

ECSSA News

Edmonton Catholic Support Staff Association

October 2008



Welcome to ECSSA's Newsletter. We are the proud Local 52-A of the Communication Energy and Paperworkers Union. We are here for you, the support staff of Edmonton Catholic Schools.

Message from your ECSSA President

Our monthly newsletter gives me the opportunity to be in contact with our Support Staff members. My name is Cheryl Andrews. I have been the President of the ECSSA Local 52A Union for one year. Before that I was the secretary of the union and am currently the administrative support at St. Benedict Elementary School. I have been with Edmonton Catholic Schools for 15 years in various schools.

We have made it through the first month of a new school year. The month of September is always a very busy time in our schools. Getting to know our new students or reacquainting ourselves with the old ones. As always the standard that we as support staff set within our schools either in the classrooms, the media centers or the office is one that our students and their parents will take with them throughout their lives. The caring and giving person that you as a supporting member of your staff represent is one to be proud of. You are the first contact for the students, your personal charge and those students in your classroom, you and your teacher are their model. Be proud of the person that you are, your job and the example that you emulate for them.

Till next month...

Cheryl Andrews
ECSSA President

Benefits

There will be an open benefit enrollment period for classified (ECSSA, AUPE and OOS) staff from November 1 – November 30, 2008 with benefits to commence December 1st. If you have previously waived your benefits with Edmonton Catholic School because of alternate coverage and have now lost that coverage, you will be enrolled with no late applicant restrictions. If you waived coverage on your hire date and have not lost your alternate coverage, you will be enrolled as a late applicant with any restrictions Blue Cross may impose. If you have any questions, please e-mail us at: benefits@ecsd.net.

Thanks so much.

Jessie Foley, CHRP

MMMMMM Cookies

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 before November 14. Individual entries only. Winners will be randomly selected.

Congratulations to Patty Moskal- St. Augustine, Nancy McNally -Blessed Kateri, Vera Ussyk—Louis St. Laurent, Claudette Boisvert -J.H. Picard and Adrianna Vandebek -Service Centre for knowing that the “E” is CEP stands for Energy and winning last June’s contest.

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.

Reclassification

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

- Teacher Assistant
- Special Needs Teacher Assistant
- Instructor
- Counselor and Coordinator
- Administrative Support
- Media Resources
- Printing Services

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 November 28, 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:

- Sample Job Descriptions
- Job Specifications
- Revised Job Description Format

Writing a Job Description

This information is accessible on “My ECSD” by following these steps: Click on: [Department Documents](#) → [Documents](#) → [Support Staff – Job Descriptions](#)

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

More information is available in the October issue of Reaching Out.

In celebration of the 120th Anniversary of Edmonton Catholic Schools
In Honour of Catholic Education Sunday, and
In Tribute to the Contributions of Former Staff of Edmonton Catholic Schools
*(those who worked with ECSD for 15 years or more before retirement and were with AUPE,
ECSSA and Out of Scope Groups)*

Please Join the District Archives Committee and Archbishop Joseph MacNeil in Celebrating
the Blessing of the Plaques Honoring the Retirees

This event will be held on

Sunday, November 2nd, 2008

1:30 - 3:30 pm

St. Anthony District Archives & Meeting Centre

10425 - 84 Avenue (free parking lot entrance on 83rd Ave)

Refreshments

Music by Among Friends

Blessing of the Plaques

Archives Display

All are Welcome!

Please RSVP before October 24th, 2008

To St. Anthony Centre @ (780)439-7356

This invitation is open to all ECSD Staff and please pass the information on to any retirees
that you may know

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,

Traveling Union Show

Once again we will be holding informal information sharing session throughout the district. These very successful and well attended meeting were held last year and were a great opportunity to ask questions about our collective agreement and share your ideas for making ECSSA CEP 52-A a stronger voice for you.

Look for more information for the sessions occurring the last week in November

Caring Report

We extend our prayers and sympathies to: Rita Raimundo of St. John Bosco on the loss of her mother, Amelia Biolotta of St. Hilda on the loss of her father, Gail Hanasyk of St. Charles on the passing of her brother-in-law, Linda Carter of St. Peter Centre on the loss of her brother, Marie Linkewich of St. Benedict on the passing of her sister-in-law, Laurene Pottruff of St. Elizabeth Seton on the loss of her father, Chandrika Maraweera of H.E. Beriault on the loss of her father and Bob Mackie of the Service Centre on the loss of his mother.

Flowers and wishes for a speedy recovery were sent to: Wanda Hansen of St. Justin, Carole Trepanier of J.H. Picard, Paula Nelson of St. Richard, Susanne Daoust of St. Vladimer and Delphine McGuckin of St. Francis of Assisi.

Edmonton Catholic Support Staff Association

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Support Staff

The glue that holds it all together!!