



## Temporary Employees Working in Long Term Supply Assignments Sick Days / Short Term Disability: UPDATE

We have reported previously that sick leave/short term disability leave had been successfully negotiated for Temporary CUPE 997 Members working in long term supply assignments.

The TLDSB has now agreed to pay for eligible days taken retroactive to Dec 4, 2015, the date our Collective Agreement came into force.

The Employee Services Department has recently sent out memos to confirm that sick leave will be allocated to all CUPE staff working in Long Term Supply Assignments. A Long Term Supply Assignment is defined as 12 days of continuous employment in one assignment.

All eligible days taken as sick or appointment days since December 4, 2015 will be paid for on the December 23, 2016 pay. The pay stub may show additional lines as follows:

- Pay for days taken between Dec 4/15 to Aug 31/16
- Pay for days taken between Sep 1/16 to Dec /16
- Regular pay earned during pay period

Starting with the December 23, 2016 pay, eligible sick days will be paid for during the pay period that they were taken.

## Personal Cell Phones at work

Cell Phones are common place in today's society and in our worksites. CUPE Members are not required nor is it recommended to use your personal cell phone for board business. Further, you are not required to provide your personal cell # to parents or students and in fact this practice is not recommended.

The use of your individually owned cell phone is at your discretion only.

**Have you been asked to attend** Christmas Concerts, Book Fairs or other events held outside of your normal work hours to support students or assist the school? If so you will want to review our new [Fact Sheet "Mandatory Attendance at Meetings or Events"](#). To access go to [www.cupe997.ca](http://www.cupe997.ca) > Resources > Fact Sheets

### Holiday allocation for 10 -11 month CUPE 997 Permanent Members

Holiday	Date Allocated to:
Boxing Day	December 26
Christmas Day	December 27
Float Day (if available)	December 28
2 half day CUPE holidays	December 29
New Year's day	December 30

## E.I. INFORMATION [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

**Note:** There are separate EI Reference Codes for the Christmas and March Break. **Note:** Your Record of Employment will automatically be issued and sent electronically to Services Canada.

Below are the reference codes that can be used for Regular EI filing.

**3511012016201612** This reference Code is Effective:  
Dec 16 2016 to Jan 15 2017

**3511012017201703** This reference Code is Effective:  
Mar 10 2017 to April 2 2017

**Please note:** The codes are not to be used for permanent layoffs, retirements or special benefit claims such as maternity, parental, compassionate care, illness or people who live or relocate outside the province of Ontario during these periods.

## EA Placement Meetings

All Permanent Educational Assistants were sent a survey following the June 2016 Placement meeting which was held electronically for the first time.

The survey results provided valuable feedback, both on how the electronic version of the Placement meeting was received and also on how the process could be improved upon if we moved forward with it.

The feedback received was inconclusive regarding how EAs felt about continuing with the Electronic version or reverting back to the paper and in person versions of the January and June placement meetings. In light of this we have agreed to an extension of the pilot to extend to include the January 2017 Placement meeting. Based on the survey feedback we received we have also provided a number of recommendations regarding how the processes can be improved upon for the benefit of Educational Assistants. A follow up survey will be distributed following the January 2017 placement meeting which will be used to determine the future of the electronic version at Placement meetings going forward.

EAs who are wishing to change schools or EAs who have received a layoff notice for the second half of the 16-17 school year are not required to complete the EA Posting Form as in past years. Instead all Permanent EAs can participate in the online posting process by submitting an Electronic application.

The date for the Electronic Posting is January 23, 2017. The process is completed electronically which can be from your home or from a TLDSB school and is each EAs choice.

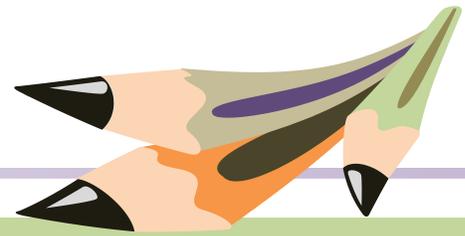
All 1<sup>st</sup> round temporary and permanent EA positions will be posted on January 18<sup>th</sup> with a deadline to apply of Sunday January 22, 2017 at 4:00PM.

More detailed information will be posted in January to [www.cupe997.ca](http://www.cupe997.ca) >Resources > Educational Assistants Posting/Allocation Info.

## BMS Training/Safety Plans

EAs should note that the TLDSB has made BMS certification a requirement of the EA position. As such the board makes available full certification courses as well as recertification during PA days. The full certification will be required if the EA has not taken the ½ day recertification within the past 12-18 months.

All employees have the right to know if there is a health and safety risk associated with working directly with a student. EAs have the right to regularly review the safety plan of students in classrooms in which they work.



## Posting to Social Media

CUPE members are reminded that posting to Social Media should be done outside of your regular working hours and without using the board's owned and operated computer and network systems. A cautionary rule of thumb is to remember is that anything you post can be viewed by anyone.

## CUPE PD Fund

CUPE Members can participate in PD initiated by themselves and can apply to the CUPE PD fund for reimbursement. For more information review the Fact Sheet and Fund Guidelines on our webpage at: [www.cupe997.ca](http://www.cupe997.ca) > Resources>PD Fund or [www.cupe997.ca/resources/pd-fund/](http://www.cupe997.ca/resources/pd-fund/) or by contacting the CUPE Office.

## On Your Side Disability Management

CUPE 997 has retained the services of Richard Simpson of On Your Side to assist and advise our members with a variety of income replacement programs such as Long Term Disability, WSIB and EI Sick Leave. Members interested in learning more should contact the Office.



## 10 Tips for Safe Travel

The time leading up to a vacation—especially that last check before you leave for the airport— can be both exciting and stressful. Inevitably, it seems, you board the plane, sit down and realize you've forgotten something. As inconvenient as this may be, if you are aware of and remember to do the following 10 things, you'll spend less time worrying about the "what ifs" and more time enjoying your vacation.

Visit [www.otip.com/article8](http://www.otip.com/article8) to read the full article.