

June 2015- No 6

www.staffassociation.ca

Message from the Chair...

Before getting to the usual summer message I am going to vent about a few things that have been occurring this school year...

This is not something a person likes to do but at times it's very necessary. Some of you work in marvelous situations where your principal, supervisor or manager values you and the work that you do. Whether the staff is SA, CUPE, ATA, Trades, everyone works as a team. How amazing is that?!!

Then...we have the other situations. You know the ones, where support staff are being asked to perform duties that are beyond those required by their position description(s). In situations where they are not trained in working with special needs and coded students, this is a major safety concern for both the student and employee and a legal liability issue if something occurs. Things like personal care, which involves lifting at times, and other related care. If you are a Lunch Supervisor, School Assistant, ELL Assistant, Library Assistant, Secretary, Speech Language Assistant etc. you are not trained to do this work. You should not be asked to do this work!!! SAFETY, LEGAL LIABILITY and your position description...that should be your response and if you feel coerced, you need to call us here at the office. Don't be made to feel like you have no choice. You do! In fact, you have a responsibility to ensure this doesn't occur.

We have EA's and other support staff being asked to work in school offices, answering phones etc. This is not what an EA is trained to do, nor is it part of the position description and what about the students that need that EA's support? We have Lunch Supervisors being asked to clean up urine. Last time I checked, the Facility Operator in the school was responsible for that work. We have Secretaries being asked to do lunchroom and outside supervision. Career Practitioners have been asked to work in libraries. We get that things are tough sometimes with budgets, but honestly there are times where it's really just an excuse to get work for free or to pay less. That doesn't seem very respectful to me.

We also know that there are concerns in departments and programs as well. The list is long. I hear the same things no matter where support staff work in this system. You want to feel valued, part of the team, be recognized for your contributions, treated fairly, and work in a respectful atmosphere. Do you think that is too much to ask? I do not, SA's Managers and Board of Directors do not, and neither should you.

Working Relationship Commitment

As proud employees of the Calgary Board of Education we commit to a culture of respect, trust and participation in support of student learning.

This culture is characterized by:

- acknowledgment and recognition of roles, responsibilities, and contributions;
- open and transparent communication;
- clear and understood decision-making processes where voice is valued;
- ownership of the collective successes or failures of the organization; and
- personalized, lifelong learning.

I read this often; and think to myself, what an amazing system this would be, if this commitment was truly followed by all at the Calgary Board of Education.

So, here we are again at the end of another school year. On behalf of all of us at Staff Association we hope you have an amazing summer. Whatever you do, where ever you go, be safe and have FUN!!!

Lois Robb

Staff Association Summer Hours

Staff Association is closed Friday's throughout the summer, and with staff using their earned vacation time, please phone ahead to book an appointment should you need to visit the office to ensure that someone will be available to assist you with your questions/concerns.

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2016 Convention

We are pleased to announce that our main venue for Staff Association's 2016 Convention will be Lord Beaverbrook High School. Viscount Bennett Centre will once again host some of our computer and art sessions. Planning is well underway for next year's Convention and we wish to thank everyone for your valued comments and suggestions.

Applying for Employment Insurance (EI)

Where to Find Information

- **This information is posted by CBE on their Website** (log-in to *staff insite* homepage - under "System News" click on [Summer 2015 ROE's](#) or *staff insite*→locate system tools→news centre→news→[Summer 2015 ROE's](#)). If you have any questions, please call **CBE'S Employee Contact Centre at 1.877.353.2555** or **Service Canada directly at 1.800.206.7218**.
- To file, please go to www.servicecanada.gc.ca - select "*Apply for Employment Insurance*."
- For answers to frequently asked questions around applying for employment insurance, please check-out the "**Quick Links**" box located on the right-hand side of the "*Apply for Employment Insurance*" page and click on the "*Online Application FAQ's*."

ROE's - 10-Month Support Staff / 2015 Reference Code / Applying For Insurance Benefits 2014/15

- CBE will automatically have Records of Employment (ROE) issued electronically to Service Canada via the Web for 10-month support staff by July 11, 2015.
- A reference code has been assigned to facilitate the processing of school board claims. During the application process you will be asked if you are part of a group layoff, indicate 'yes' and provide the reference code: **4812-01-2015-082015**.
- Applying for Employment Insurance Benefits: https://portal.cbe.ab.ca/staffinsite/system_tools/media_centre/news/Documents/applying-for-employment-insurance-school-related-2014-15.pdf

