

ECSSA News

Edmonton Catholic Support Staff Association

February 2007



ECSSA Annual Banquet



We are finally out of the deep freeze and hopefully the warm weather will continue right through until spring. The onset of spring gets us thinking about our annual banquet. We are expecting another wonderful evening from our fabulous social committee, who are already in the midst of planning. This year's theme is Hawaiian...so bring out your most colorful clothes and let's gather to celebrate the beginning of spring of months of warm, sunny days ahead. This is also an excellent opportunity to join us as we celebrate, and congratulate, our long service recipients as well as our retirees. Information regarding tickets will be forthcoming in our March issue of ECSSA News. For now, mark this date on your social calendar and plan to join us for an evening of fun, friendship and celebration.

Thursday, May 3, 2007
Santa Maria Goretti Centre

CEP Scholarships

Spring also brings news of the annual CEP Scholarship Fund. Twelve scholarships worth \$2000 each are made available to members, and children of members, pursuing full time post-secondary education at a recognized institution such as a university, college, CEGEP, technical or other schools. Applicants must complete a scholarship form, provide a transcript, and also submit an essay of 1500 to 2000 words on the topic "What the Labour Movement Means to Me". The deadline for applications is March 20, 2007. If you are interested in applying for this scholarship, please call the ECSSA office at 419-2519. Please state your name, your work location and that you want to be sent the scholarship information. If you want to submit more than one application, please also state how many you need. All the information you need regarding criteria and process will be included in your mailout. As well, we will provide you with an application form. The information and forms will be sent to your worksite as soon as we receive your message.



Treasure the love you receive above all. It will survive long after your gold and good health have vanished.



Og Mandino

Classification Reviews Update

As many of you know, over the past few months, our classification system has been updated and the plan we are using has changed. Pat McLaughlin, the District Compensation Specialist, has been updating job descriptions and process for classification reviews. The article below was printed in the January issue of Human Resource Services newsletter "Reaching Out". We are reprinting here with Pat's permission, for those of you who may not have seen it. Many thanks to Pat for all her efforts of behalf of our members. At the moment, we have a few reviews which are outstanding. Those reviews should be completed when the committee meets again on February 23. If you are considering submitting a request for review, please take note of the information below and watch the "Reaching Out" newsletter for the spring deadline for reviews.

Support Staff Job Descriptions and Job Specifications Now Posted

Where is this information stored?

This information is now accessible through Outlook:

Sample Job Descriptions, Job Specifications, Revised job description format, and writing a Job Description

To access this information, follow these steps:

1. Click on All Public Folders
2. Click on Human Resource Services
3. 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.

What is a Job Description?

Job descriptions provide a written statement identifying key information about a specific work within an organization. The sample job descriptions represent live jobs in the district and are used as **benchmarks** in classifying work. The sample job descriptions are also intended to be a template from which you could develop a specific job description within your school.

What are Benchmarks?

Benchmarks are reference points against which other jobs are measured to ensure cross district equity and consistency. Benchmarks are an integral part of the job evaluation process and are considered good, strong and easily understood examples of work done in an organization.

What is a Job Description Used For?

Job evaluation, recruitment and selection, performance evaluation and management, human resource planning, training and development

What is a Job Specification?

Not to be confused with job descriptions, job specifications are examples of the full range of work being done within an organization. The information is general and outlines typical duties at a specific classification level

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

ECSSA Newsletter Distribution

Once each month, ECSSA receives an updated membership list from the school district as per the terms of our collective agreement (Article 3.3). When we send out this newsletter, we are often working from a list that may be two or three weeks out of date. If you have had new additions to your support staff they may not receive a newsletter the first month that they are with you. We ask that you please share with them, until the following month when their name will be added to your location list. Similarly, if any support staff have recently left your location, you may still receive a newsletter in their name. We ask if you could please forward this to their new location until we get the new list with their new location included. With on-going hiring and re-location of staff, we cannot always have an absolutely accurate list available to us. Thank you for your assistance in helping to ensure that all our members have access to the newsletter. Please remember also, that this newsletter is posted on the ECSSA website (www.ecssa.ca), and can be accessed there as well.



*Love is the only
force capable of
transforming an
enemy into a
friend.*

Martin Luther King



Caring Report

We extend our sympathies and prayers to the following members: Blanca Maginnis of St. Joseph on the loss of her mother; Penny Kuny of St. Maria Goretti on the loss of her mother; Katy Rubis of Holy Family on the passing of her father; Marilyn Orchard of Louis St. Laurent on the loss of her husband and Kathleen Hamanishi-Lohner of St. Justin on the loss of her grandmother.

We also extend our best wishes for a speedy recovery to Janice Grabow of Archbishop O'Leary.

ECSSA Elections

This year at our spring general meeting in May or June, ECSSA will be holding elections for the positions of Secretary and President. The duties of the secretary include: keeping correct minutes of all meetings, conducting correspondence of the Local, distribution of correspondence of the Local, submitting reports and information to the National office as required, distributing agendas and minutes and to maintain updated records of all committees and representatives. The duties of the President include: presiding at all meetings of the Local, signing authority for withdrawal of Local funds, appointing members of Local committees, enforcing the National Constitution and Local By-Laws, representing the Local in all affairs of the Local and attending National Conventions. These positions are extremely rewarding, challenging and interesting. We encourage any of our members who may be interested to contact Lise Viel regarding nominations for either of these position on our Executive. You can contact Lise at the following e-mail address: viell@ecsd.net. If you would like further information or have any questions, please contact the ECSSA office at 419-2519 or speak to any of our Executive or Board of Directors members.

Meetings

Monday, February 12	District Budget Committee
Tuesday, February 13	District SNTA Job Fairs Committee Meeting
Wednesday, February 14.....	Harassment Policy Review Committee Meeting
Saturday, February 17	SNTA Job Fair—St. Anthony
Wednesday, February 21	Liaison Meeting
Wednesday, February 21	General Meeting
Friday, February 23	Classification Reviews
Monday, February 26	District Budget Committee
Tuesday, February 27	Employer Liaison Officer Selection Committee Meeting
Wednesday, February 28.....	SNTA Job Fair—Mother Teresa School
Monday, March 5	Negotiations
Tuesday, March 6.....	Negotiations
Tuesday, March 6.....	Executive Meeting
Wednesday, March 7.....	Public Interest Alberta Education Task Force Meeting
Wednesday, March 7.....	Board of Directors Meeting

Negotiations

As noted above, ECSSA will be entering into the next round of negotiations with the District on March 5, when we will present our proposals to the District. Full discussions will begin on March 6. Further meetings will be scheduled as needed and dates will be posted in this newsletter. If you have any suggestions for negotiations, please contact ECSSA as soon as possible.

Human Resources Director

On behalf of all the members of ECSSA, we would like to extend our thanks and appreciation to Brian Murphy for his years of service as our Human Resources Director. We also extend to him, our best wishes for his future endeavors. An announcement regarding Dr. Murphy’s successor will be forthcoming from the District. Good Luck Brian!!

Edmonton Catholic Support Staff Association

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Support Staff

The glue that holds it all together!!

