ENSEMBLE
Association professionnelle du personnel administratif (CSN)
appa.qc.ca
November 2026
Vol. 26 | No. 2



PREPARING FOR THE 2028 COLLECTIVE AGREEMENT NEGOTIATIONS

PREPARATIONS FOR THE NEXT ROUND OF COLLECTIVE AGREEMENT NEGOTIATIONS HAVE BEGUN.

Thank you to everyone who took the time to participate in the negotiation survey.

We received well over 250 responses from APPA members across different job classifications and workplaces.

The information collected will play an important role in developing our demands for the 2028 collective agreement negotiations.

Each employment sector faces its own challenges, and your everyday experiences help us better understand the issues affecting school support staff. Whether it's workplace violence and intimidation, heavy workloads, working hours, job security, staffing, or other workplace concerns, your feedback helps us identify the changes and improvements we want to bring forward to the bargaining table.

WHAT HAPPENS NEXT?

The survey responses will be reviewed and analyzed to identify common concerns and priorities.

Members will have an opportunity to review and vote on the proposed demands at a General Assembly in January 2027 before they are brought forward to the next FEESP-CSN School Sector Council.

Collective agreement negotiations are an opportunity to improve our working conditions, but preparing for them starts long before we sit down at the bargaining table. ■

2026 UNION ELECTION RESULTS

The APPA held its union elections during the **online General Assembly on September 30, 2026**.

1ST VICE PRESIDENT

We are pleased to announce that **Kim Watson** has been re-elected by acclamation for her third term as 1st Vice President of the APPA.

AUDIT COMMITTEE

The following APPA-EMSB members were elected by acclamation to the Audit Committee:

- **Alice Cantine**, Office Agent, Class I, Financial Services Department (EMSB)
- **Ian Mackenzie**, Handicapped Student Attendant, Bancroft Elementary School (EMSB)

Congratulations to our elected representatives! ■

SENIORITY LISTS ARE AVAILABLE ON THE EPORTAL

The latest seniority list for regular and temporary APPA support staff employees is available on the EMSB ePortal, showing seniority accumulated up to June 30, 2026.

Seniority lists are used for all staff movements, including transfers, promotions, and job opportunity circulars, for

the 2026-2027 school year. It is also used to determine eligibility for Professional Improvement (PIC) funding.

For direct access, visit the ePortal. From the homepage click on Departments > Human Resources > APPA > Listes d'ancienneté – Seniority Lists. If you're not already logged into the ePortal you will need to enter your EMSB username and password.

PEDAGOGICAL DAYS: KNOW YOUR RIGHTS

Do APPA members working in schools have to work on pedagogical days?

Yes. Whether it be elementary or high school, members are required to work their regular hours on pedagogical days.

ACCORDING TO ARTICLE 8-2.11 OF THE COLLECTIVE AGREEMENT:

8-2.11 The work schedule of an employee cannot be reduced for the sole reason that a pedagogical day is scheduled within his or her regular workweek. For the employee whose work schedule is based on the students' timetable, his or her work schedule must also include the pedagogical days in the same proportion.

WHAT DOES THIS MEAN FOR YOU?

General sector employees: You would report to work and work your regular schedule as usual.

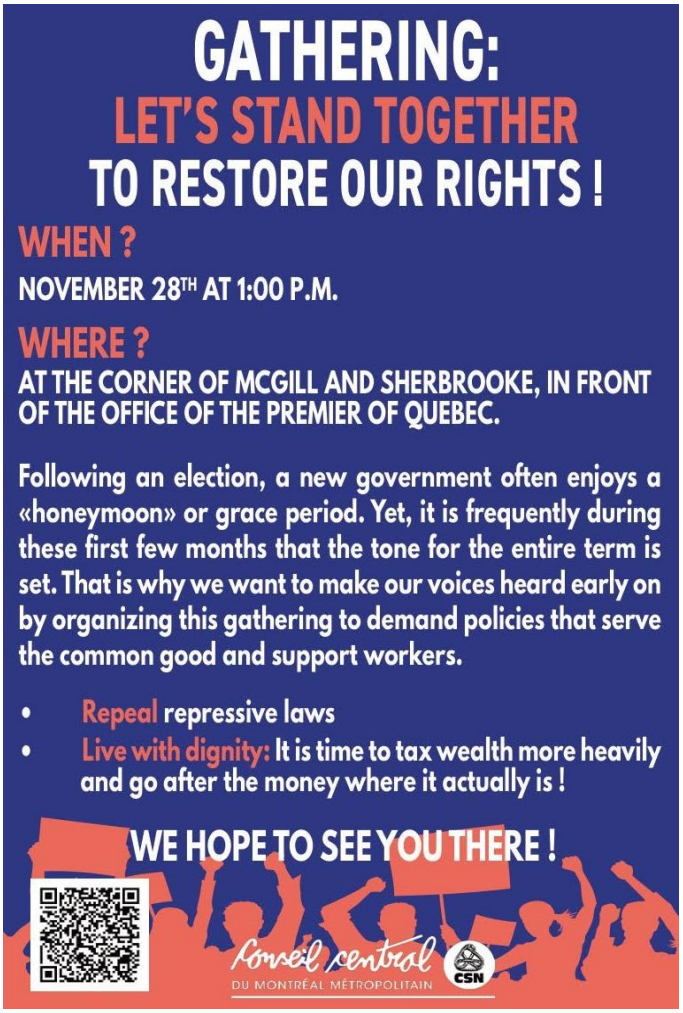
Lunch monitors: If your regular schedule is 11:30 a.m. to 12:30 p.m. you are entitled to work your regular schedule.

Attendants and Special education technicians: If your regular schedule is 8:00 a.m. to 2:00 p.m., you are entitled to work your regular 8:00 a.m. to 2:00 p.m. schedule on a pedagogical day.

If daycare hours are not part of your regular schedule, you are still required to report to work and complete your regular hours on a pedagogical day. **This may include working in the daycare if the principal assigns it.**

Daycare members: If your shift is from 7:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. you are entitled to work your regular schedule.

Some administrators allow daycare employees to work continuous hours if the employee and administration agree. However, the principal cannot simply change your regular shift because it is a pedagogical day. ■



IF YOU GET HIT IN THE HEAD DON'T TAKE IT LIGHTLY

WHETHER IT'S SMACKING YOUR HEAD ON A TABLE WHILE PICKING SOMETHING UP OR GETTING HIT IN THE HEAD BY A ROGUE SOCCER BALL, WE'VE ALL ACCIDENTALLY BUMPED OUR HEADS.

How do you know if you should be worried about a head injury?

It can be difficult to assess a head injury. Most are not serious and simply result in a bump or bruise. However, severe or repeated head injuries can cause damage to the brain.

Also known as a traumatic brain injury (TBI), a **concussion** occurs when a bump, blow or jolt to the head or body causes the brain to move inside the skull. A concussion can affect normal brain function and lead to a number of physical, cognitive and emotional symptoms.

Most people, approximately 90% of concussion victims remain conscious. Only 10% of people who experience a concussion are knocked unconscious.

It's important to watch for any symptoms that get progressively worse over time, like a headache that worsens when you lay down, disrupts your sleep, or feels worse in the morning. Those are signs of increased intracranial pressure and that's concerning.

What initially appears to be a mild head injury may actually be more severe and can lead to serious complications. When in doubt, err on the side of caution and seek medical treatment right away. ■

See a doctor if experiencing any of the following symptoms:

- Headache
- Nausea
- Dizziness / Vertigo
- Feeling slowed down
- Sensitivity to light and noise
- Fatigue / Difficulty sleeping
- Concentration or memory problems
- Blurred vision
- Sensitivity to light and noise
- Unusual anxiety or irritability

Seek immediate medical care by calling 911 or visiting an emergency room:

- Loss or deterioration of consciousness
- Confusion
- Repeated vomiting
- Convulsions
- Headaches getting worse
- Significant drowsiness
- Difficulty walking, speaking or recognizing people or places
- Double vision
- High state of agitation, excessive crying

YOUR SAFETY MATTERS, AND SO DOES YOUR ACCIDENT REPORT

WORKPLACE ACCIDENTS, STUDENT AGGRESSION, NEAR MISSES AND UNSAFE CONDITIONS SHOULD NEVER GO UNREPORTED. EVERY REPORT HELPS IDENTIFY RISKS, PREVENT FUTURE INCIDENTS AND PROTECT YOUR RIGHTS.

Not every workplace accident results in an immediate injury, and not every injury is physical. Whether you're dealing with student aggression, a dangerous situation, or an incident that seems minor at the time, it's important to document what happened.

Reporting isn't just about completing paperwork. It helps identify recurring problems, improve prevention measures, and ensure that employees receive the support and protection they need.

WHY REPORTING MATTERS

Every incident report helps to create a clearer picture of the risks support staff face in their workplaces.

Reporting allows us to:

- Identify recurring incidents and dangerous situations.
- Recognize patterns of student aggression and workplace injuries.
- Advocate for better prevention measures, training, and resources.
- Establish a record if an injury or medical condition develops later.
- Help protect your rights if an incident leads to a CNESST claim.

Remember: Even if no one is injured, an incident is still worth reporting.

HS1 INCIDENT OR ACCIDENT REPORT

The HS1 is used to document workplace incidents and accidents, including those that do not cause an immediate injury.

Some examples include:

- Being hit, kicked, bitten, scratched, or spat on by a student.
- Being threatened, intimidated, or subjected to aggressive behaviour.
- Slipping, falling, or being struck by an object.
- Exposure to bodily fluids or potentially harmful substances.
- Experiencing a workplace incident that causes physical or psychological harm.

Documenting an incident is important! The physical psychological impact may not appear until days or weeks later.

INJURED AT WORK? KNOW YOUR RIGHTS!

If you're injured in a workplace accident, notify the administration, complete an HS1 Form and CNESST Worker's Claim, and seek medical attention when necessary.

For more information about the steps to follow after a workplace injury, consult our Work Accident Flow Chart on page 6 of this edition of *Ensemble*.

You can also download the flow chart from the APPA website here:

https://appa.qc.ca/emsb/download/390/health-safety/12008/appa-school-support-staff-work-accident-flow-chart

Your health and safety matters! Speak up, report incidents, and help make our workplaces safer for everyone. ■



2027 GROUP INSURANCE RENEWAL

APPA-EMSB General Assembly

This meeting will be held in English

Wednesday, Nov 25, 2026
at 7:00 p.m.
via Zoom Videoconference

During this General Assembly, the proposed changes to the group insurance plan for 2027 will be presented and explained. Members will have the opportunity to ask questions before voting on the proposed changes.

CLICK ON THE LINK BELOW TO REGISTER:

https://us06web.zoom.us/meeting/register/BX1L7n9XRxSnYQnsJiacOg

You will receive the link to access the meeting a few minutes after you register.



UNDERSTANDING YOUR RREGOP PENSION JUST GOT EASIER!

The CSN has released a new 2026 guide to help members better understand their retirement pension plan.

Written in clear, easy-to-understand language, the guide explains how your pension is calculated, when you can retire, and the different retirement options available to you. It also covers important topics such as phased retirement, pension indexation, and buying back years of service.

Whether retirement is just around the corner or still years away, it's a valuable resource to help you better understand your options and plan for the future.

DOWNLOAD THE RREGOP GUIDE (PDF)

TÉLÉCHARGER LE GUIDE RREGOP (PDF)



IMPORTANT INFORMATION ABOUT THE CANADIAN DENTAL CARE PLAN

Many members have informed us that the Canada Revenue Agency (CRA) has requested additional verification after they registered for the CDCP. If you receive a form requiring the EMSB to confirm that group dental coverage is no longer available, please contact the appropriate EMSB representative to have it completed.

FOR MORE INFORMATION

You can find information about the review process on the Government of Canada's website:

https://www.canada.ca/en/services/benefits/dental/dental-care-plan/member-eligibility-review.html ■

ACCOMPANYING STAGIAIRES AT WORK

DO YOU HAVE AT LEAST 5 YEARS OF EXPERIENCE IN YOUR FIELD? ARE YOU INTERESTED IN MOLDING THE NEXT GENERATION OF WORKERS?

There is funding available to eligible employees who wish to accompany students while they are doing stages in the workplace. Compensation for eligible employees may vary depending on the length of the stage and number of students accompanied per year.

Permission to accompany a stagiaire must be given by your principal or immediate supervisor.

For more information, please click on the following link:

https://appa.qc.ca/emsb/members/stagiaires/

***Please note**: Application deadlines are strict, so please respect them when submitting a request. Otherwise, you will miss out!* ■

UPDATES COMING SOON!

The PIC committee is currently updating the policies and procedures for stagiaire supervision funding.

Keep an eye on your emails for the new booklet and updated form!

PROFESSIONAL IMPROVEMENT FUNDING

DID YOU KNOW THAT AS A MEMBER OF THE APPA, YOU HAVE ACCESS TO FUNDING FOR PROFESSIONAL DEVELOPMENT?

Whether you are completing a RAC to qualify as a special education or administrative technician, earning credits towards a university degree, taking language courses, or participating in a convention that is work-related, professional improvement funding can help to defray the costs of your studies.

Click on the following link for more information:

https://appa.qc.ca/emsb/members/pic/

***Please note**: Application deadlines are strict, so please respect them when submitting a request. Otherwise, you will miss out!* ■

WHAT TO DO FOLLOWING A WORKPLACE INCIDENT OR ACCIDENT

Was it a physical injury?
(regardless of the cause)

CALL FIRST RESPONDER
(to apply first aid or call 911)

If you hurt yourself while at work, you are protected by the CNESST and may be reimbursed for related costs, damage to personal items and/or income replacement.

Was it a repeated aggression?
(biting, spitting, scratching)

Aggression **from students towards staff** can involve repeated incidents (hitting, spitting, biting, hair pulling) multiple times a day or week.

These actions shouldn't be ignored or considered 'a part of your job' as over time they can cause physical and psychological damage.

Was it a psychological injury?
(verbal threat of harm or gesture)

Extreme verbal aggression, threats of injury or rape, screaming in your face, violent gestures or throwing objects can affect your mental health and cause stress disorders.

Repeated lower-level incidents may also result in psychological injury.

Is it a safety hazard?
(may cause injury or illness)

You encounter something that may result in an illness or injury, such as a badly placed carpet, broken window, water on floor, ice patch, sharp edges, damaged electrical fixtures or outlets. improper use of extension cords, broken furniture, splintered wood, inappropriately stored chemicals, persistent bad odours, etc.

REPORT THE SITUATION
(the worker has an obligation to report health and safety risks the school/department administrator)

If the issue is not resolved internally within a reasonable amount of time, complete a HS7 Notice Dangerous Situation

Forward copies to the **EMSB Health & Safety Office**, the **school/dept administration** and the **APPA union**.

1. Notify the school/department administration
2. Complete a HS1 Incident / Accident Report (repeated actions can be grouped into one report).
3. Forward copies to the **school/dept administrator,** the **EMSB Health & Safety Office**, and the **APPA union**.
4. Complete additional reports as necessary, call the APPA if the situation doesn't improve.

ARE YOU UNABLE TO CONTINUE WORKING DUE TO THE INCIDENT OR ACCIDENT?

1. Notify the school/department administration
2. See a doctor and ask them to complete a CNESST Medical Certificate.
3. Send the medical certificate to the **EMSB Health & Safety Office** as soon as possible.
4. Complete the Worker's Claim form on Mon***Espace*** CNESST.

All workers (temporary, permanent, wage slip or automatic pay) are eligible for services provided by CNESST. Resources are available at cnesst.gouv.qc.ca/en.

200-3340, boulevard de l'Assomption
Montréal (Québec) H1N 3S4 **514-254-3503**
www.appa.qc.ca