

# ECSSA News

Edmonton Catholic Support Staff Association

April 2007



## *New Employer Liaison Officer*

ECSSA is very pleased to announce that our new Employer Liaison Officer (effective July 1, 2007) is Danny Burrell. ECSSA ran a competition for this position, and Danny was the successful candidate. Danny brings a wealth of experience to this position. He has spent the past five years serving as Vice-President for our Local, and during that time has participated in many union schools, served on several committees, and participated in negotiations and grievances. Danny has consistently shown a strong commitment to “learning the ropes” as a union activist. He has also continually demonstrated his caring and commitment to bettering the working conditions for the support staff of Edmonton Catholic Schools. ECSSA feels confident that he will be an excellent addition to the future of our Local. We wish Danny every success as he embarks on this new adventure. During May and June, Veronica Slavik will be training/mentoring Danny to help prepare him for his new position. Watch for further information in this newsletter as ECSSA makes the transition to a new Employer Liaison Officer. Congratulations Danny!!

## *Staff Development Calendar ECSSA P.D. Library*

The Edmonton Catholic Staff Development Calendar is now available through Public Folders. It is important to note that print copies of the calendar will no longer be sent out to the schools. For information regarding workshop descriptions, schedules and registration information, please follow these steps:

- Open Public Folders
- Click on Catholic Education Centre

Here you will find two items: the staff development calendar and also the staff development booklet. Be sure you check this information regularly, to be sure that you are aware of the professional development opportunities that the school district is offering to its employees.

Here are two news resources that are available through your library:

### **Asperger's Syndrome: a Guide for Parents and Professionals by Dr. Tony Attwood**

Includes a special feature on the events in Tony's life that made him a leading expert on Asperger's Syndrome. Deals with diagnosis and support. **DVD0227**

### **Complete Guide to Asperger's Syndrome by Dr. Tony Atwood**

Chapters examine causes and indications of the syndrome, diagnosis and its effect on the individual, theory of mind, perception of emotions in self and others, social interaction, long-term relationships, effect on language and movement, career development. Includes a frequently asked questions chapter and resource list. 397 pages. 2007. **HC0220**

## Classification Review Requests

This information was sent to all schools in the March edition of the Human Resources newsletter “Reaching Out”, and is reprinted here for your information. Human Resource Services (HRS) is now accepting requests for reclassification of support staff jobs. Support Staff jobs include:

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

If an employee, or their supervisor, feels a job is inappropriately classified now is the time to submit an updated Support Staff Job Description. **The deadline to submit a job description for review is Monday, April 30, 2007.**

If you are requesting a reclassification, it is important that you indicate the **“Requested Classification”** on page one of the job description. Also, it is important to outline the changes to the job in the section titled **“Changes Since Last Classification Review”**. To assist you in developing a job description, the following information is accessible in the Public Folders on Outlook: Sample Job Descriptions, Job Specifications, Revised Job Description Format, Writing a Job Description

To access the information, follow these steps:

1. Click on All Public Folders
2. Click on Forms
3. Click on Human Resource Services
4. Click on Job Evaluation/Reclassification

You will note the job description format is slightly different; however the differences are more in format than content. Three areas have been added to the form: **Job Purpose; Changes Since Last Classification Review; and Organizational Chart**. The sample job descriptions represent the most common support work in the district, so it is likely you will find one that resembles your job. The sample job descriptions are protected on a “read only” basis, however if you save a copy in your files, the document can then be revised to reflect the details of a specific job. The basic groundwork in developing a job description has been done, so with some polishing and revising you should be able to easily create your own job description. .

We anticipate the Joint Classification Review Committee will begin reviewing job descriptions in June 2007.

Please contact Patricia McLaughlin, HR Specialist – Compensation, at 441-6120 or [mclaughlinpa@ecsd.net](mailto:mclaughlinpa@ecsd.net) if you have any questions about the Support Staff Job Descriptions, Job Specification or the classification review process.



### An Act of Faith

On Sunday, April 15, Edmonton Catholic Schools held a liturgy and celebration to launch the publication of the book “An Act of Faith: The Women and Men Religious of Edmonton Catholic Schools”. This beautiful hardcover book is dedicated to honoring the many religious congregations who were instrumental in shaping our school district. The book is divided into four “eras” in our history, and each era highlights the various religious orders who played an important role in building Edmonton Catholic Schools during that particular era. It is filled with fascinating stories and historical photos. Congratulations to Jan Dunnigan and Greg Bounds and their amazing team for seeing this project through to the publication of this remarkable history of our school district.

For those of you who may be interested in purchasing a copy of this book you can do so by contacting Helen Scarlett at St. Anthony (439-7356) or via e-mail to [scarletth@ecsd.net](mailto:scarletth@ecsd.net). The cost is an amazingly moderate \$20.00.

## *ECSSA Annual Banquet—May 3, 2007*

Since the publication of our last newsletter in March, more of our members have made the decision to retire. We would like to take the opportunity once again honor those of our members who either have or will soon be retiring. We invite all our members to attend our annual banquet...to gather with friends and colleagues, to honor our long service recipients and retirees....and (as our banquet theme states)...to “Celebrate What We Do”. We look forward to seeing you there. Remember to bring out those bright and cheerful Hawaiian patterns and colors as we celebrate and look forward to the warmth and promise of spring.

### *Our Retirees*

*Marivone Lier—St. Joseph*  
*Urban Thomas—Austin O’Brien*  
*Jean Dowling—Mary Hanley*  
*Marilyn Jolly—Archbishop O’Leary*  
*Gisele Coles—St. Augustine*  
*Karin Jackson—St. Cecilia*  
*Colleen Bajic—St. Augustine*  
*Elizabeth Machida—St. Gabriel*  
*Joanne Howell—Austin O’Brien*  
*Beverly O’Brien—Lifelong Learning*

*Isabel Bilyk—Archbishop MacDonald*  
*Patricia Esaiw—St. Paul*  
*Elizabeth Relf—St. Jerome*  
*Mary Jane Cox—St. Matthew*  
*Patti O’Keefe—Holy Trinity*  
*Veronica Slavik—Cardinal Leger*  
*Marie Eichenlaub—St. Joseph*  
*Vivianne Montpellier—St. Joseph*  
*Maureen Scivano—St. Lucy*

*Congratulations and best wishes to all our Retirees*

### *Caring Report*

We extend our sympathies and prayers to Ida Mazzotta of Archbishop O’Leary on the loss of her father; Sharon Monson of Our Lady of Peace on the loss of her brother; Brian Kosinski of St. Nicholas on the passing of his mother; and Virginia English of Mother Teresa on the loss of her brother.



We also extend our best wishes for a speedy recovery to Andrea Padovani-Mair of Our Lady of Peace; Lori Rizzo of Our Lady of Peace and Elaine Cardinal of St. Dominic

### *Negotiations Update*

To date we have had four meetings with the District. We have reached agreement on several items and made significant progress on a number of issues. Discussions are on-going and we will be meeting with the District again on April 24. We have also booked further dates of June 1 and June 11.

*Spring is when you feel  
like whistling....even with  
a shoe full of slush.*

**Doug Larson**

## Meeting Dates

Wednesday, April 18 .....	Liaison Meeting
Thursday, April 19 .....	Dinner Meeting with Trustees
Monday, April 23 .....	District Budget Committee
Tuesday, April 24 .....	Negotiations
Tuesday, May 1 .....	Executive Meeting
Wednesday, May 2 .....	Board of Directors Meeting
Thursday, May 3 .....	ECSSA Annual Banquet

## ECSSA Elections

A reminder to all our members that we will soon be holding elections. This year the positions of President and Secretary are officially open for nominations for a two year term. As well, because Danny Burrell has accepted the position of Employer Liaison Officer, he will be stepping down from his position as Vice-President. As a result, this position will also be open for nominations, for the balance of the term, which is one year. We will be having a General Meeting sometime in May and will be holding the elections at that meeting. If you are interested in putting your name forward for any of the above noted positions, please contact Lise Viel by e-mail [viell@ecsd.net](mailto:viell@ecsd.net). Notification of the General meeting and agenda will be sent to your worksite in May.

## Staffing

Here is a reminder of some important dates to keep in mind during this round of staffing:

- April 18-25— Reassigned staffing bulletin
- May 16— Bulletin # 1—For all staff
- May 30—Bulletin # 2—For all staff

Remember if you have any questions or need assistance during the staffing process, please contact the ECSSA office and we will do everything we can to assist you. Good luck to all who are seeking a new position for the 2007-2008 school year.

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*Support Staff*

*The glue that holds it all together!!*