

General Staffing Plan 2017-2018

The staffing plan for the 2017-2018 school year, was adopted by commissioners at their council meeting held on May 3, 2017. Before its adoption, the APPA was asked via email to provide our written feedback, on the projected staffing plan, by the Human Resources Department. In said email, the Board explained that the allocations to schools (ratios) remained the same as in 2016-2017 except for elementary school secretaries where the allocation for schools with more than 700 students will be allocation a total of 3 employees. In addition, they advised that there were to be the creation of two Office Agent Class I post at the new Cité des Grandes Prairies Centre.

We followed up with the Board, as requested. Our first comment was that we are normally provided with the enrolment numbers (either forecasted or real time) in order for us to complete our



consultation process with regards to the established ratios. Unfortunately, this year, we were not provided with these enrolment numbers and requested that in future they be provided to us. We also told the board that we were generally happy to see that there have been many new positions created and that abolishments were kept to a bare minimum (which mostly resulted from the re-twinning of posts or abolishing already-vacant ones). As stated above, the staffing plan was adopted as presented, along with an additional allocation of 9 x 50% Secretary (4113) posts which were presented by H.R. at the meeting & subsequently agreed upon by council.

Below is a quick rundown of those classes of employment where abolishments were made (due to re-twinning) and staffing sessions will be necessary (you will find such staffing session dates further on in this Newsletter).

- Office Agent Class II – 1 x 50% abolished; 4 x 100% vacant & 1 x 57.14% vacant
- Secretary – 4 x 100% abolished (plus 1 x 60% vacant abolished); 15 x 100% vacant
- School Secretary – 1 x 80% abolished, 1 x 100% abolished, 1 x 70% abolished; 5 x 100%, 1 x 80%, and 1 x 60% vacant
- Documentation Technician – 3 x 100%, 1 x 90% abolished (plus 1 x 70% vacant post abolished); 3 x 100%, 1 x 90%, 2 x 60% vacant posts
- School Organization Technician - 4 x 100%, 1 x 75% abolished; 6 x 100% vacant posts

There will not be any staffing sessions held for the rest of the classes of employment, as there are no abolished posts; as such any vacant post in these classes of employment will be posted.

In either case, there are more than enough posts to go around. The Board is currently in the process of preparing the staffing letters (abolishment, displacement, invitation, seniority lists with banks of vacant posts). Once they have been received, and should you have any questions with regards to your particular situation, please do not hesitate to contact us. For your convenience, we have included the security of employment procedures which are used during the staffing sessions. In closing, we will publish the Special Education sector staffing plan in our June newsletter, as it is only adopted by council in June.

GENERAL ASSEMBLY

VOTE ON LOCAL ADAPTATIONS

WEDNESDAY, JUNE 14TH, 2017 AT 7 P.M.

Vote APPA CONFERENCE HALL **Vote**
3340, BOUL. DE L'ASSOMPTION

Security Of Employment - General Sector

BANK OF VACANT POSTS FOR THE MOVEMENT OF PERSONNEL

When making up the staffing plan the Board must ensure that for each abolished post there is a corresponding vacant post.

If there are MORE VACANT positions than abolished ones, no-one will be placed in excess. However if there are MORE ABOLISHED positions than vacant ones, employees in the same class of employment with the least seniority shall be declared to be in excess and their posts shall be added to the bank of vacant posts.

If, for some reason, the vacant post of the person declared to be in excess is not taken during the movement that person will return to his or her post.

COMPOSITION OF BANK OF VACANT POSTS:

In the context of the general staffing plan, the bank of vacant posts shall include:

- newly created positions;
- any regular posts left vacant between January and June of the school year;
- any posts of employees who have confirmed their retirement and will not be returning after July 1st;
- the posts vacated by employees placed in excess by the Board.

TRANSFERS:

In the case where there is at least one abolished post and one vacant post in your class of employment, during the movement of personnel:

- the Board offers the vacant posts as a transfer to anyone who has more seniority than the person who has been abolished.
- the post, then freed up by the person who chose the transfer, will be added to the bank of vacant posts
- a person may make their choice more than once concerning the posts that are freed-up by employees choosing a transfer to a vacant post.

DISPLACEMENT PROCEDURE

I. MY POSITION IS ABOLISHED, I MUST:

- Displace a person with LESS seniority in my class of employment;
- OR**
- Choose a position in the bank of vacant posts in my class of employment.

II. – I AM DISPLACED by a person whose position is abolished, I MUST:

- Choose a vacant post in the bank of vacant posts in my class of employment.



FAILING THIS I MUST:

- Take a vacant post at my level of seniority, in the class of employment whose salary scale is immediately inferior* to the class of employment I held.
- OR**
- Displace the person (with less seniority than mine) with the LEAST seniority in the class of employment whose salary scale is immediately inferior to the class of employment I held.

III – I AM DECLARED TO BE IN EXCESS, I MUST:

- Return to my post if it is available or take a vacant position in my class of employment if one is still available;
- OR**
- Take a vacant post at my level of seniority, in the class of employment whose salary scale is immediately inferior* to the class of employment I held.
- OR**
- Displace the person (with less seniority than mine) with the LEAST seniority in the class of employment whose salary scale is immediately inferior to the class of employment I held.

IV –IF NONE OF THE ABOVE IS POSSIBLE:

- A person who has tenure but cannot obtain a post will be placed on availability with salary protection.
- The person without tenure will be laid off and placed on the Priority List of Employment.
- A person who held a regular post without having finished his probation before the movement, and who is displaced, is laid off and placed on the Priority List of Employment.

* If a person cannot choose in the immediately inferior class of employment, the choice is made in the class of employment immediately inferior to that one, and so on down the line.

Seniority Lists

The Human Resources Department has distributed the updated seniority lists for the regular staff (general sector), in preparation for the staffing process. It is essential that you verify your seniority and tenure status. If you spot any errors or for any inquiries please contact us!

Upcoming 2017 Staffing Session		
CLASS OF EMPLOYMENT	DATE	TIME
Documentation Technician	June 2	8:30 a.m.
School Organization Technician	June 2	9:30 a.m.
School Secretaries – 10 months	June 2	11:00 a.m.
School Secretaries – 12 months	June 2	11:00 a.m.
Secretary – 10 months	June 2	1:30 p.m.
Secretary – 12 months	June 2	1:30 p.m.
Office Agent Class II	June 2	2:30 p.m.
Day Care Educator	June 9	9:30 a.m.
Day Care Educator	June 9	9:30 a.m.
Day Care Technician	June 9	9:30 a.m.
Special Education Technician	June 26	9:00 a.m.
Interpreter Technician	June 26	2:30 p.m.
Attendant for Handicap Student	June 27	9:00 a.m.
Special Staffing Session for Special Education Sector: Special Ed. Techs. and Attendants for Handicap Student	August 17	9:00 a.m.
PLEASE NOTE: There will be no staffing sessions for all other classes of employment since there aren't any abolishments to warrant any movement. Vacancies will be posted.		



Upcoming CSN's Fondation School Visit Schedule	
Date	School
May 18	Parkdale
May 19	Dalkeith
May 23	Pierre Elliott Trudeau
May 25	Our lady of Pompei
May 29	High School of Montreal Adult Center
May 30	Shadd Health and Business Centre



A word from members of your APPA Union Council

REMEMBER

If you get hurt or have an accident in your workplace, make sure to fill out an accident report. This is important even if at the time you feel it is not serious or it may not result in a long term injury.

The filed report covers/protects you if the injury merits any medical assistance

BEWARE OF INTERNAL ARRANGEMENTS

Please note any internal arrangements with your superior whether verbal or written is not considered legal under our collective agreement. Therefore if a misunderstanding or disagreement arises over any of these agreements, the APPA cannot defend you or these internal agreements.

When a need arises that you are asked and are willing to work outside of your regular schedule and you're not sure of what you are entitled to, please check with the union before agreeing.

STAFFING AND BUMPING

As these dates approach we wish you all luck and patience during a somewhat stressful time! Never rush a decision and your union is always there to answer all your questions or concerns.

Have a great summer!

Pina Santino

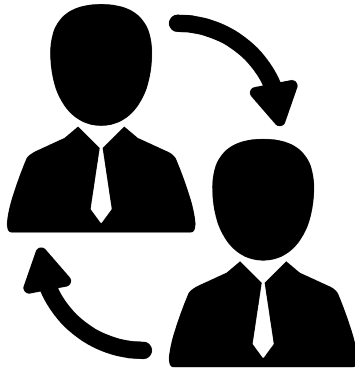
Bob Plunkett

Members of our Union council



Did you know that not all long term replacement assignments are the same?

When an employee on the priority of employment list accepts to take a replacement assignment for a person that is either on a sick leave, a maternity/paternity leave, a CNESST leave or a SAAQ leave, the duration of the assignment as well as the weekly works hours associated to it are not set in stone. For example, Human Resources communicate with you and ask if you are interested in replacing a worker that will be off for a year on maternity leave. You are overjoyed and answer yes. Does this mean the School Board is obliged to keep you in this position for a year? Not necessarily, if the person decides to come back to work before the end of the projected year, your assignment will end upon her return. Although this case is quite straight forward others may have more twists and turns.



In another situation, Human Resources gets in touch with you and ask if you are interesting in replacing a person that is off on a CNESST leave, because he got hurt at work. You are told that the duration is undetermined but right now it is a 5 day full-time post. You answer that you will take the post and start working immediately. After two months at the job, you are informed that the person will be starting a progressive return to work: 2 days for 2 weeks, three days for the next 2 weeks, 4 days for another three weeks and finally, he will return to work full-time afterwards. After the third week of his

progressive return to work, another employer calls you and asks if you are available to 2 days a week. You look at your schedule and those days correspond to the days when you are now off so you say yes. Another week goes by and the employee you were replacing has a relapse and his doctor indicates that he must immediately stop his progressive return to work. The principal of the school notifies you of this new development. He also informs you that you will be returning to your five day a week schedule. You tell him you can't because you have taken on another contract. What can happen at this point?

- 1) Human Resources can indicate to you that you had accepted to replace this person knowing that the duration of your replacement was undetermined.
- 2) Human Resources can request that you cancel your other commitment with the second employer
- 3) If you refuse, Human Resources can decide that you are in breach of contract assignment and return you to the bottom of the priority of employment list. This will, in effect, wipe out your seniority and you will have to start it over again.

Although this is a possible outcome, it can be avoided if you communicate with Human Resources before you say yes to your second employer. If they give you the green light, then you will be in the clear. However, if you just do it without having their consent, then the outcome may be the one described above. Just remember, a short email (paper trail is always better than telephone calls) to Human Resources to explain your situation can avoid a lot of grief in the long run.

Heat And Discomfort In The Workplace

During the summer months many workplaces (most schools, for instance) are deprived of air conditioning either because it is not installed, or because the School Boards are trying to save on energy costs. As a result, during summer heat waves, these buildings turn into veritable furnaces making working conditions disagreeable and even dangerous for one's health. The law regarding working conditions has established standards for the workplace with regards to temperature. If these limits are surpassed, the Board is obliged to provide a solution to lower the temperature or provide the employee with rest periods that is equivalent to the effort required in one's work and the degree of heat that one is exposed to. Humidity is not a factor, and the periods of rest cannot be

accumulated but must be taken every hour. The following chart indicates the standards for rest periods that must be given each hour when the designated temperature is attained.

	Light physical effort	Medium physical effort	Heavy physical effort
Continuous Work	30.0 °C	26.6 °C	25.0 °C
Work 75%, rest period 25%	30.6 °C	28.0 °C	25.9 °C
Work 50%, rest period 50%	31.4 °C	29.5 °C	27.9 °C
Work 25%, rest period 75%	32.2 °C	31.1 °C	30.0 °C



ENSEMBLE!

Find us online at www.appa.qc.ca

Readers' opinion: ensemble@appa.qc.ca

