

A Plethora of Information

Below you will find a wide variety of information which we feel is pertinent to publish at this time. This information has either been previously published in our Newsletter, or has come from questions which we have been asked on a regular basis lately.

Info for Special Education employees :

(more specifically - Attendants for Handicapped Pupils & Special Education Technicians)

- **Comp day – staffing:** One compensation day given for your presence at the regular staffing session (June 27th – Technicians & June 28th – Attendants). However, there is no compensation day given if you attended the special staffing session on August 24th (as your presence is optional at this session)
- **Comp day – start date:** As well, you are entitled to an additional compensation day if you began working on August 30th as you were not paid for this day.

We strongly recommend that you meet with the Principal at his/hers earliest convenience and establish the date(s) that you will be taking as compensation days.

- **Ped days:** When you work on a Pedagogical day, you must work your regular working hours/schedule. As well, you may be needed to work in the daycare for special needs students who require services at the daycare, during a pedagogical day; this does not mean, however, that you would be assigned a group or counted within the daycare ratio; you would be responsible for those coded students only.
- **Replacement for an absence:** It has become a widespread misconception, especially in the Special Education Sector, that employees/members of the APPA are required to find their own replacements when they are absent/to be absent. This is false, as it is the School/Centre/ Department administration's responsibility to do so. As an employee / APPA member your only responsibility is to inform the School / Centre / Department's administrator that you will be absent. In the event that you will be taking a Personal Business day (PLA), you are to advise your administrator, in writing, at least 24 (twenty four) hours in advance of your absence for personal business. Also please note that your immediate superior may not refuse your request for a PLA (provided that you gave him/her the 24 hour notice).



General Information:

- **Automatic pay vs insurance:** From the moment you have been placed on automatic pay (receiving full benefits) from being paid either by wage slip payment including 4% or paid receiving the 8%+11% representing benefits, the SSQ group insurance plan is part of those benefits which you would now be entitled to (see next bullet for an important precision). As such you should receive an insurance package from the Human Resources Department, shortly after being placed on auto pay. If you notice that these documents are taking an inordinate amount of time to reach you, please contact Human Resources promptly, as there is time-sensitive information you must provide. Failure to do so within those deadlines can result in various problems in your SSQ dossier which can sometimes be irreparable & non-contestable. Please note that by default all eligible employees are registered under Health 1 and Dental insurance coverage from their first day paid on automatic payroll.
- **Obligation to SSQ group insurance plan:** As per above, once on auto pay, you automatically become part of the SSQ group insurance plan. The SSQ group insurance plan is obligatory, unless your spouse has coverage with another company; in that case, you would be asked to provide proof of such coverage (this is one of the time-sensitive items included in the insurance package you will receive). You may also be exempted if you provide proof that you are a dependant or have a similar group insurance plan with another employer.
- **Overtime:** Please ensure that you obtain your superior's written approval before any overtime is performed (whether it is specifically asked by your superior – time and a half, or by your own choice – used for compensation). You should write the date, hours and reason for the overtime on the approval request & have it signed by your superior. This will alleviate all conflicts which can transpire when all you have is a verbal agreement; which in that case, the overtime is neither binding nor contestable. Also, take note that you cannot forgo taking your breaks & claim that time as compensation time. As we say: "if you don't use it, you lose it!!"

In closing, should there be any further information or clarification required, please don't hesitate to contact: Debbie at 514-254-3503 Ext: 204, dcrawley@appa.qc.ca or Linda at 514-254-3503 Ext: 205, ltavolaro@appa.qc.ca.

Lists for 2016-2017

You will find listed below the various lists that should have been/ are to be distributed during "Back to School 2016-2017". With each of the lists distributed, you will find a brief description & explanation of the document. Should you need further explanation, please feel free to contact us at the Union office, at 514-254-3503, (Linda Ext: 205 and Debbie Ext: 204).

Seniority List (regular employees): this list has been updated to include seniority up to June 30, 2016. It will be used for all staff movement (transfers, promotions, Job Opportunity Circulars) for the 2016-2017 school year. It is important to note that the Seniority list becomes official 45 days after it is posted. Therefore, if you feel there is an error with your seniority, before this deadline, please contact us and we will request a review. Failure to request said review within the deadline, will mean that your seniority may remain as is until its next distribution.

Priority of Employment List (temporary employees): this list has been updated to include hours worked up to June 30, 2016. As the updated Priority of Employment list is distributed twice a year, September's list will be used for all staff movement (replacement assignments, Job Opportunity Circulars) up to December 31, 2016. A new list will be distributed in January 2017 for the balance of the school year. As with the Seniority list (described above), it is important to note that the Priority of Employment list becomes official 45 days after it is posted. Therefore, if you feel there is an error with the hours listed as it appears on said list, you are asked to contact us and we will request a review of your hours worked. Failure to request a review within this deadline will mean that your hours worked may remain as is until its next distribution.

The following are a few notes to keep in mind regarding the priority of employment list: (please refer to our APPA website for full priority of employment agreement)

- Two negative evaluations by two different administrators may result in your name being removed from the priority of employment list
- Four refusals (for an assignment) may also result in your name being removed from the list; therefore, in order to avoid refusals, please ensure that your availabilities are clear & that any changes are communicated (in writing) to the Human Resources Department.

- Once you have accepted an assignment, you must complete it. In the event that you feel you must resign from a temporary assignment, please take note that you will be removed from the assignment and may request to be put back on the priority of employment list without seniority. Therefore, it is highly recommended that you give it thorough thought before accepting an assignment.

Daycare Substitution List (by school): this list is used in the sequence of article 7-1.21 A) b) (of the local adaptations) when the board decides to fill a temporarily vacant position or a specific position, as Daycare Educator, Daycare Educator Principal Class, with a predetermined period of less than 5 working days. Each school daycare service has its own page, on which the names of those employees who are registered on the priority of employment list & want their names to appear on this list, are placed in order of total hours worked. This list has been updated to include hours worked up to June 30, 2016. If you feel there is an error with the hours listed or any other information, as it appears on the list, please contact us.

Daycare Technician Eligibility List: this list is used in the sequence of article 7-1.21 B) b) when the board decides to fill a temporarily vacant position or a specific position, as Daycare Technician, with a predetermined period of more than two (2) working days. To be registered on the eligibility list, an employee must have the required qualifications for the class of employment of a day care service technician. If you have indeed registered your name on this list, please ensure to verify the information on it once it is distributed & posted in late

September, to all schools. Should you find any anomalies, please contact us.

Lunch Hour Monitor List (by school): this list is to be distributed in late September, where it is to be posted in each school. Each school has its own page and on it, the following is listed: first the names of all regular, then substitute lunch hour monitors, in order of hours worked (hours worked as a Lunch Monitor only) which have been accumulated up to June of this current year. Once this list is distributed and posted in your school, please ensure to verify the information on it and should there be any errors please feel free to contact us.

APPA Election Results

We would like to congratulate Nadia Audet (Lab Tech at Laurier-Macdonald), Paul Robichaud (Special Ed Tech at John-Grant), Robert Plunkett (Special Ed Tech at Nesbitt), Pina Santino (Daycare Technician at Nesbitt) and Evelyne Guitta (Daycare Educator at Westmount Park) who were all elected to the Union Council at the General Assembly held on October 5. We also would like to thank Lydia Picciano for her 17 years on the council!

Job Opportunity Circulars

The following is the link to the EMSB Portal, where you will find, among others, the tab listing all the published JOC'S:
<https://eduemsbqc.sharepoint.com>



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Find us online at www.appa.qc.ca

Readers' opinion: ensemble@appa.qc.ca

