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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

June 2007

MINUTES and HANDOUTS

We have forwarded to our 997 Communicators a worksite "hard copy" of the May 5th Regular General Meeting Minutes and the handouts from the meeting. This information is also posted on our web site – www.cupe997.ca – Documents – Show – Meeting Information – 2006-2007.

NEED TO REACH US DURING THE SUMMER?

E-mail – Canada Post – and fax will be checked regularly during the summer months but not necessarily each and every day. The CUPE 997 phone lines will be checked on a daily basis – if you require immediate assistance please call the 997 Office: 286-1156 – Toll Free 1-877-838-CUPE (2873):

Members of the Custodial/Maintenance bargaining unit – press 1

Members of the Office, Clerical, Technical and Educational Assistants bargaining unit – press 2

Provide your name, your position with TLDSB (i.e.: Custodian – Maintenance – Office/Clerical – Technical – Educational Assistant) a phone number(s) where you can be reached and a brief message noting the assistance required.

TLDSB – POLICIES – PROCEDURES

A new Procedure regarding "Return To Work and Workplace Accommodation" will be posted shortly on TLDSB's First Class "TLDSB Infobase – Policies/Procedures – Human Resources". We strongly urge all CUPE 997 Members to contact their Chief Steward or the 997 Office regarding any/all workplace accidents/injuries which have resulted in medical treatment and/or "lost time" (absences from work).

We also suggest your contacting us regarding "return to work" following absences from either a workplace or non work related absences.

Don't forget to check out our web site for important information regarding "Incident/Accident Reporting"

- www.cupe997.ca – Documents – Type: Fact – Information Sheets – From: 2006-2007 – View
- 2006-10-02 – "Incident/Accident Reporting"

For further information – clarification don't hesitate to contact your Chief Steward or the 997 Office regarding these or other TLDSB Procedures relating to "your employment".

A reminder "Facebook" and similar websites are considered public. Employers are likely within their rights to discipline workers who make statements about their employer on such sites. E-mails and items posted on web sites are never totally "private"- always keep this in mind! A reminder "Internet access" at our worksites is on "the employer's owned and operated" equipment and services and please remember most definitely never give your user name or password to anyone!

HOW DOES THAT WORK?

Personal – Compassionate Days – Sick Leave are recorded on a "school year basis" for all 10 mos. staff (i.e.: September to June) and for all 12 mos. staff on the calendar year (i.e.: January to December).

The exception is the "Floating Holiday" which is assigned January 1st of each year and must be used by December 31st by all "permanent staff" – both 10 mos. and 12 mos. staff.

You should keep a record of all of your absences and review the annual statements that are forwarded to ensure your information is accurate. The HR Department forwards 10 mos. staff information by November 1st of each year and 12 mos. staff information is forwarded by March 15th. Should your information not coincide with the employer's contact HR immediately and don't hesitate to touch base with your Chief Steward or the 997 Office for assistance.

JOB POSTINGS - SUMMER

A reminder Job Postings occurring during the summer months will be available only on the TLDSB "First Class" CUPE 997 Conference Site or via the TLDSB Summer Job Posting Phone Line.

- Local phone calls to Lindsay dial: **324-5300**
- Toll Free (from anywhere in Ontario) **1-888-526-5552**
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The TLDSB automated telephone operator will indicate: "if you know the extension of the person you are calling please dial it now":

Press 6 - This accesses the "Trillium Lakelands Job Posting and Training and Development Hotline"

Press 4 – This accesses "Support Staff Postings"

Press 1 – Office, Clerical, Technical;

Press 2 – Educational Assistants;

Press 3 – Custodial/Maintenance

To access the CUPE 997 Conference Site on First Class - from your "First Class Desktop":

- ✓ double click on "Conferences"; double click on "TLDSB Navigator"; double click on "A-E";
- ✓ on this "page" you will see a number of "Conference Site icons" – locate "CUPE 997"
- ✓ double click on this icon and the Postings are noted
- ✓ to access a copy of the Posting double click on the attachment

EDUCATIONAL ASSISTANT POSTING – PLACEMENT MEETINGS - Start Time: 4:30 p.m.

Haliburton Highlands S.S.

Thursday, June 7th

Bracebridge & Muskoka Lakes S.S.

Monday, June 11th

I.E. Weldon S.S.

Tuesday, June 12th

Check out TLDSB's First Class CUPE 997 Conference Site for the "area postings" and Notices regarding the Bumping Seniority Date. Educational Assistants slated to remain at their school for the Fall should not hesitate to request from their Principal their potential assignment, prior to attending the Posting – Placement Meeting.

Information will be forwarded by the HR Department to all worksites regarding the deadline and process for Temporary/Casual staff applications. We will also post this information on www.cupe997.ca – What's New!

An Information Sheet regarding "Educational Assistant Allocations and Posting Process – June 2007" is available:

- www.cupe997.ca – Documents – Show – Educational Assistants Information – 2006-2007 – View.
- 2007-05-24 – June 2007 Allocation and Posting Process for September 07

SUMMER 2007

All the best to you and yours for a safe and wonderful summer!

CUPE Local 997 – 286-1156 – Toll Free – 1-877-838-CUPE (2873)