



Phase 2 Questions and Answers

We are aware that many locals have developed questions and answers that relate to the specific working conditions within that school board. Please check local web sites for further clarification

Q What supervision with non-special needs students, is struck work for Educational Assistants?

A Lunch duty, yard duty, hall duty and stair duty n

Q Can Educational Assistants do Bus and Kiss and ride Duty?

A Yes ***Bus duty and kiss and ride are not struck work under phase 2

Q If my Principal tells me as an EA I have to do yard duty because there is a health and safety risk do I have to do it?

A NO, We will not put students at risk but you can assess if there is a true health and safety risk, have the principal go with you to the area and if there are other staff on duty there may not be a health and safety risk that you see and you may wish to stand by your refusal. It is your choice.

Q As a school Secretary can I handle cheques that are brought to the office?

A No "do not collect, spend or otherwise handle any cash" includes cheques, unless handling money is the core responsibility of your job.

Q What is a core responsibility of a job

A it is the duty that makes up the bulk of your job

Q If the Employer is paying CUPE custodial staff OT on the weekend, should the members sweep the hallway or do other struck work?

A NO, we should not be doing struck work at all

Q Can the Employer have other staff or contractors do our struck work?

A Yes, however if you have specific contract language against contracting out you may want to have your local file a grievance

Q As a school secretary, do I have to sign a school cheque when asked by the Principal

A If you are the only other signing authority besides the principal then yes, however if there is another person in the building who is a 3rd signing officer we ask that they sign and we refuse.

- Q As clerical, do we participate in Ministry or other Audits of financial records?
- A Yes, not struck work under phase 2
- Q If I am a classification that does not have a classification work to rule page in Phase 2 what do I do?
- A Continue to follow the Phase 1 Directions
- Q Almost all our duties of our IT Technicians is repairing of computers. How do we comply with “Do not perform repairs of any kind including repairs to photocopiers”
- A Because Repairs are the core duties of your job you would not be able to comply with that aspect of the work to rule plan, you would have to comply with the other aspects of the plan that are not your core job duties.
- Q Does “No paper work of any kind” mean I don’t fill out my time sheet?
- A No, always do your time sheet.
- Q Can clerical staff continue to maintain school websites?
- A Yes, websites were not struck work
- Q Are custodians permitted to set up a vaccination clinic in the gym. It involves a lot of work like installing carpets, tables and chairs.
- A Yes, they should insure they have a detailed written request for the work
- Q Our CDA's who go to the schools to perform speech remediation with students, they type their notes into ONENOTE for the SLP's to use to create the Ministry documents that stay on file, should they continue to create those notes?
- A. Yes, not struck work under phase 2
- Q. We take spec ed students off property to assist them with their co-op. Should this still be happening?
- A. Yes, any co-op program for a special needs student would be part of the IEP and withdraw from class for that purpose is understandable.
- Q Do EA's participate with their Special Needs student in the fundraiser walk for Terry Fox Walk?
- A Yes, as it is assisting the student you are assigned to who is participating in the fundraising not you as a staff doing the fundraising.

