



705-286-1156
Toll Free 1-877-838-CUPE (2873)

Fax: 705-286-2642
e-mail: inquiry@cupe997.ca
Check it out! www.cupe997.ca

We are the
Custodial, Maintenance; Office, Clerical, Technical Staff and Educational Assistants of
Trillium Lakelands District School Board

THE BULLETIN BOARD December 2005

SEASONS GREETINGS!

All the best to you and yours during the “festive season” here’s to a terrific 2006 for one and all!

BARGAINING

Monday, December 19th – we will be “exchanging Proposals” dates for Jan 06 are in the process of being co-ordinated – once confirmed we will post on our web site www.cupe997.ca – Pull Down Menu – Documents – Bargaining.

CONTRACT SCHOOLS TLDSB – CUPE LOCAL 997 – BETTER TOGETHER!

Our Campaign to end “two tier employment” within TLDSB continues:

- Discussions and processes continue regarding the “organizing” of some of the contract schools
- November 22nd we made a “presentation” to the Trustees of TLDSB regarding the “contracting in” of some of the contracted schools of the former “Victoria Board of Education.”

CHECK IT OUT!

The Minutes of the October 22nd Special Meeting Re Bargaining Proposals and CUPE Local 997 Regular General Meeting and hand out’s are now available from your “997 Communicator” and posted on our web site: www.cupe997.ca – Pull Down Menu – Documents – Meeting Information.

Executive Committee and Officers for the “Term of Office – January 1, 2006 to August 31, 2007”:

EXECUTIVE COMMITTEE

President	Lynn Raback	Vice-President	Irene Redwood
Secretary-Treasurer	Rob Parish	Recording Secretary	Fiona Williams

Chief Stewards:

Custodial	Herb Pounder	Maintenance	John Roycroft
Office/Clerical	Shelley Godfrey	Technical	Bill Campbell
Educational Assistant	Debbie Gillan		

EXECUTIVE OFFICERS

Warden Conductor	Tom Steinberg	Trustee (3 Year Term)	Mary McKelvey
------------------	---------------	-----------------------	---------------

REMINDER TO CHECK OUT THE “INCLEMENT WEATHER” PROCEDURE

The procedure to follow in the event of a “snow day/bus day” is included in the TLDSB Policies and Procedures binder available at all schools or on First Class.

- ✓ From your First Class desktop - double click TLDSB Infobase – double click Policies/Procedures
 - double click Human Resources – double click “Inclement Weather Procedure”.

Reminder if you mark a “W” on your time sheet your sick leave will be **deducted** for this day, or if you have no days in your sick bank you will not be paid for this day. A summary of the Procedure is available on our web site www.cupe997.ca – Pull Down Menu Documents – Fact – Information Sheets

FLOATING HOLIDAY – TIME SHEETS

Reminder our "Floating Holiday" runs the calendar year (Jan to Dec) and cannot be carried over if you do not use the Floating Holiday in 2005 or assign on your time sheet for the upcoming break period you lose this day. The Floating Holiday is only available to "permanent staff".

Check your latest "payroll slip" ... in the bottom right hand corner, below "Net Pay" there is a box for "Floating Holiday" (Floating) – if a 0 is noted in the box this means you have used your Floating Holiday for 2005; if there are hours noted in the box and you have not used your Floating Holiday for 2005 you need to ensure, if you are a 12 mos. employee this day is used prior to Dec 31st, or if you are a 10 mos. employee this information is noted on your "Time Sheet" for the Christmas Break period. It is **YOUR** responsibility to ensure that your "Floating Holiday" hours are reported on the Time Sheet. The following are the dates of our "paid holidays":

<i>Monday, December 26</i>	Christmas Day	<i>Tuesday, December 27</i>	Boxing Day
<i>Wednesday, December 28</i>	½ day–re Christmas Eve	<i>Friday, December 30</i>	½ day–re New Year's Eve
<i>Monday, January 2</i>	New Year's Day		

The Floating Holiday could be assigned to either ½ day on Dec 28 & Dec 30 (for full time staff) or Dec 29th.

REMINDER TO MARK YOUR CALENDAR

REGULAR GENERAL MEETING - **Saturday, February 18, 2006** – 10:30 a.m. Hyland Crest - Minden

EMPLOYEE ASSISTANCE PROGRAM 1-800-268-5211 – www.fgiworldmembers.com

Are you a new parent or soon to be! Call FGI and ask for the "New Parents Package" feedback from Members "an excellent package and shouldn't be missed"!

OMERS

For further information regarding the increased contribution rate, log onto the OMERS website at www.omers.com or toll free 1-800-387-0813.

USE OF PERSONAL VEHICLES FOR BOARD BUSINESS and TRANSPORTING STUDENTS

A Fact Sheet has been posted on our web site – www.cupe997.ca – Pull Down Menu – Documents – Fact – Information Sheets and a copy has been forwarded with this mailing for all 997 Communicators providing details you should know and follow in the event you use your "personal vehicle" for Board business and regarding transportation of students. It is **imperative** that you contact your Insurance carrier to ensure that you are protected in the event of an accident.

PERFORMANCE APPRAISAL PROCESS

The TLDSB Procedure HR-4530 AP – "Performance Appraisal CUPE Support Staff" is now in effect. Principals/Supervisors have been advised of staff who are to receive "Appraisals" in the 05 06 school year. Prior to your "Appraisal" commencing your Principal/Supervisor should meet with you to review the process and **provide** to you a **copy of the Board Procedure**. It is important you contact the 997 Office or your Chief Steward should you have any questions regarding the process or should you receive an "Unsatisfactory" in any of the categories and **imperative** that you contact the 997 Office immediately should you receive an "**Overall Unsatisfactory**".

CHRISTMAS BREAK

Our voice mail 705-286-1156 – Toll Free 1-877-838-CUPE (2873) and e-mail will be checked on a daily basis. Happy Holidays to one and all!