



CUPE·218
DURHAM EDUCATION WORKERS

SEPTEMBER

**NEWSLETTER
2018**



**MEMBERSHIP MEETING
CUPE LOCAL 218 HALL**

**SUNDAY, SEPTEMBER 23RD, 2018 AT 7:00PM
CUPE LOCAL 218 HALL - 2080 WENTWORTH ST., WHITBY**

CUPE218.CA  **@CUPE218**



NOMINATIONS & ELECTIONS



NOMINATIONS

- President – 2 year term January 1, 2019 – December 31, 2020
- Vice President – 2 year term January 1, 2019 – December 31, 2020
- Bargaining Unit Stewards for all Bargaining Unit – 2 year term
January 1, 2019 – December 31, 2020
- Sergeant-at-arms – September 24, 2018 – December 31, 2019

ELECTIONS

- Trustee – 3 year term January 1, 2019 – December 31, 2021
- Trustee – 2 year term January 1, 2019 – December 31, 2020
- Returning Officer – if necessary for November elections

CUPE LOCAL 218 SCHOLARSHIPS – DUE September 30, 2018
Please check the website for Scholarship application details

CONTENT

● PRESIDENT'S MESSAGE	4
● VICE PRESIDENT'S MESSAGE	5
● SOCIAL COMMITTEE	6
● CUPE 218 GOLF TOURNAMENT	7
● OFFICE/CLERICAL /TECHNICAL - PUBLIC BOARD	8
● SECRETARIAL/CLERICAL/TECHNICAL STAFF - CATHOLIC BOARD	10
● CONTINUING EDUCATION - PUBLIC BOARD	11
● CUSTODIAL/MAINTENANCE - CATHOLIC BOARD	12
● CUSTODIAL / MAINTENANCE - PUBLIC BOARD - HEALTH AND SAFETY	13
● CUSTODIAL / MAINTENANCE - PUBLIC BOARD	14
● EDUCATIONAL ASSISTANTS - CATHOLIC BOARD	18
● EDUCATIONAL ASSISTANTS - PUBLIC BOARD	20
● EDUCATIONAL ASSISTANTS - PUBLIC BOARD - HEALTH AND SAFETY	22
● OTIP UPDATES	24

PRESIDENT'S MESSAGE

September 2018

Dear Sisters and Brothers,

I hope everyone enjoyed the beautiful summer we had. It slipped by so quickly. Thank you to all the members who worked over the summer months to get our facilities up and running, a job well done as always.

Unfortunately the Local was not successful with the Elementary Head Secretary Job Evaluation Arbitration. After seven days of arbitration hearings Arbitrator Sheehans decision was that, even though the Head Secretary was the gate keeper the ultimate decision on who enters the school rests with the Principal or Vice Principal. Even though we disagree with this ruling the arbitrators decision is undebatable.

The Ontario School Board Council of Unions (OSBCU) has sent Draft Bargaining Priorities for Central Bargaining 2019 to Local leadership for review. On September 28th, 2018, the OSBCU will be holding a area meeting for Locals to provide feedback. We will keep you posted as this process unfolds.

On September 1st, 2018 we will be receiving our next percentage increase of 1%. Our next increase will be February 1st, 2019 at 1% and August 31st, 2019 at 0.5%.

Our 3rd annual charity golf tournament is fast approaching. This year the tournament will be held on Saturday, September 22nd at 10:00AM at the Bowmanville Golf and Country Club. Please see attached flyer. Come and enjoy a fun filled day with colleagues and friends.

If you haven't already done so please get access to our CUPE website. There is valuable information and updates regarding our Education Workers Benefit Trust and other information. Please contact Sister Sue Wilkinson to assist you with this swilkinson@cupe218.ca or 905-571-7879.

Nominations for several positions will be taking place at our September General Membership Meeting. See attached list of positions that are up for nomination.

It is with deep sadness that we have lost a very active member of our Local. Brother Ken Wilkins passed away suddenly on August 6th, 2018. Ken was past Chairperson of the Social Committee, Sergeant at Arms and Trustee for our Local. Ken was a strong Union activist and will be sorely missed.

Our next General Membership meeting will be Sunday, September 23rd, 2018 at 7:00PM at the CUPE Office. Please plan to attend.

In Solidarity,



Rod King
President
CUPE Local 218

Location: **2080 Wentworth Street, Whitby, ON, L1N 8W9**
Phone: **905-571-7879 Toll free 1-877-571-0218**
Fax: **905-571-4102**

E-mail: **office@cupe218.ca**
Website: **www.cupe218.ca**

VICE PRESIDENT'S MESSAGE

September 2018

Welcome back for the start of another school year. The schools look fantastic thanks to our hard working custodial, maintenance staff. We wish everyone a successful start up.

A GOLDEN RULE

IF YOU SUBMIT MEDICAL TO THE EMPLOYER, PLEASE SUBMIT THE SAME MEDICAL TO THE UNION. Both employers invite the union to all disability meetings and if your rep. does not have the same information it is very hard to represent you to the best of our ability.

WSIB is no longer sending out the FORM 6 for the employee to fill out. The expectation is that YOU, the injured worker will do this electronically from your home computer, and print out a copy for yourself. We understand that not everyone has access to a computer. If you are injured and need help with this contact the union office. 905-571-7879. Remember keep copies of all documentation that you send to WSIB, and keep the union office informed.

Please keep the union informed of any changes to your personal information, ie. Phone numbers etc..... a new phone still may mean a new phone number.

WHEN YOU REALLY SHOULD CONTACT THE UNION OFFICE!!!!

If you have been invited to a meeting – contact the office to make sure there is a union rep. going.

If you get information on your WSIB claim. Remember.... The union is NOT copied in on letters from WSIB. You have to keep us informed.

If you have medical for absences. If you are off for any extended period OR you need accommodations then the union needs to be involved in your return to work.

If you have applied for a posting and you don't hear anything after a week.

If you get into trouble We usually hear about that, but not your side of the issue.

If you have questions.... Call it may not be the people in the office answering your questions but they will get direct the message out to the rep. for your school/area. Most of the reps email addresses are in the newsletter. Quick emails or phone calls can often clear up misunderstandings. Don't believe rumours.

Please plan on attending the next General Membership Meeting to be held Sunday September 23rd , 2017 at 7:00 P.M. at the CUPE office, 2080 Wentworth St., Whitby.

Yours in solidarity,

Marion Moore

Vice President and Disability Rep.

CUPE Local 218

mmoore@cupe218.ca

SOCIAL COMMITTEE

September 2018

We hope everyone had a safe and enjoyable summer.

During the last few months the Social Committee has been busy organizing this year's Annual Charity Golf Tournament, CUPE kids Christmas Party and we have spoken to CUPE Council regarding a float in this year's Santa Clause Parade.

This year's Annual Charity Golf Tournament is being hosted at Bowmanville Golf and Country Club on Saturday September 22nd. Come join us along with your family and friends for a chance to win great prizes.

- The hole-in-one challenge New Car, Trip, Golf bag and Golf apparel
- Door prizes and Trophies
- Plus other draws

Spots are filling up so don't wait until the last minute to register.

\$85.00 gets you = Green fees, Kart, Swag bag, Lunch, Dinner and prizes

This year's CUPE kids Christmas Party is once again being held at R.S McLaughlin CVI on December 8th. Please check our website often to register.

At this year's CUPE kids Christmas Party we will have The Magic Family Show, crafts, Picture with Santa and gift, snacks and a pizza lunch.

Yours in Solidarity

Dennis Gibbs

Jessica Fusco

Karen White

Sue Wilkinson

Glen Morrison

Natalie Melich

SAVE THE DATE!

ANNUAL CHARITY
3rd GOLF

TOURNAMENT

SATURDAY,
SEPTEMBER 22, 2018
BOWMANVILLE GOLF AND COUNTRY CLUB



HOLE IN ONE PRIZE PACKAGES

featuring a NEW CAR, Golf Clubs, Trip and Travis Matthews
golf apparel donated by ROY NICHOLS MOTORS!

OFFICE/CLERICAL /TECHNICAL - PUBLIC BOARD

September 2018

Welcome Back to the 2018-2019 School Year.

It's hard to believe the summer has come and gone! I hope you all got a chance to get out and enjoy the sunshine and some fun activities. I also hope everyone had a great start up to the new school year.

All of our Elementary Secretaries have been waiting for the decision from the Arbitrator, as I am sure most of you have heard by now, his decision is in and it was not in your favour.

All E.S. have received his decision and I am sorry to say there is nothing that can be debated, the Arbitrator's decision is final.

TRANSFER LIST

The Office/Clerical/Technical Transfer Form is available to you effective September 1st to September 30th each year. Please fill out and submit an application to this job posting, if you wish to be considered for un-posted Office/Clerical/Technical positions for the current school year.

To be considered for a position that has gone to the transfer process, you must have completed one full year in your current position.

Please note: A position will go to the transfer list after there have been four postings on each original vacancy (original posting plus three subsequent postings).

(Please refer to Article L12.01 - Job Postings in your collective agreement).

You can find this under Job Alerts.

CUPE E-MAIL

It is my understanding that some people have not initiated their CUPE e-mail account. It is really important for everyone to do so. Bargaining or other pertinent information is shared through this account. In the settings, you are able to set this account up to automatically transfer e-mails to your personal account. If you are having difficulty getting set up, please contact Sue Wilkinson swilkinson@cupe218.ca or at 905-571-7879.

As for using e-mail, please do not use your board e-mail or contact your rep through their board e-mail. Please use your personal e-mail or your CUPE e-mail to contact your rep at the e-mail address listed below

HOURS OF WORK

We are paid to work 7 hours per day with two 10 minute paid breaks and 1 hour unpaid lunch. You are encouraged to stick to this arrangement. If you are not getting your work done within this time frame, please use your casual hours

SPECIAL LEAVE

Please be advised that we have “Special Leave Days” for very specific reasons. Our contract is different from the teachers’ contract. Our paid “Special Leave Days” are:

- 1) To attend the graduation exercise of the employee, spouse or child from a recognized course of study from a secondary school, college or university (**note this doesn’t include elementary school or kindergarten graduation**)
- 2) To attend the birth of the employee’s child
- 3) To write examinations to upgrade the employee’s employment qualifications
- 4) To attend a funeral of a close friend
- 5) Moving to a new place of residence on the day of the move, limited to once per year

We are only allowed to use 2 Special Leave Days per year – September 1 – August 31. If you require a leave for other circumstances, you may apply for an **unpaid** leave of absence. This request should be in writing to Catherine Miller and will be granted at her discretion.

If you have any questions about Special Leave Days, please do not hesitate to contact your union rep before you apply.

OCT UNION COMMITTEE

Karen White

Chairperson

kwhite@cupe218.ca

Liz Lyons

Education Centre Rep

elizabeth.lyons@cupe218.ca

Allison Petty

Elementary School Rep

allison.petty@cupe218.ca

Antony Nembhard

Secondary School Rep

anembhard@cupe218.ca

SECRETARIAL/CLERICAL/TECHNICAL STAFF

CATHOLIC BOARD

September 2018

Welcome back to the new school year! Hope everyone enjoyed the summer months and had some time off to spend with family and friends. Wow, the summer months just flew by too fast.

For the secretarial staff within the schools, I hope the PA day held for everyone was a learning experience and enjoyed. If you have any concerns or comments from that day that could help with future PA days when held, please forward them to myself so it may be brought up at our 1st Labour Management meeting.

Staff members working at the Board office, OMAC, Business/ICT buildings, I hope everyone enjoyed the BBQ lunch held for us to start the new school year off.

Your Bargaining Committee have the following dates booked in for Labour Management meetings: October 25/18, January 22/19, April 2/19 and May 30/19.

If injured on the job, please make sure you report it right away to your Principal and or Supervisor. Make sure all paperwork is completed and copies made for your own files. Please also let the Union Office know that an incident has occurred and any updates following. We are here to assist you when required.

Hope to see you at the 1st General Membership meeting of this new school year on Sunday, Sept. 23, 2018 at 7:00 p.m. at the CUPE Office.

Have a great new school year everyone.

Yours in Solidarity,

Karen Ulrich

Chairperson

kulrich@cupe218.ca

Mike Morris

Bargaining Committee

mmorris@cupe218.ca

Sandra Ribeiro-Dantas

Bargaining Committee

sandra.dantas@cupe218.ca

CONTINUING EDUCATION - PUBLIC BOARD

September 2018

Another school year has begun, and we hope it has been off to a good start for all of you.

This was our first summer that we were covered under the CUPE benefit plan. We are glad that for the most part coverage for all of you continued to run smoothly throughout the summer.

There has been a change in our committee. Maureen O'Reilly stepped down as a CUPE rep at the end of the school year. This gives Maureen a well-deserved break, as she was instrumental in organizing our unit, and she has been on our committee ever since. Maureen was particularly helpful in the last year in her role as past chair, giving much needed advice based on her many years of expertise. We are grateful for her hard work and dedication and thank her for her many years of service. We need one new member and encourage you to think of names to put forward for nominations at our next general membership meeting.

Just a reminder regarding the pay for those of you who participated in the PD Day on September 5th. Since the day fell ahead of what is considered our regularly scheduled school year, the board requires extra time to process the pay for that single day.

General membership meetings are held once a month, usually on the fourth Sunday of the month. We hope to see you at our first monthly meeting on Sunday, September 23 at 7:00.

In solidarity,

Jane Batterink

Bargaining Chair, Public Board

Continuing Education

YOUR BARGAINING COMMITTEE

Jane Batterink

jbatterink@cupe218.ca

Darlene Sasseville

darlene.sasseville@cupe.ca

DURHAM CATHOLIC CUSTODIAL/MAINTENANCE

September 2018

Dear Sisters and Brothers,

Welcome back to another school year, we hope everyone had an enjoyable summer. Congratulations on another job well done in having our schools ready for the start of another school year.

We have no new grievances at this time.

The workload committee has finalized the changes for this school year. If your school has had changes, committee members will be around in the next week or two for workload and map changes.

Postings will be out soon if not already by the time this newsletter is published. Please keep in mind that you are not locked in for the 12 month period on any split shifts.

We would also like to remind the membership to keep us informed on situations, concerns or even informal discussions regarding issues in your workplace. Please keep in mind that we are not always aware of your concerns unless you share them with the committee.

If you have been off work for 5 days or more, please inform the Union office of the situation. Disability management and reps are there to help and offer guidance with any issues and or questions you may have.

As always, please contact one of your reps below with any questions or concerns.

In Solidarity,

Brian Burd

bburd@cupe218.ca

Natalie Melich

nmelich@cupe218.ca

Sean Hebert

shebert@cupe218.ca

Dave Slater

dslater@cupe218.ca

CUSTODIAL / MAINTENANCE - PUBLIC BOARD

HEALTH AND SAFETY

September 2018

Hello to everyone and I hope you all have been able to take some time to enjoy your family and friends. It has been another one of those hot and sticky summers that pushed us to the limit in our attempts to get our buildings clean for the new school year.

I would like to wish Terry Bossence and Joe Pantalleresco all the best in their retirements as well as custodial staff that have or are leaving us before the start of this new school year. The Board also has a new Health and Safety Officer as Samantha Yip has moved on. Contact information will be sent when I receive it. I would also like to send my condolences to Sister Robin Fair on the untimely passing of Brother Ken Wilkins. He will be missed. Also, my condolences to other members who have lost loved ones.

It has been an interesting summer with lots of projects getting completed, and two new buildings opening before the governments freeze on funds for this purpose. The Board's construction departments have been open and disclosing the information required under the law and allowing me to inspect sites during construction and prior to completion. Also, with new supervision areas and supervisors it shall be interesting going forward. I am glad to see more night supervision as this shift is the one the majority of brothers and sisters work.

This summer also comes with it disappointments with how we are regarded when it comes to our health and safety rights around access to our buildings and the safety and security. The union will continue to try to work with the board on these issues.

Coming this year are changes to WHMIS and they are to be implemented by December 2018. I am hoping to be involved in this as I was with the workplace inspection changes. There have been no set dates for training at this point.

This year we will also be 100% web based workplace inspection wise. Remember to try to schedule on a day where there are no permits and so you can have night staff in to cover your duties and allow for full proper participation and if you have any issue please contact me. Remember; it is still the Principal's responsibility to have these completed as are the fire drills and AED monthly testing.

Continue to remember to use caution around heat in the workplace. But also your basic rights to Know, Participate, and Refuse. This is very important going forward as there seems to be a shift taking place and we need to stand our ground for these rights but for ourselves. So please if you have concerns contact me so that we can get it addressed and fixed.

Dan

905-571-7879

daniel.mills@cupe218.ca

CUSTODIAL / MAINTENANCE - PUBLIC BOARD

September 2018

Dear Sisters and Brothers,

WOW! In the blink of an eye, summer is gone and we are back to our normal routines.

As always the Custodial / Maintenance Unit is to be commended on a job well done. With the ongoing construction in our schools and the dedication to completing a record number of Work-orders. It's remarkable how efficient you all are and it shows. The Schools look great.

Since my last Newsletter in May it's been business as usual. We had 12 grievances going into July which we were able to resolve 9 of them. Well, since then, I've had to file 4 additional grievances.

I was able to have discussion with the Board's Legal regarding four (4) hour Custodians receiving overtime during the months of July and August and the Cafeteria Assistants compliment. We were able to come to an agreement that all four (4) hour Custodians that worked overtime will receive overtime pay as per our Collective Agreement. As for the Cafeteria Assistants compliment, a position was posted internally.

We have 2 grievances scheduled for arbitration in November, December 2018 and January 2019.

September 1st, 2018 we will receive a 1.0% wage increase. Additional wage increases will come on February 1st, 2019 1.0% and August 31st, 2019 0.5%.

The CUPE EWBT benefit year runs from September 1st to August 31st. This means any annual benefits limits – such as those for paramedical services, for example – will reset on September 1st, 2018. Your coverage continues automatically from one benefit year to the next; you do not need to re-enroll in the CUPE EWBT benefit plan at this time.

Vision care as well as certain dental procedures and medical supplies are based on “rolling months” instead. A rolling maximum extends beyond the benefits year and is measured over a continuous period. You have 24 months from date of your initial claim to use up your \$450 maximum for vision care benefits. After that 24 months has passed, your next claim will trigger a reset of the 24 month period and \$450 vision care maximum. In other words, if you incurred a vision care claim on May 15th, 2018 for the full amount (\$450), your vision care maximum will reset on May 15th 2020.

Our annual Charity Golf Tournament is being held at Bowmanville Golf & Country Club on September 22nd, 2018. There will be a hole-in-one challenge to win a car, trip, golf bag and golf apparel plus many additional prizes. You can register on line at cupe218.ca.

The Summer Make-Up hours will start September 17th, 2018. Attached to this newsletter you will find Letter of Intent #2. The purpose of this Letter of Intent is to provide members with options to recoup hours worked for the Fridays off during the months of July and August.

At our next General Membership meeting we will be accepting nominations for the positions of

- President
- Vice President
- All unit Bargaining committees and stewards
- Trustees
- Sergeant-at-arms

Chief Custodians - Please make an effort to schedule monthly meetings with your Supervisor and Principal together, it is a perfect opportunity to clear up any mis-communications and to organize for the future.

It is with a heavy heart that I notify you of the passing of Brother Ken Wilkins. Ken worked for the Durham Catholic District School Board and held a position of Trustee and Sergeant-at-arms with our Local. Ken leaves behind his partner, Robin Fair, who works for the Durham District School Board and is a Steward on our committee. Ken will be greatly missed by all.

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. Also, if you submit medical to the Board please make sure the Union Disability team receives a copy as well. No injury is too small to report.

Yours in Solidarity

Dennis Gibbs

Chairperson and Disability representative

BARGAINING COMMITTEE:

Bob Montgomery
Kurt Badgley
Jamie Spencer
Dan Fusco

STEWARDS:

John Allan
Tom Simpson
Jeff Goodwin
Dan Mills
Robin Fair

CUSTODIAL / MAINTENANCE - PUBLIC BOARD

September 2018

MEMORANDUM OF UNDERSTANDING BETWEEN THE DURHAM DISTRICT SCHOOL BOARD
(hereinafter referred to as “The Board”)

-and-

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL NO.218
(hereinafter referred to as the “the Union”)

-on behalf of-

CUSTODIAL/MAINTENANCE BARGAINING UNIT
(hereinafter referred to as “the Bargaining Unit”)

Letter of intent #2 - Re: Summer hours of Work-Summer Work Schedule Clarification of Remainder Hours

WHEREAS the Parties have met to discuss the matter of addressing unused make-up time pursuant to Letter of intent #2 - Re: Summer Hours of Work-Summer Work Schedule;

And WHEREAS eight (8) hours of make-up time equals one made-up Summer Friday;

AND WHEREAS the Parties wish to address the issue of made-up hours worked that do not equate to a made-up Summer Friday (hereinafter “Remainder Hours”)

The Parties hereby agree as follows:

1. Employees are not permitted to continue to work make-up time where doing so would knowingly and/or reasonably result in Remainder Hours. For clarity, employees are expected to conclude their make-up hours with no Remainder Hours.

Example 1: If an employee finishes the “Make-Up Period” (as defined by section 1 of LOI #2) with Remainder Hours, that employee must, at minimum, work sufficient make-up hours during the Supplemental Make-Up Period (as defined by section 1(e) of LOI #2) to ensure that no Remainder Hours remain.

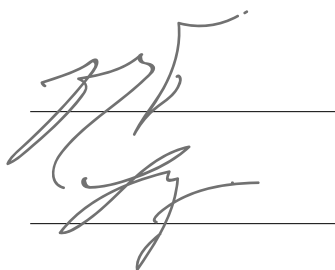
Example 2: During the Supplemental Make-Up Period, an employee who does not have any Remainder Hours may not make up additional hours if there is insufficient opportunity remaining during the Supplemental Make-Up Period for those additional hours to equate to a Summer Friday.

2. Remainder Hours will be addressed by the Board on an individual, without prejudice and precedent, case-by case basis. Remainder Hours should only occur in rare and/or special circumstances. The Board may address Remainder Hours using solutions including, but not limited to, the following in the following order of preference:
- a. Providing an employee with a special opportunity to work the additional make-up hours necessary to equate to a Summer Firday. Such special opportunity make up hours will be credited at the straight time wage rate.
 - b. Allowing the Remainder Hours from a year to be credited towards the following year's make up time. For example, this might typically occur in cases of extensive or lang term absences.
 - c. Allowing an employee to leave work early on a mutually agreed upon day.
 - d. Remainder Hours may be paid out to an employee of no other alternative option (e.g.a,b and c above) can be feasibly applied.

For clarity, the solution used must comply with the Employment Standards Act.

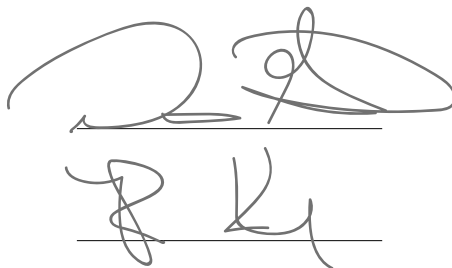
3. If an employee will not be able to access their made-up Summer Fridays and/or Remainder Hours in the summer due to retirement or leaving the employ of the Board, the Board may use an alternative scheduling option (e.g. moving the retirement date up) to ensure that the employee is able to benefit from the make-up hours worked.
4. For clarity, this MOU does not form part of the Collective Agreement and shall only be deemed to be in effect for the duration of LOI #2 - Re: Summer Hours of Work-Summer Work Schedule.

FOR THE BOARD:



Handwritten signature of a Board representative on a line.

FOR THE UNION:



Handwritten signature of a Union representative on a line.

Dated in Whitby, this 3 day of April, 2018

DURHAM CATHOLIC EDUCATIONAL ASSISTANTS

September 2018

Dear Members,

Hope you all had a nice and relaxing summer. Once again, our school year is up and running. Please make sure you continue to fill out the Violent Incident reports online.

This helps the board and CUPE document incidents throughout the year. It is also helpful for tracking purposes on new students. Remember, if you are injured, receiving medical attention or first aid, you must also fill out a Workplace Incident Report with your principal. A copy of each report is sent to the copy office and forwarded to Carrie Boisvert, our Health and Safety Rep.

If you have not signed up for CUPE 218 email, please visit the site, cupe218.ca, and sign up. Important messages will reach you via this email. We are here for you for any questions or concerns. We may not have all the answers for you but we will direct you to the proper place or find out for you!

We wish you a safe and enjoyable 2018-2019 school year.

In Solidarity,

Maureen MacInnis

905-571-7879

Maureen Cope

905-571-7879

Carrie Boisvert

905-571-7879

Bobbi Jo Agius

905-571-7879

NOMINATIONS & ELECTIONS



NOMINATIONS

President – 2 year term January 1, 2019 – December 31, 2020

Vice President – 2 year term January 1, 2019 – December 31, 2020

Bargaining Unit Stewards for all Bargaining Unit – 2 year term
January 1, 2019 – December 31, 2020

Sergeant-at-arms – September 24, 2018 – December 31, 2019

ELECTIONS

Trustee – 3 year term January 1, 2019 – December 31, 2021

Trustee – 2 year term January 1, 2019 – December 31, 2020

Returning Officer – if necessary for November elections

CUPE LOCAL 218 SCHOLARSHIPS – DUE September 30, 2018

Please check the website for Scholarship application details

EDUCATIONAL ASSISTANTS - PUBLIC BOARD

September 2018

WELCOME BACK – Another school year is underway and we hope you all had a great summer (even with all the heat we had) and were able to take time to relax and enjoy yourselves.

CUPE EMAIL – LETTER – We sent an email to all DDSB EA's at your CUPE email address with a beginning of the year update and reminders. Print it out and keep the info handy. If you didn't receive the email, contact Sue at swilkinson@cupe218.ca and she will help.

FIRST CALL FOR BARGAINING PROPOSALS – Our Collective Agreement expires on Aug 31, 2019. The EA Committee met this summer to start the process for Bargaining.

Do you have any proposals you would like to bring forth? Please keep in mind that we can only deal with items that have no monetary value attached to them. With having a Central Bargaining team and Bargaining now with the Government, we are only able to Negotiate with items such as those in our CA under Part B – Local items.

If you have any proposals you would like to submit, send them to myself lrichards@cupe218.ca or addressed to me Lori Richards EA Chairperson via the courier.

The next page has the Area and Contact info for you to print out and use.

Wishing you all a wonderful School Year!

In Solidarity,

Lori Richards, Tracey Lesperance, Glen Morrison, Marion Moore,

Kelly Gainer, Flo Davies, Sue Wilkinson and Fil Wylie.

As of this year, you will need to contact the Rep/Steward for the Area that you work in. Anything that is an emergency or needs to be dealt with right away, contact the office. Other than that, if you call the office, you will be asked which school you work at and a message will be sent to the Rep/Steward for that Area to get back to you.

SCHOOL AREA	REP TO CONTACT	CONTACT INFORMATION
AJAX	GLEN MORRISON (REP)	gmorrison@cupe218.ca
PICKERING	MARION MOORE –CUPE 218 VP (STEWARD)	mmoore@cupe218.ca
WHITBY	KELLY GAINER (REP) (H&S Rep)	kgainer@cupe218.ca
NORTH	FLO DAVIES (STEWARD)	florence.davies@cupe218.ca
OSHAWA (KEDRON PS TO WOODCREST PS)	SUE WILKINSON (REP) (contact person for CUPE Email)	swilkinson@cupe218.ca
OSHAWA (ADELAIDE MCLAUGHLIN PS TO JEANNE SAUVE PS)	FIL WYLIE (STEWARD)	filomena.wylie@cupe218.ca
HIGH SCHOOLS	LORI RICHARDS (CHAIRPERSON)	lrichards@cupe218.ca
	TRACEY LESPERANCE (STEWARD)	tracey.lesperance@cupe218.ca

EDUCATIONAL ASSISTANTS - PUBLIC BOARD

HEALTH AND SAFETY

September 2018

Well it is hard to believe that another summer has come and gone. I am looking forward to a school year that promotes safe practices and the opportunity to communicate unsafe situations freely with your admin, so that they can be resolved.

Your Rights

Right to be safe - you have a right to refuse unsafe work, including situations where you believe you're in danger of workplace violence. You need to speak to your principal if you feel unsafe.

Right to be informed - you have a right to be informed about potential dangers and to be trained how to protect yourself from harm. The BSP and Student briefs can inform you of potential risk to your safety and BSP will also outline strategies when dealing with students. .

Right to participate - you have the right to help identify and resolve workplace health and safety concerns. Ask questions and raise any safety concerns with your admin. I can't stress enough the importance of communicating safety concerns to your principal. Principals have a responsibility to ensure safety. They can't help you with unsafe situations if they don't know about them. Open communication with your principal is vital to ensuring safety.

Debriefing - after a violent incident debriefing is an important process to resolve safety issues and "check in" to see how you are emotionally and physically. A debriefing can be as simple as a "check in" or can be a detailed discussion regarding the situation depending on the need. Debriefing establishes the basic facts of the incident, allows the team to look at how staff responded to the incident and find ways to strengthen the team responses to crisis situations and hopefully improve and provide consistency to future interventions. It also provides support and encouragement to yourself and the team. If you feel that you need a debriefing and it is not offered, then ask your admin for a time to debrief.

Violent Incident reporting - Located in Employee Self Serve (ESS) give detail in the description box, when violent incidents are submitted they go to the Health and Safety officer, Spec Ed officer and a copy goes to me the CUPE - Health and Safety rep. The more information gives us a better understanding of the incident and what supports are needed. You should be given time to do VI reports during work hours. Remember to go back into ESS to check your reports to see if your principal has completed part B (which should be done within 5 days after the incident). Also watch your CUPE email for a follow up and check in . Please respond to these emails so that we can give you assistance if required, or to let us know you are okay. If you have not set up your CUPE email contact Sue Wilkinson at swilkinson@cupe218.ca to get it set up.

Safe Schools Form - the Safe Schools form is now an online form and is located on ESS.

Sexual assault

Last year there were a few incidents of sexual assault. CUPE worked with the DDSB to ensure that violence like this is responded to immediately. If there is a situation where a student verbally or physically assault you with sexual intent you need to report this to your principal. The principal will contact their assigned educational officer or spec ed officer for guidance, I will also be contacted so that I can offer support from CUPE. If the police are not contacted from the school Admin, then you have the right to contact the police yourself to report the incident.

Health and safety bulletin board - Every school must have a Health and Safety Bulletin Board. Take a few minutes to become familiar with this bullet board and watch it throughout the school year to view additional information and minutes from the Joint Health and Safety Committee meetings. If your school does not have a H&S bulletin board please let me know.

Safety tips

- Proximity - be mindful of how close you are to students that may strike out. Whenever possible keep an arm's length away from the student.
- Footwear - The recommended footwear is totally enclosed flat/low heel with slip resistant or non slip soles.
- BSP - review BSP on a regular basis.
- Stretch - It is important to stretch daily to reduce the possibility of Musculoskeletal Disorders Injuries (MSD). Check out the "Everyday Fitness" stretches on the DDSB staff portal under the Health and Safety tab - EA Go To Guide tab.

Always remember "YOU HAVE A RIGHT TO BE SAFE AT WORK!" Please don't hesitate to contact me if you have any safety concerns.

Kelly Gainer

CUPE 218 EA Health and Safety Rep

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How to Deal with Floods

Floods are a common – and often costly – natural hazard in Ontario that can happen at any time of year. Overland water flooding can be caused by melting snow, ice jams, fresh-water hurricanes, breaking dams and heavy rainfall that oversaturates the ground. Summer thunderstorms in particular can pose a major flood risk in Canada.



Overland water flooding can leave you and your family at risk for serious injury, and your property at risk for extensive damages. Below are some tips to help you and your loved ones stay safe and mitigate potential losses from overland water flooding before, during and after the flood occurs.

To learn more, visit www.otipinsurance.com/article23

5 Reasons You Should Consider Unplugging

Between texts, emails, phone calls, calendar alerts and notifications from multiple social media platforms, being connected can seem like a full-time job. So much so that it's easy to forget that an off switch even exists.



It's a good idea to periodically re-evaluate your relationship with technology and consider making the choice to 'unplug' yourself from your devices more often.

To learn more, visit www.otipinsurance.com/article24