

CUPE EDUCATION WORKERS

**MAKING SCHOOLS WORK**



**DURHAM DISTRICT  
SCHOOL BOARD  
WORK-TO-RULE  
PHASE 2  
INSTRUCTIONS**  
Effective October 2, 2015

CLASSIFICATION – SPECIFIC INSTRUCTIONS

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“WE WILL CONTINUE TO  
ENSURE STUDENT SAFETY”

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Instructions for **DDSB** 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:

- Don't do school compost programs
- Take breaks/lunch together with other CUPE Members
- 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
  - 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
- 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 sign in when you report to work unless you are the only one in the building – Health & Safety
- Do not attend Caretaker training sessions
- 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
- Do not replace bulbs and ballast unless it is a health and safety risk
- No irrigation system maintenance including seasonal shut down
- Do not set up or take down for Federal Elections
- Do not set up for Staff functions
- Do not participate in Parent Councils
- No changing of messages on the outside signs of schools
- Do not drop the normal duties of your workload to cover for absences



## Instructions for **DDSB** 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 who have lunch at the same time
- 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 unless 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
- 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 unless 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 **DDSB** Educational Assistants:

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

- Completing all reports (incident/accident) as they occur
- Take breaks/lunch
- Students should not be in the care of the clerical members
- 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 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
- Only work alone with children if it is part of an IEP withdrawal support



Instructions for **DDSB** 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 who have lunch at the same time
- 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 unless on paid time
- 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



Instructions for **DDSB** Instructors:

**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 bulletin boards or PBLA
- Do not complete learner reports
- Do not submit long range or emergency lesson plans. Keep them for your own use
- Do not buy supplies for your class
- Complete all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members who have lunch at the same scheduled time
- Seek medical attention immediately for any workplace injuries
- Don't supervise college or university students on placement
- Do not sign in when you report to work
- Do not attend staff meetings unless on paid time
- Do not attend training unless on paid time
- Wear a work to rule wrist band and display work to rule materials
- Photocopy on paid time
- No collection of fees/cash
- No unsolicited volunteers or co-op students
- Do not meet or communicate with Managers/Supervisors outside paid time
- Do not answer student questions on your breaks outside paid hours
- Refer students to supervisor to complete Ontario Works Attendance Reports
- Do not repair or unjam photocopiers
- Pick up, complete and return attendance forms during paid instructional time
- Phone students during paid instructional time
- Read and respond to department, school and board email only during paid instructional time

*DM/jb/cope491*