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FACT / INFORMATION SHEET

Bumping Information - June for September

Permanent Educational Assistants who have received a layoff notice and who have not obtained a position at the Posting – Placement Meeting shall attend the Bumping Meeting in their area.

The Seniority Date at which bumping will commence will be posted on the CUPE 997 Conference Site – Job Postings Folder prior to each bumping meeting.

Bumping Meeting Dates

For the list of Bumping Meeting Dates please refer to the June Important Dates document.

Educational Assistants, who have received a layoff notice and who did not acquire a position at the Posting – Placement Meeting, are called individually and by seniority order.

Wilma Lynch, Senior Manager of Employee Services, provides the bumping options. There is also representation from our CUPE Local at the meeting.

Information Regarding the Educational Assistant Bumping Process:

Note: See last page of this document for the Family of Schools.

14.06 An employee in receipt of notice of lay-off may choose:

- (a) to **accept the lay-off**; or
- (b) to opt to retire; or
- (c) **displace** the most junior employee at the **same hours** (see Appendix "C"):
 - (i) within their family of schools
 - (ii) within the next family of schools
 - (iii) within the next family of schools.

Selection of (i), (ii) or (iii) is **at the choice of the employee**

Note: Before moving to (d) or (e) there needs to be no choice in all 3 Family of Schools: there may be no choice in (i); 1 choice in (ii); 1 choice in (iii) or possibly only 1 choice out of the 3

- (d) failing sufficient seniority to bump under (c) above, displace the most junior employee in a position in the same occupational group at **higher hours** and in the same salary classification, in the following sequence (see Appendix "C"):
- (i) within their family of schools
 - (ii) within the next family of schools
 - (iii) within the next family of schools.
- Selection of (i), (ii) or (iii) is at the choice of the employee.
- (e) failing sufficient seniority to bump under (d) above, displace the most junior employee in a position in the same occupational group at the **closest lower number of hours** and in the same salary classification, in the following sequence (see Appendix "C"):
- (i) within their family of schools
 - (ii) within the next family of schools
 - (iii) within the next family of schools.
- Selection of (i), (ii) or (iii) is at the choice of the employee.
- (f) failing sufficient seniority to bump under (e) above, displace the most junior employee in a position in the same occupational group on a **Board-wide** basis, in the following sequence:
- (i) at the **same hours**; or
 - (ii) **higher hours**; or
 - (iii) **closest lower number of hours**

14.07 All permanent employees on lay-off shall have the **opportunity of recall**, subject to their ability to perform the duties of the job, **before any casual/temporary employees are hired**. An employee who has been recalled to such temporary vacancy/posting shall **not be required to accept** such recall and may instead chose to remain on lay-off. **Employees shall be recalled to temporary positions in order of seniority.**

14.08 The Senior Manager of Human Resources shall notify the employee of a recall opportunity by telephone, at the last phone number on record with the Board. In this regard, the employee is solely responsible for ensuring that the proper and most current telephone number and mailing address is on record with the Board. The employee shall be advised of the job to which they are eligible for recall and the date that they will be expected to report to work if the recall is accepted. When contacted by phone, the employee has twenty-four (24) hours to accept or decline the recall opportunity. When the employee cannot be reached by telephone, the recall offer shall be sent by external courier. The employee has twenty-four (24) hours from delivery to accept or decline the recall opportunity. If the employee does not contact the Employer within the twenty-four (24) hour period, they are deemed to have refused the recall opportunity.

Recall will only be to positions in the employee's geographic area unless the employee has declared otherwise, in writing to the Senior Manager of Human Resources. The employee will be notified that they have an opportunity to declare their geographic preference, and the deadline for making such declaration.

Three (3) refusals to recall opportunities to permanent jobs within the three (3) families of schools from which the employee was laid off (the employee's geographic region – see Appendix C) shall result in **removal from the recall list and loss of seniority.**

12.07 Loss of Seniority

An employee shall lose seniority in the event of:

- (a) Discharge for just cause.
- (b) Voluntary termination of employment (e.g. retirement or resignation) or abandonment of a position.
- (c) Absence from duties for more than three (3) consecutive days, or three (3) single days in any ninety (90) day period, without securing permission for the absence(s) or without providing a reason satisfactory to the Employer.
- (d) Lay-off for a period longer than twenty-four (24) months.**
- (e) Absence due to illness exceeding two (2) years, off-the-job accident exceeding two (2) years, or five (5) years in the case of occupational accident or injury, in circumstances where it is clear that, due to the permanent nature of the illness/disability, there is no reasonable prospect of return to active employment.
- (f) Recall opportunity refusals in accordance with the lay-off/recall provisions of this Agreement.**

Loss of seniority under (c) through (f) above will normally result in the termination of employment.

APPENDIX "C" - OCT/EA FAMILY OF SCHOOLS AND BUMPING SEQUENCE

1 - START	2 - NEXT	3 - NEXT
<ul style="list-style-type: none"> • LCVI • Alexandra P.S. • Central Senior School • Dr. George Hall P.S. • King Albert P.S. • Leslie Frost P.S. • Lindsay AETC • Mariposa E.S. • Parkview P.S. 	<ul style="list-style-type: none"> • I.E. WELDON SS • Dunsford D.E.S. • Grandview P.S. • Jack Callaghan P.S. • Lady Eaton P.S. • Lindsay Corporate Office • Queen Victoria P.S. • Rolling Hills P.S. • St. David Street Maintenance Dept. • Scott Young P.S. 	<ul style="list-style-type: none"> • FENELON FALLS SS • Bobcaygeon P.S. • Fenelon AETC • Fenelon Township P.S. • Lady MacKenzie P.S. • Langton P.S. • Ridgewood P.S. • Woodville E.S.
<ul style="list-style-type: none"> • I.E. WELDON SS • Dunsford D.E.S. • Grandview P.S. • Jack Callaghan P.S. • Lady Eaton P.S. • Lindsay Corporate Office • Queen Victoria P.S. • Rolling Hills P.S. • St. David Street Maintenance Dept. • Scott Young P.S. 	<ul style="list-style-type: none"> • LCVI • Alexandra P.S. • Central Senior School • Dr. George Hall P.S. • King Albert P.S. • Leslie Frost P.S. • Lindsay AETC/Virtual Learning Centre • Mariposa E.S. • Parkview P.S. 	<ul style="list-style-type: none"> • FENELON FALLS SS • Bobcaygeon P.S. • Fenelon AETC • Fenelon Township P.S. • Lady MacKenzie P.S. • Langton P.S. • Ridgewood P.S. • Woodville E.S.
<ul style="list-style-type: none"> • FENELON FALLS SS • Bobcaygeon P.S. • Fenelon AETC • Fenelon Township P.S. • Lady MacKenzie P.S. • Langton P.S. • Ridgewood P.S. • Woodville E.S. 	<ul style="list-style-type: none"> • I.E. WELDON SS • Dunsford D.E.S. • Grandview P.S. • Jack Callaghan P.S. • Lady Eaton P.S. • Lindsay Corporate Office • Queen Victoria P.S. • Rolling Hills P.S. • St. David Street Maintenance Dept. • Scott Young P.S. 	<ul style="list-style-type: none"> • LCVI • Alexandra P.S. • Central Senior School • Dr. George Hall P.S. • King Albert P.S. • Leslie Frost P.S. • Lindsay AETC • Mariposa E.S. • Parkview P.S.
<ul style="list-style-type: none"> • HALIBURTON HSS • Haliburton County Education Centre • Archie Stouffer E.S. • Highlands AETC • J.D. Hodgson E.S. • Stuart Baker E.S. 	<ul style="list-style-type: none"> • Cardiff E.S. • Wilberforce E.S. 	
<ul style="list-style-type: none"> • HUNTSVILLE HS • Huntsville AETC • Huntsville P.S. • Irwin Memorial P.S. • Pine Glen P.S. • Riverside P.S. • Spruce Glen P.S. • V.K. Greer P.S. 	<ul style="list-style-type: none"> • BMLSS • Muskoka Education Centre • Bracebridge AETC • Bracebridge P.S. • Cedar Lane • Macaulay P.S. • Monck P.S. • Muskoka Falls P.S. • R.S. Claus Centre • Watt P.S. 	<ul style="list-style-type: none"> • GRAVENHURST HS • Glen Orchard P.S. • Gravenhurst AETC • Gravenhurst P.S. • K.P. Manson P.S. • Muskoka Beechgrove P.S.
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NOTE: For employees working at Honey Harbour P.S., their family of schools is designated as BMLSS. For employees working at Yearley Outdoor Education Centre, their family of schools is designated as Huntsville H.S.