



Important Upcoming Dates

General Membership Meetings 2020-2021	Sat. Feb 20, 2021 – 10 a.m. Sat. May 1, 2021 – 10 a.m. All meetings will be held via Zoom during this school year. Information on registration will be sent in advance of the meetings.
---------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Long Term Disability (LTD) Termination

LTD is a condition of permanent status employment with the TLDSB however there are specific, limited situations that can allow a member to terminate coverage as follows:

[Click here to review our Revised Fact Sheet](#)

You may be able to have your LTD coverage if you are within:

1. 200 calendar days prior to turning 65
2. 200 calendar days prior to being eligible for a:
 - a. 66% (OCTEA unit only) un-reduced pension
 - b. 60% (CM unit only) un-reduced pension.
3. 200 calendar days prior to retirement *non-retroactive.

Review our Fact Sheet and contact the CUPE Office for more info

Mandatory Training for New Hires

Newly hired TLDSB employees know that there are a number of required training modules that must be completed as a condition of employment with the TLDSB. Much of the training can be accessed and completed at home, online with the progress and completion being verified by printed certificate or by a notation made on the employees file in the online system when the online course is completed.

The TLDSB has now agreed to provide 7 paid hours for new employees to take this training.

It should be noted that in general any training required by the employer as a condition of employment or continued employment must be paid for and taken on paid time. Exceptions to this would be qualifications required for the position being applied for.

NEW CUPE Medical Certificate

As part of the Central Negotiations, effective July 14, 2020 there is a new CUPE medical certificate that the Board may ask members to have completed to support longer medical absences from work.

The CUPE medical certificate is different than previous certificates in that if the member is not able to return to work for medical reasons, Part 2 - Physical and or Cognitive Abilities does not need to be completed by the health care provider.

If you have any questions about the new CUPE Medical Certificate or, medical leave or the sick leave plan please get in touch with your Chief Steward or the CUPE 997 Office.

The new medical certificate can be downloaded by clicking [HERE](#). The employer will supply a copy if they require it to be completed to support an absence of 5 consecutive days or longer.

Note: If a CUPE member is asked to provide a medical certificate to support their absence from work, the Employer must pay the cost or reimburse the employee.

Inclement Weather Procedure update

NEW for this year: When buses are not running in a geographic region of the Board due to inclement weather, all schools in that region will be closed to students. This includes in town schools that previously were exempt.

Also new for this year: Many of our members will be able to work from home on inclement weather days if the member has the ability to perform their work at home. This applies to most staff but not all.

We recommend that you review the board's November 17, 2020 memo on www.ourdock.ca if you have not already.

Unchanged from previous years, if a member is unable to travel to their worksite or an alternate worksite due to the weather/road conditions and cannot work from home we recommend the member submit a [Unusual/Unexpected Circumstances Process Form](#) which is similar to an appeal. This online form must be submitted by 4pm on the 2nd business day following the inclement weather day. Supporting documentation can be submitted along with the Process form. To access the form click the link above or it can be found on ourdock under Employee Services.

Note: If you do not attend work due to the weather and you do not submit a Process form you will not be paid for the day.

Half day paid holidays over Christmas

We have confirmed with Employee Services that, as in past years, all 12-month employees (OCTEA and CM) are able to combine the two half day holidays over Christmas break in order to take the full day off. The half days must be taken prior to January 1st.

Employee Assistance Program (EAP)

Toll Free – 1-800-268-5211 – a confidential service for CUPE Permanent CUPE represented staff for assistance with a wide array of services.

Check out the CUPE 997 website for more information at: <https://cupe997.ca/resources/benefits/> scroll down to the bottom for EAP info.

2020 Float Day

All permanent CUPE represented staff have 1 Float day per calendar year. The day can be taken on any regular work day at the discretion of the employee with 2 weeks' notice to the supervisor. The day must be used by December 31 of each year.

Quarantine Vs Sick Leave Grievances

Thank you to the over 40 members who contacted us to let us know that they had been coded as sick leave while awaiting the results of their COVID-19 test and while under Public Health Class Order to isolate at home.

While the issue has not entirely been resolved, we continue to work with the Board on this and hope to have our members made whole very soon. We will provide further updates when we have an agreed to solution.

Driving for a rideshare or food delivery app company on the side? Make sure you are covered!

If you're looking for a way to make extra cash, signing up to be a driver for a popular rideshare or food delivery app like Uber or Skip the Dishes as a part-time gig can be lucrative. However, it also increases your risk of getting into a car accident. When you spend hours of your day on the road, you're more likely to encounter an unsafe driver or make mistakes due to fatigue. If you do get into an accident, it's important to know if your personal car insurance will cover any damages, the app company provides coverage for its drivers or you need to purchase additional coverage.

Learn more at www.otipinsurance.com/article82



NEW January EA Posting Process

Educational Assistant January Posting / Placement Process

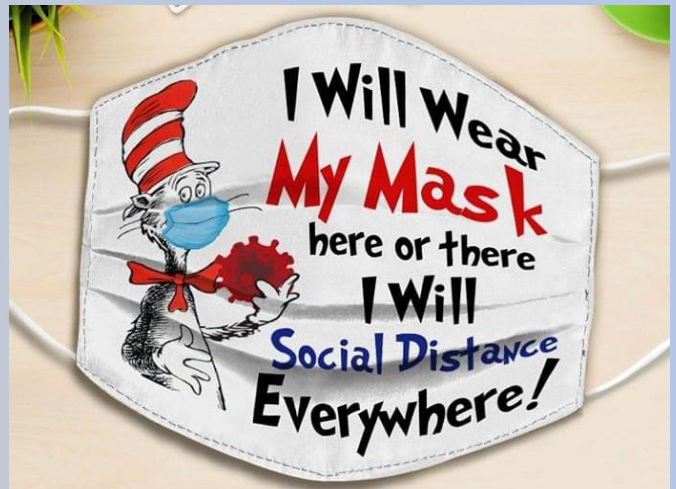
As a result of negotiations during the most recent round of bargaining with the employer, **there shall be no layoffs of Educational Assistants during the school year.** This is a noticeable change in process from recent years that saw some EAs receive layoff notices just prior to the Christmas Break to take effect at the start of the 2nd semester of the secondary panel.

For January 2021 the following process will be in place for postings for eligible Permanent Educational Assistants to make application to.

To be eligible to post into a posted position during the January posting the EA must be Permanent and not already working in a permanent full-time position. In other words, those permanent EAs that are working in a temporary position or those that are working less than full time (less than 7 hours per day) are eligible to apply.

As in past years, the January posting process will be done by online application. **New for this year:** all available **positions will be posted** in the CUPE Job Posting site on the Board's intranet, 5 working days prior to the deadline for EAs to submit their application. The deadline to apply to posted positions is January 15th of each year. Eligible EAs can submit an Educational Assistant Information Form to apply for posted positions which will also be available on the CUPE Job Posting site on the Board's ourdock.ca.

We recommend that EAs review the updated EA Posting/Placement process which includes information on Reassignment of Educational Assistants during the school year by going to our website at www.cupe997.ca – Resources – Collective Agreements or by clicking [HERE](#).



When 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 online Report form" at the earliest possible time following the incident. The form must be completed online.

Steps 1 & 2 are required under [TLDSB Policy HR-4208 Incident Accident Procedure](#) which we recommend you review.

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 a workplace related 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.