**WORK-TO-RULE INSTRUCTIONS**

**EFFECTIVE SEPTEMBER 10, 2015**

**All Classifications**

**Phase 1**

1. Follow the terms and conditions of your Collective Agreement.
2. Working only hours of work. Do not come in early or stay late. Don’t take work home.
3. Take all breaks and lunch
4. No volunteering–or other non-paid activities.
5. Take overtime in the form of money and not lieu time.
6. Don’t take calls or answer email from your supervisor or manager at home.
7. Don’t allow volunteers to do our work
8. Do not attend unpaid meetings

9. Work at a safe pace

10. Do one task at a time (no multi-tasking)

11. Don’t do the work of other union members

12. Do not call your own supply (replacement) when absent

13. Wear ‎ pink or another visible show of solidarity on bargaining days (10th, 11th 15th, 16th and 17th of September) and display work-to-rule materials.

14. Under the Health and Safety Act you have the Right to Know. Send an email to the Principal asking if any of the children with whom you are working have a record of violent behaviour in their OSR. If yes, ask to see the student safety plan.

If you have questions or concerns about work-to-rule, please call *(Name)* at *(phone number*) or email (*email address*)

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