

# ECSSA News

*Edmonton Catholic Support Staff Association*

November/December 2007



## Traveling Union Show

Thank you to all who attended our Traveling Union Show, four informal meetings held throughout our district. Elaine Cardinal, Vice-president, and Donna Horne, Caring officer, with the help of the Board of Directors hosted these very relaxed informative meetings. It was wonderful to be able to meet and discuss the many issues facing all of us in ECSSA.

Because of the dedication of those members who did attend I would like to dedicate this newsletter to the issues you said you wanted more information on. So here is the newsletter that you wrote. Thank you again for making the effort to make your union stronger.

## Evaluations

Charolette Player (Staffing Officer) sent out the following information to principals and directors:

In those situations where staff was hired on or before August 29th, 2007, their evaluation timeline falls under the former collective agreement which states the probationary period is one year with a mid-point evaluations

The support staff who were hired after August 29th, 2007 in a probationary position will require a three month mid-point evaluation and a six month final evaluation.

The collective agreement stipulates a probationary period of 6 months where upon they automatically receive a continuous contract status unless the mid-point evaluation and final evaluation indicates they have not met the requirements of the position for which they were hired.

## FTE 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.

## Correction

In the last newsletter wrong information was given about time in lieu and overtime. The correct wording should have read "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) I apologize for any confusion this might have caused.

## CEP Meeting

January 21st will be your chance to come ask what does your national union do for you.

We will have representatives from the Communication Energy and Paperworkers Union available to explain to you the services and support that they provide for you. Bring your tough questions and a friend to St. Joes at 5:00 p.m.

## 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 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**".

The next Board of Directors meeting is January 16, 5:00 p.m. at St. Joseph High School. See **you** there.

## November Job Postings

At a liaison meeting earlier the district informed ECSSA that there would not be a November Job posting. This is a management right. ECSSA heard from many members about the many positives of having a November posting and we since expressed these concerns to the district. At this time there is no plans to have a posting until the new year. We will continue to follow up on this issue.

Remember to inform ECSSA promptly if you feel a job has not been assigned properly.

### Job Classification Review Process

If you feel that your job has changed significantly, or that you have been assigned more complex duties, you should look into having your job reviewed. To start his process, you must submit an updated job description.

Article 6.7 (c) states: *“Any salary increases resulting from a classification review shall be retroactive to the first of the month following receipt of the approved request.”*

This means that if you missed the last cut-off date it is not too late to apply. There will be another joint classification review meeting in spring 2008.

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:

- v Sample Job Descriptions
- v Job Specifications
- v Revised Job Description Format
- v Writing a Job Description

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 given classification level.

Job descriptions provide a written statement that identifies key information about 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 used as a template from which you could develop a specific job description within your school or department.

Click on:

1. Public Folders
2. All Public Folders
3. Forms
4. Human Resource Services
5. Support Staff – Job Descriptions
6. Support Staff – Job Specifications

Contact Patricia McLaughlin [mclaughlinp@ecsd.net](mailto:mclaughlinp@ecsd.net) for details.

### ECSSA Library

Check out (a small library pun) the many resources that are available to ECSSA members. Go to our website, [www.ecssa.ca](http://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: Elaine Adkin of Mother Teresa on the loss of her mother, Lynne Herr of St. Catherine on the loss of her mother, Kathy Profit-Will of St. Dominic on the passing of her father, Lise Schoenberger of J.J. Bowlen on the loss of her son, Heidi Mitchell of St. Monica on the loss of her father-in-law, Ursula Jaworska of Archbishop O’Leary on the loss of her father, Claudette McCartney of Holy Family School on the passing of her mother, Joanne Bourdages of Anne Fitzgerald on the loss of her husband, and Sue Posteraro of Louis St. Laurent on the passing of her grandmother.

Flowers and wishes of a speedy recovery were sent to: Monica Plamondon of St. Stanislaus, Rosalyn Petty of St. Monica and Tina Herklotz of St. Richard, Marta Gonzalez of Fresh Start, Janice Cain of St. Clement School, Joanne Bourdages of Anne Fitzgerald, Sharon Lesmeister of Louis St. Laurent.

Please remember to contact ECSSA whenever a support staff co-worker is ill or bereaved. The Caring Form is on our website in the newsletters folder. We need all of the information filled out and then faxed to the contact information provided. We depend on our members to pass along this information.

*Those who show up – decide.*

## Medication

If you are administering medication to our students ECSSA strongly advises that you attend the "Medication Administration" workshops scheduled for the new year. Come learn the six "rights" of giving medication and how to follow best practices. Learn when you **must not** give medication and what to do if the policy is not followed. Learn how to protect your student and yourself.

January 25 and a repeat session February 1st. Contact Lana Dogor dogorl@ecsd.net

## Site Contact Contest:

Somewhere at your school or work site there is a very dedicated individual who has agreed to be a very important link for our members. Site Contacts can help you notify the correct people when you have questions about the many services that your union provides.

To enter this contest email the *name of your site contact, your site and your name* to [ecssa@shaw.ca](mailto:ecssa@shaw.ca) before January 7. Winners will be randomly selected.

## LOCAL YOUTH AWARDED CEP SCHOLARSHIP

Michelle McKay of Edmonton has been selected by an independent jury to receive a Communications, Energy and Paperworkers Union of Canada Scholarship.

Michelle McKay is the daughter of Maria McKay, a member of CEP Local 52-A.

The criteria to select the winners are academic achievements and a two-thousand-word essay on "What the labour movement means to me?"

Every year CEP awards twelve scholarships of \$2000 each across Canada. Three are awarded in the Atlantic region, three in Quebec, three in Ontario and three in the Western provinces.

"Our Scholarship Program reflects the long lasting interest of our membership in higher education", commented CEP National President Dave Coles. "On behalf of our membership I would like to congratulate Michelle for the award. We know that the money will be put to good use."

Michelle McKay has entered Athabasca University in order to get a nursing degree.

*The above is a press release sent out earlier this fall. Congratulations to Michelle and Maria from everyone in ECSSA CEP Local 52-A. The scholarship is available every spring; please read future newsletters for details.*

## Professional Development Days – Our Big Opportunity

During the last round of bargaining we worked very hard to include for the first time a recognition of the dedication and ongoing professional development that we all do. Now we must seize this chance and show the district that we are serious about our professional development.

### ARTICLE 17 – PROFESSIONAL DEVELOPMENT

"Where a ten month employee requests attendance at a district sponsored professional development opportunity where they would normally be required to take vacation, and when attendance at this activity has been approved by their supervisor, they shall be granted one professional development day per school year at their basic rate of pay. Such professional development day not taken in each school year shall not be carried forward to subsequent school years.

Applications for such professional development opportunities shall be made in writing to the supervisor at least five (5) school days in advance of the professional development opportunity."

What all this wonderful language means is that we should be looking ahead to February 28th and our chance to attend one of the support staff conferences being held. Registration and other information will be coming out soon.

## ECSSA Education Opportunities

2007 CEP National Women's Conference – Ottawa, Ontario  
October 22 and 23, 2007

Board of Directors members Colleen McCarthy-Durand, Maria Tronchin and Judy Ferrari were chosen to represent our ECSSA CEP Local 52-A at the 7<sup>th</sup> annual National Women's Conference in our nations capital, Ottawa. This conference is held annually in conjunction with World Women's Day.

Our members represented our Local along with 200 CEP union representatives from across Canada at sessions which included discussions about women's issues such as pay equity legislation, improved maternity and parental benefits, funding for child care and early learning initiatives, funding for civil legal aid, improved living conditions, rights of Aboriginal women living on reserves, improvements to the Canadian Human Rights Act and equality in the workplace and family. Many of these issues have been identified by the United Nations Convention on the Elimination of All Forms of Discrimination against Women across not only Canada but North America.

"I appreciated the opportunity to represent ECSSA at this conference. This was a real eye opener to the issues of women, not just in Canada, but around the world." Maria Tronchin

CEP Union Fall School 2007 – Red Deer, Alberta  
November 8,9, 10 and 11, 2007

ECSSA Board of Directors committee representatives Maria Bavaro and Judy Ferrari along with Executive Members Maria Tronchin, secretary, Cheryl Andrews, president and Danny Burrell, Employer Liaison attended the CEP Union Fall School. This conference offered seminars such as Collective Bargaining, Law Review and Advanced Steward. The ECSSA members learned about the steps involved in a grievance procedure, what constitutes grounds for harassment, how to be proactive instead of reactive in problem solving and how to be a better communicator and organizer within your union local.

The three day collective bargaining session involved two of the members in the complexities involved in bargaining for a collective agreement that is fair and equitable for the whole bargaining committee. They participated in a mock bargaining session which exposed them to the ins and outs of both union and management positions during bargaining.

Thank you to all our members who gave of their time to further their knowledge through education opportunities within our CEP Union.

## Merry Christmas!

The Board of Directors wishes you all the best during the holiday season.  
Enjoy your break and we look forward to seeing you in the new year!

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