

ECSSA News

Edmonton Catholic Support Staff Association

Fast Facts 2009-2010



ECSSA Annual Banquet

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

An evening of friends, food and good spirits

The first Thursday in May

More information in the ECSSA newsletters

Union Business Etiquette

Please remember that it is inappropriate to discuss union business on company time. It is also inappropriate to use the ECSD webmail for union questions. Please send all emails to the ecssa@shaw.ca address and all phone calls to 456 ECSS (456 3277), remembering to include your home email and phone number.

Visit www.ecssa.ca for past issues of newsletters, contact information, access to the ECSSA library, bursary applications and much much more.

Education Bursary

ECSSA is proud to offer to our members support for their ongoing professional development.

An Education Bursary may be given to members under the following guidelines:

To qualify:

The applicant must have been a member of the Local (paying dues) for over 12 months.

Approval must be obtained from the Education Bursary Officer **prior** to commencement of course.

Course should be career related.

An applicant must give a full description of the course, describing the benefits to his/her career.

After the completion of course, the **original receipt** must be provided for reimbursement.

Due to the number of people who attend, District sponsored PD activities and the Alberta Special Education Conference will not be considered.

The Local shall pay to a maximum of \$300.00 per member every two years.

Policy #4 ECSSA Policies and Procedures.

September Pay Increase

Please check the ECSSA website for information about your September pay. Look under "Newsletters and Forms"

780 456 3277 www.ecssa.ca ecssa@shaw.ca

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, and an unpaid lunch break of no less than thirty (30) continuous minutes.”

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.

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

Coffee breaks are included in those minutes, lunch breaks are not. Anytime spent supervising outside, waiting for the student's bus, staff meetings, doing paperwork, class clean-up, prep for the next day, or “any other duty as assigned” are counted in your minutes.

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**”.

Your Board of Directors meet the first Wednesday of every month. Contact the ECSSA office for details.

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,

Round Table Talks

Please take the opportunity to come out to one of these informal brief get togethers. It is your chance to meet with members of the Board of Directors and ask questions and discuss issues.

Mon., October 19th – St. James School 7814-83 St.

Tues., October 20th - St. Dominic School 5804-144 Ave.

Wed., October 21st - St. Mark School 11625-135 St.

All sessions to begin at 5:00 p.m. and last about an hour.

ECSSA General Meeting

Will be in November

Date & Place: TBA

Join the Board of Directors

Meetings at St. Joseph High School at 5:00

October 9

Nov 4

Dec 9

Jan 13

Feb 3

March 3

April 7

May 5

June 9

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.

Time in lieu

“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)”

If you work extratime or overtime, either this school year or during the summer, you are to be paid for it. **You** have the option to ask your supervisor of taking “time in lieu” instead of being paid. You and your supervisor must agree on when you are going to schedule this time. If you cannot agree on a mutual time, fill out an extratime/overtime sheet and take the money.

Use the time-in-lieu sheet (on the myecsd portal or on the ECSSA website under Newsletters and Forms) to record this time and schedule the dates with your supervisor in writing.

- (a) All overtime shall be voluntary. Overtime shall be defined as work performed beyond the designated thirty five (35) work hours per week or for work performed on public or statutory holidays. Overtime shall be paid at time and one half of the employee's regular rate of pay. Any overtime worked shall be paid for on the basis of one half hour overtime pay for any proportion of the first half hour worked.
- (b) Overtime and time in lieu, must be authorized in writing by the supervisor prior to being worked. Records of all overtime and time in lieu transactions must be kept in the location.

**If taking time in lieu, it must be entered in AESOP

780 456 3277 www.ecssa.ca ecssa@shaw.ca
If you are wondering if you should phone... phone!

President's Message

Hi All. It is my pleasure to introduce myself to you. I have worked for the board for 21 years in different capacities. I started out in the pilot project of Out of School Care and that is how I got involved with the union. At that time this group of employees was not covered under ECSSA. It was about a year later when ECSSA brought us on board and I sat on the board of directors for 2 years.

I have experience as a Special Needs Teaching Assistant, Director of a Kindergarten Extended Experience Program, Maintenance Coordinator, Accounts Payable Coordinator. Currently my position is at Facilities Services as the Rental/Leasing Coordinator.

My first volunteer position was for Scouts Canada as a Cub Leader. I figure if I could lead a pack of six year olds I can do anything. Also I have volunteered for the Catholic Church as a Eucharistic Minister, Catechism and Sunday School Teacher and have sat on a City of Edmonton Committee for Out of School Care Accreditation.

It was in January 2008 I decided to return to the Board of Directors. My portfolio on the Board of Directors was New Membership and Occupational Health and Safety.

I look forward to serving you for the next two years. It is my intent to have all members well informed during my *tenure*. It is imperative to have your input as to what is important to each of you. In order to achieve change and unity we must band together as one to achieve our true goals. You can always reach me at noah02@telus.net

I would like to leave you with a few thoughts

Just like you I have worked many jobs

Just like you I care about other people

Just like you I believe that if harm is done to one then all are harmed

Just like you I stand tall for our rights and contract

Just like you I believe in family

Just like you I believe we have common goals

May the Lord Bless all of our paths this coming year and give us the opportunity to serve one another and God.

Wilma Ellenburgh
ECSSA President

Edmonton Catholic Support Staff Association

**P.O. Box 1323
Edmonton, AB
T5J 2N2**

Phone: 456 ECSS (3277)

Fax: 473.3277

E-Mail: ecssa@shaw.ca

Website: www.ecssa.ca

Support Staff

The glue that holds it all together!!