

OCTOBER 2016 NEWSLETTER



# MEMBERSHIP MEETING

CUPE LOCAL 218 HALL  
7:00 P.M.  
SUNDAY, OCTOBER 23<sup>RD</sup>, 2016  
2080 WENTWORTH ST.  
WHITBY, ON

[CUPE218.CA](http://CUPE218.CA)

[TWITTER.COM/CUPE218](https://TWITTER.COM/CUPE218)

## **PRESIDENTS MESSAGE**

Dear Sisters and Brothers,

I hope everyone had a safe and enjoyable Thanksgiving weekend. The crispness of fall was in the air.

Congratulations to all the members who ran for various committees at our nominations in September. It's the first time I can recall in recent history that everyone was acclaimed to represent the respective Bargaining Units. I would also like to thank the members for acclaiming me back as President for a two year term. It is an honor and privilege to hold this position. I look forward to working with you and for you for the next two years.

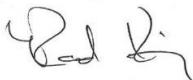
The Collective Agreements have been proof read by the Educational Assistants, Custodial Maintenance and Office/Clerical/Technical Units at the Public Board. There are a couple of outstanding issues that have to be clarified by the Central Dispute Resolution process. Once this is done the contracts will go to print.

We have hit a bit of a road block in our bargaining with the Continuing Education Unit and the Union has agreed to have our issues heard before Arbitrator Kaplan in a non-binding mediation process. This will take place on November 18<sup>th</sup>, 2016. We are hopeful that with the assistance of Arbitrator Kaplan bargaining will move forward.

The Job Evaluation Arbitration for the Elementary Head Secretaries will take place on Friday, October 14<sup>th</sup>, 2016. We are hoping to get a favorable ruling. Once a decision has been made we will communicate it with you.


Our next General Membership meeting will be on Sunday, October 23<sup>rd</sup>, 2016 at 7 PM at the CUPE office, please plan to attend.

In Solidarity,



**ROD KING**

President  
CUPE Local 218



## **VICE-PRESIDENT'S MESSAGE**

### **Thank- you**

As a result of the September nomination meeting for President, Vice President, and Committees, all Committees open for election were acclaimed to their positions. There still are some Committees that will be seeking persons to fill remaining open spots. The membership of the Local is showing a great deal of support for all members of Committees when this happens. We will not be needing the November date for any elections this year. Your ongoing support is greatly appreciated.

### **Disability Management**

There are quite a number of injuries occurring. Of concern are the number of concussions we are dealing with. Please remember to report, report, report everything! Concussions don't always manifest themselves right away, so a bump to the head, a basketball to the head, can be very debilitating for a LONG time. If it isn't reported it didn't happen. No paperwork, means no money.

**A GOOD RULE:** If you submit medical to the employer, please submit the same medical to the Union. Chances are we will be called to a meeting to represent you at a return to work meeting and we are not prepared for the meeting if we don't have the same information.

Please plan on attending the next General Membership Meeting to be held Sunday, October 23<sup>th</sup>, 2016 at the CUPE office, 2080 Wentworth St. Whitby.

In Solidarity,


**MARION MOORE**

Vice President and

Disability Rep. for CUPE Local 218

[mmoore@cupe218.ca](mailto:mmoore@cupe218.ca)

905-571-7879



## **NOMINATIONS**

**NOMINATIONS WILL TAKE PLACE AT THE OCTOBER  
2016 GENERAL MEMBERSHIP MEETING FOR THE  
FOLLOWING POSITIONS:**

STEWARDS FOR THE FOLOWING UNITS:

SCT CB X 2  
CON ED PB X 1

2 YR TERM (Jan 1 2017- Dec 31, 2018)



## **PUBLIC BOARD EMPLOYEES: APPLY TO EDUCATION INSTRUCTIONS**

This notice is for all Public Board Employees with a friendly reminder that there is a new format in applying for any position within the Durham district School Board.

In the following pages you will find the Step by Step instructions on how to create an account.

Once your account has been set up and approved by the DDSB, you will then need to upload your resume and cover letter. Adjusting/updating both as required.

Don't forgot forget to click '**YES**' to receiving **JOB ALERTS**.

## Instructions for Permanent Employees

To apply for permanent positions with the Durham District School Board you must register as an Internal Applicant to gain access on ApplyToEducation. This is at no cost to you.

**PLEASE NOTE: When creating your Account you will be asked to include your DDSB six digit employee number. Please also ensure that you use your legal name on file with the Employee Relations Department. You will also need to indicate your employee group.**

Follow the steps to register and apply to postings listed below; contact Customer Service at [info@applytoeducation.com](mailto:info@applytoeducation.com) if you require assistance.

### Steps 1-4 must be completed to create your profile

**STEP 1:** Visit [www.applytoeducation.com](http://www.applytoeducation.com) and click on the **Create an Account** at the top of the page

**For MPA employees**, select **Management & Professionals** in the drop down menu

**For ECE, EA, OCT, Custodial Maintenance employees** select **ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodial etc.** in the drop down menu



Username Password sign in  
 REMEMBER LOGIN FORGOT YOUR LOGIN? **OR CREATE AN ACCOUNT**

**STEP 2:** Please fill in the sections below and click 'Register':

Applicant Registration

\* Select Position Category: Management & Professionals

\* User Name: Teachers, Principals & Superintendents

\* Enter Password: ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodians, etc.

\* Re-type Password: Management & Professionals

\* First Name: [input]

\* Last Name: [input]


\* Country: Canada

\* Province/State: N/A

\* Email: [input]

\* Confirm Email: [input]

\* Word Verification: Type the characters you see in this picture. Letters are case sensitive and without spaces.



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**Terms & Conditions:** Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the applytoeducation Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of applytoeducation's PRIVACY POLICY that address the use of registration and application information. You can read the full version of applytoeducation's privacy policy on www.applytoeducation.com.

The information we gather on applytoeducation is used for the limited purpose of allowing applicants to search for jobs and e-courier their application to employers on applytoeducation. Applicants select the employers they want to e-courier their

I agree with these terms and conditions. I declare that the information I submit on the **applytoeducation** website is true. I understand that a false statement may disqualify me from employment or cause my dismissal.

CANCEL PREVIOUS REGISTER

**Step 3:** Once you have created your account please proceed to the **Administration** tab and select **Register for Internal Account**.

Portfolio Job Postings **Administration** Purchase Credits

Account Summary

**Register for Internal Account**

Activity Log

Change Password

Account Summary

**Step 4:** Enter your current work assignment details, including your email.

**Internal Applicant Registration**

Please enter the information on the School Board you want to register with as an internal applicant.

**Note:** The email address in your Personal Information section will be revised to the one listed below.

Fields marked by an asterisk (\*) are mandatory.

\* **Province:**

\* **School Board:**

\* **Employee ID #:**

\* **Email:**

**Current Work Assignment**

\* **Position:**

\* **School/Location:**

\* **Date Started:**

To select more than one, hold down the control key (PC) or command key (Mac) to select more than one option.

**Contract Status:**

\* **Employee Group(s):**

I understand that to view internal job postings or register as an internal applicant I must be an employee of the School Board **and that falsifying information will negatively impact my chances of being hired.**

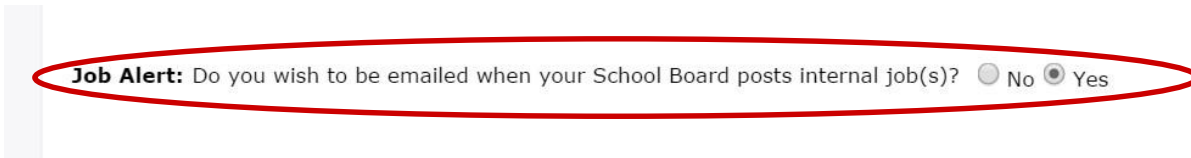
DDSB will confirm your Internal status to give you access to permanent postings. You will receive an email when this is done.



**In order to receive email notifications when there are new postings you must sign up for Job Alerts.**

### **How do I view jobs, apply to them and sign up for Job Alerts?**

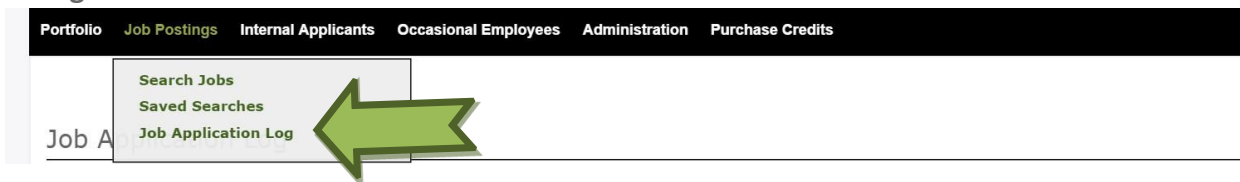
- Log into your account and click on Internal Applicants – View Internal Postings and click YES for Job Alert.



### **How to apply to a posting:**

- Click on the **position/subject name** of a posting you wish to apply to and click **apply**

**If the job posting does not appear in your Job Application log, you have not applied to the posting.**



## Instructions for Supply Employees

To ensure you can apply to Openings you're eligible for, please complete the steps below:

- ✓ If you have ever created an account with [www.applytoeducation.com](http://www.applytoeducation.com) you don't have to do anything other than log into your account and ensure your personal information is up-to-date.
- ✓ If you DO NOT have an account with [www.applytoeducation.com](http://www.applytoeducation.com) follow these 3 simple steps:

1. Visit [www.applytoeducation.com](http://www.applytoeducation.com) and click **Create an Account** in top right corner of page



2. Select Position Category from the drop down menu

**For supply ECE, EA, OCT, Custodial Maintenance** employees select ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodial etc. in the drop down menu

**For temporary MPA employees, select Management & Professionals in the drop down menu**

Applicant Registration

\* Select Position Category: ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodian

\* User Name:

\* Enter Password:

\* Re-type Password:

\* First Name:

\* Last Name:


\* Country: Canada

\* Province/State: N/A

\* Email:

\* Confirm Email:

\* Word Verification: Type the characters you see in this picture. Letters are case sensitive and without spaces.



Generate New Image

**Terms & Conditions:** Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the applytoeducation Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of applytoeducation's PRIVACY POLICY that address the use of registration and application information. You can read the full version of applytoeducation's privacy policy on www.applytoeducation.com.

The information we gather on applytoeducation is used for the limited purpose of allowing applicants to search for jobs and e-courier their application to employers on

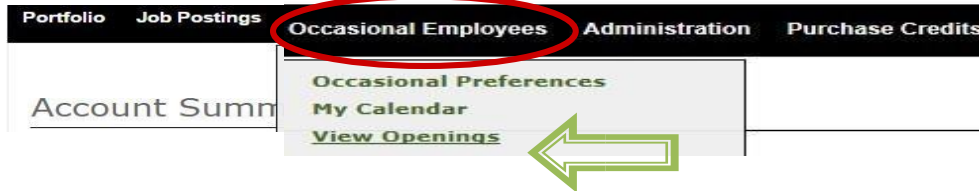
I agree with these terms and conditions. I declare that the information I submit on the **applytoeducation** website is true. I understand that a false statement may disqualify me from employment or cause my dismissal.

For assistance please call 1-877-900-5627 or email applicant@applytoeducation.com

**3. Create a Username and Password and Click Register Do not purchase a credit.**

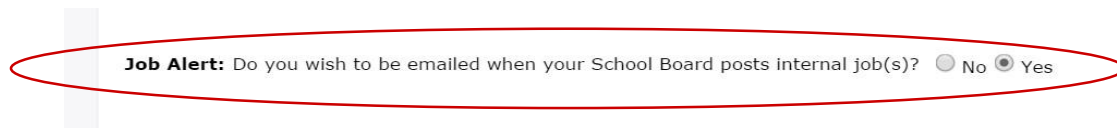
**PLEASE NOTE: When creating your Account please use your DDSB email address. Please also ensure that you use your legal name, phone number, home address including postal code on file with the Employee Relations Department.**

## Applying to DDSB Permanent and/or Temporary Postings



### **To view/apply To DDSB Postings and Sign up for Job Alerts**

- Click **View Openings** under the heading **Occasional Employees**
- Select **YES** to receive Job Alerts



- Click on the **Posting Name** to view/apply to the job
- Click the **Apply** button

\*\*\* Under the **Job Postings** tab, click **Job Application Log** to view the postings you have applied to.





OTIP RAEO.

## **NEWS AND UPDATES**



### **Mental health: The importance of early recognition and treatment**

Mental health issues affect all workplaces, regardless of industry. Employees in diverse roles face increased demands to solve problems, interact with others, analyze data and negotiate positive outcomes. According to the Mental Health Commission of Canada, on any given week, more than 500,000 Canadians<sup>1</sup> will not go to work because of mental illness. In fact, over 40% of OTIP's long term disability (LTD) claims are attributed to mental/nervous disorders.

Visit [www.otip.com/article4](http://www.otip.com/article4) to read the full article.

## **DISABILITY MANAGEMENT**

When an illness or injury is severe enough to impact your abilities to work the Union will help facilitate a safe, healthy and sustainable return to work plan which may include workplace accommodations. With that said, it is very important to notify us right away so we could accompany you through this process which for some could be a very stressful and frustration time.

### ***MENTAL HEALTH:***

As our lives becoming more demanding and complicated we sometimes become overwhelmed with unexpected and uncontrolled situations i.e. financial burdens, relationship issues, workplace stressors, death of a friend or loved one or health related concerns, etc...and at the same time trying to balance our work and family responsibilities. This can be a very stressful time and may seem things are out of control and there is no light at the end of the tunnel.

There are steps you can take ease the pressures i.e. see your Physician, ask for a referral to a specialist (Psychologist), and/or contact the EAP.

There is a light at the end of the tunnel if you take the initiative. **Just remember you are not alone.**

If you are feeling overwhelmed with the process, please free call the CUPE Office and we will be more than happy to guide you through this very difficult time.

***EAP (Employee Assistance Program)-Warren Shepell***  
***1-800-387-4765***

### ***DISABILITY MANAGEMENT/WSIB:***

If you are unfortunate and sustain a work place injury please read the following and as well contact the CUPE Office.

If you are called to a meeting regarding WSIB or Disability Management please contact the Union to notify your WSIB/Disability Management Representative. Do not attend these meetings by yourself. Also, if the employer gives you a medical form to have filled out please notify the CUPE Office before you take it to your doctor. Wording of the medical is very important and may not be in your favour to support you being off, returning to work or being paid.

When reporting an accident or injury please notify the employer/supervisor, as well as the Union. It is equally important to notify the Union. Delays in reporting could result in a worker not receiving monies and or benefit entitlement. If you have an accident and cannot reach your supervisor call the Board office at the earliest possible time and if no answer leave a voice message of time and date of accident and where you can be reached. Also, seek medical attention right away. If you cannot get into see your family doctor that day, then go to emerge or a walk-in clinic.

Also, any medical or documentation you receive from/or need to submit to either the employer or WSIB please share this info with the Union as well. We want to provide the best representation possible and by not sharing this information it prevents the Union from doing so. Due to the Unions workload the onus must be on the employee to provide us with this information, especially in regards to time limits.

### **STEPS TO FOLLOW IN CASE OF INJURY:**

#### **1. Report any incident immediately**

You should report all accidents/incidents immediately and give a detailed explanation to the employer/supervisor and your union representative as soon as possible.

- **Report the injury properly**

- ✓ where it occurred
- ✓ When it occurred
- ✓ Type and cause of injury
- ✓ Full names of any witnesses

- **Be consistent in your reports**

Consistency in reporting is extremely important. You may have to report your injury/incident many different times, for example to first aid, the WSIB, a supervisor or manager, hospital admittance, an emergency room doctor or specialist, etc. The Workplace Safety and Insurance Board (WSIB) will receive a copy of every one of these reports, so it is important that each report contain the same information. Some injuries do not take effect on the body until later that evening, the next day, or possibly the next week. Therefore, it is critical to report and document all accidents/incidents.

## **2. Make Note of any witnesses**

Ask any witness to the accident/incident to write down what they saw. They should include the time and date on their statement and they should also sign it. This is acceptable proof of an injury and especially important if the injury is not visible or if there is a delay in reporting. In most situations, the onus is on the injured worker to prove that the injury “arose out of and in the course of employment.”

## **3. See a doctor**

Once you have made your report, see your family doctor, a walk-in clinic, emergency etc... as soon as possible after the accident/incident (the day of injury is recommended).

## **4. Inform your Union Rep**

Your WSIB Representative at the union office would like to check your Form 7 for errors. Mistakes in your wages or other incorrect information could cause problems with your claim. You should send a copy of your Form 7 to the Union office as soon as possible if you believe information is not correct. The Union will then contact the employer to discuss the errors.

## **5. Let people know about the pain you feel**

It is important tell co-workers, management, the attending physician and nurse about your pain. This helps establish and document injuries that may seem, at the time, inconsequential. Continuity of complaint may help you substantiate your claim later.

## **6. Keep copies of all correspondence**

It is crucial that you keep a copy of all correspondence regarding the injury, including prescriptions, doctor's notes, forms and letters. If you have verbal contact with WSIB or the employer it is a good idea to make a short note of what both parties said, including the time and date of the call - this is done at WSIB, employer and the Unions end.

## **7. Stay calm**

It may be extremely difficult at times, but when talking to the WSIB representatives you should try and stay calm. Getting angry and threatening the WSIB case manager will not benefit you in any way. It is important to remember that the Workplace Safety and Insurance Board documents all telephone calls you have with them.



## **8. What medical Information do I need to supply to the Employer**

You should only provide medical information as it directly relates to your functional capacity to perform your job.

Doctors are required to fill out a **Functional Abilities Form** (F.A.F.). This form is to assist workers in an early and safe return to work. Doctors are only to provide information regarding an injured workers functional abilities. This information describes what you can do at work and what you cannot do because of your injuries. Inform your doctor that your employer has a modified return to work program. If your doctor feels you cannot return right away, make sure your doctor writes this on the form.

### **Return To Work**

Return to Work is a proactive approach to helping workers return to safe and productive work activities as soon as it is physically possible. It involves the employer, the worker, the Union, health care providers and/or WSIB or your Insurance provider.


Whether you are off due an occupational or non-occupational injury illness you have the right to be accommodated.

### **Early and Safe Return to Work (ESRTW)**

Safe and Early Return to Work is a proactive approach to helping workers return to safe and productive work activities as soon as it is physically possible. It involves the employer, the worker, the Union, health care providers and/or WSIB or your Insurance provider.

Whether you are off due to an occupational or non-occupational injury illness you have the right to return to work regardless of your in injury or illness.

There are many benefits to the worker in participating in Safe and Early Return to Work:

- Maintained employment relationship that provides job security, self-worth, and financial independence.
  - Maintained financial benefits, including pension, medical and dental plans, insurance coverage and vacation credits.
  - Maintained contact with coworkers and friends.
- 

- Focused interests on the workplace and not the disability.
- Reassurance that they are valuable workers.
- Maintained dignity and self-worth by remaining productive.
- Alleviated feelings of dependency and lack of control by participating in the development of their own Return to Work Plan.
- Maintained job skills.
- Minimize loss of physical fitness and muscle tone due to inactivity.
- Removal, or at least reduction, of uncertainty about the future since Return to Work Plans provide action plans with goals, time frames and processes that will assist in returning the injured worker to full employment.
- Earlier resumption of “normal” life supporting family members, financially and emotionally, and participating in leisure and social activities.

If you have any questions or concerns regarding Disability Management call the CUPE Office (Numbers listed below) and we will be pleased to assist you.

The Committee members can be reached through the CUPE Office.  
Phone: 905-571-7879 or Toll free 1-888-571-0218 Fax 905-571-4102

**CATHOLIC BOARD /PUBLIC BOARD**  
**MARION MOORE**  
**JAMIE SPENCER**

**PUBLIC BOARD**  
**LORI RICHARDS**  
**DENNIS GIBBS**

In Solidarity,

**JAMIE SPENCER**  
Disability Management Coordinator  
CUPE Local 218

***“Tough times never last, but tough people do”***



## **HEALTH AND SAFETY EDUCATIONAL ASSISTANTS – PUBLIC BOARD**

The CUPE office has already received over 120 violent incidents for this school year. I have concerns as many do not indicate that the “Online Violent Incident” form was completed by their admin. Some even indicate that the principal was not informed about the incident. It is imperative to notify your principal about violent incidents and ask that the online violent incident form be completed. This form is sent to the DDSB Health and Safety department and to the Spec Ed department. Also, if you needed ice, a band aid or to wash a wound then that is “First Aid”, please check yes to needing first aid and ask your principal to also file the parklane report (WSIB/SAIR).

After dealing with a violent incident ask your admin for a debriefing. At the bottom of procedure 5127 “Management process for risk of injury behaviours” you will see appendix G – Incident debriefing form (DDSB staff portal/policies and procedures/type in the search box 5127).

EA Go To Guide for Health and Safety has been recently updated with Safe Work Practices including: transfers and lifts, wheel chair transitions, supporting transitions and it also has everyday stretches. Please review this document, it is an excellent resource (DDSB staff portal / health and safety tab/occupational health and safety).

When working with students that require lifts and transfers, take the time to ensure safety for all. Follow the steps required to keep you and the student safe. If the lift requires 2 people (50 pounds or more) make sure there are 2 people every time. If the lift requires the use of a Hoyer lift, use the Hoyer lift. Don’t hesitate to speak to your principal if you have any questions regarding a lift or transfer.

Keep safe and always speak to your principal if you are dealing with a health or safety issue.

Please do not hesitate to contact me if you have any concerns or questions.

### **KELLY GAINER**

Health and Safety Rep, Public Board  
[kgainer@cupe218.ca](mailto:kgainer@cupe218.ca)



## **SOCIAL COMMITTEE CUPE LOCAL 218**

Hi Brothers and Sisters,

Well, it's October and we are starting to get ready for the Christmas festivities.

The Children's Christmas party will be on **Saturday, December 10<sup>th</sup>, 2016, at the CUPE Local 218 Union Hall from 11am-2pm**. It will be open for children 12 years old and younger to active and retired members. There is a maximum capacity at the hall of 90 people so this will be a **first come, first served event**. Please contact one of your Social Committee members if you would like to participate. We will also need the child's name, age and gender for Santa Claus. There will be face painting, movies, games, pizza, snacks, drinks and of course, Santa Claus.

The Christmas Dance will be on **Saturday, December 3<sup>rd</sup>, 2016 at the 222 UNIFOR Hall** on Boundary Road in Whitby. Doors open at 6pm and dinner is served at 7pm. It will be a "Family Style" dinner with Roast Beef and Chicken and all the trimmings. There will be door prizes, a DJ and lots of room to dance. It will also be a cash bar.

There will be flyers for both events going up on the CUPE Local 218 website this week. Please log onto [www.cupe218.ca](http://www.cupe218.ca) for more information.

We are pleased to announce that we will be presenting our cheque of \$2500 to the United Way of Durham this Wednesday. These funds were raised at the Charity Golf Tournament in June.

If you have any questions or suggestions for the upcoming events, please feel free to contact myself or your committee person listed below

In Solidarity,

**KEN WILKINS** - Social Committee Chairperson

[kenneth.wilkins@cupe218.ca](mailto:kenneth.wilkins@cupe218.ca)

**BOBBY MONTGOMERY**

[bmontgomery@cupe218.ca](mailto:bmontgomery@cupe218.ca)

**NATALIE MELICH**

[nmelich@cupe218.ca](mailto:nmelich@cupe218.ca)

**BRIAN BURD**

[bburd@cupe218.ca](mailto:bburd@cupe218.ca)

**GLEN MORRISON**

[gmorrison@cupe218.ca](mailto:gmorrison@cupe218.ca)

**JOHN ALLAN**

[john.allan@cupe218.ca](mailto:john.allan@cupe218.ca)



## **CUSTODIAL/MAINTENANCE CATHOLIC BOARD**

Dear Sisters and Brothers,

We hope everyone enjoyed their Thanksgiving long weekend.

An update on grievances. We had 53 grievances.

- 48 individual pertaining to Chiefs band 8
- 6 policy grievances.

We had a grievance meeting this past week and are awaiting a response from the Board on forty-eight (48) grievances pertaining to Chiefs band 8, and one (1) grievance pertaining to workload committee. We hope to have more information on these grievances in 2 weeks. We had two (2) grievances pertaining to summer hours also discussed, with one being resolved and the Union withdrew the second grievance. Two (2) grievances were put into abeyance pending clarification on the Central Agreement. This is a total of fifty-one (51) grievances outstanding.

The Workload Committee is still working on a few items and hope to have them resolved in the coming week.


On another note, please keep in mind that it is not in Custodial duties to do work of our Maintenance staff i.e.: painting, filling potholes, etc. Custodians are responsible for minor repairs. If you are unsure, please contact an SQS for clarification.

In the September General Membership meeting, the committee was acclaimed for a 2-year term.

Please keep in mind that if you have a workplace injury, contact your principal or SQS A.S.A.P and make the Union aware if the injury.

In Solidarity,

**BRIAN BURD** [bburd@cupe218.ca](mailto:bburd@cupe218.ca)  
**NATALIE MELICH** [nmelich@cupe218.ca](mailto:nmelich@cupe218.ca)  
**SEAN HEBERT** [shebert@cupe218.ca](mailto:shebert@cupe218.ca)  
**DAVE SLATER** [dslater@cupe218.ca](mailto:dslater@cupe218.ca)



## **EDUCATIONAL ASSISTANTS CATHOLIC BOARD**

Dear Members,

Happy Thanksgiving!

October 21<sup>st</sup>, 2016 is a P.A. Day for both elementary and secondary schools. E.A.'s will be signing up for ½ day workshops and then returning to their schools for the afternoon. If you choose a workshop that is full-day, such as First Aid, then you are gone for the day.

Please submit all Adhoc E.A. Incident reports **ELECTRONICALLY!** Student Services is not accepting hard copies. A record of all reports filed remains on the site. It is important to file these as it tracks the number and intensity of these incidents. If you are injured, you must fill out an Employee Incident report as well. This is filled out by your supervisor/principal in your presence.

Please contact us with any questions or concerns. Please use the CUPE emails given at the bottom of the page. If you have not signed up for your own CUPE email, please register on the CUPE 218 homepage.

Thank you!

In solidarity,

**MAUREEN MACINNIS**-Chairperson/Whitby Schools-905-571-7879 [mmacinnis@cupe218.ca](mailto:mmacinnis@cupe218.ca)  
**MAUREEN SUDDARD**-Ajax/Pickering Schools-905-571-7879 [msuddard@cupe218.ca](mailto:msuddard@cupe218.ca)  
**CARRIE BOISVERT**-Oshawa/Northern Schools-905-571-7879 [cboisvert@cupe218.ca](mailto:cboisvert@cupe218.ca)

## **SECRETARIAL/CLERICAL/TECHNICAL STAFF CATHOLIC BOARD**

I hope everyone enjoyed the Thanksgiving Long weekend and spent time with family and friends.

The Union had one grievance resolved related to denied booked holidays and will be going to the next grievance step regarding a job posting.

Your committee has booked Labour Management meetings with the H.R. Department for the following dates: November 2<sup>nd</sup>, 2016, January 31<sup>st</sup>, 2017, March 28<sup>th</sup>, 2017, and May 16<sup>th</sup>, 2017.

If you are injured on the job, please make sure you report it right away to your Principal/Supervisor. Make sure the paperwork is filled out and make copies for your own files. Please also let the Union know that an incident has occurred and update us as we are here to assist you if required.

See you at the next General Membership meeting on Sunday, October 23<sup>rd</sup>, 2016 at 7:00 p.m. at the CUPE Office.

Yours in Solidarity,

**KAREN ULRICH**, Chairperson [kulrich@cupe218.ca](mailto:kulrich@cupe218.ca)

**MIKE MORRIS**, Bargaining Committee [mmorris@cupe218.ca](mailto:mmorris@cupe218.ca)

**NIKKI SPIERS**, Bargaining Committee [nspiers@cupe218.ca](mailto:nspiers@cupe218.ca)



## **CUSTODIAL MAINTENANCE UNIT PUBLIC BOARD**

Dear Sisters and Brothers,

I hope everyone had an enjoyable Thanksgiving and had time to spend with family and friends. I would also like to wish everyone a Happy Halloween.

Labour Management will be held at the Board office on November 3<sup>rd</sup>, 2016, one of the items that the Bargaining Unit will be discussing with the Board is Custodial Coverage. I have sent out to all High Schools a memo and calendar so that the Custodial staff are able to keep track of OUT OF BUILDING CUSTODIAL COVERAGE this is also posted on our website.

We have started working our extra time for summer hours, please make sure you're proactively keeping track of your time. Make- up time period started October 3<sup>rd</sup>, 2016 and will continue until April 11<sup>th</sup>, 2017. The supplement make-up period is April 18<sup>th</sup>, 2017 until May 11<sup>th</sup>, 2017.

We have sent some issues up to the Central table to get clarification, once we get these issues resolved the new Collective Agreement will be printed off and sent out to all Members, plus it will be posted on our Locals website.

We have six Grievances in Arbitration and five Grievances that are waiting for the Step II meetings.

At our last General Membership meeting we had nominations which Brother King, our President, and Sister Moore, our Vice President, were acclaimed.  
**CONGRATULATIONS!**





I would like to thank Wayde Johnstone and Mike Nixon for the time and effort they put forth on our committee and welcome Robin Fair and John Allan to our committee as our new Stewards. Robin and John will start there two year term January 1<sup>st</sup>, 2017.

At this time I would like to take the opportunity to congratulate Pat Meade and Ken Treen, both from Maintenance, on a well-deserved and happy retirement.

Please remember that if you have the unfortunate experience of a work related injury to please report it to your Supervisor and the Disability Team at the Union office. No injury is too small to report.

Our condolences go out to anyone that has suffered a loss of a loved one.

Yours in Solidarity

**DENNIS GIBBS**

Chairperson and Disability Representative

[dgibbs@cupe218.ca](mailto:dgibbs@cupe218.ca)

**BARGAINING COMMITTEE**

**BOB MONTGOMERY**

**KURT BADGLEY**

**DIANE CARDER**

**DAN FUSCO**

**STEWARDS**

**JAMIE SPENCER**

**JEFF GOODWIN**

**WAYDE JOHNSTONE**

**DAN MILLS**

**MIKE NIXON**

Our Next General Membership meeting is Sunday, October 23<sup>rd</sup>, at 7:00 PM. at the CUPE office. Please plan to attend.



## **CONTINUING EDUCATION PUBLIC BOARD**

Dear Sisters and Brothers,

Although optimism was the flavor of last month's newsletter in the area of bargaining, that feeling was short lived. Negotiations broke down and a mediator is required. A mediator has been agreed upon and a date is set for November 18<sup>th</sup>, 2016. A mediator is a neutral party who will work to help us come to an agreement.

A few members have addressed concerns regarding PBLA (Portfolio-based Language Assessment) training for TESL (Teachers of English as a Second Language) certified instructors. You have thirty minutes of unpaid time to take your lunch break. Please continue to take the thirty minutes required for lunch before returning for any assignment or training in the afternoon.

Elections were held at the September General Membership meeting. Jane and I will return to our positions on your committee. In the October meeting, we will be looking for a third member for the committee.

General Membership meetings are once a month on Sunday evenings at the CUPE hall. I hope to see you at the next meeting on Sunday, October 23<sup>rd</sup>, 2016 at 7 pm.

In solidarity,

**MAUREEN O'REILLY**

Bargaining Chair  
Public Board  
Continuing Education  
[moreilly@cupe218.ca](mailto:moreilly@cupe218.ca)

**JANE BATTERINK** (Bargaining Committee) - [jbatterink@cupe218.ca](mailto:jbatterink@cupe218.ca)

**KASIA KASZTENNA** (Bargaining Committee) - [katarzyna.kasztenna@cupe218.ca](mailto:katarzyna.kasztenna@cupe218.ca)

## **EDUCATIONAL ASSISTANTS PUBLIC BOARD**

We hope everyone had a wonderful Thanksgiving weekend and you were able to enjoy the great weather and spend time with family and friends!

It has been a busy start to this school year with many EA's changing schools, new students, Admin and schedules. It takes time for us all to get back into a routine and we hope you are all settling in ok.

**SIGNATURE ON EMAIL:** make sure you add your name and school to the bottom of your emails when using your DDSB email.

As well, when emailing any of your CUPE reps, please check to see that you have included your name (especially when emailing from personal email addresses), we do ask that you email us from your CUPE email account but understand that some have forwarded it to your own personal email addresses. When replying that way, if you don't include your full name, we aren't sure who we are emailing or where you are located in order to help you the best that we can.

**PD PROPOSALS:** Staff Development will be sending an email to all Admin in the very near future (to be forwarded to EA's), requesting proposals for the upcoming PD Days.

If any EA's have workshops they would like to present to their fellow EA's, send in your proposal. If you don't receive the email from your Admin, ask them to forward it to you.

**UPDATE ON COLLECTIVE AGREEMENT:** we are still waiting on clarification for a couple of items that were under discussion with the Board regarding our new CA. Once that is cleared up, the Bargaining Committee will read through the Draft and if there are no further problems, it will be sent to print.

**QUESTIONS AND OR ISSUES:** the first step you need to take with any problems/questions within your school is to contact your Admin. You can contact them either in person or via email. They can't help you if they don't know what is happening. We are unable to take your concerns to the Board unless you have taken that first step. Let them know if you are having difficulties with anything and ask for help or strategies/suggestions.

**POSTINGS:** will be out by the end of this month.

**AREA REPS:** please contact the rep for your Area.

**EA COMMITTEE AREAS 2016/17**

<b>SCHOOL AREA</b>	<b>CONTACT</b>	<b>CONTACT INFORMATION</b>
AJAX PICKERING	GLEN MORRISON (REP) MARION MOORE (VICE PRESIDENT & STEWARD)	<a href="mailto:gmorrison@cupe218.ca">gmorrison@cupe218.ca</a> <a href="mailto:mmoore@cupe218.ca">mmoore@cupe218.ca</a>
WHITBY NORTH	KELLY GAINER (REP & H&S Rep) FLO DAVIES (STEWARD)	<a href="mailto:kgainer@cupe218.ca">kgainer@cupe218.ca</a> <a href="mailto:florence.davies@cupe218.ca">florence.davies@cupe218.ca</a>
OSHAWA	SUE WILKINSON (REP) DIANA JESTRATIJEVIC (STEWARD)	<a href="mailto:swilkinson@cupe218.ca">swilkinson@cupe218.ca</a> <a href="mailto:diana.jestratijevic@cupe218.ca">diana.jestratijevic@cupe218.ca</a>
HIGH SCHOOLS	LORI RICHARDS (CHAIRPERSON) LOVETTE MAY (STEWARD)	<a href="mailto:lrichards@cupe218.ca">lrichards@cupe218.ca</a> <a href="mailto:lmay@cupe218.ca">lmay@cupe218.ca</a>

In thinking of this quote below, we do this daily with our students and each other. It's a great feeling to know the positive impact we can have on others.

*Too often we underestimate the power of a smile, a kind word, a listening ear, an honest compliment or the smallest act of caring, all of which have the potential to turn a life around.*

**In Solidarity,**

**LORI RICHARDS, KELLY GAINER, GLEN MORRISON, SUE WILKINSON,  
LOVETTE MAY, MARION MOORE, DIANA JESTRATIJEVIC AND FLO DAVIES**

## **OFFICE/CLERICAL/TECHNICAL PUBLIC BOARD**

I hope everyone had an enjoyable Thanksgiving. A nice meal with family and friends and an extra day off are certainly things most of us can be thankful for.

### **GROUP 11 ELEMENTARY SCHOOL HEAD SECRETARY JOB RE-EVALUATION**

The arbitration hearing for this job re-evaluation is on October 14<sup>th</sup>. Please be advised that this may take more than one day of arbitration to obtain a ruling. It also may be that the arbitrator accepts all the evidence to review and assess and will make a ruling at a later date. It also may be that a settlement is reached on that date. Whatever the outcome, we will send out a notification to your C.U.P.E. e-mail address as soon as we can.

### **SURVEY**

There is a short survey coming through C.U.P.E. e-mail for Group 11 Elementary School Head Secretaries. Please respond a.s.a.p. We would like to have as many responses as possible to ensure we are working in the best interest of the majority.

### **BEREAVEMENT LEAVE**

The following is in our new collective agreement:

“Should the funeral or memorial service not take place within the granted days, an employee may make a written request to the Manager of Employee Relations/Services or designate to have one (1) of the allotted days held back for use on the actual day of the funeral or formal memorial service where such will occur on a scheduled work day.”

We used to have to take the days all in succession immediately following the date of death.

### **GENERAL MEMBERSHIP MEETING**

We would like to see you at the next General Membership Meeting on Sunday, October 23, at 7:00 p.m.

### **O.C.T. REPS ARE:**

**KAREN WHITE** (Secondary Schools) - [kwhite@cupe218.ca](mailto:kwhite@cupe218.ca)  
**ANTONY NEMBHARD** (Ed Centre) - [anembhard@cupe218.ca](mailto:anembhard@cupe218.ca)  
**RACHEL HUNTER** (Elementary Schools) - [rhunter@cupe218.ca](mailto:rhunter@cupe218.ca)  
**CATHIE ROUSSEAU** (Chairperson) - [crousseau@cupe218.ca](mailto:crousseau@cupe218.ca)

