

April

2006



EDMONTON CATHOLIC SUPPORT STAFF ASSOCIATION

ECSSA News

## *Staffing*

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It's that time of year again!!! For those of you facing the reassignment process, there may be a sense of confusion and uncertainty. I have also "been there", and have assisted many others throughout this process. After twenty years in one school I was reassigned due to a change in programming. I have thoroughly enjoyed my new position and am extremely grateful for the positive experiences it has brought to my life. **Attitude** is key to this process. Look forward to new opportunities, new friends and new experiences. In most cases, people are very satisfied with their new assignment and, in many cases, say it was a very positive move for them. It is very important that you have all the information you need as you go through this process and there are several ways to get informed. First and foremost, make sure you attend the information meeting for reassigned support staff on:

**Thursday, May 11  
4:00 p.m.  
Service Building (10734—120 Street)**

**Please note this meeting was originally scheduled for April 27**

This meeting will be your best source of information. There will be a presentation outlining all the steps in the process and you will have ample opportunity to ask questions. As always, if you need assistance throughout the process, ECSSA is here for you. If you have any questions at any time, please do not hesitate to call or e-mail the ECSSA office and we will provide any assistance you need. We recommend that you read through the reassignment process in our collective agreement prior to attending the information meeting, as it may prompt some of your questions. If you do not have a collective agreement handy, it is available on our website at [www.ecssa.ca](http://www.ecssa.ca).

We wish all our members continued success wherever the road may take them. Remember, be positive, proactive and informed and, most importantly, ask for help if you need it!!

*When one door shuts, another opens.*

Proverbs

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## *ECSSA Prayer Contest*

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We would like to congratulate Cathrine Waring of St. Hilda School on winning our prayer contest. Many thanks to the other ECSSA members who also contributed prayers. Our Board of Directors reviewed all the submissions and voted for their favorite. It was a very difficult decision. Cathrine has agreed to read our new prayer for the first time at our banquet on May 4. Once again, thanks to all who participated.

## Support Staff Classification Review Project Update

This article is reprinted with permission from the April edition of the Human Resources newsletter “Reaching Out”

In 2005 a decision was made to implement a more effective method of classifying support staff jobs in the district. The work to implement the new Classification Review System is well underway.

District support staff work in the following groupings:

- Administrative Support
- Coordinator and Counselor
- Instructor
- Media Resources
- Printing Services
- Special Needs Teacher Assistant
- Teacher Assistant

*Job Specifications* for these types of jobs are being developed. Not to be confused with a Job Description, *Job Specifications* are examples of the full range of work being done within the organization. *Job Specifications* are an integral part of the job evaluation process and a benchmark against which other jobs are measured and compared.

A *Job Specification* contains general information including a job summary, typical duties/responsibilities, and minimum qualifications. They are not “real jobs”, rather they represent an example of typical work seen in a given class and at a specific level.

Job Descriptions provide a written statement identifying key information about a specific position with an organization. Job Descriptions represent “real jobs”.

Once the *Job Specifications* have been completed and approved, they will be posted in the share files and accessible by all staff. Each *Job Specification* will be supported by some Job Descriptions that demonstrate “real jobs” in the District. We anticipate the next phase of the project will be completed by June 2006—making the *Job Specifications* available for the spring staffing cycle.

Until the new classification system is implemented, the Joint Classification Review Committee will not be able to assess jobs. As the project progresses we will provide you with additional information. In the meantime, if you have a question about the review project, please contact Patricia McLaughlin, HR Specialist—Compensation at 441-6120 or [mclaughlinpa@ecsd.net](mailto:mclaughlinpa@ecsd.net).



*A positive thinker does not refuse to recognize the negative, he refuses to dwell on it. Positive thinking is a form of thought which habitually looks for the best results from the worst conditions. It is possible to look for something to build on; it is possible to expect the best for yourself even though things look bad. And the remarkable fact is that when you seek good, you are very likely to find it.*

Norman Vincent Peale

## *Negotiations Update*

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As reported in previous newsletters and on the ECSSA website, ECSSA and the school district will be meeting with a mediator on April 21 and April 25. The mediator's role is to meet with the parties to find resolution to outstanding issues in order to reach a collective agreement. Further meetings with the mediator may be arranged if both parties feel that there is progress being made and that the process should continue. As soon as there is any information to pass along to our members, we will do so in as timely a manner as possible. Your best source of information is the ECSSA website [www.ecssa.ca](http://www.ecssa.ca). Follow the newsletters link, and look for articles entitled Negotiations Update. If there is no update posted, it means that we have no pertinent information to pass along and that we are continuing with negotiations/mediation. Keep an eye out for communication regarding a general meeting, as there may come a time in this process when we need to get feedback from the membership as to our next steps. If we have information to bring to you, we will ensure that you get it. We thank you for your continuing patience and support as we do our best to bring this round of negotiations to a successful conclusion.

## *Caring Report*

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We extend our sympathies and prayers to the following members: Sharon Borschky on the loss of her mother; Charlotte Watson of Our Lady Of Mount Carmel on the passing of her sister-in-law; and to Barbara Matthews of Our Lady of Mount Carmel on the loss of her grandmother.

We also extend best wishes for a speedy recovery to Linda Gerard of Annunciation.

Please remember to let ECSSA know if any of your colleagues are ill or bereaved. The best way to let us know is to go to our website and follow the newsletter link. Scroll down the list of newsletters and at the bottom you will find two forms, one for illness and one for bereavement. Fill out the form and fax it to the number provided



*No pessimist ever discovered the secrets of the stars,  
or sailed to an uncharted land, or opened  
a new heaven to the horizon of the spirit.*

Helen Keller

## *CEP Health Benefit Plan for Retirees*

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If you are retiring this year, you may be considering what to do about health and dental benefit coverage. You and your dependents can maintain many of the benefits you've enjoyed at your place of work when your employment ends. There is no requirement for a medical questionnaire. If you are interested in exploring this benefit coverage please contact Groupex by calling (toll free) 1-866-795-8246 to discuss available plans and coverage options. Be sure to mention that you are a member of CEP and need information about the CEP Health Benefit Plan.

## ECSSA Annual Banquet

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If you have not yet purchased your tickets for our annual banquet, there may be some still available. This is a wonderful opportunity to gather with your friends and co-workers, and to honor our retirees and those who are celebrating long service with Edmonton Catholic Schools. One of our members is celebrating 35 years of service! If you wish to purchase tickets please contact Lise Viel at [viell@ecsd.net](mailto:viell@ecsd.net) and a table can be reserved for your group. Gather all the support staff in your workplace and attend together. We rarely get time in our workplace to just relax and enjoy each other's company—this is your night to have fun—hope to see you all there.

*Make the most of the best...  
and the least of the worst.*

Robert Louis Stevenson



## Meetings and Dates

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Wednesday, April 19 .....	Liaison Meeting
Thursday, April 20 .....	Negotiating Committee Meeting
Thursday, April 20 .....	Faith Advisory Committee Meeting
Friday, April 21 .....	Mediation
Tuesday, April 25 .....	Mediation
Tuesday, April 25 .....	Employee Groups Meeting
Wednesday, April 26 .....	Employee Groups Meeting with Human Resources
Monday, May 1 .....	Executive Meeting
Wednesday, May 3 .....	Board of Directors Meeting
Thursday, May 4 .....	ECSSA Annual Banquet
Thursday, May 11 .....	Reassigned Support Staff Information Meeting

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*Support Staff  
The glue that holds it all together!!*

