



## **E Bulletin December 2010**

### **FESTIVE SEASON**

Very best wishes to you and yours for a wonderful festive - holiday season and a terrific year ahead!

### **FLOATING HOLIDAY – Use It or Lose It!**

Reminder our “Floating Holiday” runs the calendar year (January to December) and cannot be carried over. If you do not use the Floating Holiday in 2010 or assign on your time sheet during the Christmas Break period you lose this day. The Floating Holiday is available to “probationary and permanent staff”.

It is **YOUR** responsibility to ensure that your “Floating Holiday” hours are reported on the Time Sheet. If you are a 10 mos. employee and have not used your 2010 Floating Holiday this should be shown on the Time Sheet for December 28<sup>th</sup>.

### **TIME SHEETS – INFO RE CHRISTMAS BREAK PAID HOLIDAYS**

The following are the dates our “paid holidays” will be reported on the 10 mos. Time Sheets and for EI purposes:

December 25 (Saturday) to Friday, December 24

December 26 (Sunday) to Monday, December 27

If you have not used your Floating Holiday – Tuesday, December 28

1/2 day holiday for December 24 - to Thursday, December 30

1/2 day holiday for December 31 - to Thursday, December 30

January 1 (Saturday) - to Friday, December 31

### **PAY DAY – FRIDAY, DECEMBER 31<sup>st</sup>**

Pays for the period December 11<sup>th</sup> to December 24<sup>th</sup> will be deposited on Friday, December 31, 2010.

### **EI**

Check out the information on First Class – Staff Lounge – Payroll – posting by Bonnie Mitchell, regarding EI Benefits, dated 6/1/2010. This information includes the permanent Reference Code. A copy of this information is also available on our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Employment Insurance.

### **MARK YOUR CALENDAR - REGULAR GENERAL MEETING**

**Saturday, February 26, 2011 – 10:30 a.m. Archie Stouffer E.S. (Minden) Library.**

The Meeting Agenda will be posted [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Meeting Information the week of February 21, 2011.

A copy of the Minutes and handouts from the October Regular General Meeting are available on our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Meeting Information.

## **BLUE CROSS – EXTENDED HEALTH – Information**

We will be including information regarding some of our Extended Health items in the next few E-bulletins. If there is something you would like to see highlighted please contact your Chief Steward or the 997 Office.

### **Orthopedic Footwear**

Please include with your claim...

- A prescription from a medical doctor, chiropodist or podiatrist stating diagnosis.
- The original paid-in-full receipt from your health care professional (keep a copy for your records).
- A copy of the biomechanical evaluation / gait analysis **OR** written confirmation from the provider that the evaluation was performed (new requirement).

The maximum benefit is \$400 per participant per calendar year.

### **Foot Orthoses (Moulded Arch Support)**

We are allowed \$225 for each pair of foot orthoses (these are the inserts you put in your shoes) to a maximum of 2 pairs per year. You have to be very careful that you specify whether you have orthopedic shoes or foot orthoses.

For more information contact Blue Cross at 1-800-355-9133

## **EDUCATIONAL ASSISTANTS – MID YEAR ALLOCATION – POSTING – PLACEMENT PROCEDURE**

An information sheet has been posted on our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – 2010-2011 Educational Assistants Information regarding the mid year process.

Reminder, December 31, 2010 is the deadline for the submission of the “Educational Assistant Information Form” for those EA’s who wish to change schools for the 2<sup>nd</sup> Semester.

If you are a Permanent EA presently on a Temporary assignment and wish to continue for the 2<sup>nd</sup> Semester, should the position be available, you MUST complete and submit an “Educational Assistant Information Form.”

Educational Assistants who are on the recall list or those who were declared surplus in June and posted into a temporary assignment must also complete and submit an “Educational Assistant Information Form.”

The “Educational Assistant Information Form” is available on “First Class” – CUPE 997 Conference Site.

Don’t hesitate to contact Debbie Gillan or Lynn Raback for clarification or assistance regarding the form.

## **DO YOU NEED ASSISTANCE?**

Don’t hesitate to contact the 997 Office – 705-**286-1156** – Toll Free – **1-877-838-CUPE (2873)** or your Chief Steward for assistance regarding our collective agreements, TLDSB Procedures.

We can be contacted via First Class or our alternate e-mail addresses:

Lynn Raback	President	<a href="mailto:pres@cupe997.ca">pres@cupe997.ca</a>
Chief Stewards:		
Herb Pounder	Custodian	<a href="mailto:custodian@cupe997.ca">custodian@cupe997.ca</a>
Kirk MacFarlane	Maintenance	<a href="mailto:maintenance@cupe997.ca">maintenance@cupe997.ca</a>
Wendy Gliddon	Office, Clerical	<a href="mailto:clerical@cupe997.ca">clerical@cupe997.ca</a>
Bill Campbell	Technical	<a href="mailto:technical@cupe997.ca">technical@cupe997.ca</a>
Debbie Gillan	Educational Assistants	<a href="mailto:ea@cupe997.ca">ea@cupe997.ca</a>

**CUPE Local 997 – 705-286-1156 – Toll Free – 1-877-838-CUPE (2873) – [pres@cupe997.ca](mailto:pres@cupe997.ca)**