

# ECSSA News

Edmonton Catholic Support Staff Association

March 2009



## *2009–2010 Staffing*

It is so hard to believe that it is that time of year again. An e-mail has been sent to all ECSD users which outlines all the procedures and timelines for staffing for the 2009 –2010 school year. We recommend that you access this e-mail. The staffing timelines are also available on myecsd on the Human Resource page. We will take the opportunity here to highlight a few items of importance. First....some important dates:

**April 9**—the deadline for reassigning Support Staff

**April 15**—Information Meeting for Casual and Temporary Contract Support Staff (St. Anthony 4:30 pm)

**April 15**—Information Meeting for Continuous Contract Support Staff (Service Building 4:30 pm)

**April 24**—Bulletin #1 available on-line for Reassigned Staff Only

We want to emphasize the importance of being pro-active and informed throughout this process. First, you must ensure you have been notified of your status for 2009-2010 **prior to April 9**. If your supervisor has not contacted you with this information, be sure to ask. If your FTE is being reduced by more than .1, you have two choices: accept the reduced hours or ask to be placed on the reassignment list. If you choose to be placed on the reassignment list, you will be giving up your current position and seeking a new one through the reassignment process. If you choose reassignment, we highly recommend that you attend the information meeting on April 23. Unless your assignment is guaranteed for next year, do not pass up the opportunity for reassignment.

This is also an excellent time of year to consider a change in your assignment even though your position may be available to you next year. There are many circumstances which may have you considering a change. Are you starting to feel overwhelmed by your job? Is the stress of your position too much to handle? Do you have an on-going conflict with a co-worker or supervisor? Do you find yourself bored or lacking challenge in your position? If you answered yes to any of these questions, you may want to consider a move during this round of staffing. Getting too attached to our job, our co-workers and our workplace often makes us afraid of change. Even when feeling dissatisfied, we are reluctant to face a move. A move can be a very positive experience by providing new friends, new surroundings, new challenges...learning, growth and development. Is it time for a change?

Remember that ECSSA is here for you if you need any guidance, support or information during the staffing process. Remember that seniority is based on your service within the district not school specific. Staffing issues can be very confusing and can be very specific. Do not hesitate to call if you need any assistance.

780 456 3277 or [ecssa@shaw.ca](mailto:ecssa@shaw.ca)

## ***ECSSA Annual Banquet***

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

Thursday, May 7, 2009.

Santa Maria Goretti Community Center, 11050-90 Street

Cocktails at 5:30 pm - Supper at 6:30 pm.

Cash bar.

E-mail Lise Viel at [viell@ecsd.net](mailto:viell@ecsd.net) or  
at [liseviel@telus.net](mailto:liseviel@telus.net) for tickets **By Friday April 24**

\$25.00 for members and \$35.00 for non-members.

Tables for 10 people available.

**Cheque made payable to ECSSA**

### **CALL FOR SUPPORT STAFF JOB DESCRIPTIONS**

Human Resource Services (HRS) is now accepting requests for reclassification of Support Staff jobs.

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 April 30, 2009 and should be forwarded to Pat McLaughlin in Human Resource Services.***

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 on ***My ECSD:*** Sample Job Descriptions, Job Specifications, Revised Job Description Format and Writing a Job Description

This information is accessible on *My ECSD* by following these steps: Click on: Departments & Services → Human Resource Services → Department Documents → Documents → Support Staff – Job Descriptions

## Caring Report

We extend our prayers and sympathies to Beth Cooper of St. Hilda on the passing of her father, Terry Wasylkiewicz of St. Elizabeth on the loss of her mother, Mary Ann Ploof of St. Benedict on the passing of her mother-in-law, Gurjeet Lotay of St. Clement on the loss of her mother-in-law and Chantal Painchaud of J.H. Picard on the loss of her mother-in-law.

Flowers and wishes for a speedy recovery were sent to Gisela Hall of Facilities Services, Eda McDonald of St. Edmund and Nellie Van Hees of Louis St. Laurent.

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](http://www.ecssa.ca) and then click on the "Newsletter and Caring Forms" link. Please ensure that the entire form is filled out. Thank you.

### What You Have Asked...

**Q** *I am a SNTA; do I need to put in "sub required" on ASEOP when I am away?.*

**A** Yes. It is important that the student you work with receives the proper support. It is also important that the other staff in the building are not pressured or burdened in attempting to fill in for you. It is appropriate, at the discretion of your supervisor, to have some of your more complex duties performed by your school's staff and let the replacement staff cover some of their duties. It is also important for data collecting to enable the district compile accurate statistics on job fill rate and replacement staff needs. If you or your administration has any questions about this issue, please contact either this office or Human Resources.

**Q** *Where did the cookie contest go?*

**A** Right here. *Send* your name, site and the answer to this question "What date is this spring's General Meeting?" to [ecssa@shaw.ca](mailto:ecssa@shaw.ca). Individual entries only, winners will be picked by a random draw on April 16<sup>th</sup>.

**Six month evaluations** for some probationary employees should be complete. If you have not had your evaluation or have not been moved to continuous status please contact your administrator or Patricia McLaughlin, Compensation Specialist.

### **ECSD Inclusion Parent Interest Group**

In our continued, collaborative effort to support and promote authentic inclusive education within the Edmonton Catholic School District, the *ECSD Inclusion Parent Interest Group* is holding two parent sessions this spring which are available to all parents of students registered in the Edmonton Catholic School District.

**Parent IPP session focused on: transition planning**

**Scheduled date:** Thursday April 23<sup>rd</sup>, 2009

**Location:** Learning Support Services at St. Peter's Centre – 7330 113 street

**Time:** 7 – 9pm

**Inaugural General Meeting for all contact group members and interested newcomers**

**Scheduled date:** Wednesday May 27<sup>th</sup>, 2009

**Location:** Learning Support Services at St. Peter's Centre – 7330 113 street

**Time:** 7 – 9pm

To register please call Linda Carter at Learning Support Services 780 – 989-3012

In addition, for more information on our group, or to sign on as a contact please visit the ECSD website and find our section under the **Parents and Students** tab.

## ECSSA Report

- Last month ECSSA was a part of the CEP Support Staff Conference in Red Deer. Over thirty delegates from school boards across Alberta met. We discussed our successes and shared advice on our common concerns. It was a great and powerful experience knowing that we were representing over 2500 support staff.
- We have also entered the bargaining process with our first date in April. We will keep you updated during this process.
- Two important dates are approaching. May 7 is our Annual Banquet and is a great opportunity to meet and enjoy the truly amazing people we work with. May 20<sup>th</sup> is our General Meeting and we need your support as we meet to do local business and hold elections for the President and Secretary positions. I hope to see you at both events.
- The ECSSA office was contacted by phone or email about issues concerning FTE, return to work, reassignment, many questions about the conferences, job evaluations and pension questions. Through this we were able to help our members reach the information required or bring their issues to the proper district source. We were successful in reinstating a member's sick days and were successful in a grievance over a job posting where we were able to get the proper member in the job with retroactive pay.
- The ECSSA library was once again busy and is in the process of accessioning new resources. We hope to have the updated catalogue on the website soon.
- The budget committee is waiting for the provincial budget. We had representation at the districts Phase 2 of Setting the Direction in Special Education. We encourage all our members to let their views be known by going to the [www.settingthedirection.alberta.ca](http://www.settingthedirection.alberta.ca).
- Our Social Justice committee was very busy and very proud with the excellent response to their call for small items to make a big difference. Your generosity will go along way to helping those less fortunate.
- And we were very pleased to welcome some new visitors to our Board of Directors meeting and are expecting them, and maybe you to show up at the next meeting on April 8<sup>th</sup>, 5:00 at St. Joseph High School (staff boardroom).

Behold, my friends, the spring is come; the earth has gladly received the embraces of the sun, and we shall soon see the results of their love!

**Sitting Bull**

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*Support Staff*

*The glue that holds it all together!!*