

Job Action Instructions
Effective September 30, 2019

General All Classifications Instructions:

Phase 1

1. Do not perform the duties of any other member or classification
2. Wear an OSBCU job action wrist band
3. Do not attend training sessions on unpaid time
4. Take breaks/lunch with other CUPE members
5. Only work overtime if paid at the applicable rate defined in the Collective Agreement (no Lieu Time)
6. No volunteering, (coaching, clubs, etc..) or non-paid activities
7. No supervision of co-op placements, student practicums etc.
8. Wear navy blue CUPE shirts as a visible show of solidarity on bargaining days and Education Wednesday
9. Display OSBCU work to rule materials (provided by OSBCU)-post on CUPE Bulletin Board
10. Work at a safe pace - Complete each task as assigned, prior to starting new task
11. Do not answer emails, texts or calls from supervisors outside of work hours
12. No volunteers performing any portion of our work
13. Attend meetings only on work time
14. Report personal absences, (as per collective agreement/policy) but do not secure replacement for your position
15. Do not use personal devices (eg. Cell Phones), at any time, for work purposes.
16. Return any board provided devices to supervisor at the end of shift (walkie talkie, cell phone, iPad, computer etc.)
17. Get work request in detail and in writing
18. Only check board email prior to shift end
19. No ordering of consumables
20. No purchasing of items
21. Take personal belongings and personally prepared material home
22. Travel only on work time
23. Do not cover duties of unfilled (absent) members position

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