
September 2020- No 1

www.staffassociation.ca

Upcoming Meeting

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



Virtual Annual General Meeting

Wednesday, November 25, 2020

Meeting details will be provided at a later date

*The information package will be
sent out by November 3rd.*

Message from the Chair...

"DON'T LET WHAT YOU CAN'T DO STOP YOU FROM DOING WHAT YOU CAN DO" - *John Wooden*

Welcome everyone to September and the return to school.

As we continue this journey together, we need to remember that every person will be having a different response to what we are experiencing, and it is important to also be kind to yourself!

Our desire to get back to normal can cause us to let our guard down and to be less vigilant. I encourage everyone to persist in enforcing the public health recommendations of staying as far apart as possible, wearing a mask while entering and exiting schools, and reminding all of the importance of hand washing.

SA continues to engage in conversations with the CBE re-entry team and we are able to bring questions and concerns forward. Please contact us if you have questions or concerns.

Take care and be safe!

Rae-Ann Royal

Important COVID Information

Some key pieces of information and further links related to many COVID-related issues and questions that might help you can be found below:

https://insite.cbe.ab.ca/system_tools/emergency_safety_security/coronavirus/pages/coronavirus-employees.aspx

Included in this link is the 2020-21 School Re Entry plan. The re-entry plan also has a link to a document that outlines cleaning and disinfecting guidelines, using Clorox and Certainty disinfecting wipes (This is not for Custodial or Lunchroom Supervisor cleaning as they have separate products and processes). Please note the responsibility is shared by STAFF and not just support staff.

Benefits – September 1 Layoff Date

In the June FYI it was reported that those with a September 1 “layoff pending recall” date would continue to receive group benefits for the month of September. Unfortunately, due to a misunderstanding, the information provided by CBE to Staff Association was incorrect, as employees in a layoff pending recall status had their group benefits terminated August 31. CBE has agreed to work with Staff Association to review any negative financial impact that may have been created for these employees through this error in communication.

Benefits – September 1 Layoff Date Continued

If you are one of these employees who scheduled a medical or dental appointment in September and had the claim denied by Sun Life, please notify our office (e-mail is best to dawn@staffassociation.ca). Keep all information including invoices/receipts along with any reimbursement received through other benefit providers and we will contact you as soon as possible once we've worked out a process with CBE.

Paid Layoff Notice

As mentioned in the June FYI, many employees who were temporarily laid off in May and June were then identified for layoff and recall as a result of Spring Staffing decisions. The CBE planned to give notice to these employees while on their temporary layoff or during the summer (therefore unpaid). We were prepared to grieve and pursue the matter as necessary. Fortunately, that was not necessary, and we had discussions with HR throughout the summer looking for a means to make these members whole. Ultimately the CBE agreed to provide them pay in lieu of notice. While we still have some disagreement around the general application of notice, we acknowledge and appreciate HR's leadership in resolving this matter to help mitigate the financial impacts on these employees coping with both the prior temporary and now ongoing loss of employment.

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 Letter of Understanding (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 hours 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/worksite, please contact our office.

Job Duties

Every year we receive many calls around 'what can I be asked to do regarding job duties?' While we all recognize the importance of working as a team and pitching in where needed, perhaps especially in the current situation, this is still a good time to refresh your knowledge of your job description, which can be found here: https://insite.cbe.ab.ca/career/recruitment_staffing/job-descriptions/Pages/job-descriptions.aspx

You may be asked to do work outside of your job description, and you need to remember that by doing this you may affect your co-worker's position. If you have questions or concerns about your situation, please contact our management team to discuss.

Negotiation Update

We sent notice to renegotiate the two collective agreements to the CBE in June, which was acknowledged and those available representatives from each party had a brief meeting in the summer to satisfy Labour Code requirements. We agreed to aim for mid-October to meet again to exchange proposals and commence bargaining, given the significant school start up challenges involving most personnel.

Negotiating for the CBE are Directors **Scott MacNeill** (Area 3), **Justin Ramdin** (IT), HR Manager **Cameron Barnes**, Psychology Supervisor **Cheryl Chase** and HR Advisors **Raheema Maherali** and **Kari Friend**. The Association team is Chair **Rae-Ann Royal**, Directors **Cindy Bond**, **Tina Carey**, **Christine Exell** and Managers **Loren Keister** and **Mark Johnson**. We are currently reviewing survey results (thanks to all for your input!) and compiling initial proposals.

Fall 2020 Scholarship Recipients & Spring 2021 Scholarship Info.

Congratulations to Staff Association's 2020/21 Scholarship Award recipients:

	Nominee Selected
\$1,500 Award Recipients:	Siwar A., Amal C., Paige K., Sahar S., Rabia S., Anwar S.
\$1,000 Award Recipients:	Evan J., Nishikar K., Shawn K., Mikaela P., Holly S.

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 2021 will be received from EducationMatters between mid-February and mid-March and will be made available on our site at that time. Scholarship Award information can be found 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.

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

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

Employee Health Resource Centre

[Employee Health Resource Centre \(EHRC\)](#)

t|403-777-7788 \ email: ehrc@cbe.ab.ca \ hours: Monday to Friday from 8:15am to 4:30pm

SA Office Info

Please note that the Staff Association office remains closed to drop-in visitors. Staff Association operations will continue as normal with all staff continuing to work remotely. If you need to speak with someone, please call or email.

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