



Employee Services – Staffing, Recruitment & Contract Services

Units A, B, C, D, E, Schedule II and III

Date: September 22, 2014

To: All Principals and Vice Principals
All Supervisors of Special Education, Section Programs and Student Support Services

From: Kavita Chhiba
Senior Manager, Employee Services – Support Staff

RE: STAFFING UPDATE #5 – SUPPORT STAFF

Contents:

- **Working Conditions – OSSTF – PSSP (Unit A) Staff**

Working Conditions – OSSTF – PSSP (Unit A) Staff

OSSTF – Professional Student Services Personnel represents Unit A employees. This is a different bargaining unit than the one that represents Secondary Day School Teachers and Secondary Occasional Teachers.

OSSTF – PSSP (Unit A) members work in elementary schools, secondary schools and through central departments. The following job classifications are represented by this bargaining unit:

- *School-Based Child and Youth Workers, Child and Youth Counsellors (Please refer below with respect to supervision).*
- *Centrally-Assigned Attendance Counsellors, Audiologists, Child and Youth Workers, Child and Youth Counsellors, Multilingual Team Leaders, Occupational Therapists, Physiotherapists, Psychologists, Psychological Associates, Psycho-Educational Consultants, Social Workers, Speech-Language Pathologists, Student Equity Program Advisors, Court Liaison Workers, ABA Facilitators, Co-ordinator of Gender Based Violence Prevention and Focus Intervention Co-ordinator of Mental Health and Well Being*

The current Collective Agreement contains a commitment that a letter will be distributed annually to Supervisors outlining working conditions.

Work Year

Child and Youth Workers have a work year that coincides with the school year (194 days). All other job classes within Unit A have a work year that encompasses the school year (194) + three (3) days.

Work Day and Breaks

The current Collective Agreement states:

“An Employee’s daily salary is calculated on the basis of providing seven (7) hours of duty each day, Monday to Friday inclusive. Employees are entitled to rest periods as provided by the Employer.”

While the Collective Agreement is not specific on the timing of breaks, the Employer and the Union have agreed that inclusive in the 7 hour day is a 30 minute paid rest period which may be taken as the mandatory

lunch period which must occur within five consecutive hours of the start of his/her shift. The lunch period is to be scheduled between the Supervisor and the Employee based on operational needs. Any further breaks agreed to by the Supervisor and Employee will be unpaid and will lengthen the Employees work day accordingly.

Centrally-assigned Employees who travel among schools have had, by the nature of their work, the flexibility to schedule their work in order to provide for lunch and breaks.

Replacements for Absent Child and Youth Workers

School-based Child and Youth Workers may be replaced on the first day of absence with their absence reported – and replacements dispatched – through SmartFind *Express*. As well, a list of Short Term Casual Employees available for replacement can be found on the Principal's Web Site – Quick Links – Secure Site.

Supervision of Child and Youth Services Staff – School Based

Child and Youth Workers and Child and Youth Counsellors are supervised by both the Chief of Child and Youth Services and the Principal. Child and Youth Services staff are accountable to the Chief of Child and Youth Services on professional matters and to the Principal on operational/day-to-day matters. Child and Youth Services staff do not report to teachers.

Supervision of Child and Youth Services Staff – Centrally-assigned

Child and Youth Workers (under Special Education, Caring and Safe Schools) and Child and Youth Counsellors (under Caring and Safe Schools) are accountable to the Chief of Child and Youth Services on professional matters and operationally to the departmentally assigned Principal.

Supervision of other Centrally-assigned Staff

For other professionally registered positions, staff are supervised by the respective Chief of the professional discipline. For further information, please contact Professional Support Services office.

Supervision of Students

The following guidelines may be of assistance:

- Child and Youth Workers and Child and Youth Counsellors should not be utilized for regular supervision duty (e.g. yard duty, detention, exams, lunch room, bus, etc.). They may provide additional supervision to students with whom they work when necessary.
- Child and Youth Workers should not be utilized as replacements for qualified occasional teachers when the regular classroom teachers are absent. There is a process whereby support staff may become approved to act as emergency replacement personnel but please be aware that the hourly rate of pay for that position is less than the rate of pay most Child and Youth Workers regularly receive. Please contact the Employee Services Elementary or Secondary Teaching Offices to review how employees may be added to the emergency replacement list.
- Child and Youth Workers are not expected to manage classrooms alone or provide supervision without the presence of classroom teachers for extended periods of time beyond one half hour.

I hope that this information has been useful to you. If you have any questions, please do not hesitate to contact Employee Services Staffing, Unit A at 397-3824 or Christine Gaitens, Chief of Child and Youth Services at 396-9198.

Regards,
Kavita Chhiba