

CUPE / Canadian Union
of Public Employees

LOCAL 218

**GENERAL MEMBERSHIP
MEETING**

7:00 P.M.

SUNDAY, SEPTEMBER 28, 2014

CUPE LOCAL 218 HALL

**2080 WENTWORTH ST.
WHITBY, ONTARIO**

**PLEASE PASS ALONG TO ALL CUPE LOCAL 218 MEMBERS IN
YOUR WORKPLACE
PLEASE POST**

PRESIDENT'S MESSAGE

Dear Brothers and Sisters,

Welcome back after a well-deserved summer break or vacation!

The Durham District School Board has once again implemented their Attendance Support Program. This time it has a different twist on it; instead of the Board doing their part to make sure it is accurate, they have downloaded the responsibility onto our members. You need to read the new policy to find out what this new program means. You must now be your own advocate to justify your medical absences, and to have all approved medical absences removed from your Attendance Support record. If you do not do this, you will be placed in the Attendance Support Program. Understand that you will be put into the program after 11 days of absence, then if your attendance does not improve in the following year, you will be moved into the next step of the program, and the following year after that if your attendance does not improve, you will be moved into the final step where the employer has the option of terminating your employment. We will be challenging this program because of it's short-sightedness and unfairness to our members.

On a different topic, if you have children that are twenty-one years of age who are attending a university or college, expect to have their benefits from Manulife suspended until you complete a Student Status Form (Request For Over Age Dependent Coverage). You will not be notified by either the Board or Manulife once their benefits have been suspended. You must contact HR/Payroll to fill out the appropriate paperwork to re-instate coverage for your child. This must be completed and returned to Payroll ANNUALLY by August, in order to continue their coverage without interruption.

If you are enrolled in the Benefit Plan, you should be enjoying a little extra money in your paycheques as we have been on a Benefit Surplus Holiday since June 2014 and will not be paying our share (10%) of the benefit costs. This holiday remains in effect until June 2015.

At the Catholic Board, we will be challenging (through the OSBCC) any redundancies that have taken place, as it is in violation of our last Memorandum Of Understanding (MOU).

We are still waiting for approval from the OSBCC of our Local Proposals at both Boards before we can start bargaining.

A reminder that nominations for President, Vice President and Bargaining Committees including Stewards, will take place at the next General Membership Meeting on September 28, 2014 at 7:00 pm. Please plan to attend.

Fraternally Yours,

Don Bryans
President, CUPE Local 218

2080 Wentworth Street, Whitby, Ontario L1N 8W9

Phone No. 905-571-7879/Toll Free 1-877-571-0218

Fax No. 905-571-4102

E-Mail: office@cupe218.ca Website: www.cupe218.ca

VICE PRESIDENT'S MESSAGE

SEPTEMBER 2014

Dear Sisters and Brothers:

Welcome back to another school year! I hope everyone had a safe and relaxing summer and enjoyed the well-deserved vacations. Thank you to all the members that worked over the summer months to get our facilities up and running for a new school year, a job well done, as always!

On the bargaining front, all seven bargaining units have proposals ready to go for the upcoming round of bargaining. Local bargaining and Provincial bargaining will be done simultaneously. The (OSBCC) Ontario School Board Coordinating Committee who has elected representatives to bargain with the government has meeting dates scheduled for September 30 and October 2. In these initial meetings ground rules and common understandings will be established, as well as to determine what issues will be discussed at the Central table. Any proposals not accepted for negotiations at the Central table will be sent to the Local tables where they will become proposals for coordinated bargaining. With that being said, this is why Local and Provincial bargaining will be done at the same time. On Sunday October 5, the table officers from our Local will be attending a meeting in Toronto to update us on where we are with Provincial bargaining and our strategic plans to move forward. I will keep you updated.

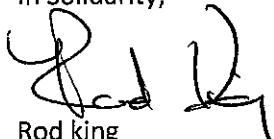
Grievances have been filed at the Catholic Board because of redundancies due to restructuring, which we believe is a violation of the 2013 MOU and the statutory freeze provision. Our OSBCC Coordinator Brother Jim Morrison has asked us to have the employer put these grievances in abeyance, as he will be submitting an application to the Ontario Labour Relations Board challenging the redundancies. We hope to hear a resolution from the (OLRB) soon.

At our next General Membership Meeting on September 28 2014, nominations will take place for the positions of President, Vice-President and all Bargaining Committees including Stewards. Elections for those nominated will take place November 15, 2014 (location TBD). It is so important to have the right people leading our local during these trying times. So please come out and support who you feel will best serve the local moving forward.

As always, if you sustain a workplace accident or injury please contact the CUPE office and one of our Disability Management team members will assist you.

In closing, I would like to thank the members for their support and look forward to working with you, and for you in the weeks and months ahead.

In Solidarity,



Rod King
Vice President
Disability Management Consultant

KODIAK FEDERAL CREDIT UNION NOMINATIONS

**NOMINATIONS WILL TAKE PLACE AT THE
SEPTEMBER 2014 GENERAL MEMBERSHIP
MEETING FOR THE FOLLOWING POSITIONS:**

PRESIDENT 2 YR TERM (JAN 2015-DEC 31, 2016)

VICE PRESIDENT 2 YR TERM (JAN 2015-DEC 31, 2016)

**ALL BARGAINING
COMMITTEES INCLUDING
STEWARDS** 2 YR TERM (JAN 2015-DEC 31, 2016)

**ELECTIONS TO BE HELD ON THE 3RD SATURDAY IN NOVEMBER
ELECTION DATE, TIME AND LOCATION TO BE DETERMINED**

From: ER Services/Administration/DDSB
Sent by: Geri Loukes/Edcentre/DDSB
To: Geri Loukes/Edcentre/DDSB@DBE

Date: Tuesday, June 03, 2014 05:12PM
Subject: IMPORTANT NOTICE ABOUT YOUR MANULIFE BENEFITS CERTIFICATE NUMBER

To: All DDSB Staff who have Manulife Medi/Dent Coverage

Due to a change in our technical systems, your Manulife certificate number will change as of June 18, 2014. Your current number is shown on your pay stub. You must continue to use this number for all claims submitted up to and including June 17, 2014. On **June 18, 2014**, Manulife will complete a conversion process, which will change your certificate number to your 6-digit employee number. This information will be included on your pay stub.

What does this mean to you?

Electronic Dental Claim Submissions:

It will be necessary to advise your dental office on or after June 18, 2014 that your certificate number at Manulife has changed and give them your new number. Simply ask the dental office to change the number they have on file. The effective date is very important.

Health and Dental Claims Submissions:

When submitting health and dental claims using a paper claim form on or after June 18, 2014, you must use your new certificate number (i.e. your 6-digit employee number). If you have a special arrangement through your pharmacy for submitting claims through them, you will need to give them notice of this change.

Manulife Plan Member Website:

If you have already registered on Manulife's Plan Member website, you will continue to have the same access to all information under your new certificate number. If you try to use your old number on or after June 18, 2014, you will receive a message indicating the number does not exist. If this occurs, log in with your new certificate number. Access the Manulife Group Benefits Plan Member secure website at www.manulife.ca/groupbenefits.

If you have not yet registered on Manulife's Plan Member website, we encourage you to do so now. This will give you access to electronic claims submissions and you can arrange to have your reimbursement funds deposited directly into your bank account, which makes the whole process much faster and more efficient. You can also view your claims history on line.

Questions?

If you need more information, please contact the Manulife Customer Service Centre at 1-800-268-6195.

Employee Relations/Services

Political Action Committee

CUPE ONTARIO LOCAL 218

Fact Sheet

CUPE Ontario

WHY SCHOOL BOARD TRUSTEE ELECTIONS MATTER

School board trustees are key decision makers within Ontario's publicly funded school system. They influence government policy and the bargaining climate. They also set the budget for the school board to meet the demands of their constituents.

These publicly elected trustees have obligations not only to school-aged children and their families, but to the broader community at large. Trustees have a degree of autonomy to fulfill their roles and duties, they are not simply a rubber stamp of decisions taken by senior staff. While general funding is determined by the Ministry of Education, trustees are responsible for establishing the Board budget – and for operating within it. Good Trustees also advocate for more funding from the government where necessary.

They are our Employer.

School Board elections traditionally have a very low turnout which means that results can change based on very few votes. It is important for CUPE Ontario members to vote during the election on October 27, 2014. This will allow us to help choose trustees that will put the needs of the community ahead of right wing austerity. It will also allow us to ensure those elected both understand and respect our work.

Did you know the current Premier and Minister of Education, both started their political careers as school board Trustees? School Board Trustees are often viewed as testing grounds for people entering political life; many move on to higher levels of government. Having the right school board trustee now could mean having a great MPP or MP later.

The Ontario Education Act sets out the responsibilities of school boards. In practice, these include decisions on issues like:

- Where to spend money – trustees are able to shift funds between priorities and departments
- Local Collective Bargaining
- Contracting in and out of work
- School Closures
- Stopping the sale of board assets
- Community programming and community use of schools
- Policy, governing, and staffing, including HR related decisions like the hiring of Directors of Education
- Trustees also advocate on behalf of parents to ensure the school system responds to the needs of all of its students.

CUPE ONTARIO LOCAL 218

Fact Sheet

CUPE Ontario

VERIFIED: OCTOBER 2014: CUPE 218

Partners for Life

Canadian Blood Services and CUPE Local 218

Partner ID: CUPE014461

Canadian Blood Services
it's in you to give

Show this card to ensure that your life saving donation
counts towards CUPE 218's pledge!

www.blood.ca/partnersforlife

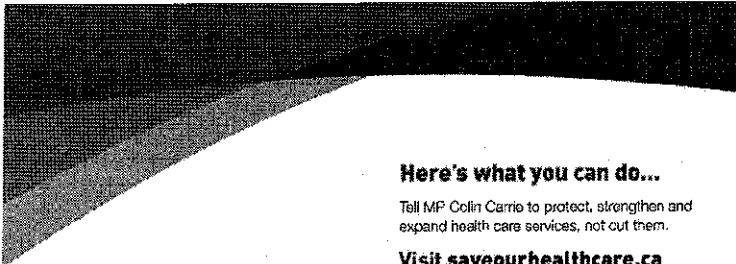
Only 10 donations towards our commitment of 25 donations per year have been met! Help us to get there!
Donate before the end of the year ~ show you care!

There is an on-going challenge for CUPE members,
family and friends to donate blood.
One donation has the potential to save up to 3 lives!
YOU can make that kind of difference!

To book an appointment visit www.bloodservices.ca
or call 1-888-236-6283

Join us on Facebook at: Cupe Two-Eighteen or Twitter at: @Cupe218

Political Action Committee



The federal Conservatives are cutting \$36 billion dollars from health care funding to the provinces, instead of protecting and expanding our public health care system.

The Conservatives are walking away from public health care.

saveourhealthcare.ca

Here's what you can do...

Tell MP Colin Carrie to protect, strengthen and expand health care services, not cut them.

Visit saveourhealthcare.ca to find out more and write your MP.

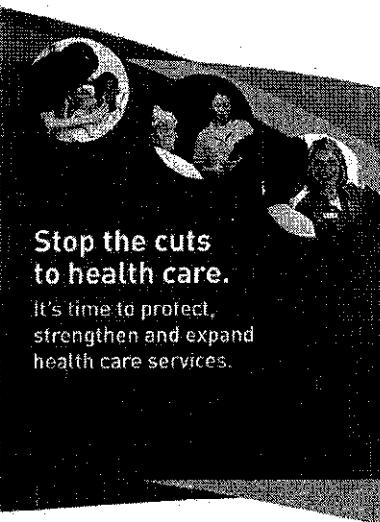
Write us at Info@saveourhealthcare.ca to join the campaign or receive a window sign or materials to distribute in your community.

Brought to you by the Campaign to Protect, Strengthen, and Expand Medicare.

The federal Conservatives are cutting \$36 billion from health care over the next ten years. That means \$14 billion in cuts to Ontario's health services.

What is Member of Parliament **Colin Carrie** doing to stand up for you and your family?

KEEP HEALTH CARE PUBLIC!



Stop the cuts to health care.

It's time to protect, strengthen and expand health care services.

What is at stake?

Home care and long-term care

Home care and long-term care need to be covered by Medicare.

Our seniors don't receive enough hours of home care support and they wait too long for a room in long-term care.

We must invest in new public long-term care beds to serve those with complex care needs.

The loss of \$129 million in federal funding will make things worse. It is like losing 206 of the 900 public beds at Hillsdale Estates.

Increased nursing and patient care hours
More beds are not enough without adequate staffing.

We need more nurses and patient care workers on staff to deliver the best possible health care to Oshawa residents. In long-term care, residents deserve a minimum of four hours of care each day (adjusted for care needs).

Lakeridge Health (Oshawa)

Oshawa's loss of \$129 million in funding is equivalent to cutting 32 hospital beds from Lakeridge Health. A cut of that size is like losing an entire wing of beds.

What is MP Colin Carrie doing to oppose these cuts and strengthen Oshawa's health care system?

What is the Health Accord?

The Health Accord is an agreement between the federal government, provinces, and territories which provides stable funding and national standards for health care services.

Canada's Health Accord expired on March 31, 2014 and the federal Conservatives have refused to sign a new one.

Why is a new Health Accord important?

It's the best way we can:

- Stop gouging through extra-billing and illegal fees;
- Expand health coverage to prescription drugs, and long-term care and home care;
- Ensure quality seniors' care and mental health services;
- Guarantee stable and fair health care funding (increase federal share to 25 per cent); and
- Enforce national standards so everyone gets high quality care.

What will happen if we don't get a new Health Accord?

Federal funding will fall to 18 per cent, from its original 50 per cent share. Patients will suffer from longer wait times, hospital closures and the privatization of hospitals and seniors' care.

What will these cuts mean for our health care services?

Over the next ten years, the federal Conservatives are cutting \$36 billion from the Canada Health Transfer. Ontario's loss will be \$14 billion.

For Oshawa that means a total loss of \$129 million for health care.

\$129 million in cuts to health care over ten years is like losing:

- 32 hospital beds per year;
- 45 family doctors per year;
- 199 registered practical nurses per year;
- 206 long-term care beds per year; or,
- 861 joint replacement surgeries per year.

Ontario has the fewest hospital and long-term care beds per capita of any province in Canada. These cuts will impoverish an already threadbare system.

The federal Conservatives are abandoning our public health care system by:

- Cutting \$36 billion from health transfers to the provinces and starving the system, making it impossible to provide the services Canadians need.
- Encouraging for-profit corporations to deliver health services.

The result: one health system for the rich and a broken system for the rest of us.

Disability Management

I would like to take this opportunity to wish everyone back to another School year. I hope your summer was enjoyable and relaxing, some would say we did not have summer, as this was not your typical summer weather.

Please be reminded that if you sustain a work place injury to report it right away to your immediate supervisor and seek medical attention as soon as possible. If you are unable, get in to see your family doctor right away then go to the Emergency Department or a Walk-in Clinic. Delays in reporting and/or seeking medical attention could result in benefits not being allowed under the WSIBs legislation. It is equally important to notify and forward the Union with the same information you supplied the Employer. We want to provide the best representation possible and by not sharing this information prevents the Union from doing so. Due to the Union's case load the onus must be on the employee to provide us this information especially around time limits. If you are going to be off work due to other medical reasons or surgeries, please contact us, as we would be more than happy to assist you with this process.

The Committee members can be reached through the CUPE Office.
Phone: 905-571-7879 or Toll free 1-888-571-0218,
Fax 905-571-4102

Catholic Board- Rod King
Public Board- Marion Moore
Public Board- Jamie Spencer

In Solidarity,

Jamie Spencer
Disability Management Coordinator

Durham Catholic Custodial/Maintenance

Welcome back. As we start another school year, we hope everyone had a safe and enjoyable summer.

To start off, no updates are available at this time regarding central or local bargaining; we will make the membership aware as information becomes available.

We have heard many rumours concerning bargaining, one of which is that some members are upset that your Union wants to put an end to lieu time. This is false and just another rumour, your bargaining committee has not made this proposal. We had a poor turnout to the two proposal meetings that were setup in May for our members. Had the turnout been better, we would have fewer issues with rumours regarding bargaining as well as many other issues. This is why it is so important to try to make it to these meetings as well as general membership meetings everyone would be better informed.

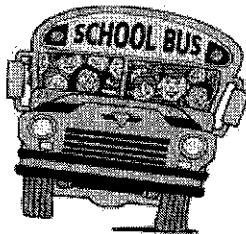
Your committee as well as CUPE Provincial is still involved in working on a solution to the three redundancies, we will release info as it becomes available. We currently have 13 grievances, 11 of which are related to the redundancy issue and subsequent bumping. One policy grievance regarding article three (staffing formula) lost time in schools during the summer months and one individual grievance for another matter.

The workload committee has been meeting and going over school maps and square footage and should be complete in the next week. If you have concerns about workload or any other issue, please contact one of your reps. The temporary Chief list and overtime list should be set up soon. In the past, people have complained between themselves that the list is not being followed on a seniority basis and felt that the Union wasn't enforcing seniority. We don't follow the lists and rely on our members to keep us informed of any issues. Again, please contact a rep if you feel you have been overlooked for any reason.

We wish everyone a safe and happy school year,

**Brian Burd (Chairperson)
Bill Checkett**

**Sean Hebert
Natalie Melich**



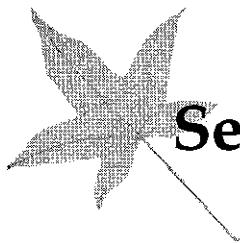
**CUPE 218 Educational Assistants Catholic Board
September 2014**

Dear Members,

Welcome back! A fresh,new start to a new school year! We hope everyone enjoyed their summer!

We have been asked about VLAP days many times. Unfortunately, this was a one time offer by the Government and does not look like the days will be offered again this year. If there are any changes, we will let you know.

Bargaining for our new collective agreement has not started at this time. The old agreement continues until we negotiate a new one. We will have more news next month. We have an OSBCC (Ontario School Board Bargaining Committee) that meets with the Ministry on behalf of all school boards in Ontario.



Secretarial/Clerical/Technical Catholic Board

Welcome back! And so it begins...another school year. And this includes making progress on job evaluations, grievances and other items that are ongoing. There has been some success on the job evaluation front. A couple of our positions within the SCT unit have been evaluated and have gone up 1 or more bands.

We have received a list of our upcoming Labour Management meetings for the year as follows:

Oct 22 * Jan 21 * Mar 25 * May 6

If you have any issues that you would like raised at one of these meetings then please email me at nspiers@cupe218.ca

I will be away at the National Sector Conference October 6 – 9th. You can still reach me either by phone (905-243-1446) or email if it is urgent.

Grievances have been filed on behalf of all the employees effected by the jobs declared redundant. And the bumping process has been completed for our SCT members.

Nikki Spiers – Chairperson

Karen Ulrich – Committee Member

Mike Morris – Committee Member



CUSTODIAL MAINTENANCE PUBLIC BOARD

Dear Brother and Sisters

I hope everyone had a good summer, some time off with friends and family. One thing I will say the weather cooperated, for those of us that normally struggle through the heat and humidity to get our schools ready, this year's cooler temperature made for a much more comfortable work environment.

As always the custodial /maintenance unit are to be commended on a job well done, with renovations, additions, construction, portable moves all completed in a very short time period. It takes a lot of planning , organizing with facility services, supervisors, maintenance, contractors it's truly a team effort and a team that always manages to once again accomplish the goals set .

For CUPE 218 members it will be a very interesting year, negotiations to take place sometime during the year , new year is more realistic, provincial bargaining, local bargaining will be the challenges we face. Currently we have two dates scheduled for provincial bargaining to begin talks one Oct. 8th and a second date Oct.16th. No dates for local bargaining have been set at this time.

Elections to take place this year as well for positions within our local, president, vice president, all units bargaining committees and stewards. Although our proposal packages are put together, the newly elected committee will be the ones to negotiate your next collective agreement. It is important to get out and vote for those who are experienced, committed, and knowledgeable. Elections will take place on Saturday Nov. 15th place to be determined.

I have received a few phone calls and questions regarding personal days I will clarify for those who may be new employees or for those whose collective agreements are missing.

Special Leave

An employee shall be granted leave of absence ,with pay, charged to their sick leave , for periods of up to an annual maximum of two days (2) , one day per occurrence ,for special or compassionate reasons, subject to the approval of the appropriate Manager, or designate where such leaves occur during a scheduled work day. For the purpose of this paragraph, year defined as Sept.1 to Aug 31.

Special Leave are:

1. To attend the graduation exercise of the employee, spouse or child from a recognized course of study from a secondary school, college or university;
2. To attend the birth of the employee's child;
3. To write examinations to upgrade the employee's employment qualifications;
4. To attend a funeral of a close friend.
5. Moving to a new place of residence on the day of the move, limited to once per year.

Our summer Fridays will continue again for next year 2015, although negotiation dates have not been set for local bargaining, it was decided as of Aug. '15th to continue with our Summer hours for the following year.

Again concerns brought forward from management is our absenteeism which has increased significantly throughout the past year if this trend continues the cost to our members may be the discontinuation of this schedule.

Which leads me to absenteeism and our Attendance Support Program . The union met with the board on September 10th to discuss the program that has been rolled out for this school year. Although there have been some changes to the program the union is not in agreement and have concerns which we will be addressing. ONE THING THAT IS VERY CLEAR IS: the onus is on you the employee to keep track of your sick days, doctors note and informing the union when receiving notices from the employer concerning absenteeism. You will be given an email by the board once the board has processed your time loss and reached the 7 day absence threshold. If your absence continues to reach the 11 day mark you automatically enter into the absenteeism program. This is why it is so important to keep track of days off ill and any medical.

Next general membership meeting is September 28th @ 7:00 PM, 2080 Wentworth St. Whitby. At this meeting nominations for the elected positions mentioned above will take place. Come out, get involved, have a voice, see who is interested in representing you.

Your vote on November 15th will make a difference.

Yours in Solidarity

Lori Cross
Chair person

Committee : Dennis Gibbs, Dan Fusco, Mike Nixon, Glen Marsh
Diane Carder, Kurt Badgley, Kelly Watts, Bob Montgomery



*Public Board Con Ed Workers
September 2014*

Labour Management:

We have been provided a schedule for Labour - Management meetings for the year. These meetings provide an opportunity for us to discuss concerns with management, on your behalf, in an effort to resolve any issues before they escalate. If you have any concerns that you would like us to address with management, please keep us informed. Our first meeting is October 28. Meetings are also scheduled for January, March and May.

Bargaining:

The first collective agreement is signed. This is a huge relief for all of us who worked on this first agreement and we did celebrate!

All collective agreements between the DDSB and CUPE expired in August so we will begin again shortly. Those of you who met with us at the end of the school year had a chance to see our proposal for our second collective agreement. We implemented all your suggestions, have submitted our proposal to CUPE, and are ready to begin bargaining for our second agreement.

Attendance Support Program:

The Durham District School Board invited members of the CUPE executive to receive information regarding the Attendance Support Program that is being implemented. The program is to serve the purpose of encouraging good attendance at work and to "eliminate unnecessary absenteeism." Information about this program is available on the staff portal. You are unlikely to hear anything about the program unless you have missed 7 days of work, at which point you will start to receive information regarding the mandatory program.

Sick Day Payout:

We are close to a resolution regarding the long outstanding sick day concerns. If you have been discussing your former unpaid sick days with us, you fall into one of two categories: either you will be paid out on October 2, 2014 or I have asked you for more information. I cannot go further without the additional support of your pay stubs, so please see me ASAP, if that is your situation.

As always, please feel free to email or phone us **after work hours** if you have any questions.

- | | |
|--------------------|--|
| • Maureen O'Reilly | moreilly@cupe218.ca |
| • Silvia D'Amato | sdamato@cupe218.ca |

Maureen O'Reilly, Public Board, Con Ed Workers Bargaining Chair

Educational Assistants Public Board

Welcome back. As the union can tell from the number of violent Incident forms already received by the union office, we are aware that the honeymoon phase of the year is over. We are also seeing some lost time accidents for our members that involve student aggression. Please remember that YOU must report to your administrator if you have been hurt in the workplace, (which includes being hurt by a student) and again inform your health care provider that your visit is work related.

THE ASP is back revised, again and has been rolled out on the Portal. Translation **ATTENDANCE SUPPORT PROGRAM**. It is likely that some of the membership has already received the courtesy email informing them that they have missed 7 days. This will be followed by the 11 day letter, and then attendance will be monitored for the next 10 months (12 for anyone who is a 12 month employee). Should the member reach 11 days in the following period of time, then you would move to phase 1, unless you have already been involved with the ASP, and you may move directly to phase 1 without the monitoring period of time. The notifications will all be emails. If you don't access your email, it is time to do so. Please refer to the document on the Portal.

NOTE: The union is NOT copied in on the courtesy email at the 7 day mark. Neither is your supervisor. Both are copied in on the 11 day letter.

The union was also informed that Disability Management will not be communicating with the Attendance Support Specialist about any notes submitted re: medical. Should you want to make sure the Attendance Support Specialist is aware that you have provided notes to Disability Management, it is your responsibility to ask. We are waiting on a form letter for this to help facilitate this process. Stay tuned.

Any questions can be addressed to the union office. 905-571-7879 Toll free 1-877-571-0218.

Attendance:

Please do keep track of your attendance. You can use the Employee Self Serve part of the Portal. Pay stubs are available here, as are your attendance records. Please only take the time off you need for illness. Remember that if you work an unbalanced day and you take either the am or pm off – that you should only be charged for the time you actually take. Supplies, are only working 6 hours and 15 minutes unless they are doing a long-term temporary position i.e. a maternity leave of absence.

If you know you are going to have surgery or be off due to an illness, contact the union office to understand what role disability management has in the process, so that your illness doesn't become an attendance issue, when it shouldn't.

Below is the schedule of what it looks like:

| DAILY PERMANENT EA FTE | EQUALS | DAILY TOTAL HOURS/MINUTES (ACTUAL WORKING HRS/MINS) | DAILY SUPPLY EQUALS | DAILY TOTAL HOURS/MINUTES (ACTUAL WORKING HRS/MINS) |
|------------------------|-----------|--|---------------------|---|
| | | Your absence approval will be based on this column. | | Your supply approval will be based on this column. |
| 1.0 | 7.0 Hrs. | 7 Hrs. | 6.25 Hrs. | 6 Hrs. 15 Mins. |
| 0.9 | 6.3 Hrs. | 6 Hrs. 18 Mins. | 5.62 Hrs. | 5 Hrs. 37 Mins. |
| 0.8 | 5.6 Hrs. | 5 Hrs. 36Mins. | 5.0 Hrs. | 5 Hrs. 0 Mins. |
| 0.75 | 5.25 Hrs. | 5 Hrs. 15 Mins. | 4.68 Hrs. | 4 Hrs. 41 Mins. |
| 0.7 | 4.9 Hrs. | 4 Hrs. 54 Mins. | 4.37 Hrs. | 4 Hrs. 22 Mins. |
| 0.6 | 4.2 Hrs. | 4 Hrs. 12 Mins. | 3.75 Hrs. | 3 Hrs. 45 Mins. |
| 0.5 | 3.5 Hrs.. | 3 Hrs. 30 Mins. | 3.12 Hrs. | 3 Hrs. 7 Mins. |
| 0.4 | 2.8 Hrs. | 2 Hrs. 48 Mins. | 2.5 Hrs. | 2 Hrs. 30 Mins. |
| 0.3 | 2.1 Hrs. | 2 Hrs. 6 Mins. | 1.87 Hrs. | 1 Hrs. 52 Mins. |
| 0.25 | 1.75 Hrs. | 1 Hrs. 45 Mins. | 1.56 Hrs. | 1 Hrs. 33 Mins. |
| 0.2 | 1.4 Hrs. | 1 Hrs. 24 Mins. | 1.25 Hrs. | 1 Hrs. 15 Mins. |
| 0.1 | 0.7 Hrs. | 42 Mins. | 0.62 Hrs. | 37 Mins. |

So, if you only need to take 2.1 hours off, ie .3 FTE then that's what should be entered and charged to your sick time. However, the supply filling in for you will only be paid for 1 hour and 52 minutes which is 1.87 Hrs.. The administration team will have to deal with that issue, not you, about what duties won't be covered. Yes, it is confusing.

Make sure you work with your principal around this.

The union has been told this should and will work. However, we do know many people are directed to take ½ a day off because of coverage. Call the union office if this becomes a problem.

Toileting Issues:

EAs toilet students. It is in our job description. However, it is also in the ECE's job description. If there is no EA assigned to a JK/SK class, an EA should not be pulled from their job to go toilet a student in kindergarten. There is an ECE in the class who should be toileting.

Likewise if there is an EA assigned to a JK/SK class, it would mean they are supporting a special needs student and would be toileting that student. However, if they are on break or lunch, they should not be interrupted to go back and change the student. The ECE should be assisting. Call the union office if this becomes an issue.

People at the board off you may have to contact::

| | | |
|--|-------------------------------|--|
| Manager of Employee Relations/ Services | Geri Loukes 905-666-6344 | All leave of absence requests, retirements, and resignations |
| Assistant Manager of Employee Relations/Services | Cathy Miller 905-666-6989 | |
| Coordinator of Educational Assistants | Sharon Wopereis 905-666-6349 | Information re EA duties |
| Disability Management and Wellness Coordinator | Kathy Tobin 905-666-6346 | |
| Attendance Support Specialist | Sherri Farrell 905-666-6304 | |
| W.S.I. B. Specialist | Steve Grimes 905-666-6941 | Claim Updates |
| W.S.I.B. Specialist | Gina Homan 905-666-6495 | Claim Updates |
| Case Management Specialist | Brenda Foote 905-666-6992 | Non occupational medical files |
| Disability Management Assistant | Wendy Gilbank 905-666-6342 | Surgery questions, Medical Certificate questions |
| Sick Leave Adjudication Assistant | Kendra Lundrigun 905-666-6382 | Surgery questions, Medical Certificate question |

These people are all management. Be aware of that when sharing personal information. Stick to the facts of why you are requesting their assistance. They also do not want to be your friend on FACEBOOK.

If you are concerned about what to ask, or what information you need to give, please contact the union office first.

REMINDERS:

Medical Procedures:

In case a new student moves into the Board please note the language – bargained for and agreed upon in the collective agreement.

23.07 Medical Procedures

The Board shall not require a bargaining unit member to carry out any of the following medical procedures: administration of medication by injection, insertions, diabetic testing, catheterization, tube feeding, feeding students with impaired swallow reflex, postural drainage or manual expression of the bladder. The Union acknowledges that volunteers may be needed to perform such functions, and it will not object if its members or others perform such functions.

DO NOT DRIVE STUDENTS: This is not a requirement of your job at any time. The collective agreement says.

23.12 RE: Utilization of Vehicles to Transport Children

The parties agree that Educational Assistants **shall not be required to utilize their vehicles to transport children**. The parties agree to identify issues or concerns at the Labour Management Committee.

Exposure Forms

Please contact the union office if you have been or do come in contact with asbestos, fecal matter, blood, saliva, etc..... We advise everyone to take universal precautions and follow the Board's policy on wearing protective equipment (masks, gloves, shields) when dealing with bodily fluids. However, if by some chance you do come in contact with bodily fluids, we will send you a WSIB Exposure Incident Form 3958A or you can go on line and print the form. This is sent directly to WSIB and they log it. Should you develop Hepatitis or some other disease then this is a direct link to exposure in the work place.

Remember, if you are instructed to do something that you know, or think, is a violation of the collective agreement, DO IT, let the union office know, and if necessary we will GRIEVE it later.

Please plan on attending the General Membership Meeting, Sunday, September 28rd, 2014 at the Union office, 2080 Wentworth St., East Whitby. Ontario at 7 pm. Nominations for all positions President, Vice- President, Stewards and Bargaining Reps. will be held.

Bargaining Reps:

| | | |
|-------------------|----------|--|
| Sue Wilkinson | | All northern Schools (north of Hwy 7) and all Whitby Schools |
| | | North of Hwy 7 and Whitby Elementary Schools |
| | | swilkinson@cupe218.ca |
| Lori-Ann Richards | | All Ajax/Pickering Schools |
| | | Oshawa/Whitby/Ajax/Pickering Secondary Schools |
| | | lrichards@cupe218.ca |
| Kelly Gainer | | All Oshawa Schools |
| | | gainer.kelly@cupe218.ca |
| Marion Moore | Ext. 315 | Chairperson: office hours 7 am - 3 pm |
| | | mmoore@cupe218.ca |

Stewards:

| | | |
|------------------|--|--|
| Suzanne McConkey | | Oshawa Elementary Schools |
| | | smcconkey@cupe218.ca |
| Glen Morrison | | Pickering/Ajax elementary schools |
| | | gmorrison@cupe218.ca |

Attendance Support Document

September, 2014

Welcome Back!

Well that had to be one of the fastest summers ever! I hope everyone had an enjoyable and relaxing one and have

come back refreshed and ready to take on the new school year.

Attendance Support Programme

The Board has rolled out its new version of the

If you used 11 days last year, but don't use 11 this year,

To view the Attendance Support Document, go to the Staff Portal of the Durham Board website and click on Employee Relations → Attendance Support

Attendance Support Programme. The document in its entirety is on the Board portal. I strongly suggest you take some time to read it. Everyone will be getting a fresh start as of September 1, 2014. If you use 11 sick days this year, you will be put into phase 1 of the programme. Once you're in the programme, they may go back and check previous records.

you will not be put into phase 1 of the Attendance Support Programme. If you are off for a long period of time for a surgery, injury, illness etc., please be sure to notify Disability Management and the Attendance Support Officer. The board will no longer transfer the information from Disability Management to Attendance Support.

Your reps are:

If you have concerns or questions, please contact your union rep below:

Rachel Hunter – Elementary

rhunter@cupe218.ca

Karen White – Secondary

kwhite@cupe218.ca

Bonnie Beth – Board Office

bbeth@cupe218.ca

Cathie Rousseau – Chairperson

crousseau@cupe218.ca

Please be sure to use your home e-mail address and **not** your board e-mail address. If you have an urgent question/concern, please call the C.U.P.E. office and your call will be forwarded to the appropriate person.

USE OF VOLUNTEERS

Please be reminded that it is a violation of our Collective Agreement to be using volunteers in our offices. This potentially takes away the job of a C.U.P.E. member. This includes students as well as adults. Many elementary schools are still using student office helpers and this needs to stop. Apparently, there are some students who are also monitoring and utilizing the new security system and allowing people to enter the schools. If you have to leave your office, please don't leave students in charge.

BOARD OFFICE CHRISTMAS HOURS

The board office will be open for business as usual on December 22, 23, 24, 29, 30 and 31. It will be closed on December 25, 26 and January 1.

GROUP 11 JOB EVALUATION

Just a reminder to all group 11 Elementary School Secretaries that there is a meeting at the C.U.P.E. Office on September 22 at 4:30 p.m. The purpose of this meeting is to go over the job evaluation being put forth and to sign giving the group permission to take it to the Job Evaluation Committee.

BARGAINING UPDATE

We are still waiting to hear from the Provincial Government as to when we will be bargaining. We don't have details at this moment as to what will be bargained provincially and what will be bargained locally.

MANULIFE HOLIDAY

Our Manulife medical/dental payment holiday started in September. This will mean that we will not make any more payments until September 2015.

NOMINATIONS

**NOMINATIONS WILL TAKE PLACE AT THE September 28,
2014 GENERAL MEMBERSHIP MEETING FOR THE
FOLLOWING POSITIONS:**

PRESIDENT

2 YR TERM (Jan 2015- Dec 31,2016)

VICE PRESIDENT

2 YR TERM (Jan 2015- Dec 31,2016)

ALL BARGAINING COMMITTEES

2 YR TERM (Jan 2015- Dec 31,2016)

INCLUDING STEWARDS

*Elections to be held the 3rd Saturday in November
*Election date, time and location to be determined**