

September 2018- No 1

www.staffassociation.ca

Upcoming Meetings and Events

Please mark your calendar and join Staff Association at our upcoming meeting:

Annual General Meeting

Wednesday, November 14, 2018

The Glenmore Inn & Convention Centre

2720 Glenmore Trail SE

7:00pm (Glenmore West/Heritage Room)



The information package will be sent out by October 24th and we hope to see you there!!

Message from the Chair...

Welcome back to a new school year everyone! Please take the time to read this FYI as there is some important information for you.

Whether you are 12-month or 10-month, working in schools or departments, your daily work supports students in some way. The system simply is not operational without all of you! Your work is important, and you can be proud of what you personally contribute to the Calgary Board of Education. All of us at Staff Association are very proud of each of you.

Student numbers are higher than anticipated so some schools may see additional hours or positions for support staff, while other schools are down in numbers and making cuts to hours or elimination of positions as part of the Fall RAM. As always, at this time of year, there are several support staff still requiring placement from the Spring staffing period.

We are seeing the cracks from reductions to departments. Not sure how some of these departments will be able to operate even on a reduced level of service to schools. It remains to be seen.

The Calgary Board of Education's Trustees are still working on hiring a new Chief Superintendent. It seems the system will basically be in a holding pattern until a new Chief arrives.

Remember we are here at Staff Association to answer your questions or concerns. Please call or email and we will do our best to respond as quickly as we can. A friendly reminder to call the office to ensure we are here and not out at meetings before you drop in.

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

Lois Robb

Incident Accident Reporting

Do you know that employees are legally **required** to report accidents/incidents and workplace hazards as per Occupational Health and Safety Legislation? Please check out the following links that will provide information, direction and information around contacts if you have any questions.

[CBE Safety Station - Reporting](#)

[Public School Works - Reporting and Training](#)

Power School

With the changeover from SIRS to PowerSchool, CBE has tried to provide training and supports for those who do this work. We have received many calls and emails from frustrated employees who are telling us that the training and supports are not adequate. We are listening to your concerns and have taken this issue to the Workplace Relationship Committee table for discussion. We will also be discussing your concerns with Jeannie Everett, Acting Deputy Chief Superintendent.

If you have put in time beyond your regular work hours to deal with Power School issues, please make sure that time is documented and goes to your principal/supervisor. If that time is not honoured, please contact us at the SA office either by phone or email so that we can address it.

Breaks from Work / Personal Days

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.

Please Note: Breaks are tied to the daily hours worked. If you work more than 5 hours in a day, including as a result of a compressed work week or an agreed upon lieu time arrangement, you are entitled to two paid 15-minute breaks and an unpaid meal break.

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.

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 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.

Personal Care

While all of us who work in the Calgary Board of Education care deeply about the students we work with, personal care in the context of support staff work is specifically defined as activities such as toileting, diapering, feeding, dressing, grooming, etc. Personal care can only be required of support staff whose position description has it listed as one of the major responsibilities. For example, Education Assistants have personal care outlined as one of the responsibilities in their position description and can be required to toilet or feed a student. Educational Assistants must however be careful not to cross the line between personal care and medical assistance. Other support staff such as Speech Language Assistants, School Assistants, School Secretaries/Office Assistants, to name a few, cannot be required to provide personal care. If you have any questions or are inappropriately being required to provide personal care to students, please contact the Association office.

Job Duties

Every year we receive many calls around 'what can I be asked to do regarding job duties?' For example, if you are a Speech Language Assistant, your duties do not include feeding, toileting or bussing. If you are being directed to do work outside of your position description please contact us here at the SA Office.

Fall 2018 Scholarship Recipients & Spring 2019 Scholarship Info.

Congratulations to Staff Association's 2018/19 Scholarship Award recipients:

Nominee Selected	
\$1,500 Award Recipients:	Amy S., Addis B., David V., Dayaana K., Usman A., Veyra Grace P.
\$1,000 Award Recipients:	Casey K., Karly M., Kira D., Philip Z., Wren L.

Staff Association will once again be awarding Scholarships through EducationMatters for the children of our members that are currently in grade 12 to use toward their post-secondary education. The Scholarship Award information/application link for the fall of 2019 will be received from EducationMatters between February 1 and March 15, 2019 and will be made available on our site at that time. In the interim, general Scholarship Award information is available on our website under the *For Members* → *Scholarship Award* tab.

Employee and Family Assistance Program

Help to manage work and personal life – at no cost – 24/7

Homewood Health: 1.800.663.1142

TTY: 1.888.384.1152

International (call collect): 604.689.1717

Homeweb.ca

The Homewood Health Employee and Family Assistance Plan (EFAP) is a confidential service available to employees and their dependents at no cost, to help manage work and personal life.

Homewood Health offers [counselling](#), [coaching](#), [resources](#), information, and support for all types of issues relating to mental health, health management, and achieving greater personal and workplace wellbeing.

All of the services offered by Homewood Health are **strictly confidential**. Homewood Health goes to extraordinary lengths to protect all personal information and to ensure privacy.

For more information please visit CBE's website (www.cbe.ab.ca): [staff insite](#) → [manage your career](#) → [compensation & benefits](#) → [Employee & Family Assistance Program](#)

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<i>If you wish to visit the SA office, please e-mail or phone ahead to book an appointment to ensure that someone is available to assist you.</i>		