



Quick Update for October 13th, 2023

Happy Friday everyone! Members of your Executive had our first staff relations meeting with the employer yesterday afternoon and we wanted to provide you with a few short updates on some of the discussions we had.

Timesheets – Timesheets are due through the web portal on Monday at 4pm following the pay period ending. Timesheets have to be approved by your supervisors, then go to Payroll for processing and then go to the bank for payment so we are paid on time.

Timesheets submitted after 4pm on Mondays will not be paid until the following pay period. There will be no exceptions to this. The pay period ends on Saturday so if you aren't scheduled to work any overtime on the last day of the pay period – submit your timesheet before you leave work on Friday to avoid forgetting on Monday.

Changes to your timesheet must be communicated to you by your supervisor if they find any errors or issues.

Token Issues – If you use your phone or own personal device to access emails or use EasyConnect – you know you need the little token or fob that we were all issued a few months ago. Your device will ask you for the code to get on the network so that the employer can safeguard who's accessing their network and the sensitive information on that network. This is an important piece to remember – as employees our own personal information is held by the employer and I'm glad they're doing what they can against hackers trying to steal and sell information.

If you have a token or fob that isn't working anymore – battery seems to have expired, etc. - you'll need to visit the Ed Center to get a new one. If you need time to go pick one up, please talk to your supervisor about granting you time to do that either before or at the end of your shift.

Snow Clearing Season – As John Snow, true King of the North said - "Winter is coming". Please go over your snow clearing maps with all staff in your buildings. Everyone is responsible for snow clearing since it doesn't just snow overnight for head caretakers to deal with. It snows in the afternoon. It snows at dinnertime. It snows before 10pm. If you have areas that are especially challenging at your building and you have concerns about being able to cope with the snow load – please talk with your supervisor about possibly having our snow clearing contractors do a bit extra or helping out in certain areas. Please make sure you've checked your snowblowers, have your salt and shovels stored in a convenient location that everyone knows about that doesn't go against the fire code. Hopefully we don't get hit too hard this year by storms, but I'm not holding my breath about that just yet!

Upcoming Changes to EasyConnect – in the coming weeks, there will be changes made to EasyConnect (our favorite piece of software) that will affect some of our members. Only qualified members will be able to see certain jobs like head caretaker positions. This will help get schools properly covered in the mornings and free up individuals for covering afternoon positions so schools don't have to go on priority cleaning from time to time. The board will let us know before implementing this change to test if it works or not and we will let you know before that happens.

On a happier note, our social committee is busy planning our Christmas Parties for both our members and a kids party as well. The social committee is asking that anyone with kids or grandkids that might want to attend let us know the number of kids that will be attending. Please see the attached flyer and make note of the deadline for giving names and numbers so there's time to buy gifts and plan the kids party. There will be an update on the adults party early next week for everyone to start planning but put December 2nd for the adult party and December 9th for the kids party on your calendars so you can plan to attend!

Have a great weekend everyone – get out and see some nice colors and spend some time hiking or just sitting and listening to the wind blowing through the leaves or some birds doing bird things....LOL

Cheers,

Blake



CUPE 4153

CHILDREN'S CHRISTMAS PARTY

Saturday ~ December 9, 2023

1:00 pm to 4:00 pm

RCL Branch #163, 435 Limeridge Road East

**TO REGISTER: CALL OR EMAIL THE UNION OFFICE
(905)544-7733 or cupelocal4153@bellnet.ca**

We need to know your child(ren)'s name, sex and age

**DEADLINE FOR REGISTRATION
IS 3:00 PM, NOVEMBER 10th (NO EXCEPTIONS)**

**All children of CUPE 4153 Members are invited (ages 0-10)
Up to 2 grandchildren of CUPE 4153 Members are invited (ages 0-10)
Children must attend to receive a gift.**

**Lunch and snacks will be provided
There will be games and activities for the children
And Santa will attend! and present each child
with an age appropriate gift.**

