

## **September 2019- No 1**

[www.staffassociation.ca](http://www.staffassociation.ca)

### **Upcoming Meeting**

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

#### **Annual General Meeting**

Wednesday, November 27, 2019

The Glenmore Inn & Convention Centre

2720 Glenmore Trail SE

7:00pm (Glenmore West/Heritage Room)

*The information package will be sent out by  
November 6<sup>th</sup>. We hope to see you there!!*



### **Message from the Chair...**

First, I would like to take this opportunity to welcome back all 10-month employees to a new school year! Even though our weather could have been better this summer, I hope all support staff were able to relax and recharge. Second, please read this FYI newsletter in its entirety because there is important information for all support staff members to be aware of.

The Calgary Board of Education would not be providing quality education without your daily work, whether that is in a school or a service unit, so thank you for everything you do each day. The beginning of a school year is a perfect time to be reminded of our valuable contributions to CBE students.

Please contact Staff Association to answer any questions or concerns. We will do our best to respond as quickly as we can.

On behalf of Staff Association,

*Jen Copithorne*

### **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 a minimum of three (3) hours but less than five (5) hours in one (1) day are entitled to one (1) paid fifteen (15) minute break from work.*
- *Employees who work five (5) hours in one (1) day are entitled to thirty (30) minutes paid break from work, which may be taken in two (2) periods of not less than fifteen (15) minutes each.*
- *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.*

## Breaks from Work Continued

**Please Note:** Breaks are tied to the daily hours worked. If you work 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 a paid break of 30 minutes, and employees who work over 5 hours in a day, are entitled to 2 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 1<sup>st</sup> to June 30<sup>th</sup>.*

*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 two (2) days of personal leave shall be paid at full pay and the remaining three (3) days shall be paid at a rate of one-half (½) 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.

### Lieu Time for Overtime or Extra Time Continued

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 busing. If you are being directed to do work outside of your position job description please contact us here at the SA Office.

## Fall 2019 Scholarship Recipients & Spring 2020 Scholarship Info.

Congratulations to Staff Association's 2019/20 Scholarship Award recipients:

	Nominee Selected
\$1,500 Award Recipients:	Samreen A., Matthew B., Sayma H., Bhanvi S., Jade W., Alethia Y.
\$1,000 Award Recipients:	Haaziq A., Eman A., Sydney C., Rayanne F., Camille P.

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 2020 will be received from EducationMatters between February 1 and March 15, 2020 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.

## Displacement

Please note that if you decide to exercise displacement rights, the process can take about 4 weeks - up to 1 week for Staffing to identify the correct location and notify you (you then have 48 hrs. to accept or decline); and then 3 weeks to provide proper notice to the person being displaced.

## CBE General Information

### Employee Contact Centre (ECC)

**Need Help? Have Questions?** Call or E-mail CBE's Employee Contact Centre: **403-817-7333** ([ecc@cbe.ab.ca](mailto:ecc@cbe.ab.ca)). The Employee Contact Centre (ECC), CBE Human Resources, can assist you with questions regarding your salary, payroll, group benefits, pension, leaves, vacation pay, salary verification letters, records of employment, T4's, retirement planning, resignation/retirement processing and any other general inquiry you may have including self-service in PeopleSoft.

<b>Staff Association Office Staff</b>		
<b>Jen Copithorne</b> , Chairperson	403.242.7555 ext. 1	<a href="mailto:chair@staffassociation.ca">chair@staffassociation.ca</a>
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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>		