

CUPE·218

DURHAM EDUCATION WORKERS

NOVEMBER 2016 NEWSLETTER

MEMBERSHIP MEETING

CUPE LOCAL 218 HALL

7:00 P.M.

NOVEMBER 20TH, 2016

UNION OFFICE - 2080 WENTWORTH ST.

WHITBY, ONTARIO

NOMINATIONS AND NOVEMBER MEETINGS



NOMINATIONS, ELECTION & MEETING NOTICE

**NOMINATIONS/ELECTION WILL TAKE PLACE AT THE NOVEMBER
2016 GENERAL MEMBERSHIP MEETING FOR
THE FOLLOWING POSITIONS:**

PUBLIC BOARD

ONE EA STEWARD

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

CORPORATION MEETING

**THERE WILL BE A CORPORATION MEETING DIRECTLY AFTER THE
GENERAL MEMBERSHIP MEETING. PLEASE PLAN TO ATTEND.**

PRESIDENT'S MESSAGE

November 2016

Dear Sisters and Brothers:

It is hard to believe that this will be our last newsletter before Christmas holidays. Time waits for no one!

The Job Evaluation Arbitration for Elementary Head Secretaries took place on October 14th, 2016. Unfortunately, it is going to take additional dates to get a resolution. We are canvassing the Board and Union Council for more hearing dates. The earliest possible date will be April 2017.

The OSBCC (Ontario School Board Coordinating Committee) has been approached by the provincial government to enter into discussions to extend our Collective Agreements for an additional year. The OSBCC has meetings set for November 8th, 15th & 16th re: extensions. OSSTF (Ontario Secondary School Teachers Federation) has left the table and discontinued talks while other groups, including CUPE, are still at the table. The OSBCC (Ontario School Board Coordinating Committee) will be reporting back to the locals with recommendations; we will keep you informed as we get updates.

The benefit lag between the Durham Public Board and Manulife is still being worked out. Manulife has confirmed that claims adjustments have turned out to be a much bigger job than they had anticipated, and the goal is to have them all completed by the end of March 2017.

More exciting news from our Social Committee - a Christmas Dinner/Dance has been planned for Saturday, December 3th, 2016 and a Children's Christmas Party for December 10th, 2016. Please see the flyers in this newsletter. Contact Social Committee representatives for more information and tickets.

Your By-laws Committee has completed the final changes to the By-laws and a draft has been sent to the national office for their approval. Once we receive them back from National, a special meeting will be called for membership approval.

Many Public Board members have been asking when copies of the new Collective Agreement will be distributed. The delay is due to a dispute on central language and its application; once we have a resolution, the Collective Agreement will go to print.

As I mentioned earlier, this will be our last newsletter of 2016. I would like to take this opportunity to thank you - the members - for your support as we work through the daily struggles. I am looking forward to working with you all in 2017. I would like to wish everyone a safe and blessed Christmas and all the best in 2017.

Our next General Membership Meeting will be Sunday, November 20th, 2016 at 7:00 p.m. at the CUPE 218 Office. Please plan to attend.

In Solidarity,

Rod King

President, CUPE Local 218

**For your CUPE login information or to claim your Edvantage card,
contact swilkinson@cupe218.ca.**

CUPE-218
DURHAM EDUCATION WORKERS

VICE PRESIDENT'S MESSAGE

November 2016

Dear Sisters and Brothers:

If you haven't already registered on the cupe218.ca website, please do so. Newsletters and special meeting notices will be forwarded to your own inbox. Please make sure you have a personal email address, and DO NOT use the employer's email system.

Please read the Health and Safety Reports in this newsletter. At the recent Health and Safety - Injured Workers Conference, it was pointed out to the delegates that phrases like "the job has changed" and "you can expect violent behavior as the norm" lull workers into accepting student violence as the norm and "If you can't handle it, perhaps you need to think of a new career" - that after 20 years of being an EA, "maybe the job isn't right for you!"

We shouldn't accept this in the workplace. We have the right to be safe. That includes our mental health, not just our physical bodies. Critical incident and post traumatic stress stats are on the rise, and mental health professionals suggest that DEBRIEFING between 24 and 72 hours after a violent incident really helps. Too often, debriefings don't happen because it's just too inconvenient to find the time. Let your administration/supervisors know you need to debrief. Let your health and safety reps know if a debriefing is denied to you.

Under the Ontario Occupational Health and Safety Act, we have rights. Our employer has an obligation to keep us safe.

This is NOT confined to Educational Assistants. Debriefing is critical anytime there is an injury - where someone is hurt. Injuries in the workplace can affect ALL - the worker hurt and those witnessing the accident. **Be safe.**

Our next General Membership Meeting is Sunday, November 20th, 2016 at the CUPE 218 Office - 2080 Wentworth St. in Whitby at 7 p.m. Please plan to attend.

In Solidarity,

Marion Moore

**Vice President and
Disability Rep. for CUPE Local 218**

mmoore@cupe218.ca

905-571-7879

SOCIAL COMMITTEE

November 2016

Hi Brothers and Sisters,

This will be the last newsletter before the new year, so I would like to say Merry Christmas and Happy New Year to everyone.

We have had a lot of people responding to the Children's Christmas party being held on December 10th. The venue has changed to allow for more children and parents/grandparents. It will now be at DDSB headquarters in the Atrium located at 400 Taunton Road East in Whitby from 11am - 2pm. There is still time to add your little ones to the list for Santa. Please see the attached flyer or check the CUPE Local 218 website for more details.

The Christmas dance is being held on Saturday December 3rd at the UNIFOR Hall Local 222 in Whitby from 5pm - 1am. There are still tickets available for purchase. They are \$45 per person and are available at the CUPE Local 218 Hall through Sue Wilkinson. Please see the attached flyer or check the CUPE Local 218 website for more information. We hope to see you all there. It should be a great night!

We are working on upcoming events for the new year and will let you know what they are once we finalize the details.

If you have any questions or concerns, please contact one of your Social Committee reps listed below.

In Solidarity,

Ken Wilkins
Social Committee Chairperson

Brian Burd
bburd@cupe218.ca

Bobby Montgomery
bmontgomery@cupe218.ca

Glen Morrison
gmorrison@cupe218.ca

Natalie Melich
nmelich@cupe218.ca

John Allan
john.allan@cupe218.ca

SOCIAL COMMITTEE CHRISTMAS DANCE

November 2016

SOCIAL COMMITTEE CUPE 218 PRESENTS THE CUPE LOCAL 218 CHRISTMAS DANCE



*Saturday December 3rd
5pm - 1:00am
The UNIFOR Hall Local 222
1425 Phillip Murray Ave., Oshawa ON
Doors will open at 5pm for cocktails.*



Dinner will be served at 7pm. It will be a family style dinner with roast beef and chicken and all the trimmings.

Tickets will be \$45 per person or \$90 a couple. Please make cheques payable to CUPE Local 218 c/o Sue Wilkinson

It will be a cash bar and tickets for drinks will be available for purchase at the dance.

Door prizes and 50/50 draw as well.

Tickets will be available for purchase until Friday November 25th because we need a head count for the dinner.

Please contact one of your committee people listed below if you would like to attend. Hope to see you all there!

Contacts:

Ken Wilkins

Social Committee Chairperson
kenneth.wilkins@cupe218.ca

Brian Burd

bburd@cupe218.ca

Bobby Montgomery

bmontgomery@cupe218.ca

Glen Morrison

g Morrison@cupe218.ca

Natalie Melich

nmelich@cupe218.ca

John Allan

john.allan@cupe218.ca



SOCIAL COMMITTEE CHRISTMAS KIDS PARTY

November 2016

SOCIAL COMMITTEE CUPE 218 PRESENTS THE CHILDREN'S CHRISTMAS PARTY

*Saturday December 10th
11am-2pm
Durham District School Board Atrium
400 Taunton Rd. E. Whitby, ON*



Face painting

Pizza, snacks, drinks

Movies

Santa Claus

Games

Gifts

This party is for children 12 years of age and younger. This is open to active members' and retirees as well.

Please contact your Social Committee members listed below if you are interested in bringing a child to the party.

We will also need to know the child's age, name and gender for Santa Claus please.

Contacts:

Ken Wilkins

Social Committee Chairperson
kenneth.wilkins@cupe218.ca

Bobby Montgomery

bmontgomery@cupe218.ca

Natalie Melich

nmelich@cupe218.ca

Brian Burd

bburd@cupe218.ca

Glen Morrison

g Morrison@cupe218.ca

John Allan

john.allan@cupe218.ca



DISABILITY MANAGEMENT

November 2016

This will be our last newsletter until after the New Year. As we approach the festive season I would like to take this opportunity to wish everyone a safe and enjoyable holiday and a happy New Year.

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.

On the Mental Health note. As our lives becoming more demanding and complicate 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 is a light at the end of the tunnel if you take the initiative. Just remember you are not alone.

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.

If you have any questions or need assistance regarding disability management, call the CUPE Office (Numbers listed below) and we will be pleased to assist you.

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

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

PUBLIC BOARD

Jamie Spencer

Lori Richards

Dennis Gibbs

In Solidarity,

Jamie Spencer

Disability Management Coordinator

CUPE Local 218

CONTINUING EDUCATION PUBLIC BOARD

November 2016

Dear Sisters and Brothers,

Your union representatives, Jane, Kasia and I have all signed on for another two years of service. I will continue to serve as the bargaining chair. We definitely have goals that we would like to come to fruition in the next two years. Of course, completion of our second collective agreement is a big priority for us.

There has been no progress in the area of bargaining because we are awaiting the assistance of a mediator. I look forward to reporting back to you after our first meeting with a mediator and the Board representatives on Friday, November 18.

The LINC/ESL staff have started their PBLA (Portfolio-Based Language Assessment) and the process appears to be running smoothly at both locations.

There were some concerns from members regarding not being paid according to the DDSB payroll schedule. If you are not paid in full on the scheduled pay date, please bring the matter to your union representative for assistance immediately.

There continue to be classes not covered by a supply instructor due to a shortage of supply availability. If you are asked to assist by taking on an additional class due to a supply shortage, please report the additional duties to Jane.

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, November 20 at 7 pm.

In Solidarity,

Maureen O'Reilly
Bargaining Chair

PUBLIC BOARD CONTINUING EDUCATION

Maureen O'Reilly
moreilly@cupe218.ca

Jane Batterink
jbatterink@cupe218.ca

Kasia Kasztenna
kkasztenna@cupe218.ca

DURHAM CATHOLIC CUSTODIAL/MAINTENANCE

November 2016

Dear Sisters and Brothers,

This is our last newsletter for this year.

An update on grievances. We have 48 grievances pertaining to Chief Custodian JE band 8 going to step 3 grievance procedure in the coming week. We will update as more information becomes available.

We have 1 grievance outstanding pertaining to workload committee. This grievance has a possible resolution that the Union is exploring.

We have 6 grievances outstanding pertaining to schedule B at one of our locations. This grievance was heard at step 1 with the Board awaiting our response.

Please also keep in mind that if you have been injured on or off the job, it is important to keep the Union office informed.

We would also like to remind the Custodial staff that we shouldn't be doing the work of our Maintenance staff. IE: painting, etc. If you are unsure if you should be doing certain duties that may be the responsibility of Maintenance, please ask your SQS for clarification.

Please contact a rep below if you have any questions or concerns. Your social committee also wants to remind you of the Christmas dance December 3, and Children's Christmas party December 10. Please see flyer for more information.

The Committee would like to wish everyone a Merry Christmas and a safe, restful holiday over the Christmas break

In Solidarity,

Brian Burd	bburd@cupe218.ca
Natalie Melich	nmelich@cupe218.ca
Sean Hebert	shebert@cupe218.ca
Dave Slater	dslater@cupe218.ca

CUSTODIAL MAINTENANCE UNIT PUBLIC BOARD

November 2016

Dear Sisters and Brothers,

This will be the last newsletter of 2016 so I would like to take this opportunity to wish everyone a Merry Christmas and a Happy New Year.

The Social Committee has been busy organizing this year's CUPE Local 218 Christmas Dance and Children's Christmas Party.

The Christmas Dance is being held at the UNIFOR Hall Local 222 in Oshawa on December 3rd, from 5pm until 1am. Tickets will be \$45.00 per person or \$90.00 a couple. It should be a GREAT TIME. Please contact a member of the Social Committee for more details or view the Local's website for more info.

The Children's Christmas Party is being held at the Durham District School Board in the Atrium. The party is for children 12 years of age and younger. This is open to active members and retirees as well. Please contact a member of the Social Committee for more details or view the Local's website for more info.

We have 6 grievances waiting for arbitration and have dates for four of them.

We had grievance meetings on November 1st, 2016. We were able to resolve one and are still in communication with the grievers and the DDSB with a possible resolution for the remaining two. A date has been scheduled for November 29th 2016 to discuss our last remaining grievance.

Labour Management meeting was held November 3rd, 2016. We discussed Apply to Education posting procedure, Permits, Diaper Disposal, Chief Custodial Postings and Custodial Coverage.

APPLY TO EDUCATION – We discussed the ongoing concerns that have been brought forward to The Board was very welcoming to our suggestions and will be offering a class at our next professional development day to further assist our members.

PERMITS – The Board has asked us to relay to our members that if there are any problems with dealing with Permits they are to contact their Supervisor and have the Supervisor deal with the concerns that the Custodial staff brings forward.

DIAPER DISPOSAL - Our Health and Safety Representative and the Board will meet and mutually develop a procedure that will be enforced Board wide.

CHIEF CUSTODIAL POSTINGS – The Board brought forward their concerns regarding employees which are applying for the position of Chiefs. There seems to be on more than one occasion, That an employee will post and interview and be successful in getting the Chief position but once at the school they decide that they no longer want it. The Board is asking to please view the school and meet the

staff before applying for these position. The process would run much smoother and there would be less time loss when filling these positions.

CUSTODIAL COVERAGE – After a lengthy conversation it was decided that the Union and Board will form a **WORK LOAD COMMITTEE**. This committee will meet to discuss issues pertaining to Custodial issues such as; section size and out of school coverage, etc.

In past newsletters I have asked that Custodial personnel keep track of **OUT OF SCHOOL COVERAGE** by filling out the calendar which is on our website and to forward the calendar to me at the Union office. This is one way that we can keep track of the Out of School Coverage which will help us to have discussion with the Board regarding consistency. I have received some calendars from school which is greatly appreciated but for us to be able to have our numbers accurate we need the cooperation from all school.

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. It is with a heavy heart that I mention the passing of Brian McMinn. Brian started in June 1987 in our Maintenance department as a Locksmith. For those of you that had the opportunity to know or meet Brian you would remember that he had a colourful personality. Our condolences go out to his family and friends.

In Solidarity,

Dennis Gibbs

Chairperson and Disability Representative

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, November 20th, at 7:00 PM. at the CUPE office.

Please plan to attend. www.cupe218.ca Tel: (905)-571-7879 Toll Free 1-877-571-0218

Fax: (905)-571-4102

NOVEMBER CUSTODIAL – MAINTENANCE PUBLIC BOARD

HEALTH AND SAFETY REPORT

Hello to everyone wow we have been pretty luck weather wise up to this point with mild temperatures and not a lot precipitation.

I would like to thank the membership for allowing me to attend the yearly Health and Safety/ Injured Workers Conference. It was again a very informative conference around strategies and the OHSa itself.

It was also very eye opening and sad as I had the opportunity with Sister Shaughnessy OSBCC Injured Workers Representative to over see the education sector panel. The issues that we experience here at our local are the same all over the province from the workplace violence to staffing cut backs /coverage. We heard some very heart felt examples of bullying from administrators when it came to reporting and also a huge need for training in reporting and worker's rights. Hopefully this can be accomplished in the future for all members.

On the local front there have been too concerns that are being brought to my attention and they are:

- 1.** Diaper disposal. The school board follows the Durham Region Health Dept. procedure for diapering but does not discuss the procedure to remove. The site either school or daycare should be providing a proper unit such as a diaper genie to dispose of diapers as it is much safer and healthier and can be emptied as required. But remember also wear the proper PPE
- 2.** Community Use Procedures. It is a reminder that the doors are only to be opened 15 minutes prior and 15 minutes after start time on permit. Then it is the permit holder's responsibility to cover door to ensure no else is entering the building. My concern is that the doors are being propped and thus the safety issue. If this is happening in your building contact supervisor right away and make sure note left for chief so they can contact Community Use department. I advise you as your health and safety representative not to get into any confrontations and to work safe in your buildings at all times keeping yourself aware in case a unknown individual gets in. I understand that it is tough to control where you work being in the school alone and task can be out of the main area or even on 2nd floors. Just always please be aware of your surroundings.
- 3.** Last but never least when it comes to one's health and safety please be reminded that worker also responsibilities under the OHSa and they are as follows.

DUTIES OF WORKERS

28. (1) A worker shall:

- (a)** work in compliance with the provisions of this Act and the regulations;
- (b)** use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c)** report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d)** report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

IDEM

(2) No worker shall:

- (a)** remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b)** use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c)** engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

EDUCATIONAL ASSISTANTS - PUBLIC BOARD

November 2016

REPORTING - we cannot stress enough how important it is for you to report incidents. Whether it's a violent incident, accident, fall, or anything else. Reporting is for your own protection! It can help when there are issues with a class, student, harassment and injury. If you don't have time to go have a face to face with your Admin, you can email them. This is for your protection as well. You have a record that you did report it.

Always remember - if you don't report it, it never happened! When in doubt, fill it out. No one can help if they aren't made aware of what is happening. The first step is to go to your Admin. If you feel that you aren't getting a resolution, contact your Area Rep and we can help with solutions or your next step.

We know it's been a difficult start to this school year but with your help, we are working with the board to get strategies in place and help in supporting you.

MEDICAL - we are hearing of many bites and scratches. First Aid would include (but not limited to), washing the area, applying ice, antibiotic cream and bandages. With bites and scratches, you should go to the Dr. or a walk in clinic. Have it documented. You may need a tetanus shot.

Whenever you have gone to the Dr or a walk in clinic for any injury at work, remember to say that it was 'work related'. The attending physician should then be filling out a Form 8 (WSIB form) and giving you a copy as well. Make sure that you have informed your Admin that you went to the Dr.

Whatever you provide the Board regarding any medical, we ask that you keep a copy for yourself and provide one to the Union as well. That insures that we have the same info as the Board. It's very helpful for when we have to meet with the employer and yourself.

SOCIAL MEDIA - this is a great concern. If you are on Facebook, do not have it anywhere on your page or in your profile that you work for the Durham District School Board. Be careful in what you are saying. Remember that if you make comments, friends can see this as can friends of friends.

Texting is also an issue. The best advice is to not use your cell phone while working. Save that for breaks/lunch and after work. Any form of Social Media issues can lead to discipline.

We would like to send a Thank You to Lovette May for her time and work while being an EA Steward! We wish Lovette the best!

AREA REPS

please contact the rep for your Area.

SCHOOL AREA	CONTACT	CONTACT INFORMATION
AJAX PICKERING	GLEN MORRISON (REP) MARION MOORE (VICE PRESIDENT & STEWARD)	gmorrison@cupe218.ca mmoore@cupe218.ca
WHITBY NORTH	KELLY GAINER (REP & H&S Rep) FLO DAVIES(STEWARD)	kgainer@cupe218.ca florence.davies@cupe218.ca
OSHAWA	SUE WILKINSON (REP) DIANA JESTRATIJEVIC (STEWARD)	swilkinson@cupe218.ca diana.jestratijevic@cupe218.ca
HIGH SCHOOLS	LORI RICHARDS (CHAIRPERSON)	lrichards@cupe218.

This is the last newsletter until January and we would like to wish you all a Very Merry Christmas and all the best for a great 2018!

Always End the Day With a Positive Thought. No Matter How Hard Things Were, Tomorrow's a Fresh Opportunity to Make it Better.

HEALTH AND SAFETY EDUCATIONAL ASSISTANTS PUBLIC BOARD

November 2016

Well, I don't know where to start for this news letter. There have been well over 400 violent incidents sent into the CUPE office so far, that is averaging 8 or 9 per day. That does not include the Violent incidents not reported to CUPE. So many violent incidents have not even been reported to principals or the DDSB. This is way too many! It seems to be the thought that being hit, kicked, bit, scratched, struck, spat at..... is part of the EAs job. Yes it is our job to work with students with behaviour difficulties, but it is also our right to be safe at work. I am not sure where this belief comes from, but as far as I am concerned if I am hit, kicked, bit, scratched... **I AM NOT SAFE!**

So it is time we stand together and stand up for our right to a safe work place. Ask your admin the following questions: (oh, and if they don't seem to have time for you, then send an email and state you have safety concerns and your safety matters!).

- What is in place to ensure my safety?
- What program changes have been made to alter the behaviours?
- Can you review the BSP with me? (if a student has violent behaviours there should be a BSP and you have a right to be informed) also the BSP should be reviewed after violent incidents, during a debriefing to make changes to alter the behaviour and ensure safety).
- I would like a debriefing to discuss the violent incident that has occurred.
- Are there any meetings coming up in the near future to discuss this students behaviours? Can I attend this meeting to give input from my own observations?
- On the next PD day can the EAs at the school have some time to review procedure 5127 (Management Process For Risk-Of-Injury (Ri) Behaviours – Procedure), the EA Go To Guide for Health and Safety and procedure 6275 calming room procedure with you?

The following is some information from the DDSB procedure 4146 - Workplace Violence Management Program

3.0 Duties and Reporting:

Safety is everyone's responsibility – employer, principal/supervisor and staff. Similarly, preventing violence in the workplace is also everyone's responsibility.

3.1 Employer Duties:

The Durham District School Board is responsible under the Occupational Health and Safety Act and other applicable legislation to develop, implement, and maintain a system wide Workplace Violence Management Program. The Employer's duties include establishing measures and procedures:

To identify the risk of workplace violence;
To control the risk identified in the risk assessment;
For employees to summon immediate assistance;
For employees to report incidents of workplace violence.

3.2 Principal's/Supervisor's Duties and Reporting:

Principals/Supervisors also have responsibilities under the Occupational Health and Safety Act and Safe Schools Act. Principals/Supervisors shall:

- Take all reports of violence seriously
- Report all incidents of workplace violence using the "Employee Violent Incident Form"
- Ensure all workers have access to communication devices that allow them to summon immediate assistance if necessary
- Review the Workplace Violence Management Program every Fall with staff
- Implement prevention practices noted in the Workplace Violence Management Program as may be applicable
- Complete other reports as may be applicable such as the 'Supervisors Accident Investigation Report'
- Implement an appropriate response plan (first aid, victim support, etc.) to support the victim(s) of violent incidents.
- Develop a workplace safety plan with employees at risk as a result of domestic violence

3.3 Staff's Duties and Reporting:

Staff also have responsibilities under the Occupational Health and Safety Act and Safe Schools Act. Staff shall:

- Report all incidents of workplace violence to your principal/supervisor
- Review and be familiar with the Workplace Violence Management Program
- Participate in training/awareness as required
- Follow recommended processes, safe work procedures and approaches.
- Notify the supervisor if communication devices are not functioning.

**So I guess the final questions are: Why are you not reporting violence to your admin?
Why are you not asking – What is in place to keep me safe?
BE SAFE AT WORK - IT IS YOUR RIGHT!**

In Solidarity,

Kelly Gainer

CUPE 218 Health and Safety Rep.

kgainer@cupe218.ca

OFFICE/CLERICAL/TECHNICAL

November 2016

This will be the last newsletter before the Christmas break. While it seems really premature at this time, I hope you all have a very enjoyable holiday!

ARBITRATION UPDATE GROUP 11 ELEMENTARY SCHOOL HEAD SECRETARY JOB RE-EVALUATION

The arbitration hearing for this job re-evaluation was on October 14. We were unable to finish, so it will be continued at a later date – yet to be determined. This does take time to arrange as the arbitrator has to give some dates that he is available. Then, it has to be coordinated amongst the management staff and the union representatives. While it is frustrating to wait so long, we have to be patient and hope that we will be successful. The continuing arbitration date will be announced in the next newsletter.

SURVEY

There was a short survey that came through C.U.P.E. e-mail for Group 11 Elementary School Head Secretaries. Thank you to the people that responded. Please keep in mind, that you can help make decisions that directly affect you, when you respond.

R.O.E.s

At our Labour/Management meeting on October 12, we inquired about the delay for R.O.E.s for all 10 and 10.5 month employees. Apparently, there were issues with the IPSIS program and everything had to be entered individually on the Canada Revenue website. We've been informed that it was a common problem amongst users and the board is working to resolve it to avoid this type of delay in the future.

BOARD MEDICAL DOCUMENTS FOR STUDENTS

While recently looking for medical forms (that parents have doctors fill out for administration of medication to students) it was very interesting to find out that we are not all using the same forms. After going to our board website and looking up medical forms, there was a 4 page form with an unusable table at the end of it. I have requested that we get a useable form put onto our board website, so that we are all able to access and use the same form.

GENERAL MEMBERSHIP MEETING

We would like to see you at the next General Membership Meeting on Sunday, November 20, at 7:00 p.m.

O.C.T. REPS ARE:

Antony Nembhard	(Ed. Centre Rep)	anembhard@cupe218.ca
Rachel Hunter	(Elementary School Rep)	rhunter@cupe218.ca
Karen White	(Secondary School Rep)	kwhite@cupe218.ca
Cathie Rousseau	(Chairperson)	crousseau@cupe218.ca

SECRETARIAL/CLERICAL/TECHNICAL STAFF

CATHOLIC BOARD

November 2016

I hope all the Secretaries enjoyed the P.A. Day held for them. I'm sorry about the location this event was held at as I wasn't aware of the school location the Board chose for this event until a member sent me a copy of the agenda. It was noted to the Board regarding that issue. At this P.A. Day there was a discussion of a survey coming out for all to complete voluntary and anonymous. The Union has seen the survey and believes this would be a very good idea to take the time and fill it out, as stated it is anonymous and a good way to voice your thoughts on just what you feel training should look like for your jobs and the most important aspect of your role so the Board can fully understand. And as stated above, it is voluntary to do so if you wish.

The Bank Protocol is another topic we the Union would like to go over within this newsletter. This Protocol was put in place to help and protect you as the person working with money and going to the banks carrying Board/school's funds. Please follow the Protocol as you should **NOT** be going to the bank by yourself, counting money out in the open areas for all to see, and driving to the bank on your unpaid lunch hour nor after work hours. All banking is to be done during work hours only. You put in for mileage for driving both to and from the bank every time you go. If you are finding you are running into issues regarding this Bank Protocol within your work location, please just pick up the phone and call me as this is a very big concern for this Unit and also a Health and Safety issue.

We have grievances going forward to Step 1 and another for Step 3 hearing dates. And a Policy grievance put in abeyance due to Central bargaining clarification.

Your committee has booked Labour Management meetings with the H.R. Department for the following dates: January 31, 2017, March 28, 2017, and May 16, 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.

As this will be the last newsletter going out for 2016, I'd like on behalf of Nikki, Mike and myself to wish everyone a Very Merry Christmas and safe Holidays. Enjoy the time off with family and friends.

Yours in Solidarity,

Karen Ulrich, Chairperson email- K.Ulrich@cupe218.ca

Mike Morris, Bargaining Committee email- M.Morris@cupe218.ca

Nikki Spiers, Bargaining Committee email- N.Spiers@cupe218.ca

Thinking about buying winter tires? Here's what you need to know

Winter tires improve handling and overall traction in snowy, icy and slushy conditions and reduce the likelihood of collisions. They can even reduce braking distances by up to 25%! Their wider tread and softer rubber are designed to eject snow and ice and prevent skidding on the frozen roads.

When shopping for winter tires, here are a few things to remember:

- Check for a logo of a peaked mountain with a snowflake. This is how you differentiate winter tires from regular all-season tires.
- Consider the severity of weather in your area. If you get a lot of snow and ice, be sure to get tires that can handle those conditions.
- Purchase and install your winter tires in sets of four. Many retailers offer discounts for buying a set of four tires.
- Change your tires as soon as you need to. You can check how worn your tires are from the tread-wear indicators.
- Do not mix tires of different sizes or treads. This can create unsafe driving conditions.
- Check the air pressure on your tires frequently. Not only does this help with the overall safety of your vehicle, it also optimizes fuel efficiency!

It's also important to switch out your winter tires when the seasons change. Winter tires are not well suited to warmer weather conditions and they will wear much quicker. If you are diligent about changing your tires, they can last up to five years.

Contact OTIP today at 1-888-892-4935 to see if your policy qualifies for a winter tire discount.



The advertisement features the OTIP logo on the left, which consists of three stylized human figures. To the right, a family of four (a man, a woman, and two children) is shown sitting in the back of a car. The background is a dark blue gradient.

Save up to 50% on your home insurance when you insure both your car and home with OTIP.

Visit otip.com/AutoHome to learn more.

