

CUPE

LOCAL 3766



I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union



Message from Your President

Greetings!

As the President of **CUPE Local 3766**, it is my honour to welcome you to a new school year! If you are new our Local, you will find in this document comprehensive information to help you navigate your school year. Our local represents over 700 employees at the Regina Public School Division (RBE).

We represent the following classifications:

- Special Education Assistant 1 & 11
- Clerical Assistant
- Food Services Assistant
- Teacher Associate
- Resource Centre Assistant
- Developmental Classroom Assistant
- Brailist 1 & 11 & 111
- Structured Learning Classroom Assistant
- Interpreter 1 & 11 & 111
- Administrative Assistant
- Science Assistant
- Community School Nutrition Coordinator
- Food Services Technician

Inside this document you will find:

- A list of your current Executives
- Names of shop stewards and schools they represent
- Information on our meeting dates
- Information about social events
- Information on our website

Your fellow union members at the school level will be happy to help you in your new role within RBE.

Every staff room should have space on their bulletin board where CUPE 3766 information can be found.

If you have any questions or concerns, please contact your school representative (if you have one), or your shop steward. If your questions or concerns cannot be answered, please contact me, your President, at jackiechristianson@myaccess.ca.

Communication with our members can sometimes be difficult, so please be sure to check our website www.cupe3766.com.

It is an excellent tool and a great source of information.

Concerns are usually discussed at General Membership meetings. The dates can be found on our website, so be sure to attend a meeting to really know what is going on and to have your say.

Email communication can also work very well, however, for confidentiality reasons; we only use our personal email accounts for all union business. As President, I frequently share important and time sensitive information via email; to be included in my emails, **please send your personal email address to me at jackiechristianson@myaccess.ca**

Your union works very hard for you. We work on member issues, contract negotiations, benefits, pensions, working conditions; to name a few.

Once again, welcome to Regina Public Schools and CUPE Local 3766.

Sincerely,

Jackie Christianson
President CUPE 3766

“Our Schools Work Because We Do!”

CUPE

LOCAL 3766

2023 - 2024 Executive

PRESIDENT:

Jackie Christianson
306-550-7227 (Cell)

VICE-PRESIDENT:

Tracy Nostbakken
306-807-9693 (Cell)

SECRETARY-TREASURER:

Vanessa Atherton
306-541-5879 (Cell)

RECORDING SECRETARY:

Angela Johnson
306-501-7217 (Cell)

EXECUTIVE MEMBERS @ LARGE:

Jan Knight
306-737-9210 (Cell)

Rhonda Akan
306-216-2015 (Cell)

Lynne Anderson
306- 531-3057 (Cell)

Jason Hamilton
639- 571-0331 (Cell)



2023 – 2024 Shop Stewards

Zone 1:

Shop Steward: Daphne Vindevoghel

Phone: (306-551-7912)

Email vindevoghel.d.73@hotmail.com

Schools Represented:

Arcola Community School	Wascana Plains	Judge Bryant
Jack Mackenzie	Wilfred Hunt	W.S. Hawrylak
Dr. George Ferguson	F.W. Johnson Collegiate	

Zone 2:

Shop Steward: Jan Knight

Phone: (306-737-9210)

Email: knightclan@hotmail.ca

Schools Represented:

École Centennial School	MacNeill	George Lee
Plainsview	Ruth M. Buck	McLurg
Rosemont Community School	W.H. Ford	Dr. L.M. Hanna
École Elsie Mironuck School	Walker	Martin Collegiate
Winston Knoll Collegiate		

Zone 3:

Shop Steward: Janet Davies

Phone: (306-209-8238)

Email: jddavies1@hotmail.com

Schools Represented:

École Massey School	Marion McVeety	Ethel Milliken
Dr. A.E. Perry	Grant Road	Argyle
Campbell Collegiate		

Zone 4:

Shop Steward: Susan McEvoy

Phone: : (306-519-9082)

Email: susanmcevoyincanada@gmail.com

Schools Represented:

École Connaught School	The Crescents	Lakeview
Wilfred Walker	Glen Elm	Harbour Landing
Kitchener Community School	Sheldon Williams Collegiate	

Zone 5:

Shop Steward: Janet Davies

Phone: (306-209-8238)

Email: jddavies1@hotmail.com

Schools Represented:

Henry Braun	Douglas Park	Thomson Community School
W.F. Ready	Campus Regina Public	Balfour Collegiate

Zone 6:

Shop Steward: Jason Hamilton

Phone: (639-571-0331)

Email: teaspoonie@yahoo.com

Schools Represented:

Henry Janzen	J.A. Burnett Education Centre	Albert Community School
Imperial Community School	Seven Stones Community School	Allen Blakeney Adult Campus
Scott Collegiate (mâdawêyatitân Centre)		

Zone 7:

Shop Steward: Jason Hamilton

Phone: (639-571-0331)

Email: teaspoonie@yahoo.com

Schools Represented:

M.J. Coldwell	Coronation Park Community School	Gladys McDonald
McDermid Community School	Ruth Pawson	Thom Collegiate

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CUPE 3766 Website

www.cupe3766.com

On this website, CUPE 3766 is able to provide you with updates and comprehensive information.

However, some CUPE 3766 information will continue to be posted on your school's bulletin board.

It is your responsibility to visit the website and the school bulletin board on a regular basis!

**Important to note:
Check union information on your break time
However, you can access RBE email and information during
working hours**

The website contains information on the following committees and topics:

- News and Announcements
- Meetings
- Executive Members
- Shop Stewards
- Extended Health & Dental (Manulife)
- Employment Insurance (EI)
- Pension & LTD Benefits
- Family Services Employee Assistance Program (FSEAP)
- Collective Agreement

Check out the Website Today and Often!

www.cupe3766.com

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2023-2024

General Meetings

Please note all our meetings are now held via ZOOM
ALL MEETINGS START AT 7:00PM

As per our local bylaws, the regular scheduled General Meetings are held on the first Tuesday of the month and usually take 2 hours – unless otherwise advised.

General Membership Meeting Dates for 2023-2024:

Tuesday September 12, 2023

Tuesday, November 7, 2023

Tuesday, February 6, 2024

Tuesday, March 5, 2024

Tuesday, May 7, 2024

The link for all Zoom meetings will be sent to your personal email a few days prior.

In order to be kept in the email loop, it is important that your personal email be provided to President Jackie Christianson.

If you haven't already done so, or if your personal email address has changed, please ensure you provide this information to:

jackiechristianson@myaccess.ca

Your Executive can call additional special membership meetings for special topics as required or requested. These special meeting dates will be held outside of the regular membership meeting dates.

Please check the home page of the website at www.cupe3766.com for any additional updates or changes regarding additional meetings, dates and times.

Babysitting is available upon request (**only when meetings are in person**).

At your first meeting as a new member, you will need to take the oath of membership. After taking the oath, you will be issued a union card. This oath is referred to as a "swearing in" event. This is the membership oath:

“I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

Incentive:

- If you attend 4 of the 5 General Membership meetings in a school year (Sept., Nov., Feb., Mar., May) you will receive a **\$50.00** honorarium at the December Christmas Social of the following year.
- At the end of every meeting your name will be entered in a draw to receive a \$25 gift certificate.

Meeting Agenda

1. Roll call
2. Reading of the Equality Statement
3. Voting and Initiation of new members
4. Approval of previous meeting minutes
5. Treasurer’s report
6. Correspondence & bills
7. Committee Reports:
 - Bylaws
 - Grievances
 - Health & Wellness
 - Labour Management
 - Negotiations
 - Occupational Health & Safety
 - Pension & Benefits
 - Professional Development
 - Shop Stewards
 - Social
8. Nominations/Elections and Oath of Office
9. Unfinished Business
10. New business
11. Good of the Union
12. Adjournment

If you don’t know anyone or you don’t want to come alone, call Jackie Christianson (306-550-7227) or your Shop Steward.

We will be happy to accompany you to your first meeting.



Days of Work 2023-2024 School Year

The 2023-2024 school calendar has been set with 193 available working days.

It used to be 195 available working days. This change was made in 2022 by our employer.

In 2022 the reduction in total number of instructional days resulted in an increase to the total hours in each school day. This was to maintain the equivalent instructional hours within the school year (i.e. more hours per day but less days worked per year = the same working hours).

The available working days was reduced to 193 in the 2022-2023 school year.

To ensure that the pay remained the same, daily hours of work were increased by 2 minutes per day for the following classifications:

Administrative Assistant
Clerical Assistants
Resource Centre Assistant
Brailist 1 & 11 & 111

Due to this change, these classifications were not allocated designated days off without pay.

The classifications listed above are paid according to the 194 working days stated in our collective agreement.

The daily hours were **not increased** for the following classifications:

Special Education Assistant 1 & 11	Teacher Associate
Developmental Classroom Assistant	Structured Learning Assistant
Interpreter 1 & 11 & 111	Food Service Assistant
Community School Nutrition Coordinator	Food Service Technician
Science Assistant	

As a result, these classifications are allocated **one unpaid designated day off on June 28, 2024.**

These classifications are paid according to the 192 working days stated in our collective agreement.



Continuation of Benefits Request Form Important Information to Remember

If your doctor has requested for you not return to work and you've run out of banked sick days you may be considered on a leave of absence. **You will receive a "Continuation of Benefits Request Form". It must be filled out within 14 days.**

Several members are placed in this situation every year. It is important for you to consider the form carefully, even if you're not currently in this situation.

The form gives you options into paying or not paying for the following benefits: Pension, LTD, Extended Health & Dental and Life Insurance.

It's important to factor in that some of these benefits are very expensive, in particular on a reduced income. However, a few of the benefits are relatively in-expensive, for example the LTD and life Insurance Benefits.

You may choose not pay into these benefits due to your current situation, but if your situation changes; **you may require one of these benefits and will no longer have an option of accessing the benefits. Once you choose to not pay into your benefits, your decision is final.**

Please contact your Shop Steward, Jackie Christianson or Payroll (payroll@rbe.sk.ca) if you require assistance in making decisions on your benefits.



Duty to Accommodate

What is “Duty to Accommodate”?

The duty to accommodate is an obligation upon employers and unions, to adapt work and workplaces to allow persons with disabilities the right to work without discrimination. This obligation comes from two sources: the applicable human rights legislation (in our case the Saskatchewan Human Rights Code) and rulings from the Supreme Court of Canada.

What is an Accommodation?

In circumstances where an employee is unable to perform the regular duties of their position due to a mental or physical disability, an accommodation can be required. An accommodation can mean anything from modification of duties, shifts, and equipment, up to and including, retraining if necessary.

Who plays a part in duty to accommodate?

The primary responsibility rests with the employer, because it has the ultimate control over the workplace. Once it receives a request, the employer must initiate the accommodation search.

*The union must co-operate with the accommodation process, and not unreasonably block a viable accommodation option. **The union is there to protect your interests and the interests of the other bargaining unit members.***

The employee is expected to participate in the accommodation process, and cannot refuse a reasonable accommodation offer. The employee must provide sufficient information to the employer concerning restrictions or limitations including necessary information from health professionals. The employee doesn't have to reveal the actual diagnosis so long as sufficient information about restrictions and accommodation needs is provided.

What does this mean for me as a union member?

*You should inform your principal of your need for accommodation and cooperate in providing the necessary information. **When you inform your principal of your request you should also tell them that you want your union involved in any discussions or meetings about your accommodation. You should contact the local and advise them of your request – you can count on them to advocate on your behalf and follow-up to make sure the solution is really working.***

A Message From Your Executive



Using Social Media

A WORD OF CAUTION!!

It is a privilege to work with students, families and staff in our school system every day. Social media is such an everyday tool that we use to help us share conversations, share photos, create blogs, and create content.

This applies when using platforms such as:

- Twitter
- Instagram
- Facebook
- Pinterest
- Snapchat
- Tumblr
- LinkedIn
- Spotify
- Venmo

Consider that you may need to pause before you post. Ask yourself if you should be sharing this information with everyone?

Personal information and posting your location could pose a risk, not only to you, but to those you work with. Even deleted content can still be accessed by the website or through screenshots of the original post.

What is considered inappropriate behaviour on social media?

Examples may include embarrassing pictures, providing personal information, posting aggressive comments, just to name a few.

Confidentiality for all students, families and staff is something we all agree to when we work at Regina Public Schools.

To avoid discipline and to maintain respectful relationships in schools we need to ensure the confidentiality of all students, families and staff. Please make sure your comments, pictures, and videos are appropriate. If in doubt, leave it out!

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2023 – 2024 Social Functions

There are a minimum of two social functions for CUPE 3766 members. The details of all events will be relayed via members personal email addresses, and our local website at www.cupe3766.com



Christmas Social:

Members who wish to attend are asked to sign up for this event. Date, location and time to be announced.



June Social:

Members who wish to attend are asked to sign up for this event. Date, location and time to be announced.

Your Social Committee Members are:

- Shalan Mills
- Angela Culham
- Amanda Mitchener
- Terri-Don Walkington
- Theresa Burkholder
- Vanessa Atherton

If you don't know anyone or you don't want to come alone, call Jackie Christianson (306-550-7227) or your Shop Steward.

We will be happy to accompany you to your first social function.

Babysitting is available upon request for in-person events.