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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 2007**





All the best to you and yours during the "festive season" here's to a terrific 2008 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 2007 or assign on your time sheet for the upcoming break period you lose this day. The Floating Holiday is available to "probationary and 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 HR – Payroll has recorded you have used your Floating Holiday for 2007
- ✓ If there are hours noted in the box and you have not used your Floating Holiday for 2007 you need to ensure:
 - if you are a **12 mos. employee this day is used prior to December 31st**
 - if you are a 10 mos. employee this information is noted on your "Time Sheet" for the Christmas Break period - on either December 27th or December 28th

 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 2007 Floating Holiday this should be shown on the Time Sheet for either December 27th or December 28th – if you show this on the time sheet for any period after January 1, 2008 this will be allotted to the "year 2008" and not "2007"!

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

Mon Dec 24	Tues Dec 25	Wed Dec 26	Thurs Dec 27	Fri Dec 28
2 – ½ days re day before Christmas and New Year's	Christmas Day	Boxing Day	Floating Holiday (if available)	

Mon Dec 31	Tues Jan 01	Wed Jan 02	Thurs Jan 03	Fri Jan 04
	New Year's Day			

MARK YOUR CALENDAR

CUPE LOCAL 997 REGULAR GENERAL MEETINGS

Saturday, February 23, 2008 and May 10, 2008
10:30 a.m. Hyland Crest – Minden



We are in the process of reviewing our CUPE 997 By-Laws – if you have suggestions regarding possible revisions please contact your Steward or the 997 Office no later than December 31st.



Plan for the Future

www.omers.com

Visit the OMERS web site – Check out the information available under the “Members” pull down menu. Publications section includes a “Members Handbook” and a copy of the latest “OMERS Member News – 80 –Fall 2007”.



DO YOU TAKE STUDENTS IN YOUR VEHICLE?

A Fact – Information Sheet re “Driving Students In Your Personal Vehicle” is posted on our web site – www.cupe997.ca – Member Resources - Fact – Information Sheets providing details you should know and follow in the event you use your personal vehicle for the transportation of students. It is **imperative** you contact your Insurance carrier to ensure you are protected in the event of an accident.

COMPUTER and INTERNET ACCESS



Reminder you should never provide your computer login or First Class/Internet login – password to anyone!

Tracking of information for the “employer’s owned and operated” computers – First Class (e-mail) and Network (access to the Internet) is based on login information.

If you provide someone with this information and the employer has any concerns regarding your usage – e.g.: the time the information was accessed, the nature of the information, etc. the assumption would be – your login – your password – it’s you!

A number of worksites are recording printing information – again if this occurs with your login – your password – must be you! We strongly urge folks to carefully read the TLDSB Procedure re First Class and Internet Usage – “Electronic Communications Acceptable Use” – located in the “Business Folder” – TLDSB Policies/Procedures and check out the Fact – Information Sheet in the Member Resources section of our web site – www.cupe997.ca. Don’t hesitate to contact your Steward or the 997 Office for further information – clarification.



INFORMATION RE USAGE OF SICK LEAVE

The following is from the Custodial/Maintenance and Office, Clerical, Technical and Educational Assistants collective agreements (Article 20.06)

“Medical Certificate

- (a) If an absence due to illness/injury extends beyond three (3) consecutive work days, an employee shall provide a medical certificate from a duly qualified medical or dental practitioner, if requested.
- (b) For longer absences, in extenuating circumstances, and/or as part of the Employer's attendance management program, the Director (or designate) may require a medical certificate. This medical documentation shall indicate:
 - (i) that the employee is able to return to work on a full-time basis without restrictions; or
 - (ii) that the employee is able to return to work, with the nature and duration of any work restrictions described; or
 - (iii) that the employee is unable to return to work, and where possible, the date of the review of his/her patient's status.

The Employer shall reimburse the employee for the cost, if any, of the medical certificate.”

You should also review the TLDSB HR Department Booklet re Sick Leave “Not Feeling Quite Like Yourself”. This information is posted on the TLDSB web site www.tldsb.on.ca – Pull Down Menu – Employment – Human Resource Publications.

In the event your absence is greater than 3 consecutive working days, and the employer requests information - documentation, you need to ensure the information noted in (b) (i) – (iii) is provided by your medical (dental) practitioner. You are **not obligated** to provide the “diagnosis” (what it is you are/were suffering from) for medical absences.

In the event you are asked for medical documentation for absences of less than 3 consecutive working days you should immediately contact your Steward or the 997 Office.

If you have any questions or require assistance regarding sick leave usage please contact your Steward or the 997 Office.

YOU NEED TO KNOW – YOU NEED TO BE AWARE!



In the event you are absent the day before and/or the day after a “Paid Holiday” the HR Department may be checking with your Principal/Supervisor regarding your absence(s).

If the HR Department has a concern, after touching base with your Principal/Supervisor regarding your absence, you may be requested to provide details/documentation.

Questions – you need assistance touch base with your Steward or the 997 Office.

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EXTENDED HEALTH BENEFITS – Medavie Blue Cross

You can access the details of our benefits “on line” – www.medavie.bluecross.ca. Click on the “For Cardholders” link – for first time users follow the instructions to register – you will need your Extended Health Benefits card available to register.

If you experience difficulties with regards to our benefits don't hesitate to contact the 997 Office.

Have you checked it out! - www.cupe997.ca



[Home](#) [Member Resources](#) [Calendar](#) [About Us](#) [Contact Us](#) [What's New](#) [Web Links](#)

We have posted a number of Fact – Information Sheets, in the “Member Resources” section of our 997 Web Site. The Fact - Information Sheets relate to items in our collective agreements and/or TLDSB Procedures.

We would be pleased to forward via e-mail or Board Courier a copy of a Fact – Information Sheet for those who do not have easy access to a computer – Internet.

Contact your Steward or the 997 Office should you require assistance or clarification regarding a Fact – Information Sheet. Don't hesitate to forward your suggestions for a Fact – Information Sheet you would like us to post.

Not sure who Chief Steward is or how to contact them – select “About Us” – Pull Down Menu “Executive”.



Best wishes to you and yours!

CUPE LOCAL 997 EXECUTIVE

Lynn, Irene, Fiona, Tracey, Herb, John, Shelley, Bill and Debbie

Our Voice Mail – 286-1156 – Toll Free 1-877-838-CUPE (2873)
and

e-mail – pres@cupe997.ca
will be checked on a daily basis.