

OSSTF DISTRICT 18  
UPPER GRAND  
ESSP/ECE  
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TREMBLE

## SPECIAL POINTS OF INTEREST:

- **First Day of School**
- **Where Can I Find Info**
- **ECE Appreciation Day**

## INSIDE THIS ISSUE:

- What is lieu time** 2
- Are you a New Hire?** 2
- Why Do We Pay Dues** 3
- Why Call Union** 3
- Where Can I Find Info** 3
- Looking for New People** 4

# ESSP/ECE CONNECT



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## President's Report

Welcome Back!! I hope you had an enjoyable, safe summer and are feeling rested, refreshed and ready to work together during this school year.

I am excited to start this journey with you as President of the ESSP/ECE bargaining unit. I am grateful for this opportunity that allows me to fight for the things I feel so strongly about...ensuring our members are treated with dignity, respect and are valued as professionals, that our collective agreement is upheld, that our working conditions are continuously improved and building solidarity within our local bargaining unit.

I would also like to acknowledge our outgoing President, Tracey Marshall. Tracey deserves an enormous thank you from all of us. She has advocated, represented and supported us

admirably. She has been a terrific role model and her shoes will be impossible to fill. Luckily, she has left us with her knowledge and wise counsel. We wish Tracey all the best in her new role at Provincial OSSTF.

For this year my goals include; filling two vacant positions on



our executive committee, building on communication strategies that we've already developed,

ensuring that our members have a voice in the larger community both within and outside of our union and keeping members informed of important developments in a transparent, understandable and timely manner.

As has always been the practice for the position of President within our Bargaining Unit, my door is open and no question is ever unwelcome. Please feel free to contact me via email or phone. I look forward to serving you and being there for you when you need me.

Warm regards,  
Cheryl Lampkin

## It's Your First day of school...

What can you expect on your first day of school? Things can be a bit chaotic, of course, and while we want to make sure you start the year off as a team member, you also need to recognize that you deserve respect in your role. You might be asked to attend some pertinent Health and Safety training on your first day, which is fine and of course, very important for you to complete. What you might not

know is that you are not required to attend this training at a staff meeting or on your own time. The Board must provide any job required training during work hours. That's an agreement made with the board and it's one you should follow.

We expect that the first week will provide some flexibility with scheduling and that kind of thing, but we've negotiated (over many

years) breaks, lunches and other rights under your collective agreement. If you don't start out on the right foot by following those agreed to items, then you've set a pattern that could very well unravel and become difficult to remedy later in the year. The collective agreement is in place to assist you and protect your rights, so please remember to follow it and not undo the many years of hard work that we've negotiated.

## What is lieu time?

Lieu time occurs when an employee works over and above the expected hours of 6.5/day or 32.5/week. Lieu time is taken in lieu of being paid by the board for the extra hours above and beyond the 32.5 required. The board would have to pay you overtime if you work past the above total number of hours stated in our collective agreement. So in order that they do not have to PAY you the overtime it is given in LIEU time hours. In order to receive lieu time it is necessary that this is ok'd by the principal or acting supervisor before you perform or take them. When lieu time is taken, it should reflect the premium rate that overtime would be paid, which is at the rate of time and one half or 1-1/2

times the regular hourly rate of pay for hours worked beyond 32.5 hours in any one week. So for example if you have to stay 15 minutes past your quitting time at 3:15 because a bus arrives late to pick up a student, then you would record this as 15 minutes overtime. In order to figure out the lieu time owed to you then would look like 15 min x 1.5 or 15 plus 7.5 to equal a total of 22.5 minutes lieu time. Or multiply your hourly rate of pay, say it was 15.00/hour by 1.5. Your overtime rate of pay would come out to 22.50. Keep track of any overtime, adding it up over the year. Then you would take this as lieu time at a mutually agreed upon time by yourself and

your immediate supervisor. Any hours still owing to an employee as of June 30th would need to be paid out in full.

Lieu time would also be accumulated for any staff meetings before or after your 6.5 hours a day. Lieu time is also used if you are to accompany any students on overnight trips at the rate of 4 hours lieu time per night or an additional 4 hour pay per night at the employee's hourly rate in lieu of receiving overtime pay at the employees choice.

You can check overtime and lieu time out further in the collective agreement in the blue binders in each of your locations or online.

## Our New Executive Members

This year we add to our executive council Ivy Woods. Ivy is an ECE who will be an Area Rep in the Guelph area.

Nicole Clark is an ECE and is another new addition that we welcome to our team. Nicole will be taking over the Early Childhood Educator Officer position.

These two ladies are an addition to our already existing executive which includes Cheryl Lampkin as President, Alissa Pearson –first Vice President,

Cathy Bruder-Second Vice President and Chief Negotiator, Jen Hillen –Secretary, Tracey Crewson-Education Services Officer, Cindy Scholten –Executive Assistant and Treasurer, Laura Tremble-Pay Equity Officer and Release Officer, Julie Wagner-Health and Safety, Shelley Matson-Casual EA/ECE Officer, Kim Johnson, Laurie Walser, Sayelle McKenna, Ivy Woods, Jenn Hayston and Dianna Wallace all Area Officers.

If you are wanting to get involved keep your eyes and ears open as we are and will be looking for additional people to fill roles on committees and helping out with things like the Gala and PD day. One of the committees we are presently looking for help on is the Workplace Violence. If you are interested in helping out this committee please email

Cheryl.Lampkin@d18.osstf.ca

## Are You A New Hire?

Welcome aboard! Congratulations on your new position! Whether you are an Educational Assistant or Early Childhood Educator, it is the beginning of an exciting time filled with new experiences and probably many new questions about your new role, rights and responsibilities. This is where we, your union, can

help. Any questions you may have regarding anything in your workplace, can be answered by us. The first person who could be of service is your union rep in the school. They can assist you with any questions you may have, and tell you who you can contact to find out the answers at the District Office, as well as tell

you the location of the Blue Binder in your school which contains all of the necessary information you need to know, such as the collective agreement, important names and phone numbers, etc. Also, make sure to send your non board contact information form which is in the blue binder to the Elora office.

# Why Should You Call Your Union? How Can They Help?

When should you call your Union? If you are unsure if your question or situation is a union matter call and ask. Any of the following situations could be reasons to call. It could be a situation where you are being asked to do something which you believe goes against our collective agreement. Or you have a questions with regards to your workload, the work conditions, health and safety, or any other area covered by the collective agreement. In these cases the union could talk to the administration about refusing to do the job until it

is safe, and/or make sure the administration follows the agreement. Other times you call your union are if you have been hurt or injured on the job, or have questions about maternity leave contact Cindy Scholton. Cindy can help by contacting WSIB, be a mediator between you and WSIB, or help with filling out forms. You may need help with the group benefit plan, or you are unable to work for medical reasons for a long period of time. You have been contacted by police or CAS about anything with regards to your work. The administration wants to meet with you and advises you to bring a union rep, or they want to meet with you and you feel they may be questioning you with regards to your involvement with a student, colleague or parent.

Your union would provide a representative to come to your meeting and advise you on your rights and make sure you are treated properly and fairly.

In all of these circumstances your union will answer your questions or if they cannot they will direct you to someone who will.



## Where Can I Find Information?

Looking for answers to questions you have, but don't have any idea where to look? Well look no further. Here is where you can find the information. First, every school site has a union representative that you can go to see if they can answer your questions. If they can't, they will either try to find the information out for you or give you the number and name of someone you can call who can tell you. They will also be able to instruct you to the location of the blue binder in your school which contains all the pertinent information you need. This binder contains your EA and ECE collective agreements, the constitution, names and numbers of people from the board and union you may need to call at some time, Smart find

instructions and other important documents. You may also find the information from the blue binder online. You can access this by going to Upper Grand District School Board then to Staff. You can also access our new website : [www.osstfd18essp-ece.ca](http://www.osstfd18essp-ece.ca). This site contains information such as an archive of the newsletters, the request for info form, safe school forms, seniority lists as well as benefit information and any other happenings and pictures of current events. We also have a face book site under District 18 ESSP-ECE Members which you can ask to join as it is a closed site. Quite often we will notify members about events that are planned by the Union Executive here. There is also a provincial website you can check things out on as well posted under Ontario Secondary School

Teachers Federation. The Terry James Resource Library also contains many resources you can access such as education websites, school mail delivery days, laminating services are just a few. This is also listed under the UG Cloud site. Here you will also find smart find, which is where you enter your absences and requests for a supply. Outlook webmail is also here which is where you will get your emails. Any training events are usually listed on PD Place, which if you go to Upper Grand District School Board, then training you will find PD Place. And last but not least you can follow District 18 on twitter. Finally, you can contact your President, Cheryl.Lampkin@d18.osstf.ca

## Looking for New People-Become more Involved

Were you just thinking of how you could become more involved in your union? Were you wondering what you could do to support your fellow workers?

Well, here are some opportunities for you to do just that:

- 5 members are needed to volunteer to help out on the day of the Gala

- 3 ECEs and 3 EAs are needed for a committee to help with PD day planning
- School reps

If you are interested in any of these opportunities, please email Cheryl at [Cheryl.Lampkin@d18.osstf.ca](mailto:Cheryl.Lampkin@d18.osstf.ca).







Although care has been taken in preparing the information contained in this publication, accuracy cannot be guaranteed. The opinions and views expressed do not necessarily represent OSSTF District #18. We reserve the right to edit for content and/or space.

### **Cheryl Lampkin, President**

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E-mail: Cheryl.Lampkin@d18.osstf.ca

Have you been hurt at work? Are you worried about Mat leave? Call Cindy Scholten 519-835-0249

Are you an ECE and having issues in your school? Call Laura Tremble 519-835-4970

Laura.Tremble@d18osstf.ca

### **Important Upcoming Dates:**

ECE Appreciation Day and Evening Social Night -

Oct. 26, 2016

Gala—theme Superheroes May 10, 2017



Let us not take thought for our separate interests,  
but let us help one another.

We're on the web! [www.osstfd18essp-ece.ca](http://www.osstfd18essp-ece.ca) FACEBOOK OSSTF-D18-ESSP/ECE

**LIKE** D18 Educational Assistants and Early Childhood Educators

Follow us on Twitter @D18ESSP\_ECE

## **ECE APPRECIATION DAY**

Pasta Bar, Music, Door  
Prizes!!



## **ECE OPEN HOUSE NETWORK WITH UGDSB ECES!**

Wednesday, October 26 from 6 to 8:00pm  
Elora Community Center, 21 David St. W, Elora, ON  
RSVP by Oct. 21— [Eceofficerd18@gmail.com](mailto:Eceofficerd18@gmail.com)