

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
 - Refers to not doing work that is struck by another CUPE classification
2. Wear an OSBCU job action wrist band
 - Wrist bands should have arrived in the courier sent to Communicator
3. Do not attend training sessions on unpaid time
 - This is true at any time not just during work to rule.
4. Take breaks/lunch with other CUPE members
 - This is if possible. It will help build solidarity knowing we are not in this alone.
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
 - Relates to school associated volunteering only
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 Wednesdays
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
 - This is true at any time not just during work to rule.
12. No volunteers performing any portion of our work
13. Attend meetings only on work time
 - This is true at any time not just during work to rule.
14. Report personal absences, (as per collective agreement/policy) but do not secure replacement for your position
 - This is true for most positions at any time not just during work to rule.
15. Do not use personal devices (eg. Cell Phones), at any time, for work purposes.
 - This is true at any time not just during work to rule.
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
 - Check your email only once at the end of the day. Supervisor to print off your work order/ticket/task and provide it to you in writing. Work orders etc. that go against the struck work will not be completed.
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

- This applies to members who travel as part of their position
23. Do not cover duties of unfilled (absent) members position
- Supply staff will cover the duties of the absent member but existing staff will only complete their own work.

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