

The APPA-EMSBS's Executive and Union Council members would like to extend their best holiday wishes to everyone!



APPA Committees

(by Jeannine Tardif, EMSB Union Council)

Hello dear APPA members, I was wondering if you were aware of all the APPA's committees. With all the diversity of committees, I would be really surprised that you wouldn't want to join one of them. By doing so, you can get hands on experience in Union Life and have the possibility to change things...slowly but surely. You can also have the opportunity to participate in workshops regarding the committee you sit on. In addition, you can help organize all kinds of activities. Being in a committee is like building a little family which grows together toward the same objective. We have committees such as the Status of Women, LGBTQ+, Union life, Convention, Health & Safety at work, Constitution, Development and Union council.

As you can see there are many interesting subjects to choose from. Why not just give a try and join in with us, you could be really surprised where this can lead you to.

You can contact the APPA at any time to know more about all these committees.



Updated PIC Booklet for Administrative and Technical Staff

An updated version of the PIC Booklet and Request Form for reimbursement for professional improvement has been put on our APPA-EMSBS website @ www.appa.qc.ca.



Answers From Human Resources To Daycare Workers Questions

On October 26, 2017, Base Daycare Technicians and Principals were invited to attend a meeting organized by Human Resources at the EMSB. Following that meeting, the APPA received many inquiries because different people, who attended the meeting, had a different interpretation on what had been presented to them. In order to clarify these numerous queries, we decided to transmit all the questions we had received to Ms. Marie-Claude Drouin, Assistant Director for Human Resources, so everyone would be able to get the same answers. Ms. Drouin grouped all of the questions in 4 categories: Compensation, Change in Schedule, Overtime and Absences.

COMPENSATION

Question 1:

I am an attendant or a special education technician working both in the school and the daycare. I am asking for a compensation day from the June staffing or first day of school. How will it be applied?

Response: The compensation day applies to both my school and day care hours. So I will be absent for the full day. Compensation days are lost if not used in the school year it was earned.

Question 2:

I am an attendant or a special education technician working both in the school and the daycare. I am asking to take compensation time for work which was done over my regular schedule. How will it be applied?

Response: The period in which the compensation time will be used will be determined between the employee and the Principal as soon as possible or, for overtime, within 30 days of the overtime. If an agreement is not reached for the overtime compensation, it will be paid out.

(Continued on back)

Answers From Human Resources To Daycare Workers Questions

Question 3:

I am a daycare technician or daycare educator (including principal class). Should I have compensation time, when can I use it?

Response: The period in which the compensation time will be used will be determined between the employee and the Principal as soon as possible or, for overtime, within 30 days of the overtime. For daycare technician and principal class, the compensation time is usually taken during the March break.

CHANGE IN SCHEDULE

Question 1:

According to the needs of the school, the start time or end time of an attendant or special education technician must be changed. How does that work?

Response: The school board can modify the starting time or ending time of employees twice a year and for a maximum of 60 minutes before or after their current schedule. The employee must be given a 10 day notice and the union must be informed. An official letter is issued by human resources for confirmation to all involved.

Question 2:

As a regular employee holding a position at the school board can my hours be reduced?

Response: No. Only temporary additional hours added after the start of the school year can be removed. The only other exception to that rule would apply to daycare educators when the school is faced with a significant decrease in the clientele.

Question 3:

During pedagogical days, the attendant and / or special education technician, normally working in the daycare, is required to attend a training session, who replaces them?

Response: Daily replacements are dealt with at the school level. The Principal must ensure the safety and security of all students and staff at all time, and the Daycare Technician must ensure the good functioning of the daycare.

OVERTIME

Question 1:

Can I force an employee to do overtime?

Response: Yes but according to the following rules:

- The overtime was offered to all employees in the same classification in order of seniority and all refused;
- A replacement can't be found for the overtime without inconvenience for the work to proceed effectively;
- In that case, the Board can assign an employee in the same classification according to reverse seniority (from the employee with the least seniority to the one with the most)

Question 2:

On pedagogical days, if I have an activity that goes over and above the regular hours of an employee, can I force this employee to attend the activity and do I have to pay overtime?

Response: See response in question above to assign an employee. In addition, should an employee work over and above their regular schedule on a pedagogical day, the additional time is counted as overtime (time and a half), and an arrangement must be made with the principal to decide whether this will be taken in time or, failing agreement, paid out, within 30 days of the overtime.

Question 3:

The school has additional hours to add to a position. Is this overtime?

Response: No. Temporary increase of hours to a post is paid regular time.

Question 4:

I am working 5 hours per day, four days per week for a total of 20 hours per week. Can I work 3 additional hours in the daycare for a total of 8 hours per day, 32 hours per week?

Response: This schedule will need to be authorized by the Principal since the employee is working 1 hour over the regular work day (7 hours) and would be receiving overtime (paid at time and a half) for the 8th hour.

ABSENCES

Question 1:

I am an attendant or a special education technician working both in the school and the daycare. I will be using an absence code and be absent from my assignment. What do I do?

Response: You have the obligation to abide by the absence procedure as communicated to you by the Principal.

N.B.: On this last question, the APPA-EMSB's position differs from the one put forward by Human Resources. Since both assignments are for a single post which is held in a one workplace, your obligation is to make one telephone call or to send one email to your school to let them know you will be absent. From that point on, it is up to your school's or centre's administrator(s) to set up a procedure to let the other people concern know about your absence. If this causes any problems, please contact the APPA-EMSB.

Should you have any other HR related questions concerning these matters, you can contact the Administrative Technician in support to your school, or Mitchell Gonzalez at 7283 or Marie-Claude Drouin at 7278.



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Find us online at www.appa.qc.ca
Readers' opinion: ensemble@appa.qc.ca

