



# TO ALL MEMBERS OF SEPB577

November 28, 2011

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PLEASE PASS THIS LETTER ON TO ANY MEMBERS THAT YOU KNOW OF, WHO DO NOT HAVE ACCESS TO SCHOOL BOARD E-MAILS.

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It has been awhile since I have sent a newsletter and now that I have several topics to inform you about, this is as good a time as any.

December is just around the corner. Hopefully the season will bring renewed energy and happiness in the workplace. There seems to have been record numbers of complaints and sick leaves this past month. I am sure the time of the year has a lot to do with it, but please think twice before commenting on a situation that could cause hurt to another one's feelings. Concerts, plays and parties will be the theme for the next few weeks. Enjoy the spirit!

Preparation for Retirement Course: I am pleased to announce that we will be offering this course, this year. We have knowledgeable instructors available to help you prepare for this important life change. On Saturdays February 4<sup>th</sup> and 11<sup>th</sup> the course will be held at Chenoy's in Laval. We will be offering attendees a light breakfast and lunch both days. (More details when people are registered) The course is open to our members and their spouses. Please let me know if you have any questions.

On call lists for replacements: The Classification Plan details the requirements for employment in any of the categories covered by our Collective Agreement. When someone has to be absent for whatever reason, they should be replaced, whenever possible, by someone who is eligible from within the school/center. (Not if the replacement conflicts with the replacement's regular schedule.) As this is not always possible, the H.R. department has started compiling and sending lists to the schools with the names and availability of those approved to do substitutions. I understand that some of the schools/centers have developed their own list of replacements, but these people still have to meet the requirements of the Classification Plan. If you think you know of someone who would be a good replacement in your school contact Anne-Marie Lavoie in H.R. so they can be interviewed and it is confirmed they have the necessary papers etc. to continue doing replacements. Please remember that all absences longer than 15 days should be reported to H.R.)

Mileage refund Claims; Please remember to confirm with your Principal/Director before attending meetings, courses etc outside of your school, as to whether or not you will be able to claim for your mileage costs. More and more people are upset because when they return to work after a meeting, they are told there is no budget to reimburse the costs.

Overtime and Compensatory time: As I have advised before, don't count on any form of recognition if you work extra time if it is not approved in advance. Do not assume you will get time off for any extra work you decide to do without having it pre-approved. You might find you are doing more volunteer work than you had planned to.

Government of Quebec Award of Honor: I am happy to announce that Mr. Alan De Souza, of Laurier Sr. High School, was recognized for his involvement in "a show of Fashion" for over 10 years. On Saturday night at the end of the 2011 edition, Alan was presented with the Government of Quebec Award of Honor for his tireless work. The presentation was a surprise as Members of the National Assembly, Guy Ouellet and Vincent Auclair, presented the award and letter from the Premier. Congratulations Alan!