

Important Dates

General Membership Meetings for 2017-2018 All General Meetings start at 10am.	Saturday February 3rd *** @ Archie Stouffer E.S. – Minden in the Library (***Please note the updated date) Saturday May 5th @ Lindsay Adult Education & Training Ctr in the Auditorium
Bill 115 Remedy Settlement	Payable to eligible CUPE Education in or around the end of January 2018.
February 1, 2018	New CUPE Benefits Trust starts providing benefits to eligible CUPE Education workers across the province.

CUPE Benefits Trust coming Feb 1, 2018

Effective February 1, 2018 CUPE will be taking over our Health and Dental / Insurance benefits replacing our current carrier Blue Cross. (This transition does not include LTD).

The new plan will be available to Permanent employees and in general the plan will cover more and cost you less. More details are coming mid-December in a Canada Post mailing from OTIP (Ontario Teacher's Insurance Plan).

Please read through the Welcome Package when you receive it as it will include some very important information regarding Member Enrolment and ensuring you have no lapse in coverage.

[For more information please review CUPE 997's brief Benefits Update by clicking here](#) or by visiting cupe997.ca > Resources > Group Benefits.

This brief document has some information about important dates coming up very soon and also how to find out more information as Feb 1 gets closer.

IF IN DOUBT, FILL IT OUT

If you are injured at work and/or for any situations relating to student aggressive / violent behavior – including biting, kicking, scratching, spitting (including attempts to bite, kick scratch, etc.) verbal threats etc. even if you did not require First Aid or medical treatment it is **very IMPORTANT** that you:

1. Notify your supervisor about the incident and
2. Complete the TLDSB “Employee Workplace Incident/Accident/Illness Report form” at the earliest possible time following the incident. The completed form must be scanned and sent via email by the employee to “Injury Reports” and a copy must be provided to the employee’s supervisor.
3. CUPE recommends keeping a copy or the original for your records.

Steps 1 & 2 are required under [TLDSB Policy HR-4208 Incident Accident Procedure](#)

All CUPE MEMBERS should be aware that filling out the TLDSB Incident/Accident form does not start a WSIB claim. It is only when the Member loses time from work as a result of a workplace incident / accident or the Member seeks medical attention from a medical practitioner (not First Aid) as a result of a workplace incident / accident that the WSIB process starts.

It is **very IMPORTANT** to seek medical attention as soon as is reasonable if you have been bitten, scratched, bruised or injured in any way.

The employer is responsible to arrange and pay for transportation to medical care, if needed. The employer is also required to pay a workers wages for the day of injury if you leave early due to the injury or illness.

If you are discouraged in any way from completing the Incident / Accident form following a workplace injury or incident please contact the CUPE 997 Office.

Please contact the CUPE 997 Office if you require clarification on any of the points made above.

Have you Moved Because It's in the Mail!

All permanent CUPE employees will be sent a mailing via Canada Post with their CUPE Benefits Welcome / Enrolment kit from OTIP in mid-December. It is very important that this package is sent to your current address as the kit provides all the information you will need to enroll yourself and activate your benefits as of Feb 1. To check or change the address the TLDSB has for you access eServe as follows:

To access eServe, please click the link below and you will be directed to the eServe login page:

<https://sdsweb.tldsbc.on.ca/sds/eserve/login.xsp>

Please note:

- your User Name is your firstname.lastname
- your Password and Electronic Signature is the 5 digit PIN that you use to view your pay statements, T4s etc.

Educational Assistant Posting / Bumping Process Information

Click on the following links for more information or go to www.cupe997.ca > Resources > EA Posting Information.

The January EA Posting process is back to a paper process this year. We **are no longer** using the electronic version of this process.

Permanent EAs who wish to change schools effective February 2, 2018 must submit an Educational Assistant Information Form to Wilma Lynch no later than January 1, 2018. The form was posted by Wilma on November 2nd to the CUPE 997 conference in First Class.

Permanent EAs who receive a layoff notice must submit the Educational Assistant Information Form to Wilma Lynch no later than January 19, 2018.

Permanent EAs who currently are working in a temporary position and do not have a permanent assignment to return to must submit an Educational Assistant Information Form to Wilma Lynch on or before January 19, 2018.

All EAs are encouraged to review the following CUPE 997 Fact Sheets by clicking the link below or by visiting our website at: www.cupe997.ca > Resources > EA Posting Information. These docs provide more info on the process.

- [17 18 Mid-Year Process Fact Sheet](#)
- [17 18 Important Dates re Mid-Year EA Allocation](#)
- [Bumping Fact Sheet Jan 2018](#)



Sponsorship of School Projects and Initiatives



At OTIP we recognize that not all worthy causes are linked to registered charities. Within the education community, there are many member-led school projects or initiatives that support learning, provide an enriched experience or help those in need. OTIP Sponsorship of School Projects and Initiatives is an opportunity for our members to submit a video application to win \$5,000 toward their project.

We received an overwhelming response to this program last year, and the 2017/2018 program will be even better. This year, we are very excited to announce that there will be eight prizes of \$5,000 available to be won.

Click the link to learn more and see who can apply:

<https://www.otip.com/school-initiatives>

Bill 115 Settlement (Remedy) Payment

CUPE is working with the Crown and the school boards to finalize the list of members eligible for the Bill 115 settlement payment. We anticipate that the payment will be made near the end of January.

For current TLDSB employees the money will be direct deposited to your bank account and will be free from deductions. The settlement covers CUPE represented School Board employees during the 2012-2013 and 2013-2014 school years.

[For more information please review the September OSBCC Newsletter by clicking here](#) or by visiting cupe997.ca > News > OSBCC Updates