

## **PLEASE POST IN STAFF ROOMS** [www.cbestaffassociation.ab.ca](http://www.cbestaffassociation.ab.ca)

### **March 2010 - No 5**

#### **CHECK THOSE STUBS**

Do you routinely check over your pay stub? For too many of us the answer to that question is no. For ALL of us, the answer should be YES! Never automatically assume that your pay stub is correct.

As most of you probably know already, the number and degree of payroll errors since TSSI (TELUS) took it over are the stuff of legend. While fixing it is a priority for HR Superintendent, John Johnston, and strides have been made, it would be foolhardy to think everything is close to being OK. Addressing errors is usually easier sooner rather than later, so do take a few minutes to review each pay stub and if there's anything that appears wrong or that you don't understand, contact the Employee Contact Centre at 1-877-353-2555 or [cbe.clientservicescentre@telus.com](mailto:cbe.clientservicescentre@telus.com). If you're not getting the info/service you need, let us know (in fact we'd like to know of any issues you have with payroll anyway, so copy us if you can ([mrjohnson@staffassociation.ca](mailto:mrjohnson@staffassociation.ca))).

**F**<sub>OR</sub>

**Y**<sub>OUR</sub>

**I**<sub>NFORMATION</sub>

As inept as the PeopleSoft system may seem in the hands of TSSI, there is actually some good information and explanations available online regarding your pay stubs (called a pay advice in electronic form) including your personal pay history back to February 2008. To access it, click through the following, starting from the CBE Staffroom: 1) Websites (midway down the page, along the right hand side); 2) People & Technology; 3) Learning Tools; and 4) Self Service.

#### **OVERPAYMENTS OVERSTEPPING**

We've recently become aware of TELUS going through Principals in their attempts to recoup alleged overpayments from members. While we hoped this was overzealousness on the part of TELUS and/or their employee(s) going rogue, sadly it appears to be condoned by the CBE. This is unacceptable to us and we will do whatever we can to keep such individual payroll matters (emanating from TELUS mistakes) from being inserted into our members' workplaces and working relationships. If you are approached by your Supervisor / Manager / Principal regarding alleged overpayments or other personal matters please let us know immediately.

We have had numerous questions regarding various aspects of the Staff Association Collective Agreement. In addition to answering those questions individually, we will include a section in each FYI to address one Collective Agreement Article or Clause.

Clause 19.9 has raised many questions. It entitles Staff Association members, both Main Body and PSS, up to two days per year at half pay. The Collective Agreement states that this leave shall be granted to employees "unless the operational/work requirements of the school or the department prevent the granting of this leave." These leaves can be used for any purpose and the reason for taking the leave does not have to be explained or justified. Unlike the ATA Collective Agreement which places limitations on extending holiday periods with Personal Leave days, the Staff Association Agreement does not have any such limitations.

It has come to our attention that this leave has at times been denied without reason. It is the Staff Association's interpretation of Clause 19.9 that operational/work requirements do not include unavailability of a sub. If that were the case, it would be almost impossible for Support Staff to access this leave since the availability of subs is very limited. An example of a valid reason for denying the leave might be if an Administrative Secretary wants to take September 30<sup>th</sup> off, the student count has not yet been sent in, and there is no one else in the school available to do that. If you are denied the leave please contact us at the Staff Association office and we will provide you the necessary assistance.

## PROFESSIONAL LIBRARY

The Research & Learning Commons, the professional library for Calgary Board of Education teachers, administrators and support staff, provides resources and services to support and strengthen the educational mission and goals for the CBE.

Among the resources available are: 1) Print and audio books/DVDs to support professional development; 2) Classroom support materials such as picture books related to curriculum areas, audiovisual resources and graphic works; 3) ProQuest, an online journal database available at work or home locations; 4) Resources to assist English Language Learners such as kits, dictionaries and dual language books; 5) Space to meet and plan with colleagues; 6) Instruction on how to access and search e-Library (the online catalogue); 7) Instruction on how to access the LOR (Learning Objects Repository), and the Online Reference Centre; and 8) "What's New in the RLC" - a list of new resources available for loan from the RLC. The link for this document is <http://innovativelearning.ca/sec-rlc/rlc-new.asp>.

All CBE employees are encouraged to visit the Parkdale location, 728 - 32<sup>nd</sup> Street NW (in the Elementary School wing); phone 403-777-7240 ext. 2602; or browse the resources through e-Library - <https://ims.cbe.ab.ca>. The RLC hours are: 8:30 a.m. - 4:30 p.m. Monday, Wednesday, Thursday and Friday; and 8:30 a.m. - 6:00 p.m. on Tuesday's. For additional information, please visit the Website at <http://www.innovativelearning.ca/sec-rlc/index.asp>.

Just a reminder that if anyone feels their school or department is missing out on the information that is being shared, please contact Hilary Smith and she will make sure there is a KIT Liaison in place at your location. Sometimes staff members relocate and the emails still go to their attention, but they are no longer representing the area they were previously. If you are a KIT Liaison and you have changed locations, please let Hilary know so that she may update her data base. The following schools appear to currently be without KIT Liaison representation:

Altadore	Chinook Park	Hillhurst
Annie Gale	Chris Akkerman	Killarney
Belfast	Collingwood	Kingsland
Briar Hill	Edgemont	Lord Shaughnessy
Cappy Smart	Glenbrook	Vista Heights
Chaparral	H.W. Riley	Woodbine

You can contact Hilary directly by calling: 403.294.8695 or via e-mail to: [hpsmith@cbe.ab.ca](mailto:hpsmith@cbe.ab.ca).



### ***The SA Board of Directors would be happy to organize a "Meet & Greet!"***

*We would welcome the opportunity to meet with any interested group and would be more than pleased to help organize such an event. Please contact Jean Minifie at the Staff Association at 403.242.7555 ext. 1.*



*Q. "I have a question about Retirement Allowances, with regard to the definition of "years of service." I have been with the Board since March 1999. Does that mean that I have 20 years of service, even though I have only been part time for the entire length of time? I have been receiving the bonus since 15 years of service, but I don't know if that is what counts when it comes to receiving the Retirement Allowance. I do contribute to LAPP, but was not eligible to join in 1990 and only joined the plan sometime after October 1991.*

Questions &  
Answers

*A. For the purposes of the Retirement Allowance, years of service refers to every year of service, whether it was part or full time. As of March 2010, you will therefore have accumulated 20 years of service. The relevant factor in determining if you are entitled to a Retirement Allowance under Clause 22.4 (not participating in LAPP) or Clause 22.5 (participating in LAPP) of the Staff Association Collective Agreement - Main Body, is whether or not you are participating in LAPP at the time of retirement. Since, you are currently on LAPP and have 20 years of service, if you are 55 years of age at retirement, you will be entitled to a Retirement Allowance of 3 months of salary.*

If you have a question for Staff Association that you would like to have answered in our next FYI, please submit your question to Dawn Scott via e-mail at [dascott@staffassociation.ca](mailto:dascott@staffassociation.ca). Please reference "FYI Question" on the subject line.



**SPRING HAS SPRUNG!**



The Staff and Directors of Staff Association wish you all a safe and happy Spring Break!