

Salary Insurance - Miscellaneous Info

Medical notes: According to 5-3.37, the Board can compel you to obtain a medical certificate for an absence of 4 days or less. The costs incurred in obtaining the medical certificate shall be borne by the School Board; and therefore should be submitted to the Board as requested & for reimbursement, upon your return to work. The request for the medical certificate must have been made by the Board either prior to the absence or when you called in to report your absence; it cannot be requested upon your return to work.

For absences that exceed 4 days, you are still required to provide a medical certificate to attest your absence and this without reimbursement. Consequently on the 5th consecutive day of absence you will be placed on salary insurance. The salary insurance plan is valid for a maximum of 2 years. You will be paid at a rate of 85% of your salary during the first year and 66.67% during the second year.

Following the 2 year period (104 weeks) if you are still inapt to return to work you will have the following options:

1. apply for Long Term Disability benefits with SSQ group insurance provided that you have opted for this plan and have paid the premiums, or;
2. apply for Employment Insurance Benefits (max 15 weeks); or

3. apply for disability benefits with la Regie des Rentes du Québec (RRQ);

With each of these options, it is important to note that you are advised to request for a medical unpaid leave of absence during this period so that you continue to have a link of employment with the EMSB.

Return to work after salary insurance: Once your doctor determines that you are apt to return to your post, a medical certificate is required. This medical note must be sent to the Human Resources Department. You must await confirmation of your return to work date from Human Resources. Only then can you return to your post and resume your duties.

Gradual (Progressive) return to work: Your physician may request on the medical certificate that the return to work be gradual/progressive. Again, this gradual return to work must be approved by the Board. If approved, the period of the gradual return must not exceed 12 consecutive weeks. At the end of the 12-week period, you must resume your work on a full time basis. The Board or employee may terminate the gradual return to work before the end of the agreed upon period; at which time the employee shall either remain on salary insurance or resume his/her work on a full time basis. (see 5-3.31 B)



Administrative Process

This is a process undertaken by the board, whenever an employee has been issued a Notice of Improvement letter, a failed performance assessment or an assessment where areas of improvement have been noted. The employee should be advised, either by his/her administrator or by the Human Resources Department, of the failed assessment and/or where improvement(s) must be made. The employee is asked to sign the evaluation assessment in order to prove he/she is aware of its existence (not as an agreement to the contents of said evaluation). The employee is given time to show improvement in the given areas and subsequent assessment(s) are done, to verify if improvement has indeed been made. Please note,



however, if the areas of improvement are related to computer knowledge/skills, the employer should offer training. If after appropriate training and guidance have been provided, over a period of time, (not based on one (1) negative evaluation) & the employee has not shown signs of improvement, the Human Resources Department may recommend the demotion of the employee to an inferior class of employment or failing this, may recommend termination of his/her employment with the Board. If you receive such letters, assessments/evaluations, it is imperative that you contact us immediately so that we can advise you of the steps to follow (i.e. filing a grievance, recommendations for training, etc.).

Anonymous Requests

We receive correspondence (phone calls, emails, letter or in person) about situations in the workplace that the author/caller felt was unjust. Any & all details of such a complaint cannot be shared because everything that is reported to the union, either by phone, in person, or through written communication is confidential information. If we were to disrespect that basic principle, no one would contact us for information or advice.

The people you have elected at the APPA are here to help you. They are able to inform you of your rights and explain the application of clauses in the Collective Agreement. At times we even accept to give out this type of basic information to people who refuse to identify themselves. **However, under no circumstance** can we resolve a problem or intervene in a situation without knowing who we are dealing with. We will **never** contact the Board, in order to make a founded or unfounded accusation, based on an anonymous letter/call.

If there is a problem in your place of work, where you believe that the Collective Agreement is being ignored, or

a situation in which you believe you are being harassed or overlooked due to preferential treatment, please call us or e-mail us. Don't be afraid to identify yourself. Only when we get an accurate picture of what is really going on, can we investigate the problem and **advise you as to whether or not the Collective Agreement is being applied as it should.**

If one of our members tells us about a problem and asks what can be done about it, we will provide them with the information they need. Often the problem can be addressed without filing a grievance. In cases where there is good cause to file a grievance, we will suggest that the person do so. Ultimately, it is the person affected by the problem who will make the final decision as to whether they want to take action or not.

In any situation where one individual is being adversely affected, **unless that individual gives us their permission to file a grievance or contact Human Resources on their behalf, the information will never leave the union office.**

Membership Cards

In the event that you have either lost or never received your APPA membership card, it is as easy as clicking on the following link <http://appa.qc.ca/emsb/appa-members-card/> on our APPA website, filling out the form and your card will be sent to you. This card is necessary when participating in the various General Assemblies which are called throughout the year.



ASSOCIATION PROFESSIONNELLE DU
PERSONNEL ADMINISTRATIF (CSN)
EMSB

member name

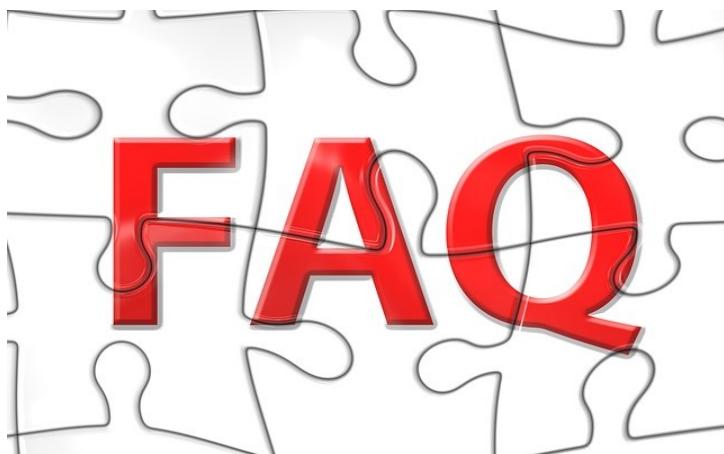
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F.A.Q.

Have a general question and would like a quick response? We invite you to visit the FAQ section of our website. Questions & responses are added on a regular basis. STAY INFORMED!



ENSEMBLE!

Find us online at www.appa.qc.ca

Readers' opinion: ensemble@appa.qc.ca

