



# CUPE 4153 Update

July 19th, 2024

## **My Pay Is Wrong - What Should I Do?**

There are usually two ways that a members pay can be wrong - either the employer messed up something or one of our members did. We all make mistakes and sometimes we put a number in a wrong column on our timesheets. Or maybe a supervisor didn't ok your timesheet on time.

When a member has submitted their timesheet on time and it's completed properly, the expectation is that they will be paid accordingly. When that doesn't happen and it's the employer's mistake or neglect that caused the error - the employer has 5 business days to make the correction.

When a member has made a mistake and put a number in a wrong column or submitted their timesheet late or not included all the hours they worked - the member will be waiting until the next pay period to have their supervisor and the payroll department correct the errors and be paid accordingly.

Our mistake - we wait. Their mistake - made right within 5 business days. This makes it all the more important to check your web portal and pay stub when they are released online on the Monday or Tuesday of our pay weeks. If you notice a mistake and you're confident that your timesheet was completed properly and submitted on time - the 5 business days to correct the errors starts when you report the error to your supervisor.

Your supervisor is the first person to contact and it's part of their job. A supervisor should not just tell you to call payroll and tell them. Your supervisor should be taking the information you provide them with and figuring out what went wrong. If you have provided information to your supervisor about your pay being incorrect and two business days have passed without any update from them, please call our Local office and a steward will be assigned to assist you with getting paid properly.

## A Special Request

Some of you may have already seen this online but if you haven't - I wanted to share it here after being sent an email from Charlene. Charlene is one of our members that works out at Mount Albion. She and her daughter flew to Nova Scotia on July 9th for a family reunion. Her daughter was 24 weeks pregnant with twins and given the doctor's OK to travel. Upon arrival out East, her water broke for Baby A. She has been admitted to the hospital in Nova Scotia where she will be for the next few months. Charlene will be staying with her daughter until the babies are delivered safely - sometime in the fall - and a GoFundMe has been set up for the family. Please take a minute or two and check out the GoFundMe, read the whole story and if you can - leave a few bucks for the family to help them out.

<https://www.gofundme.com/f/stranded-pregnant-and-preterm-twins-kiara-and-andie>

## Is Your Ventilation Running?

Please check the ventilation systems in your school and make sure they are running. I've heard comments from members that their circulation is starting later in the morning and shutting off before the daycare kids are all picked up.

If your school doesn't have a daycare or late shift working - HVAC systems should be on from 6am to 2pm. If you have a daycare, your system should be on from 6am to 7 or 8pm.

If your system is not running during those hours, it is increasing health risks for anyone working especially during a heat event. The chemicals we mix and use especially during summer cleaning all advise to use them in well ventilated areas. Instead of saving hydro by shutting systems down where our members are working, how about turning the air conditioning up a few degrees or more at the Ed Center and save some money there?



**System not running while our members are working? Your first contact is to be your FOS. Let them know in writing that the HVAC is not running on a proper schedule and it needs to be adjusted according to your work hours. If you don't hear back from your FOS within 2 business days, please email the office and let us know.**

## Contacting Your Local

You can reach the office the following ways,

Phone - 905-544-7733

Email - [cupelocal4153@bellnet.ca](mailto:cupelocal4153@bellnet.ca)

Cheers,

Blake