



**NOVEMBER &  
DECEMBER 2020**

# Shoptalk

School District #43 (Coquitlam) / Coquitlam Public Library /  
/ First Canada Transit Services-Fraser Valley / Children's-House Montessori Pre-School

## **DECEMBER GENERAL MEETING** **Saturday, December 12th, 2020 VIA Zoom**

In order to participate, your personal email address must be on file with the Union Office.

If we do not have your personal email address on file, please send it to:

[cupe561@shawcable.com](mailto:cupe561@shawcable.com)

### **QUESTIONS AND ANSWERS**

**Q: *When the head secretary is away, who would be rated up to fill in?***

A: Although it is up to Admin to rate someone into the Head Secretary position, it has been a practice that Secretary II's are rated up. It has also been practice to have them work the same hours and would fulfill all duties of that position.

**Q: *I am a full time Secretary 3 at an Elementary School. Is it possible to combine my 15 min coffee break with my 30 min meal break to create a longer 45 minute break?***

A: No, as per article 5.5 B, you are entitled to a 15 minute break in each half of your shift. In addition, there is a Settlement Agreement that rest breaks will not be scheduled so that they are directly attached to meal periods, the beginning of an Employee's scheduled work day, or the end of an Employee's work day.

**Q: *I work out of the Maintenance Department. Am I required to get approval from my department Manager for a personal leave of absence before I enter it into CADS?***

A: The answer is no. The process for approval of these leaves is through CADS, which immediately notifies your Manager of the request. Your entry into CADS needs to be at least 24 hours before your start time of the day you are requesting leave as per Article 6.3.

**Q: *Can the Employer award a position to someone who is not fully qualified?***

A: The Employer has the option to award a position to someone is not fully qualified only if there are no fully qualified applicants. They can choose the closest qualified applicant for the position following all the guidelines from the Letter of Understanding RE: Classification Articles 2.3 and 7.5 Postings, which is located on page 87 of the Collective Agreement.

### **EXECUTIVE BOARD**

President	<b>RANDY KOOTTE</b>	Member At Large	<b>TOM MACDONALD (SD #43)</b>
Vice-President	<b>JANE GIBBONS</b>	Member At Large	<b>STAN MARSHALL (SD #43)</b>
Recording Secretary	<b>NIKI COOKE</b>	Member At Large	<b>MELANI WILLIAMS (Library)</b>
Treasurer	<b>IRENE SCHOEMAKER</b>	Member At Large	<b>DON DUNCAN (First Canada)</b>
Senior Shop Steward	<b>DEBBY COWAN</b>		

# SICK AND VISITING & GOOD OF THE UNION

## Get Well Cards

Jill Allen

Danny Macavent

Maggie Narkiewicz

## Sympathy Cards

Kailea Augustson

Diane Bunkowski

Devon Dey

Karen Exley

Elisabeth Haase

Josh Mason

Doreen Lozynyc

Josh Mason

Sandra Verrelli

## Cards of Thanks

Ioan Lockyer Jill Allen

Westwood Elementary

Lord Baden-Powell

Heart and Stroke Foundation

# RETIREES

The following members retired between October 31 and November 30 and have received their Retirement Gift:



- ◆ Tammy Bartholomew
- ◆ Eileen Edinger
- ◆ Susan Heard
- ◆ Murray Razzell
- ◆ Ines Cavasin-Burton
- ◆ Hermie Francisco Jr.
- ◆ Debbie Murrin
- ◆ Fern Truax
- ◆ Peter Charney
- ◆ Dave Ginter
- ◆ Donnette Pearson
- ◆ Wilson Yee

## CONGRATULATIONS!!!



## WE WISH EVERYONE A WONDERFUL WINTER BREAK AND A HAPPY NEW YEAR!!! SEE YOU IN 2021



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## Two public schools close due to COVID-19

Although infection rates remain significantly lower in schools than in the community, CUPE members in Locals 728 (Surrey) and 1091 (Delta) have recently been affected by COVID-19. In Surrey, SD 36 closed Cambridge Elementary until November 30 as advised by Fraser Health. In Delta, Jarvis Elementary will also be closed for two weeks effective November 16.

K-12 locals across the province are dealing with self-isolation with many of our members being told to self-isolate across several districts. Details about school exposures and clusters can be found on each health region's website. (Please see Bulletin 33 for links.)

Parents, students and the public depend on CUPE members

supporting students in schools throughout B.C.

The position of the K-12 Presidents Council has always been that safety in schools—for everyone—is paramount.

**Whether schools close by choice or are ordered to close, the K-12 Presidents Council strongly advocates that continuity of wages and benefits must not be interrupted. All locals should continue to work with their districts to ensure that members do not have to use any of their accrued banks because they were directed to self-isolate.**

We are working hard to support locals during school closures. British Columbians need all support staff available, healthy

and able to continue to support students.

Your K-12 Presidents Council and CUPE continue to focus on:

- Keeping members, students and everyone in the K-12 community safe
- Helping locals navigate through this pandemic
- Continuing to work with government and all stakeholders

We will continue to follow the science and guidance of the Provincial Health Officer and the BCCDC.

In safety and solidarity,

**Warren Williams**  
K-12 Presidents Council President

## NO HEAT IN YOUR SCHOOL? Here is the District Protocol to Follow

The following District Protocol when the heat in schools malfunctions and a temperature issue occurs has been in effect since February 2005:

1. The employee(s) advise(s) the Principal of the temperature issue.
2. If the Principal is unable to make appropriate temperature adjustments, he/she will contact the Manager of Maintenance for expedited assistance.
3. The Principal will share and discuss information regarding the temperature issue with the school's site-based Health & Safety Committee. He/she will also contact the District Health & Safety Officer.
4. The Principal will contact the Assistant Superintendent and, if necessary, discuss alternative arrangements, which may include consideration of re-location within the school or to an alternate site, or student dismissal.

In the event that several schools simultaneously experience heating difficulties, the District prioritizes its responses depending on the severity of the various situations. For example, a whole building without heat is a higher priority than a wing of a building, etc. The District also gives higher priority to a room without heat versus one with too much heat.

**Occupational Health & Safety Regulation 4.80** requires the Employer to ensure that temperature and humidity levels within the indoor work environment are maintained within acceptable comfort ranges, *as far as is practicable*. According to WorkSafeBC instructions, the following acceptable temperature ranges are advised:

Summer: between 23.3° to 27.2° C

**Winter: between 20.5° to 24.4° C**