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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

November 2007

IN THE SWING OF IT!

WOW September and October have flown by -- hope 07-08 start up has been a great one.

CUPE 997 WEB SITE – Check It Out! www.cupe997.ca

We have made some design and format changes to the 997 web site – check it out and let us know if there is any information you would like to see posted.

CUPE 997 REGULAR GENERAL MEETINGS

The Minutes of the Oct 27th Meeting and handouts are posted on our 997 web site – Member Resources – Meeting Information and a “hard copy” has been forwarded to all 997 Communicators. Don't hesitate to contact us should you require further information – clarification regarding any items (Minutes, Reports, etc.)



REMEMBER TO MARK YOUR CALENDAR - Regular General Meeting Dates:

February 23 08 and May 8 08

– Hyland Crest Senior Citizens' Home – Minden – start time 10:30 a.m.

DO YOU KEEP A RECORD? You should ensure you keep track of your absences from work. On an annual basis permanent staff should receive a copy of your “Sick Leave Record”. For 10 mos. staff this information should be coming out shortly; the 12 mos. staff information is forwarded in March of each year.

Deductions from your sick leave include sick days and Personal/Compassionate days – your total forward from the previous year will be noted on the record; your absences - dates (calculated in hours) will be listed and a final total. Check out to ensure your total forward from the previous year is accurate and check your information to ensure your records and the Board's records co-incide. If you are not in agreement you should immediately forward an e-mail to Kerrie Wright and copy either your Steward or Lynn Raback.

We Recommend -- If you are asked to meet with your Principal/Supervisor regarding attendance – absences; if you require a medical leave due to surgery or medical treatments touch base with your Steward or the 997 Office.

COLLECTIVE AGREEMENTS – can't locate your “hard copy” of our collective agreements – visit our web site – www.cupe997.ca – Member Resources.



IT'S THAT TIME we'll be watching for weather reports and possible bus cancellations. Ensure you have read the TLDSB Procedure re “Inclement Weather” – the 997 Fact – Information Sheet posted on our web site and know the internal processes to be followed in your worksite. A “W” on your time sheet indicates your sick leave will be deducted for the day or if you have no sick days an unpaid day.

CUPE 997 BY-LAWS REVIEW

It is hard to believe that our last By-Laws Review was completed in 2005. If you have suggestions regarding our By-Laws touch base with your Chief Steward or the 997 Office by mid December. The By-Laws are posted on the 997 web site – Member Resources – CUPE 997 By-Laws.

997 E-BULLETINS LIST – we are continuing to collect “home e-mail addresses” and update changes in home e-mail addresses – visit our web site – www.cupe997.ca – select “Contact Us” – “997 E-Bulletin Sign-Up”

CUPE 997 CONFERENCE SITE – “First Class”

JOB POSTINGS – C/M and OCTEA – **SENIORITY LISTS** for both bargaining units. From your First Class Desktop – TLDSB Infobase -- A – E – CUPE 997.

To add this Conference Site directly on your “First Class Desktop:

- Click on Conferences
- Click on TLDSB Navigator
- Click on A - E on the menu
- Click once on the conference site called CUPE 997, which will highlight the site in blue
- Right click on your mouse
- Select "Add to desk top" on the drop down menu.
- Back out of the TLDSB infobase by clicking on the X at the top right corner
- The “CUPE 997” conference should now be added to your desktop

TLDSB POLICIES/PROCEDURES

A copy of all TLDSB Policies/Procedures are available on First Class. There have been a number of Procedures updated and there have been some “new” Procedures posted, including:

HR Section – CUPE PD Fund; Progressive Discipline; Hiring Procedure and Return to Work and Accommodation. (If you are unable to access the Procedures via First Class contact the 997 Office and we will make arrangements for you to receive a copy.)

- ☒ It is very **important** you contact your Steward or the 997 Office in the event you have received or have been advised you will receive an “**Unsatisfactory**” rating during the CUPE Performance Appraisal process.
- ☒ Remember to contact your Steward or the 997 Office regarding incidents/accidents in the workplace which require medical treatment or absences or you require accommodations in the workplace. Check out the Fact – Information Sheet on our web site – www.cupe997.ca – Member Resources – Incident/Accident Reporting for important information regarding any workplace incident/accident.

CUPE PD FUND

Good news -- each year the CUPE PD Fund is being accessed more and more. Applications to the Fund must be received PRIOR to registration or payment and submitted a minimum of 2 weeks prior to registration close or event. An Information – Fact Sheet is now posted in the Member Resources section of the 997 web site – CUPE PD Fund.

QUESTION/COMMENT/CONCERN – don’t hesitate to contact us!

Phone: 705-286-1156 – Toll Free: 1-877-838-CUPE (2873) – e-mail: pres@cupe997.ca or secretary@cupe997.ca. Not sure how to contact your Steward – www.cupe997.ca – About Us – Executive – phone and e-mail information is noted.