

ECSSA News

Edmonton Catholic Support Staff Association

September 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.

Another summer has passed...another school year has begun. Another year filled with challenges, learning opportunities, new friendships, new adventures. ECSSA will have another busy year as well. We will be looking forward to welcoming new members to our Board of Directors and Executive. We are also preparing to begin negotiations as our contract expires August 31, 2009.

Always remember we are here to serve our members. If you need help interpreting the collective agreement, if you have a work conflict issue, if you need any information or guidance, please contact us. Please remember that we depend on you as well; for negotiations input, to keep us apprised if a member is ill or bereaved, but most of all to attend our meetings. We usually have two general meetings each year which last no longer than an hour or so. This is our venue to share information with you and more importantly, to hear your concerns. We need you there when we are having elections for our Executive, voting on By-Law changes, or ratification of agreements. In order to conduct the business of serving our members we must have quorum for our general meetings. We look forward to another year of service to our members. If you have any items you would like to see in this newsletter or articles you may want to share with other support staff, please contact ECSSA. We would be pleased to include them in our newsletter.

We would also like to extend a big thank you to all our 12 month employees who toil through the summer months ensuring that our district continues to service all our employees and students.

General Meeting

October 22

St. Joseph's School

Archive Room

5:00

Please watch for an agenda posted on the ECSSA bulletin board at your site.

There will be an election for the secretary position.

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.”

These breaks are counted in your work time. 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.

1.0 FTE is based on 35 hours or 2100 minutes per week. If you are a 0.8 FTE it means that you must work 80% of those totals or 28 hours or 1680 minutes per week. Coffee breaks are included in those minutes, lunch breaks are not

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

Supervision, coffee breaks, walking students to the bus, staff meetings, clean-up, prep time, documentation time, any “other duties assigned” all count towards the minutes.

This month's Cookie Contest is about new beginnings. Email your name, school or work site and the name of a new ECSSA member and their work site to ecssa@shaw.ca by October 15 for your chance to win a delicious prize. Individual entries only please.

MMMMM Cookies



Did You Know? Overtime

Any overtime hours that you work must be authorized, in writing, by the supervisor, prior to being worked. For further information on overtime please see Article 8 of the ECSSA Collective Agreement.

Caring Report

We extend our sympathies and prayers to Diane Olive of St. Gabriel on the passing of her mother, Karen Berg of St. Francis of Assisi on the passing of her father, Val Scally of the Service Centre on the loss of her step-father and Debbie Holick of St. Benedict on the loss of her husband.

Flowers and wishes for a speedy recovery were sent to Elaine Paton of Louis St. Laurent, Brian Kosinski of St. Nickolas and Helen Baldeo of St. Richards.

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 Donna Horne at 780 466 6994. We depend on our members to pass along this information.

Your ECSSA CEP Local 52-A Executive

President—Cheryl Andrews

Vice President— Elaine Cardinal

Secretary—Vacant

Treasurer—Janice Bowman

Employer Liaison Officer—Danny Burrell

Your executive welcomes your comments and questions and invites you to visit our Board of Directors Meeting held the first Wednesday of every month. Please contact ECSSA at ecssa@shaw.ca for details.

Next Board of Directors Meeting

ECSSA welcomes new ideas and new members at our Board of Director meetings

Wednesday, November 7, St. Joseph High School

The best time to plant a tree is twenty years ago. The second best time is today.

Confucius

Grievances

Any time we have people working together, we might have conflict. When these conflicts are about issues covered by the collective agreement, we can call these conflicts “grievances”. Step one of the grievance procedure (Article 23) states: “the employee shall first seek to settle the dispute through discussion with the immediate supervisor within ten (10) working days following the date the employee first became aware of or reasonably should have become aware of the occurrence of the act causing the dispute.” This means the first, and best, step is to go to your supervisor and discuss the issue. Often we are uncomfortable going to our supervisor with a conflict, and that is where ECSSA can help you. Please do not hesitate to phone (456 ECSS) or email (ecssa@shaw.ca) with **any** questions or concerns that you may have. We can provide you with the knowledge and help you find the proper words to use when we need to educate our supervisors. Please remember that it is inappropriate to discuss union business during work hours or to use the school board’s ecsd email. Please direct your inquiries to 780 456 3277 or ecssa@shaw.ca and leave a home phone number or home email address.

September Pay

Starting September 1st there was to be an additional 4% on your pay, due to the negotiated increase in our last round of negotiations. Then came this announcement from Joan Carr, Superintendent of Schools

“The salary increase for ECSSA staff, effective September 1, 2008 has been adjusted to 4.53%, up from the agreed upon 4%. This increase will be reflected on the September pay cheque.

The benefit premiums for all ECSSA and OOS staff will be 100% paid by the employer effective September 1, 2008 as well. This is for the standard employee benefit plans (AHC, EHC, Dental, Vision, AD & D, EDB, Life).”

There will also be two additional days pay for August 29th and 30th for ten month employees. You may have also worked additional days or hours over your normal daily FTE for school opening and submitted time sheets.

This makes your September pay a bit complicated. ECSSA advises that you check your pay advice every month, particularly when there is a change in your pay rate or you have submitted time sheets for additional hours worked.

Edmonton Catholic Support Staff Association

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Support Staff

The glue that holds it all together!!