

Medical Examination

According to clause 5-3.37, the Board has the right to require an employee, who is absent on salary insurance, to undergo an examination (or how we have come to call it a "medical expertise"). The cost of such examination, including the transportation costs in the event that the examination is held more than fifty (50) km from the employee's usual place of work, is at the Board's expense. However, please note that if you do not



attend a scheduled medical examination, without a valid reason, you will be charged for the missed examination.

For further details, you are encouraged to contact us at the APPA:

Debbie at 254-3503 Ext: 204 or Linda at 254-3503 Ext: 205.

Food for Thought

We are all working for the same basic reason: to put food on our tables! It is perfectly understandable that when we see an opportunity (whether it be in the administrative/technical sector, or direct service to the students), to pick up more hours, or in other words, to choose or apply on a post which translates to earning more money, we are tempted to jump on it! This article is not being written in order to discourage you from seizing an opportunity, but rather to encourage you to reflect on a few things, before you take the plunge (either at staffing or when considering an application on a job circular/posting):



Am I qualified &/or possess the requirements of said post?

Does it mean I will change work place and if so, am I prepared for such a change (environment, superior, colleagues, etc.)?

Do I think I am well-equipped to perform my new tasks or do I require more training?

And last, by certainly not least, as we spend more than a quarter of our lives at work:

"Will I be happy in my new job?"

It would be a shame to risk wrecking your career at the School Board in order to earn a few extra hours or cents on the salary scale!

Staffing Plan 2016-2017 - General Sector

The staffing plan for the 2016-2017 school year, was adopted by commissioners at their council meeting held on May 4, 2016.

Before its adoption, as is customary, the APPA was consulted & asked to provide our feedback, on the projected staffing plan, by the Human Resources Department. During our consultation meeting, the Board explained that ratios were adhered to in order to staff certain positions (secretarial positions, documentation techs in elementary schools and lab tech positions) in the schools.

We followed up with the Board, as requested, & shared that we were pleased with the minimal amount of abolishments that were to take place. As well, we passed on our concern

that there were no ratios set up for school organization technicians, and documentation technicians in high school and that it was difficult to understand what criteria was used to staff in these two classes of employment.

(continued on reverse)



Staffing Plan 2016-2017 - General Sector (continued)

Below is a quick overview of the positions affected by abolishments & vacancies/recreations, as well as the final result. Numbers after the positions represent, in order, **Abolished** / **Vacant or Recreated** / **Result**.

Office Agent Class II (4103)	1 / 1 / +/- 0
Secretary (4113)	4 / 7.17 / +3.17
School Secretary (4116)	2 (12 mos.) / 2 (10 mos.) / +/- 0
Documentation Tech (4205)	5 / 4 / -1 (causing one lay-off)
Laboratory Tech (4209)	4 / 3.8 / -0.2
Recreational Activity Tech (4214)	.7143 / 0 / -.7143
School Organization Tech (4215)	5.4 / 5.75 / +.35 (possible salary protection)
Vocational Training Tech (4281)	0 / 1 / +1

As you can see the damage is minimal if we were to compare with previous years.

The Board will shortly prepare the staffing letters (abolishment, displacement, invitation, seniority lists with banks of vacant posts). Once they have been received,

and should you have any questions with regards to your particular situation, please do not hesitate to contact us. For your convenience, we have included the security of employment procedures which are used during the staffing sessions. In closing, we will publish the Special Education sector staffing plan in our June newsletter, as it is only adopted by council in June.

STAFFING DATES

Documentation Technician	June 1st, 2016	8:30 a.m.
School Organization Technician	June 1st, 2016	9:30 a.m.
School Secretary	June 1st, 2016	11:00 a.m.
Laboratory Technician	June 1st, 2016	1:00 p.m.
Secretary	June 1st, 2016	1:30 p.m.
Office Agent Class II	June 1st, 2016	2:30 p.m.
Daycare Staffing	June 8th, 2016	9:30 a.m.
Special Education Technician	June 27th, 2016	9:00 a.m.
Handicapped Pupil Attendant	June 28th, 2016	9:00 a.m.
Special Education sector (special staffing session)	Aug. 24th, 2016	9:00 a.m.

AGREEMENT NOTES



SECURITY OF EMPLOYMENT FOR REGULAR EMPLOYEES IN THE GENERAL SECTOR Displacement - Procedures

PRECEDING THE MOVEMENT

Creation of a bank of vacant posts :

- Vacant posts
- Posts of employees who have confirmed their retirement and will not be returning after July 1st
- Posts vacated by employees declared in excess by the Board for the movement.

Employees who have not finished the probation period and whose post is abolished :

- Laid-off and returned to the Priority List of Employment

Employees on leave must make their choice at the time of the movement.

DISPLACEMENT PROCEDURES

Your post is abolished so you must :
Choose a vacant post in the bank of posts (end of movement)

or

- Displace a person with less seniority in your class of employment

You have been displaced so you must*

Choose a vacant post in your class of employment.
(end of movement)

When there is an abolished post and a vacant post in your class of employment :

The Board offers the vacant post as a transfer to anyone who has more seniority than the person who has been abolished. The choice may be made more than once.

* A person on probation, who is displaced, is laid off and placed on the Priority of Employment List

* The purpose of this document is to simplify information contained in the collective agreement. However, for legal purposes, only the original clauses in the collective agreement apply.

AGREEMENT NOTES



SECURITY OF EMPLOYMENT FOR REGULAR EMPLOYEES IN THE GENERAL SECTOR Displacement - Procedures (continued)

A person declared to be in excess

- Displaces the person with the least seniority in the class of employment whose salary is identical to their class of employment.

or, if this is not possible

- Displaces the person with the least seniority in the class of employment whose salary is immediately inferior to their own.

Chooses a vacant post in the class of employment whose salary is identical to their class of employment.

or

Choose a post in the bank of vacant posts in the class of employment whose salary is immediately inferior to their own.

This person who has been displaced* :

- Chooses a vacant post in their class of employment if one is available.
(end of movement)

If not possible :

- Displaces the person with the least seniority in the class of employment whose salary is identical to their class of employment.

or if this is not possible

- Displaces the person with the least seniority in the class of employment whose salary is immediately inferior to their own, or if not possible to an immediately lower class of employment and so on.

Chooses a vacant post in the class of employment whose salary is identical to their class of employment.

or

or, if this is not possible
Choose a post in the bank of vacant posts in the class of employment whose salary is immediately inferior to their own.

The person who has tenure but cannot obtain a post will be placed on availability
The person without tenure will be laid off and placed on the Priority of Employment List

* A person on probation, who is displaced, is laid off and placed on the Priority of Employment List



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