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

## THE BULLETIN BOARD December 2006

### SEASONS GREETINGS!

All the best to you and yours during the "festive season" ..... here's to a terrific 2007 for one and all!

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

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 2006 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 2006



If there are hours noted in the box and you have not used your Floating Holiday for 2006 you need to ensure:

- if you are a **12 mos. employee this day is used prior to Dec 31<sup>st</sup>**,
- 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. If you are a 10 mos. employee and have not used your 2006 Floating Holiday this should be shown on the Time Sheet for either December 28<sup>th</sup> or December 29<sup>th</sup> – if you show this on the time sheet for any period after Jan 01 07 this will be allotted to the "year 2007" and not "2006"!



The following are the dates our "paid holidays" will be shown on our Time Sheets:

*Monday, December 25*

Christmas Day

*Tuesday, December 26*

Boxing Day

*Wednesday, December 27*  
(10 mos staff & Board Office Staff)

date assigned re ½ days prior to Christmas  
and New Year's

*Monday, January 1*

New Year's Day

### REMINDER TO MARK YOUR CALENDAR

REGULAR GENERAL MEETING - **Saturday, February 10, 2007**  
10:30 a.m. Hyland Crest - Minden

# THE BULLETIN BOARD

December 2006

## 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](http://www.cupe997.ca) – Pull Down Menu Documents – Fact – Information Sheets

## OMERS – [www.omers.com](http://www.omers.com)

Visit the OMERS web site for the following new postings:

- [Pension News 37 - Winter 2006/2007](#)
- [2007 Pension Information Sessions registration for Retirees](#)

## EXTENDED HEALTH BENEFITS – Medavie Blue Cross

### Some reminders ....

- dental check-ups – every 9 mos. for adults – every 6 mos. for children (under 16 years of age)
- a prescription from your Doctor is required for “massage therapy”

## USE OF PERSONAL VEHICLES FOR BOARD BUSINESS and TRANSPORTING STUDENTS

A Fact Sheet has been posted on our web site – [www.cupe997.ca](http://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** 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 06 07 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!

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