

Instructions for ALL CUPE Local 3166 Members!

Effective September 29, 2015, please follow the new work-to-rule instructions and the previously issued instructions:

New work-to-rule instructions:

- Do **NOT** do “and other duties as assigned”
- Do **NOT** enter/maintain Staff Absences (it’s the Principal/VP’s job)
- Keep Completing all reports (incident/accident) as they occur
- **Take ALL breaks/lunch together with ALL other CUPE Members in all other Locals**
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate then go home immediately
- Seek medical attention immediately for any workplace injuries
- Refuse to handle chemicals if any of the following is NOT in place *Workplace Hazardous Materials Information System (WHMIS) training - *Material Safety Data Sheet (MSDS) posted for each chemical *All safety equipment required for handling the chemical
- You need to call Your President immediately & the MOL (Ministry of Labour) hot line for H/S (Health & Safety) Infractions
- Do **NOT** buy supplies with your own money
- Do **NOT** act as an attendant to your Principal (no errands, pick-ups, deliveries etc.)
- Submit a travel time payment voucher (**Mileage Form daily**) when you are required by your supervisor to travel – i.e. banking, mail pick-up, site to site
- Wear a work to rule wrist band and **Display these Phase 1 & 2 Work-to-Rule materials in your Office**
- Do **NOT** clear jams in photocopiers – call the copier company for maintenance
- Do **NOT** perform repairs of **any kind** including repairs to photocopier
- Do **NOT** complete surveys, required training, watch videos, etc. of any kind from the employer
- Do **NOT** collect, spend or otherwise handle any cash **except Financial Secretaries in Secondary** (because it is their specific job to do so)
- Do **NOT** attend staff meetings unless during paid normal work hours – **NO** overtime now or time in lieu
- Do **NOT** attend training on any software updates or program updates or any scheduled training
- Do **NOT** assist students to perform administrative duties outside your paid work hours

- Do **NOT** complete Month End Reports for the Ministry of Education including (ONSIS)
- Do **NOT** prepare for Graduation unless it is on paid time only & during regular scheduled hours
- In order to ensure student safety, **STOP** what you are doing when answering the door buzzer to **ensure full attention on that duty**, if you are unable to complete all tasks due to interruptions, ensure you get paid overtime for any work outside normal hours of work and/or roll it over to the next day to complete – if answering the Buzzer turns into a fulltime duty then only complete that 1 task at a time – Post these Work-to-Rule directives so ALL see you must follow them
- Do **NOT** create or print newsletters
- Do **NOT** accept money (cash or chqs) at the office in Elementary – P or VP job
- Do **NOT** do school bank deposits in Elementary – P or VP job. Secondary Only (because it is their specific job to do so)
- Do **NOT SUPERVISE** any students unless it is in your Job Description (***just so you know, it is not in anyone's Job Description for CUPE Local 3166***)
- **NO** lunch **duty**, hall **duty**, yard or stair **duty**
- Do **NOT** Supervise student detention
- Do **NOT** Supervise college students or train library volunteers in Elem or Secondary
- Do **NOT** prepare or mount materials for student display boards
- Do **NOT** prepare or supervise Book fairs **outside your hours of work**
- Do **NOT** print teacher day books/classroom itinerary when the teacher is absent
- Do **NOT** participate in Parent Councils or any other Council's that you are not paid to be there
- Do **NOT** go & unlock doors for staff who are supplied their own keys
- **Return all equipment to the employer at the end of each shift** (phone/computer/ beeper/walkie talkies) *if that means driving back to the Board Office & logging mileage then so be it unless directed by Management on where to drop off equipment & pick-up for next day (shift) & log MILEAGE!*
- Do **NOT** sign in when you report to work (unless you are the only one in the location – Health & Safety)
- Get detailed requests for work in writing for (IT) personnel
- Do **NOT** update "Remedy" work log (IT) - Do **NOT** complete or close "Remedy" work tickets (IT)
- Do **NOT** take over teacher duties to update their school websites
- Do **NOT** update department tracking system for computer/device repairs (ie. Helpstar or Service programs)
- Do **NOT** carry or transport photocopy paper or deliver teaching supplies to classrooms
- No preparation of materials of any kind for Teachers classes (***it is their job***)
- No delivery of Attendance Sheets; teachers &/or students must get/deliver them to the office
- Do **NOT** do head lice checks

Why & how can we do this you ask...?

**Because we are in a Legal Strike Position Provincially and are
NOW in Phase 2 of Work-to-Rule!**

Following Phase 1 & 2 across the Province on a whole “All School Board Education Workers” will show the Ministry & Boards we are Negotiating to Settle but Preparing to Strike.

If this Job Action does not get us a Contract Provincially to Settle & Ratify that is conducive to our Education Workers Provincially; it will force the School Boards to Lock-Us-Out or Strike!

We ALL DO NOT want to see it escalate to that but we **MUST** do what we can **Legally in-order to SEE CHANGE!** (And we all know **CHANGE** is needed)!

Principals, Supervisors, “The Board” are all well aware we are on Work-to-Rule!

When Work cannot be completed; You only need to say “**sorry, I am on Work-to-Rule and honouring my UNION, if you have a problem with that, please contact my Union or Human Resources**”

If we get a deal Provincially, and do NOT get Locked-Out or go on Strike we can still get Locked-Out or go on Strike Locally when we resume Local Bargaining. So it's not over until it's over! We need both Provincial & Local Settlements to create a NEW Collective Agreement.

CUPE Local 3166 is in Local Bargaining off-site with our Employer September 29th, 2015 & October 8th, 2015. Chances are more dates will be needed to complete Local Bargaining.

CUPE Local 3166 is prepared after October 8th, to file for Conciliation &/or a No-Board-Report that will put us also in a Legal Strike Position Locally if necessary.