

PLEASE POST IN STAFF ROOMS www.cbestaffassociation.ab.ca



December 2010 - No 3

On behalf of the Directors and Office Staff of Staff Association, we would like to wish you and yours a very peaceful, restful and happy holiday season, along with all the very best in the coming year.

OFFICE CLOSURE DATES FOR WINTER BREAK

Staff Association will be closed on December 24th, 27th, 28th and 31st. We will be working modified hours on December 20th, 21st, 22nd, 23rd, 29th and 30th. Normal office hours will resume on Monday, January 3rd.

SAFETY IS EVERYONE'S BUSINESS

Workplace safety is an issue at all worksites, including classrooms, as many of our members can attest to. While training, education and institutional awareness can help minimize risks, incidents can and do happen.

When they do, it is important that you report it by completing and filing an **Employee Volunteer Incident Report** form. Why?

1. Your own protection in case you need to miss work as a result and to file a claim through Workers' Compensation Board (WCB). Even seemingly minor 'hurts' can turn out to be more serious in short order. If no link exists back to the incident, you could face using sick leave (if you have it) instead of being on a WCB claim as you should.
2. The Employer's WCB premiums increase when incidents are not reported in a timely manner.
3. When incidents are not reported there is little data or documentation that might otherwise help the employer and union identify problem areas and address issues.

The form is available on the CBE website (Staffroom – Forms A to Z – Risk Management). If your injury results from other individuals, including students, there is also a **Workplace Violence Report** form.

"That's just the nature of the job" is an adage that probably applies to elements of all of our work. However, it cannot and should not extend to being used to justify or ignore unsafe working conditions. The stakes are too high for all.

NEGOTIATION UPDATE

The Staff Association negotiating team has continued to hold full day meetings on a weekly basis with the CBE negotiating team since the beginning of the school year. We have signed off on numerous "housekeeping" items and have moved on to some candid and valuable discussions of more substantive matters. Although we're not to the point of final resolution / sign-off on most, we have agreement in principle in areas such as leaves of absence and are currently working on revamping Article 3 Definitions. The committees are working well together to generate understanding and clarity around the issues and to deal with the relative merits of various proposals and options. As more specific details are available, we will continue to update you on those.

Season's Greetings



The SA Board of Directors would be happy to organize a "Meet & Greet!"

We would welcome the opportunity to meet with any interested group and would be more than pleased to help organize such an event. Please contact Jean Minifie at the Staff Association at 403.242.7555 ext. 1.

Questions & Answers

- Q. Some time ago (maybe a year or so ago) I read there is a not very well known fact in the Staff Association Agreement that employees are allowed a day off as personal time, and are not required to give an explanation, which is not part of vacation or lieu. Now I can't find this anywhere, can you please post this again?
- A. The Article in our Collective Agreement that you are referring to is Article 19.9 under our General Leave clause and it states: "Upon request, leaves of absence with reduced pay, for a period not exceeding two (2) days per year shall be granted by a Principal or Supervisor unless the operational/work requirements of the school or the department prevent the granting of this leave. Pursuant to this clause, the employee will be deducted at the rate of one-half (1/2) of the pay which would have been received for the employee's scheduled hours of work."
- If the leave of absence with reduced pay is not an emergent situation, the member should inform the Principal or Supervisor of their plans as soon as possible so that arrangements for coverage can be made if necessary.
 - When taking this time, you can fill-out Section 3 of the Staff Absence Declaration Form "General Leave of Absence with Reduced Pay" which pertains to this particular Article.

If you have a question for Staff Association that you would like to have answered in our next FYI, please submit your question to Dawn Scott via e-mail at dascott@staffassociation.ca. Please reference "FYI Question" on the subject line.



Insurance Needs

The Personal Insurance Company provides CBE Staff Association members with preferred rates on home and auto insurance. For further details please follow the link on the bottom of our Website.

YOUR BOARD OF DIRECTORS

Responsibility	Director	Work Location	Phone Number	E-mail Address
Chairperson	Jean Minifie	S.A. Office	403.242.7555, x1	jvminifie@staffassociation.ca
Area I	Jenica Copithorne	Sir Winston Churchill HS	403.289.9241, x2127	jecopithorne@staffassociation.ca
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	Mark Johnson	Staff Association Manager	403.242.7555, x2	
	Dawn Scott	Staff Association Secretary	403.242.7555, x0	
	Sue Wenaas	Support & PSS Professional Development Funding and Convention Coordinator		403.242.7555, x3