



PHOTO CREDIT MASKOT (GETTY IMAGES)

STRONGER TOGETHER: A BRAND-NEW YEAR AHEAD

The EMSB thrives because of the dedication and hard work of school support staff. We know how much of a difference you make every day. As we kick off the year with a new collective agreement and the changes it brings, please remember that we're here to support you every step of the way. We're excited to be back and can't wait to see all we'll accomplish together! ■

UNDERSTANDING OVERTIME

OVERTIME: ANY EXTRA TIME THAT YOUR IMMEDIATE SUPERIOR EXPLICITLY ASKS YOU TO DO ABOVE YOUR REGULAR DAILY WORK HOURS.

IS IT REALLY OVERTIME?

If you're invited to school meetings or events during your regular work hours, it's not overtime. **However, if these activities are outside your regular work schedule, clarify by email whether your attendance is optional or mandatory. If required to attend, it's considered overtime**, and you should be compensated at time-and-a-half taken as time off. If this time off isn't agreed upon within 30 days, you can request that the hours are paid to you. The EMSB has a maximum of one month after your request is made to pay you.

TRACK YOUR OVERTIME

Keep a detailed record of your overtime, including dates, hours worked, and email instructions from your supervisor. Ensure they sign off on your records to avoid disputes.

BEWARE OF BREAK TIME DEALS

Some administrators may suggest exchanging your breaks for extra time off, such as during March Break. Consider the trade-off: forfeiting 45-90 hours of break time for a maximum of 35 hours off later.

VERBAL AGREEMENTS

Verbal agreements aren't covered by our collective agreement. Unless you have a signed document or email indicating that both you and your immediate superior have agreed to this exchange, you won't be able to prove that the deal was made, and the union may not be able to help you! ■

**WEDNESDAY SEPTEMBER 25TH
APPA EMSB & CSSDM
GENERAL ASSEMBLY
UNION ELECTIONS**

Wednesday, September 25th at 7:00 p.m.
Georges-Vanier High School Auditorium
1205, Jarry East (near Christophe-Colomb)

METRO JARRY - BUS 136 OR 193 - PARKING AVAILABLE

Visit appa.qc.ca/emsb/elections for details!

PHOTO CREDIT MIKAHIL NILOV (PEXELS)



HAS YOUR WORK SCHEDULE BEEN CHANGED?

IT'S IMPORTANT TO KEEP TRACK OF ANY CHANGES AND INFORM THE UNION. HERE'S WHY:

All employees are assigned a work schedule when they start a new post. Your schedule indicates the start and end times of your shift.

While lunch and break times may change, **start or end times can only be adjusted by up to one hour, twice a year, to meet school needs.**

Human Resources should notify the union of any changes, but this doesn't always happen. Even a small change matters, so email the union about any adjustments to your schedule. This helps us protect your work-life balance and defend your rights. ■

KEEP AN EYE ON YOUR BOARD EMAIL FOR JOB CIRCULARS

New and vacant positions are posted on the [ePortal](#) throughout the school year. Support staff receive a notification email from Human Resources whenever they are published, usually mid-month. If you're a temporary employee or seeking a promotion, be sure to check your board email regularly.

This primarily applies to general sector administrative positions as daycare and special ed positions are filled during staffing sessions.

Hurry up and apply as soon as you can because the application deadline is 10 days after the circular is posted.

COLLECTIVE AGREEMENT

CHANGES TO PAY AND BENEFITS

AN IMPORTANT REMINDER FOR TEMPORARY AND PART-TIME SUPPORT STAFF

EFFECTIVE JULY 1, 2024

Temporary short-term replacements and regular staff working 15 or less hours per week will receive a 20.9% compensation increase (8.77% for vacations and 12.13% for benefits).

Employees with 15+ years of service will see a higher vacation percentage.

Fringe benefits (insurance, vacation, sick days, holidays, winter break) will only apply to temporary positions predetermined to last over 6 months and over 20 hours per week. **Any new consecutive short-term replacements totaling 6 months will no longer qualify for benefits.**

EFFECTIVE JANUARY 3, 2025

Regular employees working 15.1-19.9 hours per week will no longer be eligible for sick days, holidays, or other benefits. Instead, they will receive a minimum of 20.9% compensation (8.77% for vacations and 12.13% for benefits).

Group insurance coverage (Beneva) will end on January 3, 2025, and access to salary insurance and life insurance will end.

If you are currently off on salary insurance, coverage continues until you reach 104 weeks or return to work. ■

RELIGIOUS HOLIDAYS

All EMSB employees will soon receive an email from Human Resources with the recognized dates, instructions and an attached form about religious holidays.

APPA support staff may request up to two (2 to 3) days off to observe religious holidays depending on your faith.

IMPORTANT

If you wish to observe religious holidays, you must complete the form provided by Human Resources. Please make sure that you do so by the deadline indicated.

If you already submitted the form last year, you do not need to submit it again—your information is on file.

Only holidays that fall during your regular working hours will be compensated. Holidays that fall during non-working hours cannot be claimed.

PHOTO CREDIT VIGLETTI (ADOBE STOCK)



RECOGNIZED RELIGIOUS HOLIDAYS:

Rosh Hashana	Yom Kippur
Orthodox Christmas	Orthodox Easter
Eid al-Fitr	Eid al-Adha
Feast of the Annunciation	

If you need time off for additional religious holidays not listed here, please contact Human Resources directly. ■

GET THE WORD OUT

STAY INFORMED AND INFORM OTHERS

Run for APPA Union Delegate or volunteer as an Information Liaison at your workplace. It's that simple!



For more information email Eva at eltubio@appa.qc.ca or visit appa.qc.ca/emsb/our-union/delegates-council



Association Professionnelle du Personnel Administratif (CSN)

SEPTEMBER REMINDERS

MON	02 SEP	Labour Day Holiday
SUN	22 SEP	First Day of Autumn
WED	25 SEP	General Assembly
THU	26 SEP	National School Support Staff Day
MON	30 SEP	National Day for Truth and Reconciliation

PHOTO CREDIT 123RF



SICK DAYS AND PLA DAYS: HOW DO THEY WORK?

WHO GETS THEM?

Regular employees that work over 20 hours a week or temporary employees whose current assignment is pre-determined to last more than 6 months receive fringe benefits. One of these benefits are paid sick days and personal leave of absence days (PLAs).

HOW MANY DO I GET?

Most employees have 7 days deposited in their bank 01 (Annual Cash Value Days) on July 1st of every year. For employees who are occupying a position eligible for fringe benefits for less than a year, or work less than 100%, days are prorated based on the length of time they've been in that position.

HOW DO I USE THEM?

All 7 days can be used as sick days, but you can also use 2 of them as PLAs.

PERSONAL LEAVE	SICK DAY
2 days	7 days (-2 PLA)
May be a ½ or full day.	May be a ½ or full day.
Notification is required at least 24hrs in advance or request can be denied.	Same day notification before your shift starts, or if you leave early
May be scheduled on any workday.	Cannot be planned in advance.
Do not need to provide a specific reason (cannot be refused).	Might be asked to provide a doctor's note.

Unlike the teachers' collective agreement, support staff are allowed to schedule PLA days next to long weekends like Thanksgiving or Easter.

Any days left in your bank 01 at the end of June can be paid out to you on the first pay period after July 1st or transferred to your bank 15 (Vacation Current Year). ■

National Support Staff Day

Invitation to all APPA members

When : Thursday, September 26th

Where : Planetarium & Biodome

Planetarium: 4801, avenue Pierre-de-Coubertin

Biodôme : 4777, avenue Pierre-de-Coubertin

Time: Planetarium 4:30PM-6:00PM
Biodome: 6:00PM-8:30PM

Cold buffet will be served as of 6:00PM

*** I.D. card and employee number needed ***

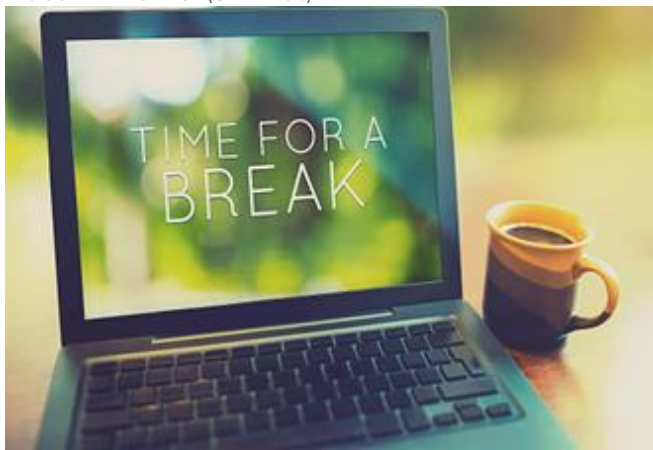
SOUTIEN SCOLAIRE | Association professionnelle du personnel administratif (CSN)

PED DAYS ARE WORKDAYS

SORRY, THEY'RE ONLY A DAY OFF FOR STUDENTS

Pedagogical days are regular workdays. All support staff are expected to come into work just like any other day. However, because students aren't in class, special ed. and daycare staff may be assigned to work in the daycare. Ped days are also excellent opportunities to schedule a PLA, or accumulated overtime compensation. ■

PHOTO CREDIT MIKKO LEMOLA (GETTY IMAGES)



AM I ENTITLED TO BREAKS?

If you work 7 hours a day, you are entitled to two 15-minute paid breaks every half-day and a 30 to 60-minute unpaid lunch break, depending on the sector.

Daycare educators are new to this as the hours have been changed significantly, but that does not change the fact that they are also entitled to breaks, as it is the law.

It is the responsibility of the school administration to make sure that breaks are scheduled, but it is also the responsibility of the employee to take their breaks within the fixed beginning and end times of the schedule they were given for the 2024-2025 school year. ■

IF YOU ARE BEING ASKED TO INCREASE THE LENGTH OF YOUR DAY TO ACCOMMODATE YOUR BREAKS OR LUNCH, PLEASE CONTACT THE APPA.

WORK PERIOD	BREAKS	LENGTH OF BREAK	WHEN TO TAKE THEM
3+ HOURS	Break	15-minutes (paid)	<i>Towards the middle of the work period.</i>
	Break	15-minutes (paid)	<i>Towards the middle of the morning period.</i>
6+ HOURS	Lunch	30 to 60-minutes (unpaid)	<i>Towards the middle of the workday.</i>
	Break	15-minutes (paid)	<i>Towards the middle of the afternoon period.</i>
OVER 7 HOURS	Break	Additional 15-mins (paid)	<i>May be taken at the beginning of the work period if it is predetermined to be a minimum of 3 hours.</i>

CONTACT YOUR UNION



Association professionnelle du personnel administratif (CSN)
 3340, boulevard de l'Assomption, Suite 200
 Montréal (Québec) H1N 3S4



First Responder & Grievance Officer

Eva Tubio

eltubio@appa.qc.ca

514-254-3503 (ext. 223)

Vice President

Andrea Di Tomaso

aditomaso@appa.qc.ca

514-254-3503 (ext. 204)

First Vice President

Kim Watson

kwatson@appa.qc.ca

514-254-3503 (ext. 205)



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