

STAFFING: AN IMPORTANT PART OF SUPPORT STAFF LIFE

The school year is almost at its end and that means that staffing sessions will be here soon.

Every year Human Resources creates a staffing plan that identifies where they need more people and where they need to cut back. The result is that some posts are abolished, some are empty (vacant), and some new ones are created.

In the public sector, support staff are called to attend staffing sessions for their class of employment. In these staffing sessions, names are called out in order of seniority, and those whose posts are abolished may choose to displace someone with less seniority than them or choose a vacant or newly created post.

Attendance at the staffing sessions is obligatory for any employee whose position has been abolished, or who is at risk of being displaced by another member with greater seniority whose position has been abolished.

Applying for new positions and participating in staffing sessions, are two of the most important things that a school support staff employee can do during their career in the EMSB. ■



PHOTO BY TARA WINSTEAD (PEXELS)



IMPORTANT VACATION INFORMATION FOR REGULAR 10 MONTH EMPLOYEES WITH 15 YEARS OF SERVICE OR MORE!

FOR DAYCARE EDUCATORS, DAYCARE TECHNICIANS, SPECIAL ED TECHNICIANS, HANDICAP STUDENT ATTENDANTS, SCHOOL SECRETARIES, SECRETARIES, LAB TECHNICIANS, DOCUMENTATION TECHNICIANS, OR THOSE LAID OFF BEFORE JULY 1ST.

If you usually opt for a lump-sum payment for vacation days, it's crucial to use your vacation to extend your layoff date beyond July 1st, 2024.

Our mobilization for better working conditions has resulted in a big win for the public sector! This year the government is changing how the 5th week of vacation is determined. From 15 years of service, workers will gain an extra vacation day every year. At 19 years of service, workers will have all 5 extra days!

If you are laid off before July 1st, then you won't be entitled to your extra vacation days until next year unless you extend your layoff date by using your accumulated vacation days!

For those still employed on July 1st, the extra vacation days will be granted at the start of the 2024-2025 vacation period.

Despite the FEESP-CSN school support sector negotiating committee's objection to the unfair implementation of this significant gain, discussions are underway, but it's unlikely to be resolved before July.

WHAT YOU NEED TO KNOW ABOUT STAFFING SESSIONS

ANNUALLY, HUMAN RESOURCES CREATES A STAFFING PLAN FOR THE UPCOMING SCHOOL YEAR. THE PLAN IDENTIFIES ALL NEWLY CREATED, VACANT OR ABOLISHED POSITIONS FOR EACH CLASS OF EMPLOYMENT. IF THERE IS ENOUGH POTENTIAL “MOVEMENT” WITHIN A CLASSIFICATION, A STAFFING SESSION MAY BE CALLED.

TYPICALLY, STAFFING SESSIONS ARE HELD TOWARD THE END OF THE CURRENT SCHOOL YEAR OR AT THE START OF THE NEXT, BUT HR CAN CALL A STAFFING SESSION AT ANY TIME IF THEY FEEL IT NECESSARY.

CHOOSING A NEW POST

During a staffing session, if there is at least **one abolished post** and **one 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 post freed up by the person who chose the transfer will be added to the bank of vacant posts. A person may choose, more than once, to transfer to a vacant post that has just been freed up.

POSTS DECLARED “IN EXCESS”

If there are **more abolished positions** than **vacant ones**, positions held by employees with the **least seniority** shall be declared to be **in excess** and their posts shall be added to the bank of vacant posts. If the post declared to be in excess is not taken during the staffing session, then the original holder will return to their post.

POST ABOLISHMENTS AND DISPLACEMENTS

If your position is **abolished**, you may displace a person with **LESS** seniority in your class of employment; **OR** choose a position in the bank of vacant posts in your class of employment.

If you have been **displaced by someone whose position has been abolished**, you may choose a position in the bank of vacant posts in your class of employment.

If you have been **displaced and there are no more vacant posts in your class of employment**, you may, in the class of employment whose salary scale is immediately below

yours, take a vacant post at your level of seniority, **OR** displace the person with the **LEAST** seniority and less seniority than you.



PHOTO BY PAVEL DANILYUK (PEXELS)

FAILURE TO BE PLACED IN A POST DURING A STAFFING SESSION

A **tenured** employee unable to be placed during their staffing session or during any subsequent staffing session for classifications whose salary scale is immediately below theirs will be placed on availability with salary protection until a suitable post can be found for them. An employee **without tenure** will be laid off and placed on the Priority of Employment List. ■

PROXIES: FOR USE ONLY DURING EMERGENCIES

It is crucial to be present during staffing sessions. If you are absent, then you not only wave your right to choose a new position according to your seniority, but you may find yourself in a post that you don't want.

If there are posts abolished with higher seniority than you, there is always a chance you could be displaced.

If you can't attend because of a major life event or a medical reason then, after reviewing the staffing plan, you can submit a proxy to request the union speak on your behalf.

Only an APPA representative may act as your proxy. **Friends and colleagues cannot be a proxy for you during staffing sessions.**

PROXY FORMS WILL BE AVAILABLE UPON REQUEST SHORTLY BEFORE STAFFING SESSIONS.



PHOTO BY ISTOCK PHOTOS

MAY 13 TO 17 2024 DAYCARE APPRECIATION WEEK!

This year's theme for Daycare Appreciation Week is *Teamwork*. From planning learning activities and ped day outings, to supervision and homework help, our educators and technicians help build a welcoming and caring learning environment for their school daycares.

The APPA would like to thank all daycare staff. Without your dedication and teamwork, the daycares would not be the rich and exciting places that we know today!

PHOENIX 2024 A FIREY NEW START FOR APPA CONVENTIONS



UP IN THE LAURENTIANS AT THE MANOIR SAINT-SAUVEUR, THE 21ST APPA CONVENTION CAME IN WITH A BANG! PARTICIPANTS ENJOYED ONE OF THREE FULL DAYS OF WORKSHOPS AND GUEST SPEAKERS EQUIPPED WITH NEW TOOLS TO HELP US GET THROUGH OUR DAY-TO-DAY CHALLENGES AT WORK. AFTER TWO CANCELLATIONS AND A 5-YEAR HIATUS THANKS TO THE PANDEMIC, THIS CONVENTION MADE A LONG-AWAITED COMEBACK.

Union members were treated to an array of engaging workshops, including "Building Mental Resilience, and Managing Stress" with *Mike Santeusano*, Mindset Coach, "Using the 'Alexander Technique' for Ergonomics", with *Kasia Malec*, CanSTAT-certified teacher and professional dancer and "How to Recognize Toxic Patterns in the Workplace" with *Nika Naimi*, Education Specialist at Equitas. Participants were also treated to entertaining and enlightening keynote speakers:

Principal/Comedian *Joe Cacchione* demonstrated how school support staff are the heart of the education system and *Dr. Sylvain Guimond*, Sports Psychologist, showed us how we can all grow after a crisis in life.

From planning your retirement to activity planning for students, there was something for everyone.

Our kiosks were in full swing, featuring one for each APPA committee with members present to answer your questions. Our partners *Beneva* (formerly SSQ), *Fondaction* and *Brault et Bouthillier* were also present with information about their services and giveaways for participants.



MANILA HAGHGHAT, UNION COUNCIL MEMBER HOSTING THE HEALTH AND SAFETY COMMITTEE KIOSQUE

A delicious sit-down lunch was served to all our guests with drawings for prizes such as fancy brunches and gift cards donated by the APPA committees and our partners. Two lucky winners even went home with an iPad.



APPA MEMBERS ATTENDING A WORKSHOP

As the 21st APPA convention ended, participants left feeling inspired, empowered, and equipped with knowledge and resources to help them thrive in their workplaces. With its unparalleled lineup of speakers, engaging workshops, and opportunities to reconnect with our fellow colleagues, the convention set a new standard for excellence and was appreciated by all who attended.

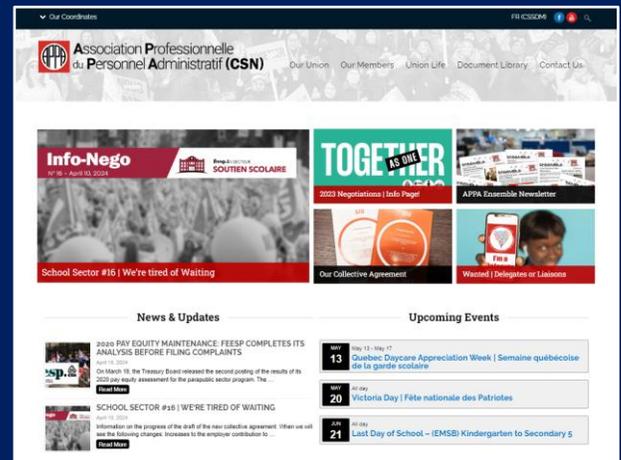
The APPA would like to extend a huge thank you to the 2024 Colloque Committee, **Marlène Tourville**, **Manila Haghghat**, **Delia Pagliarulo** and **Meena Samreen Mirza**, for their fantastic work in making this event a success! Your planning and dedication have truly made a difference. We would also like to thank **Eva Liane Tubio** for contributing an outstanding number of hours in planning and administrative support. We appreciate all your hard work! ■

BENEVA FINANCIAL PLANNING WEBINARS

The Beneva financial advisor team is offering free webinars in English and French during the month of May 2024 on a variety of topics on planning your financial future.

Visit the APPA website for details at:
appa.qc.ca/emsb/beneva-webinars-may-2024

HAVE YOU VISITED THE APPA UNION WEBSITE LATELY?



The APPA’s website has lots of useful information about our local union and the CSN. Here are just a few of the things that you can find:

- [LATEST UNION NEWS AND UPDATES](#)
- [UPCOMING EVENT CALENDAR](#)
- [APPA ENSEMBLE NEWSLETTERS](#)
- [INFORMATION ON NEGOTIATIONS](#)
- [COLLECTIVE AGREEMENT DOCUMENTS](#)
- [INFORMATION ON GROUP INSURANCE](#)
- [HEALTH AND SAFETY INFORMATION](#)
- [PROFESSIONAL IMPROVEMENT](#)

VISIT US AT

APPA.QC.CA/EMSB

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VACATION PAY: LUMP SUM, OR BI-WEEKLY PAYMENTS? WHICH ONE IS BETTER?

THE MOST WONDERFUL TIME OF THE YEAR IS JUST AROUND THE CORNER. IT'S TIME FOR SUPPORT STAFF EMPLOYEES TO CHOOSE WHAT THEY WANT TO DO WITH THEIR VACATION DAYS FOR THE UPCOMING SCHOOL YEAR.

In addition to vacation days, if you have any sick days left in your bank from this year, you can choose to convert them into vacation days, liquidate them as a lump sum, or move them into your non-cash value bank.

10-month employees have the option of extending their layoff date by the number of vacation days they have accumulated, or to liquidate their vacation days as a lump sum amount.



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If you are laid off for the summer period, Employment Insurance (EI) takes into consideration the amount of your final pay, so there is no real difference between choosing to receive a lump sum or choosing to extend your layoff date.

Remember! Apply for EI the day you receive your last pay, so you do not have any issues with unemployment.

English: canada.ca/en/services/benefits/ei.html
 French: canada.ca/fr/services/prestations/ae.html

The choice of how you receive your vacation pay is a decision that may have subtle impacts on your future finances. Let's explore why opting for bi-weekly payments might be better for you:

VACATION VS LUMP SUM COMPARISON CHART	
TAKING YOUR VACATION DAYS	CLAIMING THE LUMP SUM
Extends your layoff date by the number of days in your bank.	Access to a large amount of money more quickly.
Ensures that you would be entitled to paid legal holidays during your vacation such as St. Jean (June 24) and Canada Day (July 1).	You would not be entitled to any legal holidays taking place after your layoff date.
Income taxes will continue to be removed at your regular rate.	Extra income taxes may be removed to be issued as a refund the following year.
Will continue to pay into the RREGOP pension plan.	No pension is deducted from the total amount (not pensionable).
Will continue to pay group insurance premiums until your last summer pay.	Beneva will recoup a larger amount of unpaid premiums once you return to work.
Awarded additional vacation days after 15 years of service according to the agreement in principle.	WILL NOT receive any additional vacation days until the 2025-2026 school year.