



ECSSA News

Edmonton Catholic Support Staff Association

Fast Facts 2010



ECSSA Annual Banquet

*You are cordially invited to come and celebrate
with your fellow ECSSA members*

*An evening of friends, food and good spirits
Thursday, May 5, 2011*

More information in the ECSSA newsletters

Union Business Etiquette

Please remember that it is inappropriate to discuss union business on company time. It is also inappropriate to use the ECSD webmail for union questions. Please send:

- all emails to the ecssa@shaw.ca address
- all phone calls to the office at **780 456 ECSS (780 456 3277)**, remembering to include your home phone number

Visit www.ecssa.ca for past issues of newsletters, contact information, access to the ECSSA library, bursary applications and much much more.

Professional Development Fund

ECSSA is proud to offer to our members support for their ongoing professional development.

Financial Support may be given to members under the following guidelines:

To qualify:

The applicant must have been a member of the Local (paying dues) for over 12 months.

Approval must be obtained from the Education Bursary Officer **prior** to commencement of course.

Course should be career related.

An applicant must give a full description of the course, describing the benefits to his/her career.

After the completion of course, the **original receipt** must be provided for reimbursement.

Due to the number of people who attend, District sponsored PD activities and the Alberta Special Education Conference will not be considered. (a special fund has been established for this event, please consult future issues of the newsletter for details)

The Local shall pay to a maximum of \$300.00 per member every year.

Policy #4 ECSSA Policies and Procedures.

September Pay Increase

As required by your Collective Agreement, ECSSA members will receive an increase of 2.92% in their pay effective September 1st. This should be reflected on your September paycheque.

Check your Cheque!

780 456 3277

www.ecssa.ca

ecssa@shaw.ca

Coffee Breaks and Hours of Work.

Article 7.2 of our collective agreement states:

“All employees shall be entitled to one (1) fifteen (15) minute paid rest period in each three and one half (3 1/2) hour daily shift worked. Employees working a daily shift of more than five (5) hours and up to seven (7) hours shall be entitled to two (2) fifteen (15) minute paid rest periods, and an unpaid lunch break of no less than thirty (30) continuous minutes.”

It is up to your supervisor, with your input if appropriate, to schedule coverage for your breaks.

Hours of work are another area of concern. The easiest way to figure out your correct hours of work is to break your week and FTE (full time equivalency) into minutes.

FTE	Hours	Minutes
1.0	35	2100
0.9	31.5	1890
0.8	28	1680
0.7	24.5	1470
0.6	21	1260
0.5	17.5	1050
0.4	14	840
0.3	10.5	630
0.2	7	420
0.1	3.5	210

Coffee breaks are included in those minutes, lunch breaks are not. Anytime spent supervising outside, waiting for the student's bus, staff meetings, doing paperwork, class clean-up, prep for the next day, or “any other duty as assigned” are counted in your minutes.

Be one of “Them”

You know we always say “**They** say we have to do this” or “**They** always do that” or “**They** never do anything for me” well here is your chance to become one of the “**theys**”.

The first Wednesday of every month dedicated ECSSA members meet for an hour or so and decide what ECSSA will do for its members. We call this group the Board of Directors. It is their responsibility to sit on committees with the district, to look after our library, to care for our sick or bereaved members, go to trustee meetings and to plan the many social and informational meetings held through out the year. “**They**” need your help. If you have wanted more from your union and more for your dues come out to a Board of Directors meeting and meet “**them**” and perhaps decide to become one of “**them**”.

Your Board of Directors meet the first Wednesday of every month. Contact the ECSSA office for details.

ECSSA Library

Check out (a small library pun) the many resources available to ECSSA members. Go to our website, www.ecssa.ca, and click on the “Professional Development and Wellness Library” link. There is a catalogue of the hundreds of books, magazines and media resources covering subjects from anger management, body image, business communication, classroom management, conflict,

Round Table Talks

Please take the opportunity to come out to one of these informal brief get-togethers. It is your chance to meet with members of the Board of Directors and ask questions and discuss issues.

Tuesday, October 19th –St. Thomas Moore 9610 165 St.

Wednesday, October 20th - St. Gabriel 5540 106 Ave.

Tuesday, October 26th - Archbishop O’Leary 8760 132 Ave.

All sessions to begin at 5:00 p.m. and last about an hour.

ECSSA General Meeting

Will be November 17, 2010

5:00 p.m.

St. Joseph High School

(Archive Room downstairs)

Join the Board of Directors

Meetings at St. Joseph High School at 5:00

Oct. 6 Nov 3

Jan 12 Feb 2

March 2 April 6

May 4 June 1

Support Staff Costs to the School

The cost for a support staff position is a fixed cost. It does not matter whether the support staff is a clerk 2 or an Instructor 8 both positions are the same cost to the school.

If at anytime there are changes to your level or F.T.E. (full time equivalency) you must let ECSSA know immediately.

Time in lieu

“Upon written request from the employee, the supervisor may allow the employee the option of taking time off in lieu of overtime pay.” (Article 8.2)”

If you work extratime or overtime, either this school year or during the summer, you are to be paid for it. **You** have the option to ask your supervisor of taking “time in lieu” instead of being paid. You and your supervisor must agree on when you are going to schedule this time. If you cannot agree on a mutual time, fill out an extratime/overtime sheet and take the money.

Use the time-in-lieu sheet (on the myecsd portal or on the ECSSA website under Newsletters and Forms) to record this time and schedule the dates with your supervisor in writing.

- (a) All overtime shall be voluntary. Overtime shall be defined as work performed beyond the designated thirty five (35) work hours per week or for work performed on public or statutory holidays. Overtime shall be paid at time and one half of the employee's regular rate of pay. Any overtime worked shall be paid for on the basis of one half hour overtime pay for any proportion of the first half hour worked.
- (b) Overtime and time in lieu, must be authorized in writing by the supervisor prior to being worked. Records of all overtime and time in lieu transactions must be kept in the location.

**If taking time in lieu, it must be entered in AESOP

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If you are wondering if you should phone... phone!

President's Message

As I walk along my favorite place in the world I see and sense the approaching end of summer. The days are just a little shorter and cooler. The sun on my body feels like a warm blanket rather than like a sauna. The level of the lake is a little lower and the sound of nature can be heard. My mind is clear and my body has rested. God has given me this place so that I may reflect on what he has given me and how he is my guide. As I leave this place that is getting ready for the winter I am reminded that a new school year is approaching.

This time of year for most of us is exhilarating after a restful summer. It is filled with new beginnings. As we take on our assignments it is with renewed strength that we get through the first couple of weeks. We have the super hero syndrome. We place demands upon ourselves adding new responsibilities and stress to our lives. We desire to be flawless in order to serve others.

When all of these demands catch up to you and they will, give yourself permission to unwind. Have discernment as to how much you can take on. Say "no" when necessary. Ask for help when needed and delegate whenever it will be an advantage. Finally, enjoy life without having to do it all.

Listen to what Jesus had to say "Come to me all who are weary and carry heavy burdens, and I will give you rest. Take my yoke upon you. Let me teach you, because I am humble and gentle at heart, and you will find rest for your souls. For my yoke is easy to bear, and the burden I give you is light." (Matthew 11:28-30)

Wilma

Wilma Ellenburgh
ECSSA President

Edmonton Catholic Support Staff Association

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Support Staff

The glue that holds it all together!!