

Upcoming Meetings

Please mark your calendars and join Staff Association at our upcoming meetings:



South Quadrant Meeting

Monday, October 17, 2016

Carriage House Inn

9030 Macleod Trail S.

4:30 - 6:30 pm (Lincolnshire 1 Room)

Our Managers and Directors will be hosting an informal meeting with members to answer any questions you may have pertaining to your work or the Staff Association.

Annual General Meeting

Wednesday, November 23, 2016

The Glenmore Inn & Convention Centre

2720 Glenmore Trail SE

7:00 pm (Glenmore West/Heritage Room)

The information package will be sent out by the end of October and we hope to see you there!!

Message from the Chair...

Welcome to a new school year!

Every year we like to cover some of the clauses from our Collective Agreement(s) in the first couple of FYI's we send out.

Article 1 - Purpose

Clause 1.3

The Board and the Union are committed to a culture of respect and trust amongst all employees and to healthy, harassment-free work environment in which all people respect one another and work together.

Staff Association and CBE made a commitment to members in 2012 that we would continue to work on making changes to help those dealing with bullying and harassing behaviours and the language in Clause 1.3 is a step. We still have some work to do.

For me, this is one of the most important clauses we have in our agreement(s). We obviously can't force everyone to like each other but we can ask that people work together and treat each other respectfully - the way they would like to be treated themselves. It's about everyone's interactions with each other. To quote a line from the 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.* We all need to work at putting these words into practice.

Just imagine.

On behalf of the SA Board of Directors and Office Staff,

Lois Robb

Breaks from Work

Clause 11.3

Employees shall be entitled to two (2) fifteen (15) minute breaks from work for each full day worked, one in the morning and one in the afternoon, times to be designated by Management.

Employees who work less than three (3) hours in one (1) day are not entitled to a paid break from work.

Employees who work three (3) to five (5) hours in one (1) day are entitled to one (1) paid fifteen (15) minute break from work.

Employees who work more than five (5) hours in one (1) day are entitled to two (2) paid fifteen (15) minute breaks from work and one (1) unpaid meal break from work of between thirty (30) and sixty (60) minutes. The meal break shall be scheduled as near mid-shift as possible.

Personal Days

Clause 19.9

An employee shall be granted personal leave not to exceed a total of five (5) days from July 1st to June 30th.

Employees shall provide their supervisor as much notice as possible of their intention to take personal leave. Such notice will not be less than two (2) days, unless emergent circumstances prevent advance notice. Employees and their supervisor will discuss the timing of the leave and, whenever possible, the leave will be scheduled at a time that meets both the needs of the employee and the need to minimize the operational impact of the leave.

The first day of personal leave shall be paid at full pay and the remaining four days shall be paid at a rate of one-half (1/2) of the employee's regular rate of pay.

New Collective Agreement(s)

We are in the midst of finalizing the new agreements and should have them up on the website soon. Should you have any questions around changes please call us at 403.242.7555 and we will be happy to assist you.

Lieu Time for Overtime or Extra Time

It seems silly to have to state that hourly paid employees, like all covered by our MAIN Body Agreement, are to be compensated for all hours worked. However, that basic premise seems to be overlooked by some colleagues – for example teachers, Principals and service unit supervisors - who are paid a set salary that is not dependant on specific numbers of hours worked. The result can lead to misunderstandings and differing expectations.

When hourly paid employees work additional hours, the default is for them to timesheet the extra hours and receive additional pay. In many cases, particularly in schools where many employees work less than full time, it may be (more) feasible to provide additional paid time off (lieu time) than to come up with additional funds for the extra time/overtime worked. Article 12 of our collective agreement dealing with overtime provides for that alternative as does the new LOU "Extra Hours of Work / Lieu Time" - but only if there is **MUTUAL AGREEMENT** to do so. Such mutual agreement applies to both IF lieu time will apply instead of extra pay and HOW/WHEN the lieu time owed the employee may be taken. Please note that in an overtime scenario, time off in lieu is calculated on the same basis as overtime pay - if one would normally receive 1.5X pay for the overtime, the lieu time option would require 1.5 hrs. of lieu time for each overtime hour worked.

In many, if not most situations, lieu time arrangements are effected with little problem and can work well for both the school or work unit and the employees, given the flexibility it can potentially offer both.

However, problems invariably arise when Supervisors/Principals attempt to unilaterally force or impose it. It's not unheard of for employees to arrive the first day of school to be told they must take certain regular work days off (often PD days), that they therefore "owe" those hours back and when they will be "made up" – far from mutual agreement! On the flip side, employees (except in emergency situations) cannot simply decide themselves to work extra time and assume lieu time off whenever they choose.

12.6 of the overtime provisions actually requires Supervisors/Principals to meet with employees expected to work overtime to discuss and clarify how much is anticipated, how approvals will be handled and how lieu time, if applicable and agreed to, will be handled. This is then to be confirmed to all involved in writing.

Whether or not one expects to be working significant additional hours, the potential of extra time exists for all. It's important, then, that you have a clear understanding about how/when/from whom approval is to be obtained and, if lieu time is agreed to, potential times/circumstances when it can be taken. As with most things, a little good faith and good communication beforehand does wonders to prevent issues that can prove difficult to deal with after-the-fact! In cases where lieu time owed to an employee cannot be taken prior to the end of a school year, the employee must be paid for that extra time on the last pay of the school year.

For more information, please review Article 12 and the LOU "Extra Hours of Work / Lieu Time" in the collective agreement. If you have any questions or are having difficulty getting clarity (or compliance!) from your Principal/Supervisor about extra time or overtime at your school/work site, please contact the Association office.

Group Benefits Plan

Mandatory Participation Expanded

In the last round of bargaining the CBE agreed to mandatory provision of group benefits and participation in the Benefits Plan for all continuous and term specific employees covered by the MAIN Body Agreement who work 15 hours or more per week. Any such employees who were not previously enrolled in the Plan will be enrolled effective September 1, 2016 (or their start date, whichever is later). These employees should have received notice of this and further benefits information from the CBE. If you believe you are among this group and have not been notified, let us know and we will investigate.

It is very important for everyone affected to nominate beneficiaries (for Life and AD&D Insurance) and to add dependents (for family health and dental coverage) WITHIN 31 DAYS of their enrollment date.

You must do this in PeopleSoft: *Main Menu → Self Service → Benefits*

More detailed information is available on the CBE website:

Staff Insight → locate system tools → forms and document collections → For Support Staff → Mandatory Group Benefits Participation: SA

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