

November 2020- No 2

www.staffassociation.ca

Upcoming Meetings

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



Virtual Informal Meet & Greet Meeting

Thursday, November 12, 2020

4:30 – 6:00pm

Meeting details on page 2.

SA's Directors & Managers will be hosting this informal meeting with members to answer any questions that you may have pertaining to your work or the Staff Association.

Virtual Annual General Meeting

Wednesday, November 25, 2020

7:00pm

AGM registration information will be sent later this week.

The information package has been sent out.



Message from the Chair...

The time continues to fly by. I cannot believe we are into November already. For those who like to count down -- it is 44 days until Christmas!

As we continue to move forward, I cannot express how important it is to be mindful of the environment we are in. We are still experiencing a pandemic, and while some people are not overly bothered by this, some are living with stress and anxiety around this constantly. The best advice I can give is to be kind. Take care of yourselves and be kind to the people you work with. Sometimes we hide the impact of this adjustment, but the research is clear; being kind, receiving kindness or even witnessing an act of kindness, helps to relieve stress. Please send me an email (chair@staffassociation.ca) with any acts of kindness you have experienced, witnessed or done!

Take care and be safe!

Rae-Ann Royal

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

COVID-19 Meetings with CBE / Importance of Incident Reports

We continue to meet regularly with the CBE around COVID-19 and will continue to advocate for all of our members to ensure that workplaces are as safe as possible. If you have any questions or concerns or if you are in need of supplies etc., please connect with your supervisor.

We continue to receive calls and emails regarding unsafe interactions with students and our members. It takes time to report incidents properly, but you are encouraged to complete these reports for your safety, the safety of other staff members and the safety of students.

Informal Virtual Meet & Greet – Hosted by SA's Chairperson

Becoming an expert on Zoom was not on my to-do list but has quickly become one of the many new things I am becoming familiar with! We will be holding our AGM virtually, later this month, and as a practice, will be offering a *Virtual Meet and Greet* this Thursday from 4:30-6:00pm.

You are invited to join the Board of Directors and the Managers for an informal virtual meet and greet, this Thursday. We will be available from 4:30-6:00pm to take any questions you may have. If you are interested in joining, you will need to click the link below to register.

When: Thursday, November 12, 2020 at 4:30pm Mountain Time (US and Canada)

Register in advance for this meeting: <https://zoom.us/meeting/register/tJMoc--qqDwuHt1uMbBHylrC9bA1v-nt4XhC>

After registering, you will receive a confirmation email containing information about joining the meeting.

To facilitate a smooth meeting, you are requested to **not** turn on video unless asked.

Negotiations Update

The SA Negotiation Committee continues to meet to finalize proposals. Meetings with the CBE have not commenced as they await a mandate from the government.

Bill 32, the Restoring Balance in Alberta's Workplaces Act

You may have some questions around the UPC government passing Bill 32 and how that impacts your union. Unions will be required to obtain the consent from each worker to use union dues for “political purposes.” This definition is broad and includes:

- General social causes or issues
- Charities or non-governmental organizations
- Organizations or groups affiliated with or supportive of a political party
- Any other activities the government adds through regulations

We must provide members with detailed information on the amount of union dues that will be used for political purposes.

At this time, we will not be using any portion of union dues for political purposes.

Professional Development (PD) Days

Contrary to what some believe, PD days are workdays for support staff. The system and schools have not always focused much on providing meaningful professional development or training opportunities for support staff on these days. Even if there is no planned training etc., support staff also need some work time for things like catching up, prep and organization. The too common practice of **unilaterally requiring** staff to take PD days off and make-up that time over other workdays is not acceptable. While many might prefer doing so, it requires **mutual agreement**. You might also want to consider the potential collateral effect this can have of reducing the need for staff and/or their weekly hours.

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.

Please Note: Breaks are tied to the daily hours worked. If you work 5 hours in a day, including as a result of an agreed upon compressed work week or lieu time arrangement, you are entitled to **paid** break time of 30 minutes **within** those 5 hours. Also, if you work 5 hours per day or less, you cannot be required to take an unpaid break to extend your time at the worksite.

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 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.

Canadian Association for the Practical Study of Law in Education

The Canadian Association for the Practical Study of Law in Education (CAPSLE) has established a bursary to provide financial assistance to students entering post-secondary Education and/or Law programs. One \$1,000 bursary is available for the 2020/2021 academic year. Applications are due by November 30, 2020. Please click on the link below to view the terms for applying for CAPSLE's bursary:

<https://www.capsle.ca/bursary/>

Should you have any questions regarding CAPSLE's bursary offering, please contact Lori at info@capsle.ca or at 1.905.702.1710.

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 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