



Members Update for October 22nd, 2021

Real quick update for everyone – been a crazy week from start to finish. My youngest daughter was in a bit of a mishap with her car while driving on the 400 highway on Monday (she's ok – just pretty shaken up), lots of hours painting and getting the new office space ready and of course the number of weekly meetings for various things keeps on going no matter what else is happening.....

Strategic Planning – Executive members will be in an all day meeting with CUPE National Reps today to discuss plans for collective bargaining. If you have any urgent matters or questions during the day today that your supervisor can't answer for you – please contact one of our stewards for assistance. If it's not an urgent matter, please send an email and we'll all be checking things after our meeting is over, or over the weekend.

HWDSB Board Meeting – On Monday night, the HWDSB will be having a board meeting and discussing the Trustee motion to make vaccinations mandatory for all employees. If adopted, this could be bad news for the overall HWDSB system and some of our members as well. If the motion is adopted and the board proceeds with making vaccinations mandatory for employees – those with a current medical or religious exemption will continue to be exempt and have the twice weekly testing in place to continue working. Those who have chosen not to be vaccinated for personal reasons would be affected. You can turn in on Monday night through YouTube and listen in while working, or watch while you're at home – depending on what shift you're on. The board meetings are live streamed on YouTube and you can get to their channel by clicking [HERE](#). I believe the meeting will start at 6pm.

Christmas Holidays – I'll post the official memo at the end of this update for everyone, but the holiday schedule for CUPE staff will be as follows:

December 17 th - last day of school for students,	December 20-23 rd - full work days
December 24 th - half day – daycares to close at noon	December 27 th - day off in lieu of Christmas Day
December 28 th - day off in lieu of Boxing Day	December 29 th - full work day
December 30 th - half day – daycares to close at noon	December 31 st - day off in lieu of New Years Day

So, what does this mean? It means you'll need to use a combination of 6 vacation and/or lieu days in order to enjoy two full weeks at home over the Christmas break. School resumes on January 3rd for students and our co-workers.

Priority Cleaning – When your school is short staffed on afternoons, we need to focus on priority cleaning. Priority cleaning is making sure that all garbages are emptied, all washrooms, daycares and kindergartens are fully cleaned and all student desks and touchpoints are disinfected. All staff are expected to help accomplish these tasks and with any time remaining, members should be going back into their own sections and doing anything else they can that is regularly on their schedule (sweeping, spot mopping, glass, etc).

Member Conflicts – Leaving this on for a second week as it's pretty important to a lot of our members.

There's a line between not being friendly with one another at work and going over the line into Code of Conduct and Harassment issues. If you believe you have been the victim of harassment or code of conduct issues – you should be submitting your complaint to the HR Dept on the form supplied at the end of the Workplace Harassment Procedure. The form is to be submitted to your immediate supervisor. If the complaint is against your immediate supervisor, the complaint should be submitted to Jamie Nunn, HR Superintendent. I will include the links to both the Harassment and Code of Conduct articles on the HWDSB website for your to read and print out if needed.

<https://www.hwdsb.on.ca/secondary/supports/safe-schools/code-of-conduct/>

<https://www.hwdsb.on.ca/wp-content/uploads/2019/12/REVISED-Nov2018-Workplace-Harassment-Prevention-procedure.pdf>

Overtime – Any time after you work 8 hours in a weekday is considered overtime as per our collective agreement. This could mean if you work 10 hours in a day, you get 8 hours at regular pay and 2 hours at time and a half. If a member who normally works afternoons is asked to cover an absence on day shift, then returns to their own location to help on afternoons, all staff on the afternoon shift must be given equal opportunity for accessing overtime. Let's use a fictional character named Stephen for example....Stephen is an afternoon caretaker with a 40 hour position.

Stephen is called to work a day shift at a different school to cover for someone who is away.

Stephen is also asked to help out at his own school on afternoons.

Stephen works with 3 other people on afternoons.

Stephen's 8 hour shift should be offered equally among the 4 people on afternoons, resulting in 2 hours each.

Stephen would work the two hours and go home. The other 3 people could work until midnight and do the extra two hours each.

If anyone isn't interested, those hours can be split up among whoever wants to do the hours provided the overtime is ok'd by the area supervisor. Only a supervisor can approve overtime – CUPE 4153 or individual members cannot make up their own overtime.

Stephen shouldn't walk into his building on afternoons after working a dayshift and claim that he's working his entire shift by himself and it's all overtime. That's not being fair and equitable to all our fellow members.

Checking emails – Just another reminder that it's a good practice to make sure you check your HWDSB email at least once a day when you're at work. Maybe make it the first thing you do when you start your shift – or do it on your lunch or one of your breaks. There's regular updates from Human Resources, emails from Bob Avery and general communications from schools that are helpful for caretaking and maintenance members.

Cheers,

Blake

HWDSB

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DATE: June 17, 2021

TO: Elementary Principals and Vice-Principals
Secondary Principals and Vice-Principals
Managers and Supervisors

FROM: Jamie Nunn, Superintendent of Human Resource Services

SUBJECT: *REVISED* Board Holiday Schedule 2021-2022

Outlined below are the Statutory Holidays/Board designated holidays for the period of July 1, 2021 to June 30, 2022:

Thursday, July 1, 2021	Canada Day
Monday, August 2, 2021	Civic Holiday
Monday, September 6, 2021	Labour Day
Monday, October 11, 2021	Thanksgiving Day
Friday, December 24, 2021	Board will operate for half of a working day
Monday, December 27, 2021	In lieu of Christmas Day (Saturday December 25, 2021)
Tuesday, December 28, 2021	In lieu of Boxing Day (Sunday, December 26, 2021)
Thursday, December 30, 2021	Board will operate for half of a working day
Friday, December 31, 2021	In lieu of New Year's Day (Saturday, January 1, 2022)
Monday, February 21, 2022	Family Day
Friday, April 15, 2022	Good Friday
Monday, April 18, 2022	Easter Monday
Monday, May 23, 2022	Victoria Day

As outlined within respective Collective Agreements or Employment Terms & Conditions, alternate hours of work are in effect for the following periods:

- Friday, July 2, 2021 – Tuesday, August 31, 2021 (inclusive)
- Monday, December 20, 2021 – Friday, December 31, 2021 (inclusive)
- Monday, March 14 - 18, 2022 (inclusive)

Should you have any questions regarding the Board Holiday Schedule, please contact Annette Cadman Cockburn in the Human Resource Services Division.