** print a new set of all the sections! Attach a covering letter. The cover letter is found at: G:/publish/prac-man/Filing Letter.doc. You do not need to keep copies anywhere, we have the disk files.

Send these updates to the Legal Education Society of Alberta (Attention: Bev Downie, Publications Assistant), 2610 Canada Trust Tower, 10104 - 103 Avenue, Edmonton, AB T5J 0H2.

ENTERING OR SEARCHING FOR ANNOTATIONS IN DATABASE

All annotations are entered in the database and it is possible to print a report showing what decisions relate to a certain section of the Code. See *Decisions, Chapter X(x)* in the database manual to learn how to perform a search.