

**April 8, 2020**

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

We, like you, are still awaiting specific numbers from CBE around layoffs anticipated as a result of sudden and unexpected funding reductions from the provincial government for the balance of this school year. We have had many discussions over the past week with HR to draft Letters of Understanding (LOU's) – one for MAIN Body and one for Professional Support Staff (PSS) - to deal specifically with what will be temporary layoffs, until in-person classes resume. We have reached agreement on these, which are summarized below. The actual LOU's will be on our website's homepage.

### **MAIN Body Support Staff**

The fundamental distinction between these temporary layoffs and 'normal' layoffs that typically occur during spring staffing, is that individuals temporarily laid off under these LOU's will not be severed from the position/location/hours they held prior to the layoff, for the duration of it. They will not lose their job as a result of being temporarily laid off from it.

As for who will be temporarily laid off, in some cases everyone within a Field of Employment (FOE) may be – like Lunchroom Supervisors. In others, some employees may not be laid off, in which case the process for determination is identical to that for any other layoff. **Everyone being temporarily laid off will receive 3 weeks' (paid) working notice or pay in lieu.**

If there are recalls from temporary layoffs, employees will be recalled to their previous position/location/hours, on the basis of seniority. For these temporary layoffs there will be no displacements.

The current temporary layoffs are purposefully separate and distinct from Spring Staffing. For Spring Staffing, the full Collective Agreement provisions around layoff and recall and hours changes will apply as always, starting from the premise of all employees being in their current positions, whether working in them or temporarily laid off from them.

### **Professional Support Staff (PSS)**

The layoff and recall provisions in Article 7 will apply to any temporary layoffs but, as with MAIN Body, no one will be losing their job while on temporary layoff. Spring Staffing will proceed as usual based on everyone still holding their same position, whether working in or temporarily laid off from it.

### **Benefits (MAIN and PSS)**

The Group Benefits and Health Spending Account (HSA) that anyone had prior to being temporarily laid off will continue uninterrupted for the duration of that layoff, at no additional cost to them (same as when working). Since employees always pay the Long-Term Disability (LTD) premium through payroll deduction, that premium for the temporary layoff period will be deducted from the last two pays prior to their layoff date.

The current situation thrust upon us certainly isn't welcome or ideal but we can only deal with it as best we can. We believe this approach is fair, appropriate, least disruptive and the best possible for affected employees.

## Income Supports

Everyone temporarily laid off should qualify for the new Canada Emergency Response Benefit (CREB), which pays \$500 per week. Information on the program and how to apply can be found at <https://www.canada.ca/en/services/benefits/ei/cerb-application.html>

## Contact Us

Although our office is closed and SA's office staff are currently working from home, we will provide information and support as we continue to work through this difficult and unprecedented time.

|   |                     |  |
|---|---------------------|--|
| Rae-Ann Royal, Chairperson  | 403.242.7555 ext. 1 | <a href="mailto:chair@staffassociation.ca">chair@staffassociation.ca</a>         |
| Mark Johnson, Manager   | 403.242.7555 ext. 2 | <a href="mailto:mrjohnson@staffassociation.ca">mrjohnson@staffassociation.ca</a> |
| Loren Keister, Manager  | 403.242.7555 ext. 4 | <a href="mailto:loren@staffassociation.ca">loren@staffassociation.ca</a>         |
| Dawn Scott, Administrative Secretary                                      | 403.242.7555 ext. 0 | <a href="mailto:dawn@staffassociation.ca">dawn@staffassociation.ca</a>           |
| Sue Wenaas, Staff Development Fund Administrator & Convention Coordinator | 403.242.7555 ext. 3 | <a href="mailto:sue@staffassociation.ca">sue@staffassociation.ca</a>             |

## 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](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.

### 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 | <a href="http://www.homeweb.ca">www.homeweb.ca</a> |
|---------------------------------|---------------------|--|

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