

GUIDE TO ALBERTA'S LABOUR RELATIONS LAWS

INTRODUCTION

This section describes [A Guide to Alberta's Labour Relations Laws](#) and the procedures and styles used to prepare it. It discusses the purpose of the guide and how to update the guide.

THE PURPOSE OF THE GUIDE

[A Guide to Alberta's Labour Relations Laws](#) is a guide explaining the *Labour Relations Code* in lay terms. The Board distributes Guides to employers, trade unions and the public. This is so they may better understand the Code and its administration by the Labour Relations Board.

The Guide contains information about the Labour Relations Board, collective bargaining, trade union bargaining rights, and the collective agreement in operation. It also contains information on unfair labour practices, the construction industry, information bulletins and a glossary.

HOW TO UPDATE THE GUIDE

You can find the Guide to the Code in the G:\Publish\Guide drawer. Changes to the Guide do not occur on a regular basis. Therefore, the following list explains key formats if needed:

- **Spacing:** Type the Guide in 1 1/2 spacing;
- **Fonts:** The font is Times New Roman 12. Headings are different.
- **Graphics:** To add the graphic lines as they appear in the Guide copy the graphics from those already input in the Guide itself.
- **Styles:** All major headings with double line graphics above them have the “*Chapter*” style attached. Those headings with just one line graphic above it have the “*Main Head*” style attached. Those headings that end in a question mark, have the “*Question*” style attached.
- **Footers:** All even pages have the page number appearing in the left hand corner of the page. All odd pages contain the headings from the Table of Contents. The page number appears after the heading, in the right hand corner of the page.
- **Pictures:** Photographs are forwarded to the printer to add to the Guide.