

CUPE EDUCATION WORKERS

MAKING SCHOOLS WORK



**DURHAM CATHOLIC DISTRICT
SCHOOL BOARD**

WORK-TO-RULE
PHASE 2 INSTRUCTIONS
Effective October 2, 2015

CLASSIFICATION – SPECIFIC INSTRUCTIONS

CONTENTS

1. CUSTODIAL/MAINTENANCE
2. CLERICAL
3. EDUCATIONAL ASSISTANTS
4. EARLY CHILDHOOD EDUCATORS
5. LIBRARY WORKERS
6. INFORMATION TECHNOLOGY
7. PARAPROFESSIONALS/PROFESSIONALS
8. INSTRUCTORS

**“WE WILL CONTINUE TO
ENSURE STUDENT SAFETY”**

Stay in touch – visit (www.osbcc.ca), on facebook at www.facebook.com/CUPEeducationworkers or on Twitter: @osbcc for the latest information.

Instructions for ALL **Durham Catholic District School Board** Custodial and Maintenance members

Effective October 2, 2015, please follow the new work-to-rule instructions and the previously issued instructions unless in your job description:

- Wear black t-shirt on Friday instead of uniform shirt on dress down days
- Don't do school compost programs
- Take breaks/lunch together with other CUPE Members when possible
- Seek medical attention immediately for any workplace injuries
- Carefully follow all school board regulations and Health and Safety procedures
- Refuse to handle chemicals if any of the following is not in place
 - Workplace Hazardous Materials Information System (WHMIS) training
- Submit a travel time payment voucher when you are required by your supervisor to travel
- Wear a work to rule wrist band and display work to rule materials
- do not clean chalkboards/white board or empty pencil sharpeners
- For health and safety reasons, school yard buckets should be emptied when $\frac{3}{4}$ full
- Do not unlock doors for staff who are supplied their own keys
- Do not carry or transport photocopy paper or deliver teaching supplies to classrooms
- Get detailed requests for work in writing
- Only check email once a day (morning)
- In Accordance with Safe Drinking Water Act 2002, Reg. 243/07 No one under the age of 18 in the building prior to the completion of the water flush.
- Maintenance vehicles should be picked up and returned to the employers property daily
- Ensure any temporary assignment changes or shift changes are done in compliance with the Collective Agreement
- No work without a work order (Maintenance)
- Do not replace bulbs unless it is a health and safety risk (Custodial)
- Do not set up or take down for Federal Elections
- No minor maintenance (ie. minor repairs, pencil sharpeners, bulletin boards, painting, drywall, etc.) unless it is a health & safety risk
- Do not participate in Parent Councils
- No changing of messages on the outside signs of schools



Instructions for ALL **Durham Catholic District School Board** Clerical

Effective October 2, 2015, please follow the new work-to-rule instructions and the previously issued instructions unless in your job description:

- Do not do “other duties as assigned” unless in your job description
- Do not enter Staff Absences (Principal/VP’s job)
- Completing all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members when possible
- All students should not be in the care of CUPE members at the end of the work day. They should be safely delivered to the care of the Principal or principal designate
- Seek medical attention immediately for any workplace injuries
- Refuse to handle chemicals if any of the following is not in place
 - Workplace Hazardous Materials Information System (WHMIS) training
 - Material Safety Data Sheet (MSDS) posted for each chemical
 - All safety equipment required for handling the chemical
- Calling the MOL hot line for H/S Infractions
- Do not prepare or mount materials for student display boards
- Do not buy supplies with your own money
- Do not act as an attendant to your Principal (no errands, pick-ups, deliveries etc.)
- Submit a travel time payment voucher when you are required by your supervisor to travel
- Wear a work to rule wrist band and display work to rule materials
- Do not clear jams in photocopiers
- Do not perform repairs of any kind including repairs to photocopier
- Do not complete surveys of any kind from the employer
- Do not collect, spend or otherwise handle any cash if it is not in your job description
- Do not attend staff meetings unless on paid time
- Do not attend training unless on paid time
- Do not assist students to perform administrative duties outside your paid work hours
- Do not complete Month End Reports for the Ministry of Education (ONSIS)
- Prepare for Graduation on paid time only
- In order to ensure student safety, stop what you are doing when answering the door buzzer to ensure full attention on that duty, if you are unable to complete all tasks due to interruption, ensure you get paid overtime for any work outside normal hours of work
- Do not create or print newsletters unless in your job description
- Do not accept money at the office unless in your job description



- Do not do school bank deposits if it is not in your job description
- Do not supervise any students in the office
- Do not print teacher day books when the teacher is absent
- Do not participate in Parent Councils



Instructions for ALL **Durham Catholic District School Board** Educational Assistants:

Effective October 2, 2015, please follow the new work-to-rule instructions and the previously issued instructions unless in your job description:

- Complete all reports (incident/accident) as they occur
- Take breaks/lunch
- Return all equipment to the employer at the end of each shift (phone/computer/beeper/walkie talkies)
- Seek medical attention immediately for any workplace injuries
- Do not prepare or mount materials for student display boards
- Do not buy supplies with your own money
- Do not act as an attendant to your Principal (no errands, pick-ups, deliveries etc.)
- Wear a work to rule wrist band and display work to rule materials
- Do not photocopy unless it is prepared materials for the student(s) you work with
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or Principal designate
- Do not collect, spend or otherwise handle any cash
- No purchasing unless safety related
- Do not attend staff meetings unless on paid time
- Do not assist students to perform administrative duties outside your paid work hours
- Do not allow an aquatic class to proceed unless a teacher is present
- No preparation of materials of any kind for class
- No delivery of Attendance Sheets
- No work on bulletin Boards
- Get request for work must be detailed in writing
- Don't supervise student detention unless with the student(s) you work with and during work hours
- Don't attend any unpaid training
- Do not do head lice checks
- Do not participate in Parent Councils
- Do not assist in any fundraising activities: pizza orders, book orders
- Do not attend any meetings related to Food for Learning or other board/ministry initiatives or Board improvement plans
- Do not assist with food handling and/or preparation unless you have taken a food handlers course



Instructions for ALL **Durham Catholic District School Board** Information Technology:

Effective October 2, 2015 please follow the new work-to-rule instructions and the previously issued instructions unless in your job description:

- Take breaks/lunch together with other CUPE Members
- Seek medical attention immediately for any workplace injuries
- Don't allow volunteers to do our work
- Do not buy supplies with your own money
- Submit a travel time payment voucher when you are required by your supervisor to travel
- Refuse to handle chemicals if any of the following is not in place
 - Workplace Hazardous Materials Information System (WHMIS) training
 - Material Safety Data Sheet (MSDS) posted for each chemical
 - All safety equipment required for handling the chemical
- Calling the MOL hot line for H/S Infractions
- Wear a work to rule wrist band and display work to rule materials
- Do not sign in when you report to work unless in your job description (unless you are the only one in the location - Health & Safety)
- Do not clear jams in photocopiers
- Get detailed requests for work in writing
- Do not perform repairs of any kind including repairs to photocopier
- Do not complete surveys of any kind from the employer
- Do not collect, spend or otherwise handle any cash
- No purchasing unless safety related
- Do not attend staff meetings unless on paid time
- Do not attend training
- No paperwork of any kind other than what is in your job description
- Do not update "Remedy" work log (IT) unless in your job description
- Do not complete or close "Remedy" work tickets (IT) unless in your job description
- Do not participate in Parent Councils
- Do not take over teacher duties to update their school websites