

TRANSITION BULLETINS

INTRODUCTION

This policy manual section describes the Labour Relations Board's [Transition Bulletins](#) and the procedures and styles used to prepare it. It discusses:

- the purpose of the bulletins;
- where the bulletins are stored;
- how to update the bulletins; and
- publishing the bulletins.

THE PURPOSE OF THE BULLETINS

The Labour Relations Board currently has one transition bulletin. It publishes transition bulletins to inform the labour relations community about policy and procedure changes brought about by legislative amendments. Past transition bulletins have addressed issues such as the replacement certificate process; merger of the Board with the Public Service Employee Relations Board; and health care regionalization.

The Board's transition bulletins are free to the public.

As well as distributing bulletins on a request basis, these bulletins appear in the *Labour Relations Code Practitioner's Manual*. The Board updates the practitioner's manual every three months.

WHERE THE BULLETINS ARE STORED

You can find the bulletins in the G:\prac-man drawer. In that drawer is a sub-directory called bulletin and this is where you find the Word files. There is one transition bulletin at this time. The Word files appear as "#T2."

HOW TO UPDATE THE BULLETINS

Changes to these bulletins do not occur on a regular basis. Therefore, the following list explains the key formats used to prepare the bulletins should you need them:

- **Format:** All bulletins are typed into a table format.

- **Spacing:** Type the bulletins in single spacing. Separate all sections into appropriate table rows.
- **Fonts:** The font used for the bulletins is CG Omega 11 point. The font used in the side bars is Times Roman 8 point.
- **Styles:** The bulletin's title has the "title" style attached to it. The main headings (Part I, Part II etc.) have the "mainhead" style attached. Headings appear as CG Omega 15 point Bold. To select the "mainhead" style:

Highlight the heading;

Click on the styles drop down box found on the toolbar

Click on the "mainhead" style; click on "Apply" to turn on style.

You then return to the bulletin. Attach the "sidebars" style to references found in the right hand column.

- **Footers:** All pages (left and right) have a footer. To edit the footer:

Click on View, Header and Footer;

Edit the footer's text; then Close.

PUBLISHING THE BULLETINS

Updated bulletins are sent to the Legal Education Society of Alberta (Attention: Bev Downie). The address is 2610 Canada Trust Tower, 10104 - 103 Avenue, Edmonton, AB T5J. When sending the updated bulletin, print the first page on Information Bulletin letterhead. Forward this new bulletin with the updates for the Board's *Practitioner's Manual*.

Remember to make copies of the new transition bulletin for the Board's offices in Edmonton and Calgary. As well, put a copy of the newest rules in the black binder "Information Bulletins Historical Binder" in Edmonton.

Once the Rules have been updated, inform the staff by email and the public via notice on the Board's website and in the Board's newsletter.