



ECSSA News

Edmonton Catholic Support Staff Association

Fast Facts 2011



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 3, 2012

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.

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,

Caring Report

We extend our prayers and sympathies to **Heidi Mitchell** of St. Monica School on the loss of her mother-in-law, **Marjorie Kuetbach** of Mother Teresa on the passing of her father, **Renee Campbell** of Mary Hanley on the loss of her mother, **Colleen Pasay** of Facilities on the loss of her father and **Melany Fuentes-Rhoads** of Fresh Start Northwest on the loss of her father.

Flowers and wishes for a speedy recovery were sent to **Valentina Miceli** of Father Michael Troy

Please remember to notify ECSSA if someone at your site has experienced a loss or is ill. The caring forms can be found on our website www.ecssa.ca and then click on the "Newsletter and Caring Forms" link. Please ensure that all information requested on the form is filled out. Thank you.

Join the Board of Directors

Meetings at St. Joseph High School at 5:00

Oct 12	Nov 2	Jan 11
Feb 1	March 7	April 4
May 2	June 6	

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 or site.

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 extra-time 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 extra-time/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

780 456 3277 www.ecssa.ca ecssa@shaw.ca

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

President's Message

Welcome Back

I realize that this round of placements has been particularly difficult for some of you. Now that you have your new assignments place your roots down and allow yourself to grow. From growth springs new opportunities, friendships, learning, love and laughter.

For all of us, whether we are at our previous assignments or new ones, God has given you disposition to be generous and full of goodwill. He has granted you a life of grace and leadership. Please read Superintendent Joan Carr's message from the school opening Leadership Meeting and Celebration. You will find it on myECSD. Click on the button School Opening Materials. It is a powerful message that I hope will inspire you to model Jesus' Gospel Teachings.

Wilma Ellenburgh, President of ECSSA CEP Local 52A

Courage, my friends, 'tis not too late to build a better world.

Tommy Douglas

MMMM Cookies

To encourage our members to read our newsletter, we often include a cookie contest. This month's contest is about Full Time Equivalency (FTE). To be enter the draw please email your name, site and the answer to this question to ecssa@shaw.ca "What does your FTE work out to in minutes per week?" Please put "cookie contest" in the subject line. Individual entries only; winners will be picked by a random draw.

Edmonton Catholic Support Staff Association

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E-Mail: ecssa@shaw.ca

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Support Staff

The glue that holds it all together!!