

# Communique

## 2017 - 2018 Staffing Process for ALL CUPE groups

The CUPE staffing process for the upcoming school year (2017-2018) will be completed over a **full week** in June. The staffing process includes all CUPE groups. The Placement Committee, which consists of representatives from both CUPE Local 5555 and Administration, has worked cooperatively again this year to plan for this staffing process.

### **Process for the 2017-2018 School Year (Permanent Employees Only)**

1. Please refer to Article L9 (Job Posting) and Article L10 (Layoff and Recall) in your current CUPE collective agreement for articles related to the placement process in preparation for the June staffing process.
2. The Staffing days will be held the week of **June 19-23, 2017** starting at 8:30am and ending at 4:30pm each day. In the event that the staffing allocations have not been set by June 26<sup>th</sup> the back-up dates have been set for July 4-7, 2017.
3. If you have been declared redundant in your position you will receive a lay-off letter on **Wednesday, May 31, 2017**. This will give you bumping rights.
4. When you have bumping rights, you can bump someone with less seniority, in the same pay band or lower, **if** you meet the minimum qualifications of that position **and** you can perform the duties with orientation only. (Art. L10.03)
5. It is also possible that you may be “bumped” from your position by an employee with greater seniority, but only if they were laid off or were bumped themselves.
6. Prequalifying: In order to post or bump into a classification other than your existing classification, you will be required to pre-qualify. This means that you must be able to provide evidence of holding the minimum qualifications and having the minimum experience required for the position in advance of posting or bumping into the position. **Pre-qualification for computer/technical assessment, functional abilities assessment and/or resume review will NOT be allowed during the staffing days.**

#### Some specifics:

- For secretarial/clerical positions or any other position requiring computer/technical skills: If you are currently working in a position that requires “intermediate level computer/technical skills” and you wish to post or bump into a position requiring “advanced level computer/technical skills”, you must have a computer/technical assessment rating of advanced level computer/technical skills on file in the Human Resources Department. If you

are currently working in a position that requires “advanced level computer/technical skills” and you wish to post or bump into a position requiring “advanced level computer/technical skills” you will be deemed to have the necessary computer/technical skills for the position, unless you have been otherwise previously notified in writing by Human Resources.

**Please note:** It is your responsibility to research the qualifications for any position you may be considering.

For inquiries regarding your current computer/technical skill level or certificate program completion records, please contact Jennifer Hoogkamer or Tammy Trew via OUTLOOK email. The computer/technical skills requirements can be found on the individual CUPE job descriptions located on KPRontheweb/department sites/HRweb/job postings/CUPE job postings. The job descriptions are listed under the “Working at KPR links” on the right side of that page. You can also follow the following link:

[https://kprecaempub.kprdsb.ca:5443/content/kprontheweb/en/hrweb/job\\_postings/jobpostingscupe.html](https://kprecaempub.kprdsb.ca:5443/content/kprontheweb/en/hrweb/job_postings/jobpostingscupe.html)

**Clerical Assessment Opportunity:**

Please register on PD Place

1. **June 5, 2017: 4:00 – 5:45pm - PD Inservice# 7943**

Or

2. **June 8, 2017: 4:00 – 5:45pm – PD Inservice# 7944**

**Note: Registration deadline for both sessions is June 1, 2017**

For Custodial, Maintenance, Library Circulation Clerk, Shipper/Receiver, EA, CYW and ECE positions: In addition to the minimum qualifications, these positions require a functional abilities test. If you wish to post or bump into such a position you must arrange for that test to be completed prior to June 26, 2017. This testing is conducted by an outside agency, and we need to give them at least two weeks’ notice to have a functional abilities test conducted on your behalf.

7. All staff who have applied for a posting, received a lay-off notice, or have been affected by a bump will be called upon in seniority order, and asked to make one of the following choices:
  - a) Bump into a position in the same pay band or lower.  
**Note:** You must possess the minimum qualifications as detailed in the job posting and/or job description in order to bump into that position **and**, perform the duties with orientation only, as per Art. L10.03 b).
  - b) Elect to take an open position.  
**Note:** To be eligible, you have to meet the minimum requirements for that particular position **and**, perform the duties with orientation only, as per Art. L10.03 b).

8. **All employees should prepare in advance to select a position if contacted.** Review the available postings and the current seniority list to identify positions for which you meet the minimum qualifications in the same or lower pay band. To find the CUPE Seniority list please follow the following path: KPR on the Web/ Department Sites/ HRWeb/Job Postings. You will find the link to the Seniority Lists under “Working at KPR Links”, on the right side of your page.  
**To help you prepare, please complete the attached Appendix A and keep it with you during the staffing week.**
9. All permanent staff are required to be accessible by phone during the staffing days. This includes any staff member who has requested a full year’s leave of absence for this school year, 2017-2018. If you will not be available at your work location or home phone number during the staffing time frames, **please provide an alternate phone number** through OUTLOOK email to [CUPE\\_staffing@kprdsb.ca](mailto:CUPE_staffing@kprdsb.ca) no later than June 13, 2017. If we are not able to reach you at the number(s) provided, in consultation with your Union representatives, a position will be selected for you.
10. **Job postings will be prepared and distributed on Thursday, June 8, 2017 with a closing date of Monday June 12, 2017 (4:00pm)**
11. You are required to apply using the online application form. You can access this form through KPR on the Web:
  - a. Log on to KPR On The Web. Select “Department Sites” from the top row, followed by HRWeb/ Job Postings/ Job Postings – CUPE (under the “Working at KPR Links” section on the right side of your page). Then select “CUPE Application Form or,
  - b. If you wish to add the CUPE Online Application Form App onto your main page, select it from clicking on the “ +Add App”, button. A series of apps will pop up. Select “CUPE Online Application Form” and close out. The app will then be added to your main page.
11. At the end of the staffing process, we may have employees without positions. They will be placed on a recovery list and recalled into positions in accordance with Article L10, Layoff and Recall. No new employees will be hired until those on the recovery list have been given an opportunity for re-employment (subject to qualifications requirements).
12. Unless otherwise negotiated with your supervisor, position changes are effective Thursday, August 24, 2017 for all 12 month positions as well as those positions in Schedule B-2 and B-3 that are required to work up to 10 days during the summer months.

Educational Assistants, Child & Youth Workers and Early Childhood Educators will start Thursday, August 31, 2017.

## **Q&A SESSIONS:**

The Board and CUPE will collaboratively host several Q&A sessions at the Education Centre to answer any questions you may have. We have scheduled sessions after regular work hours and a session for those that work afternoon shifts. You will be able to come in person, call in, or attend through SKYPE. More information on this will follow.

The dates are:

- Monday, June 5, 2017 : 4:30pm:
- Wednesday, June 7, 2017: 4:30pm:  
These after hour sessions are for CUPE staff who work regular hours during the day.
- Monday, June 12, 2017: 10:00am: This session is for CUPE staff who work afternoon shifts

## **SUMMER POSTINGS:**

Art. L9.02 of the Collective Agreement states that job postings for vacancies created following the Spring Staffing Process will be posted for three (3) working days. **Normally no postings will occur between July 15 and August 15.**

### Questions:

If you have any questions about the information above, please feel free to contact Jennifer Hoogkamer or Tammy Trew, your CUPE Staffing specialists at [CUPE\\_staffing@kprdsb.ca](mailto:CUPE_staffing@kprdsb.ca) or ext. 2220 & 2169, or contact Ron Maguire at [president@cupe5555.ca](mailto:president@cupe5555.ca) or 1-855-737-5356

May 23, 2017

**Appendix A**

**CUPE Staffing 2017/2018  
Supporting Document for Bumping Purposes**

This form has been developed to assist you during the CUPE Spring Staffing Process. If you have received a layoff letter, taking a few moments in advance of our Staffing Process to complete this form will ensure you have the time to consider all the positions available to you as a possible “bump” and review the minimum requirements on the Job Description. In order to bump into a position below you on the seniority list you must meet all of the minimum requirements for the job. This will also assist you in identifying which open positions (postings) may be available to you.

If you have not received a layoff letter, there is the possibility that you will be contacted during the Spring Staffing Process and advised that you have been bumped from your current position. We understand that this can be a very stressful time and making a decision at that time is difficult. Completing this form in advance, will allow you to have the time to consider all of your options if this happens to you.

**Note: Electing to take an open position does not limit your ability to post into another position as outlined in Article L9.08.**

1. Review the CUPE seniority list
2. Choose a minimum of 10 positions (if possible) that you would like to consider as a bump, if available.
3. On the back page you can also record any open postings that you have applied for, or may be interested in.

Row # on Seniority list (first column)	Name of employee you want to bump	Position	Location

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Row # on Seniority list (first column)	Name of employee you want to bump	Position	Location

Please record below the posted positions you have applied for, or may be interested in:

Posting Number	Position	Researched to see if I meet the minimum requirements