

March 19, 2020

www.staffassociation.ca

Working from Home

You all should have received information from CBE yesterday about working from home. If not, please click on this link for full information:

https://insite.cbe.ab.ca/system_tools/emergency_safety_security/coronavirus/Documents/Working-From-Home-Employees-Guide.pdf

Effective immediately, all **school-based staff** may work from home and need only send an e-mail to their Principal indicating that they will be. The only exception is the Administrative Assistant or SIS Assistant, since schools require staff minimums to remain open, which Alberta Ed. has directed they do. All others, regardless of position, and regardless of what, if any, work is required of them should stay at home. This is directly tied to reducing employee density and increasing social distancing as per government requirements.

As noted in our communication on Monday, **no continuous employee is being laid off**, regardless of position, and there is no plan or intention to do so for the rest of the current school year. Term Specific contracts will also be honoured. **You will continue to be paid**. That is not affected by the amount or type of work that you may do, whether at home or on site, which at this point is not certain and will probably continue to evolve. Some flexibility all around may be required given these unprecedented circumstances and we will be considering possibilities and options with CBE.

For **PSS and service unit staff**, working from home will require an e-mailed request to their immediate supervisor on this form:

<https://insite.cbe.ab.ca/Forms%20%20Manuals/Temporary-Work-from-Home-Request-Form.pdf>

Supervisors are being urged by upper management to be as flexible as possible in approving requests. If you make a request and believe you are unreasonably being denied, please let us know and we will investigate.

Casual Employees

Just yesterday the Government of Canada announced further support for those whose earnings have been negatively impacted by the current Coronavirus crisis, but who do not qualify for regular Employment Insurance (EI) benefits. Typically, this is due to not reaching the required insurable hours, as may be the case for many CBE casual employees. The program is called the Emergency Support Benefit and should be available to apply for in April (no specifics are available yet).

Contact Us

With the tremendous amount of rapidly changing situations and information everyone is faced with in the current environment, it is understandable that there are many fears about many things, including job security. There is also no shortage of often unfounded and incorrect assumptions/rumours around work and what is or may be happening. If you have any questions at all or hear things that cause concern, please contact us to discuss/clarify/confirm. Generally, we can provide info and support right away and if we don't immediately have an answer, we will pursue one for you.

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We wish you all a restful and safe Spring Break. Please do continue to care for yourselves, your families, your colleagues and your community. These are stressful and difficult times, but they can be less so when we support each other!

Things You Can Do to Support Yourself

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body -- take deep breaths, stretch or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep and avoid alcohol and drugs.
- Make time to unwind and try to do some other activities that you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2F coping.html

Consulting a reliable source of information can also be reassuring:

Alberta Health Services - <https://www.albertahealthservices.ca/>

The Calgary Board of Education - <https://www.cbe.ab.ca/Pages/default.aspx>

The Government of Alberta - <https://www.alberta.ca/index.aspx>

Valuable CBE Information

Employee Contact Centre (ECC)

Need Help? Have Questions? Call CBE's Employee Contact Centre: t | 403-817-7333 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.

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