

## Comments

### **PLEASE NOTE: THE COMMENTS ARE TYPED "AS WRITTEN" ON THE RETURNED SURVEYS**

There are definitely some school based positions that should be 12 month but not all need this requirement.

---

Address – Retirement benefits (health)

---

The board should pay library assistants to come back when the teachers come back in August. I know the principal has the option to "find" money for this but the reality is that this doesn't happen in lots of schools. The teachers expect to use the library when they come back and they expect the students to use it the first day of school. There is too much that has to be done before "opening day".

Can't stress enough that the demands of the job are far beyond what can be accomplished within the FTE allowed at .429. I always feel as if I'm swimming against the current.

---

Pension eligibility – minimum # of hours worked/Week

Funerals – are aunts, uncles, cousins not included ? Can they be?

Re-evaluating job positions so there is less 1 of 1's.

Writing what is in practice into the Collective Agreement so we are not hit again in the lunchroom and ESL.

---

Too little hours for the workload!! Help us! Help us! Help us! With **more** FTE.

---

You are doing a fantastic job!!

---

I am getting tired of library staff always being shuffled off until after the office, ESL, Lunchroom, etc. There needs to be something in place for library staff who have no TL designate or anything else. Even admin support would be nice.

---

As a relatively new SA Board employee I've wondered why we can't have our pay regulated over 12 months. People respond that in years past it's been an issue that won't ever get resolved. That it's difficult because so many people switch positions and FTE's.

This issue is very important to me as an administrative secretary. Feel it's not an issue to be overlooked. This should be a bargaining issue. I don't care if some people don't want it. I do!! I spend \_ a year recovering financially from no pay in the summer. I took a huge pay cut to become an Admin. Secretary at the board!

As I understand, employees with 25 + years of service, who retire receive only 3 months salary. Employees should be given recognition (at least 4 – 6 months) for this service. A generous “Early Retirement Incentive” and “Severance plan” would be welcomed.

---

The position of “C” Bookkeeper – I feel should be increased to a “D” position. My reasons are:

You are required to write an accounting test for this position so require more education for this position.

Although doing attendance is a very important position in the school, there is very little stress involved in this position.

The bookkeeping position is required to know Quickbooks, Oracle, and is responsible to ensure the school finances are accurate. This position has more responsibilities than a “C” position reporting attendance.

---

If hours are reduced to ridiculous amounts ie. 2.5/1/5 (what is the sense in staying dedicated workers? Will look for work elsewhere!!!)

All staff with CBE should get some type of benefit plan ... not based on hours or pay!!

People working after retirement age 65 (taking a job away from a younger person)

---

Do not forget that our job load is high. Re classify from a D to an E.

Need our hours back to be better prepared and also bussing, meetings, etc.

We are over extended.

---

Do not forget that our job load is high. Re classify from a D to an E.

Need our hours back to be better prepared and also bussing, meetings, etc.

We are over extended.

---

“C: secretaries who are SIRS key users should be raised to a D-level.

---

We are professionals who have made career choices to be in our field. Yet still we can often be treated as if our positions are measly fall into jobs. Respect from the teachers can be lacking as well as peer respect. Plus it happens that assistants are refrained from doing their job in the most effective manner due to inaccountability. We are professionals . We ought to be treated as such.

The drug card is **very** expensive to implement and maintain.

Implement secretary meetings to network and share information.

---

FTE minimums for various positions depend on the size of the school. Eg. Every school should have a full time library tech or assistant regardless of size.

---

Schools must be allowed to hire all staff based on individual school/student needs. I don't know believe a "minimum FTE" should come into play at all!

#### Benefits

What about each employee purchasing a specialized plan (pick requirements) from their benefit dollars.

Board should pay more – maybe not 100%

Drug card would be excellent – many of us are single parents supporting children and don't have the spendable income to put out the initial costs.

---

I strongly believe support staff (lunch room supervisors) who are with the CBE for a number of years and have also taken courses and development programs through the CBE should get more hours and be recognized as a valuable member. Benefit plan is absolutely crucial.

Thanks for your support.

---

After listening to some of the horrifying work situations that some staff are being forced to endure I really think it is necessary to allow the grievance process to be easily accessed by support staff without the threat of being fired hanging over someone's head.

---

I believe the critical illness leave should be looked at. My child spent five weeks in the hospital holding by a thread to her life. It was a very traumatic experience in 3 weeks she had 3 surgeries all of them to save her life. On the fourth week she was finally "out of the woods". There was absolutely no way I could have come into work daily and performed my job the way it should be when all I could do was think about my child.

---

I suggest that the FTE for lunchroom supervisors to be minimum of 10 hrs. per week instead of 7.5 hrs. per week.

To have salary increase of minimum 20 % in the year 2004/2005 to compensate for the minimum hours and inflation.

---

FTE should depend on school population.

---

Thank you for taking the time to put this survey together and thanks for looking after us.

I feel that Admin secretaries and 'C' secretaries should be 1.0 (35 hrs. per week). All other positions should be according to the principals's discretion or assigned the hours the job requires.

I have one little complaint. As a "C" secretary I am responsible for handling all the money that comes into the school (eg. School fees, field trip monies, etc.) Oracle reports, and a lot of other related duties. This is not an issue. I love my job and the people I work with. I was a little upset when Ed. Assistants got a raise before they finished their University courses. Some of them are excellent employees and deserve the raise, then there are the others ..... I know that responsibilities of a "C" secretary varies in different schools but the work that I do "I deserve a raise". We have an excellent principal and fortunately he recognizes our workload and the time put in.

---

Sick days accumulated should be given to those employees upon your retirement.

---

Library Assistant – 1.0 This is a huge job and even with the volunteer help requires a full time position.

Admin. Secretary – 1.0 Duh! Even full-time can't be done in a single secretary school – not when they also have to be doctor, lawyer, counsellor, etc.

As for the rest it varies so much school by school – let the administrators do it – they know what they need. Don't negotiate us out of jobs.

It is difficult to complete this survey without understanding the background of some of the questions. I'd be interested in a call to discuss this further as a dialogue is much more meaningful than a survey of open-ended questions that can be interpreted in many ways.

Generally I don't feel all that badly compensated for the work I do. We have to wake up and think about whether we are in the right jobs. If you don't get excited when a kid shows learning you are not in the right place! Really – it is the new millenium and we should be compensated by the work we do (and keep our job because we are good at it – not because we are on the top of the seniority list).

Anyways would be happy to give you an opinion on the above but unless I have further information it's not a very informed opinion and not fair to the hard work your committee does on our behalf.

---

I see that you are addressing the workload of the office staff this year (November 03 newsletter). When can we expect you to address the workload of Library Assistants who have no teacher librarian? This situation has been going on for many years and it has **not** been addressed despite repeated complaints about the situation.

The office is covered by an Admin. Secretary in single-secretary schools (an upgrade they received without formal exam based certificates etc. Grade E. They work full-time 35 hrs per week.

Why do library assistants who have no teacher librarian, not get an automatic upgrade too? And to full-time status? We take courses on our own and attend professional meetings and workshops whenever we can go. Eg. IMS system, evaluation of materials, computer courses etc.

I have had the opportunity to work with a teacher librarian for 2 years but now I am on my own. I have had to learn all the computer aspects of the circulation system by myself, without training provided – all of which the teacher librarian used to do. I get no extra compensation for the increased responsibilities and I am trying to “run” the library on 17.5 hours per week (only 2.5 hours more week) than last year when I had a teacher librarian. The answer is NOT to get more parent volunteers – which is something else that Staff Association has not addressed since the mid. 1990’s.

---

The level of service given to families re accounting: medical appointments, forgotten lunches and projects, band instruments, shoes, gym strip, attending ill children until parents come, getting messages to students re changes in transportation arrangements, phoning parents of absent children, who do not bother to leave messages on the absentee line - - these preclude our getting the clerical work done during the time allotted.

---

Minimum FTE for school based staff work for Library assistants, Admin. Secretaries, most “C” secretaries, but difficult for Ed. Assistants. The only acceptable FTE for Ed. Assistants would be 15 hrs. per week I suppose (so benefits apply). Difficult one because such a large group and increasing FTE’s would = reduced positions. A review of job descriptions as the library assistants struggle for recognition and compensation for work beyond their “C” category. As well, Ed. Assistants working in special settings or system classes their category “D” needs reviewing for upgrade to “E” behaviour support.

---

Losing hours to the way school is run. (Career Pathways). Board to pay for upgrading and computer courses up front so it’s not out of our pockets.

---

**DO NOT** make school based staff 12 month employees.

---

Not in all departments, but certainly in some.

There is “deadwood”; people just waiting to retire, even if it is years from now.

There are many jobs that do require staying up to date, with IT for example. If you are not “prepared” to stay informed, and trained ...and can prove it, maybe you should be encouraged to move on. This way you will not get in the way of people that want to improve, and contribute.

---

WORKLOAD – job descriptions to be redone and have better clarification of the positions. Then get rid of the one that states (and all related duties) find this being used as a tool against us.

A higher wage for the single secretary school admin. Secretaries or maybe level F or G – they do it all without additional office help. Quickbooks, Oracle, SIRS, Workshops, minutes, ordering, faxes, emails (3 accounts), Canada Post, interschool mail, nurse, ESL, school photographer coordinator, newsletter, etc.

They are the glue that holds the school together.

---

Obviously most support staff are female, as the lack of full-time hours, or 12 month work years makes it very difficult for workers not in dual family incomes to make this career work. The problem of eternally thinking about being bumped, not just out of the position but out of hours, therefore losing benefits status is a constant worry. Because we do not get paid for Christmas, Easter or the summer, we must take another job so we wind up with no time off at all over 12 months just to ensure that bills are paid. While others may think those breaks are wonderful, with no income they sure are not vacations at all.

We are paid very well for our work- thank you for you continued safeguarding of our career choice. While we may not attend the meetings, your work on our behalf is appreciated. Thank you.

---

The pay scale for library assistants needs to be addressed. My principal continually tells me (and others) that I do the work of three people (LA, LT, TL) and yet only have 15 hours (counting breaks and supervision its down to 12) and am by myself in the library.

For #12 would school based staff have to work over the 12 months or would our pay just be spread over the 12 months?

---

Please consider not paying vacation pay in June! The penalty for receiving E.I. is too high. We should receive our vacation pay in December and May.

---

When a spouse dies or parent there should be more time available for time off without pay.

I would also like pay for the summer months. That way there would be no problems with Unemployment and finding other employment during the summer. Also, there would be no worry for monies coming in. especially when you have a single parent income.

---

I know this has been mentioned many, many time, but if the Board does not want to employ us for 12 months, why can't they pay us over 12 months so we don't have to find another job to supplement our income over holiday periods.

If a student is only getting assistance for \_ day, does the students behavior, or learning needs suddenly disappear the rest of the day. I am not sure how principals can justify only 15 hrs/wk or 20 hrs/wk. Does not make sense to me.

---

Address that temporary employees are not to replace permanent employee's positions.

Address that temporary employees are not to reduce permanent employees hours.

---

Pay support staff over a 12month period as teaching staff are paid. Many staff have only one income in their family and it is very difficult to get through the summer without a paycheck.

---

Why are CBE employees always denied UI when other seasonal employees (ie. Fishermen, construction etc.) collect?

---

I am in awe that support staff of category 'D' are being asked to do lunchroom supervision for 1 hour and being paid at an 'A' category. That is sad! Very unjust! Where is our union on this?

---

As a lunch supervisor, most of these issues do not relate to my job. However I do appreciate the opportunity to fill out a form as it pertains to me. Thanks.

---

Address principal's expectations that all support staff are to attend all P.D. Days and staff meetings regardless of FTE. At .386 an employee is putting in a great deal of "volunteer time", to be considered acting in an "professional" manner.

---

I think this survey covers a lot of everyone's concerns.

---

Things can be modified. Thanks!

---

I am pretty content with my job right now! I appreciate the work that Staff Association is doing on our behalf.

---

Admin. Sec. Who are also bookkeepers in their school should be in a higher grade level that hose who are not accountable for decentralized/school generated funds. We are having to take on added responsibility, time, workload, stress, accountability for funds. We are having to take additional courses as well. Wage by title alone does not make this process fair. Professional development to Chinook College would be great. It gets very expensive to achieve certified levels.

---

Lunchroom supervision .286; lunchroom ratio 1 – 30; Wages. This represents 7 lunchroom supervisors.

---

Increase the FTE for School Assistants. Give them more empowerment and trust. It would be great to have more support for education. If you want to make a career within

the Board in order to get a higher position you need to study more. Could it be possible to include in the benefits – student loans?

---

Educational Assistants – a program should be 1.0 to allow for planning, etc. Collaborative programs involving ACH, Hull, Wood, Young Adult Program & AMH require the Ed. Assistant to be elevated to a behavioral support worker position. Often 2 job descriptions, restraints required, paperwork needed outside of CBE. This should be looked at and addressed now as more collaborative programs are being asked for. If you require more info a program to look at is Transitions Health or Aim.

Thanks for all your hard work – you are truly appreciated!

---

Allow time for preparing materials at start or end of day.

---

Compressed workweek (eg. 4 day workweek but make up hours throughout the week and year) or  
Compressed workweek – reduction in pay if don't want to make up hours or  
Every 3<sup>rd</sup> or 4<sup>th</sup> Friday off.

---

Lunchroom is quite a mess this year. We need to address the cut in hours. Also, the drop-in funds to hire adequate staff. The CBE needs to know that the teachers do not take up the slack for lunchroom or supervision outside or otherwise.

The expectations this year from every staff member leaves many of us wondering why we stay with the CBE year after year without the recognition we deserve.

Also it is ridiculous that caretakers stand around visiting while lunchroom staff is expected to wash floors and do garbage. This Staff Association needs to do more to protect its workers. Maybe we need to join the caretakers union.

---

We really need to get onto the drug card!! We are behind the time!!!

---

Thank you for all your continued hard work.

---

Principals have no clue what are jobs really are as long as everything they think of is done!

---

Thanks for all of your hard work. We do think of the major effort this takes! Thanks for continuing these negotiations on behalf of all of us.

---

The cut in hours is just crazy! I work a 4 day week. - .715 (C Secretary). It is still a 5 day job and I am further behind than ever.

I am trying to do a great job, but do not feel good because I never have enough time. Am also trying to work only the hours I am paid for but leave many days stressed and with a down spirit.

---

Creating minimum FTE's will likely result in a number of Ed. Assistants being surplussed as more senior support staff will hold positions (which will be fewer if schools no longer have to fund longer FTE's). I'd like to see teacher assistants given full time FTE's but not at the expense of other staff members (ESL, library, etc.) I think each school needs the ability to hire the support staff it needs to do the job within the constraints of the budget. In some schools that may mean ESL time over teacher assistant - special ed. Time; otherwise we aren't meeting the needs of the students. At least until the Alberta Government recognizes the huge gap that exists in the support staff area.

---

Increase vacation days for staff who have worked with the Board over 25 years or more.

---

Emphasis seems to be directed toward 10 month employees always. There are many of us that are 12 months and we would like to feel we are as important as 10 month employees.

I don't think school support staff need 12 months – librarians/school assistants/lunchroom staff. This would be an enormous burden on the budget and it not appropriate. The admin. Secretary could possibly work longer as they are always swamped. They may not need 12 months but perhaps 11 months.

---

Library Assistant FTE dependent on school population. Ours is 650+ **(this person would like to see 1.0 FTE for library assistant)**

---

Noon supervisors should have 2 hours a day, max 30 kids.

---

Really need a re-evaluation of the C-level secretary position – as it pertains to the school level working at (eg. Elementary, Junior, High School). All 10 month school based support staff should be brought back in three days before the students like the teachers, except with pay.)

---

Please ensure that we see the contract in advance to the vote night and that communication with members remains constant. Please look at increasing the school-based techs to F band which would be comparable to staff working downtown and on the Help Desk.

---

My #1 priority is to maintain my FTE of .858 until my retirement in 3 – 5 years time, as this will affect the pension I can expect. My #2 priority is to be able to receive a paycheck over 12 months in order that I many support myself throughout the year. My #3 priority is to receive a salary increase that will keep up with the cost of living. Thank

you for your hard work on my behalf. I appreciate all the 'gains' we have received over the years.

---

Thanks for all the hard work you do. Whatever comes of the negotiations will be fine by me. I'd really like to see an RX card so we didn't have to pay up front.

---

Ed. Assistants working in a special setting ie. Behavior Adaptation Class, BAT, etc. require another level besides a 'D' level. Maybe an 'E' level or one between.

---

I think all present job descriptions could be revised. Especially the "other duties" part of the school assistant position. I've seen some people do ESL work, and school aide jobs. Eg. Watching and being with a student who has behaviour problems or other disabilities. It is okay to do this provided people are getting the appropriate pay. Some principals are taking advantage of some people's jobs. It is hard to say No when you are asked to do these kinds of jobs. The feeling seems to be if you say no too much, you are not being a part of the "team". Nobody should be under that kind of pressure. Lunchroom ratio- is there one?? I was told there is not. I am now at 57 -1.

---

I would like 10 month employees to be paid over 12 months if they choose to do this. It should be an individual request/opportunity.

---

Just keep up all your hard work. I really appreciated everything you people do for the CBE support staff.

---

I really feel we should be looking at a better retirement plan. Most support staff will get a very small pension.

---

I feel that our "C" secretaries are not paid enough – they should be in a higher category. Should be equal to Ed. Assistants. Working in the office is a very demanding job. You need to know everything.

---

Admin. Secretaries should be 12 month employees or increase hours from 7 to 7.5 per day. I work extra time every day in order to keep up with the workload. As a single secretary in a school the workload has increased significantly in the last few years.

---

Sub desk (disc? Dist? - Stacey) for Admin. Secretaries – very important!

---

we are working without Librarians! We have to catalogue books, order new books, go to Highfield and preview books we are ordering. We supervise the students working on computers in our libraries and trouble shoot. Inventory. Cleaning up our database. And so on and on and on...

## Retiree Benefits

---

With our hours being cut, I work only 25 hours per week. This is only a little more than the time most people working a 40 hour work week do. I still make a yearly income that is just around the "upper level" of the poverty scale. WE NEED MORE HOURS, since we are not paid over Christmas and summer. I think our wages are acceptable, with reasonable increases, but we need the hours of employment re-instated. There is certainly the workload and need for more classroom assistants with ALL the special needs children.

---

Volunteers; the pressure is on to take volunteers into your job. Assigned positions; make sure all support staff have a clear definition of their own job descriptions and encourage them to be VERY vocal when their rights are infringed upon, i.e. being made to feel guilty about not doing a job that is not in their position description.

---

Thank you for all your hard work!!

---

Trying to upgrade yourself and get more hours is very difficult. Trying to get on a sub-list with the testing completed, letters of reference, resume, etc. has been very difficult. I understand that the people laid off in May/June 2003 get the first priority, however, I am also hearing that various areas are needing subs. This needs to be looked at. Is there an easier way to accomplish this for the employer as well as the employee?

---

Increased workload needs to be addressed. Bussing aides should be able to do attendance. This is a waste of time for admin. secretaries. Benefits = teachers. At this point I am finding it depressing and overwhelming as an admin. secretary. The workload is too heavy and it's not looking bright ahead. Is the light at the end of the tunnel another train coming in? That's what it feels like!

---

Just a comment on #10. I have felt that this should have been the case for many years. Professional staff count in support staff. Because we are not replaced immediately we have to be in school when we are ill and should be at home or are at home feeling guilty.

---

Schools needs must be met. Each level of education has different needs, as do the schools. Size dictates programs available – program availability generates more contact with non-CBE agencies and traffic through the school. Needs of the Special Ed students and ESL contribute to the workload of all staff.

---

The workload needs to be addressed i.e. If you are hired for one student then by the end of the year you are working and planning for 4 –5 students.

Keep up the good work and thank you for all your hard work.

---

Let's ask for reasonable increases we feel we will get +1 – 2 %. Not something that will make us a laughing stock. Let's encourage low-tech personnel to quite griping and join the Year 2003. Learn to use email, computers, photocopiers and cameras and not complain that their jobs are changing. Embrace change – learn new skills that make you invaluable. Stamping books an shelving are not all you are needed to do or capable of.

---

I'd like to see benefits cover 100% of dentures. They only allow for new ones every 5 years. The cost of other dental services is certainly more expensive that \$1000 per 5 years. Also, Compassionate Leave should be extended to death of anyone near and dear regardless of relationship. I'm closer to some of my friends than my siblings and would like to attend funerals if and when necessary.

---

I am working in a special setting school. There are 5 teachers, 1 AP, 1 secretary and a principal who has two schools. There are 45 students and 8 in transition schools. The workload is high and I also look after the library. Being recognized as a CBE school with the same needs as any other school, eg. Library assistance would be a real asset. I don't think we should be shor-changed in staffing. A .429 library assistant would benefit our school.

---

Full-time staff should not have to enroll in "Benefits" if spouse has coverage – should be voluntary.

---

If workloads continue to increase then the FTE needs to increase to compensate. We are all burning out and so are the teachers. Health and wellness should be incorporated into the school board (within schools or groups of schools to help combat stress). Massage therapy or something along those lines. We are told by the SA to only work our FTE and only within the scope of our duties, take coffee and lunch breaks etc. but on the other hand staff that I've talked to feel that we are all fighting to keep our jobs. If we don't go over and above will we be next in line for layoffs? As an Ed. Assistant a principal told me that it's cheaper to hire a new teacher and so they replaces 2 ed. Assistants with a new teacher because the teacher would do more and they could give the teacher more responsibilities such as teach other classes.

---

I would like to see anyone who works with children made a "C" position automatically if they are more than 2 hours a day. We have many lunchroom supervisors doing B work and many B positions doing C and D work. The only way this can be addressed is by not making positions on job descriptions so vague. Other duties mean a lot of things to many people. What about a literacy aide "C" we have training in place for these positions. Many schools are already using aides for reading groups.

---

Our "C" secretary hours were cut from 1.0 to 7.5. It really affects the admin. secretary's Workload, as you have to pick whatever does not get done. In a school of over 570 students by the time the C secretary looks after the reception phones, the attendance her 5 hours are covered. 2 more hours per day would make a big difference in the stress level. I have worked for the board for many years and have always enjoyed my job as an admin. secretary but this year I am seriously considering applying for a positions with less responsibilities. I was away on a sick leave a couple of years ago and the C secretary that took my positions while I was away told me that for the difference in wages it was not worth it. The responsibilities increase a little bit every year and it is becoming too much. I also feel that the principals are out of the school too much. Thank you for all your hard work.

---

As a library assistant whose hours constantly fluctuate from year to year, I feel the need to address the issues of hours and workload is imperative. We are expected to do full time work with less and less hours each year. We are expendable because the feeling is that we do not work directly with children (as ed. assistants or ESL assistants do). Once again libraries have been put on the "back burner" so a special committee can address the office issues. I suppose an Administration is more directly impacted by office issues vs. heavy workload in the library. When will the library issues be addressed? The same thing occurred with the question of reclassification. For years, we have been told that library assistants will not be upgraded because no additional education is required. Please get a program in place and we will happily take the req'd course. We have been asking for this for years. I am frustrated with the board but also with Staff Association who is speaking on our behalf? We need a minimum FTE of 25 hours per week not the 15 hrs. that many principals use as their guidelines to do our jobs effectively and keep the library a viable and vital part of the school and student learning. Principals need to know that library workloads cannot be reduced by increasing the number of volunteers.

---

I would like to address the 12 month pay again. I would like to have my pay divided over 12 months instead of 10. Why can't this be done? If a child was in ECS and needed ESL then the FTE would only be .429 ESL assistant but if there were other students requiring ESL then maybe the minimum FTE would be .858 so the assistant could see all the students.

---

I think the designation of long term "C" secretary should be addressed. If a "C" secretary has been with the board for more than 5 years then this position and the duties need to be re-evaluated. The position category should become a "D". The longer a person works in a job the more experience they gain and it should be recognized and compensated.

---

There is no compensation for those library assistants who are alone in the library doing the work.

---

Thank you again for all your hard work on our behalf.

---

Thank you for working on our behalf.

---

In schools where there is more than one secretary at least one other secretary (preferably all secretaries) should start work at least one week before the students come back in September for whenever classes begin.

Does lieu time need to be in the contract? I do feel that SA members should be able to accept lieu time on place of salary for extra hours worked as long as the member and the principal agree. I'm not clear on what the SA position is now.

---

Work at getting better turnout for staff functions- more incentives?

---

I cannot stretch myself any further! It's not my fault that we laid off 3 educational assistants due to what the board termed "decline in enrolment" but I do feel a great deal of guilt over those coded children who should have "access to an aide" and know that the only way I will bet to even see them is if one of my other students is away ill. I refuse to work every night at home. Which is the only time I have left ot do anything for these students.

Our library is now closed 2 full days of the week and open only part of the day since our assistant had her hours reduced this year. As the hub, around which our school revolves, it makes it very difficult to support students who would like to engage in more in-depth learning, or to engage some students at all.

---

When developing programs related to school based staff, develop those programs 100% related to the position. More coursed needed for ESL staff related to inclusion not pull-out. More courses needed regarding conflict resolution communications. Keeping support staff within the same school for more years. More specific job description for ESL assistants.

---

I have been a school ass't for 23 years. There was not once that we have been recognized that we work just as hard as the people listed above (lib. asst's, admin. sec, C sec, school ass't). The B's have never even been considered getting these brought up at any time. Don't get me wrong, I love what I do and I do it well and I do it with pride. If I didn't like my job, I wouldn't have done it for this length of time. Thank you for your time. Another ideas consider the B's that have been in the job for at least 10 – 15 years should move up a level.

---

FTE should be based on the needs of the school. Some are way off base because of friendships that have developed.

---

In order to promote safety of non ambulatory dependent students – place autistic or behaviour students in one class. Will our classifications for D be moved up to E positions in the future?

---

Would it be possible for Staff Association members to come and spend a day in our EF school classes to see our daily routine?

Thank you.

---

Getting back hours taken away from us many years ago would enable me to do the job expected of me as an ed. assistant for a special needs classroom.

---

Assignable time – what does it include?

Too many meetings (staff and PD)

Class size

---

The questions are posed in such a way as to be difficult to assign grading. Eg. Make school based staff 12 month positions – what would a bussing position do over July/August? Or do you mean work 10 months/paid over 12 months. This might severely afflict anyone needing the money – September – June for day care expenses if there were no expense incurred in July/August. If you try to implement minimum FTE some employee positions would be eliminated you will blur the lines of positions (one person wearing 2 hats to meet an FTE minimum) . 100% of benefits are not available in private sector; why burden taxpayers for an uncommon benefit and what about .429 who have no benefits.

---

More cooperation from the administration and teachers may help the overloaded workload situation. Such as do not have two classes come to the library at the same time, booking time or phone in ahead will be appreciated. Do sign out materials from the library even on a piece of paper. It is important that teachers teach their student teachers or student nurses how to sign our materials under their name at the period of time they are with them.

---

Although all these issues are priorities, staff association does not need to over react to every dealing it has with the CBE, or CBE communications. Let's keep moving forward in a POSITIVE way even over the bumps, mountain walls that come in our way.

---

Question #4 is a little confusing to fill out. I would like to see some minimum FTE for staff but as it does depend on the coding this is hard to put in place. If a school has two positions why can't it be put together as one. Example: a .429 FTE and and .268 (for ed. assistants)

---

Recognizing that certain positions are not equal in different schools. There are sometimes unique situations in a particular school that require the position requirements to be altered or relaxed! (OR PAY MORE TIME TO DO THE WORK)!

---

All lunchroom supervisors should be paid at the same job level. There seems to be a loophole where job descriptions ie. Bus/lunchroom are at a "B" level. Why should this person who performs the same lunchroom function be paid at a higher level.

---

SA to pay for annual expenses to professional organizations instead of the member. SA to be more informative to it's members through monthly newsletter.

---

Ensure staff are not working beyond their position descriptions and also change the applying process for job applications eg. Send resume every time you apply for position. More security on FTE when contracted for a year. Hours should not be taken away, especially if your school closed.

---

Why is it that lunchroom supervisors stop receiving at level 7, any increase? Are we so undervalued that CBE thinks that is all we deserve? Once you reach your level it begins to feel as though we are really "low man on the totem pole". After you reach step 7 you wonder what is the purpose of continuing on.

---

We need to be at school longer than the kids. When transportation is late then we either work extra without pay or it becomes a safety issue. This is a major problem at Emily Follonsbee School. Could Staff Association people please visit for a day here and see that our work here should be classed as a E not a D position. We deal with major behaviours and medical conditions and personal care for students who cannot be integrated into regular programs.

---

Acupuncture covered from an acupuncturist not just a chiropractor or doctor.

---

I would like to see us get our hours back. Stop asking for raises if you never got the big raise this would not happen to all of us. And one more thing (Ed. Assistant, you need to look into who has there TAC because I was told I had to take it now. I find out that a lot of Ed. Assistants haven't. I know one that has never took one course, workshop in 20 years.) Thank you. Good luck.

---

- 1) Job categories – not downsize hours. ie. Bussing Aid. It is difficult to do bussing when you are not working the full day.
  - 2) I think support staff should be paid over a 12 month period.
-

To match up position descriptions to more accurately reflect the job being done. I know this is something that is an ongoing process and takes time.

Recognition for you “our directors” who work so hard on our behalf. Thanks.

---

With all these suggestions, I feel it would be nice to have these things really addressed by the association. I feel we are all talk, no action, get minimal pay increases with no changes to working conditions. Other unions (ie. Teachers, nurses) certainly seem to get what they go after; I wish I could feel the same way about ours.

---

Volunteers doing our jobs. T/L’s with no library experience.

---

Some positions need 12 month status and 1 full FTE in Admin. Secretaries.

Question #14 – this question is not thought out too well. Some of these positions need not be full time and some people do not want full time. ie. Educational Assistants, C Secretaries, ESL Assistant.

---

Just an idea! We are cheaper than teachers – could we promote more use of support staff (clerical – workroom) etc. and leave teachers to learn, prepare lesson ideas, teach etc. Our teachers are missing our help! We have a lot to give.

---

Clearly outlined hours of work. Some staff are not even working the hours they are paid for. Late every day, leave early – longer breaks and it increases the workload for others. Evaluations should be mandatory with supervisors taking responsibility for clearly outlining expectations.

The one suggestion that I have as a possibility to look into. I worked for the CBE from 1979 (Sept) to 1994 (July). My husband was transferred to Edmonton. I worked for the Edmonton Public Board November 1994 to May 1996. We came back in 1996 and in September to present I am back with the CBE. I was told that I lost my first 15 years with the Board. What is the possibility of those years being added to my total with CBE? This makes a difference in benefits, once retired. I have been told that the teachers add up all their years. It would be great if support staff could as well.

---

My concerns are losing hours – meaning a cut in pay I can’t afford – but the workload doesn’t change!! We don’t feel very appreciated. I’m concerned that if money come to our school and my hours could be increased again – surely my job would not have to be posted. I was told that my principal could speak to Human Resources and Staff Association and it should be ok to just give my hours back.

---

Less focus on the negative aspects of the job “more on the positive”. The staff at our school has looked at the positives and made them the priority not the negatives.

The last meeting I attended was very depressing. The Board members should be more positive. No more of the "gloom and doom". Let's move on and work with what we have. Remember, people cannot work in darkness. We need sunshine to get it done.

---

Our support staff are very positive people. We have had reports back from the AGM that made it so depressing to go there. Everything was negative. The newsletters have also been that way. It's time to put on a happy face regardless. It makes for happier times at work for everyone.

---

Please get our current contract ratified. Please have course put in place for secretaries to learn to do CBE financial books and procedures required for running a CBE school office.

---

We definitely need a raise as we keep slipping behind the cost of living. Also to be 12 month employees would definitely help us and the government as we all know that we will be back in September!! Not only should our group plan be covered 100% but I also believe we should quit being behind Edmonton Public and give our employees medical cards to use at drug stores rather than waiting 4 – 5 weeks to be 80 % reimbursed.

---

It is definitely not necessary to make all school based staff 12 months. However, all schools, depending on the size, should have 12 month staff, in particular administrative secretary.

---

Thank you for taking the time to ask our opinion. It is a tough year for all of us, communication is so important.

---

Increase steps for school assistants from 7 to 9, even to an 8 would be acceptable.

---

You are doing a great job! Keep smiling.

---

I feel that the hours of work should be increased. I work 15 hours a week and would like more.

---

Give us back the 2 hours per day working hours for the lunchroom supervisors!!!!  
PLEASE!!!

---

Admin. Secretary control of union information at the school level. Must stop as this provides the incorrect interpretation of collective agreements and stops the flow of information between Staff Association and employees.

---

I would like to see our pay spread over the 12 months with EI being harder to get this shouldn't be a concern for the majority of people.

---

I would like to see staff paid over a 12 month period, averaged out over the 2 months as 6 weeks most of don't work as well.

---

I don't have any priorities.

---

We notice complaints by C secretary doing admin. secretary work. In my school, we have no C secretary, and my position has me doing attendance (computers and calling parents), SIRS, Quickbooks, newsletters and all the jobs my position requires. I don't object to the C secretaries being paid a fair wage, but I would hope the pay scale reflects the position.

---

I would like to see more power coming from our Staff Association. I personally have called Jean Minifie and asked that she address a situation that she promised to do. \_ year ago! She doesn't return the call, nor anyone else and she still has not addressed the problem. What good is she? Why are we or me paying her for – come on!!

I think the time for Staff Association is over and like the Edmonton Board, we should join CUPE then we would have more clout. Get something done. Have talked to my caretakers and they think if all the CBE employees being with CUPE, we could effectively make a point or “shut it down” – the Staff Association is Mickey Mouse.

---

I am disgusted with the lack of power with our Staff Association. A lot of us feel we should have a union. – like joining CUPE – we have discussed such and feel we should approach the union as over the years, the Staff Association hasn't had the desired affect – ENOUGH'S ENOUGH!

---

Like to be paid over 12 months instead of ten. Foothills Division does it.

---

Concern over the reduction in hours using more people. Making more part time members instead of full time ie. 2 \_ Ed. Assistants instead of 1 full time.

---

Bus drivers are paid a minimum of 3 hours a day. Full time (1.0) should be a 40 hour week.

---

Accumulated sick leave days when retiring. High percentage on vision for glasses, contacts.

---

Principals are making decisions with no input that are arbitrary and punitive. If they don't like you, watch out, as they will find ways to make your life a living hell. This includes speaking out or disagreeing with them in any way. Many will not tolerate it. NAME OF PRINCIPAL REMOVED TO ENSURE PRIVACY OF PERSON springs to mind. I have never worked directly for her.

---

Workload keeps increasing – work is downloaded to the school office ie. Casino funds (huge amounts) that school secretary has to look after between school and school council treasurer. Admin pay scale should be higher as we are doing the websites at the school. Thank you.

---

To have 10 month employees have their wages over 12 months period so we can have July and August covered. We should have less on 10 month cheques to cover July and August so we don't have to worry about a part time job in summer. This allows you to enjoy the 2 months and wind down from the year, this way you feel more relaxed coming back in September.

---

Depending on school sizes, these questions would be answered in a totally different way. School size, student area of residence, learning abilities and disabilities all play a major part (this was in response to Question #14 on the survey).

My main priority is the increased workload placed not only on my position as library assistant but also on the school secretaries. They (the higher ups) seem to sit and think of more work but with less people to do it.

---

Admin. secretaries need to be 12 months.

---

As cost of everything seems to be rising (housing, utilities, food etc.) so should salaries otherwise people are worse off if they stay at their current jobs. They keep falling behind in income and tend to look elsewhere.

---

I take lieu days for the overtime I work.

---

I am at 30 hours a week. I would like to be 35 hours a week. I am a library assistant.

---

- 1) pay direct drug card
- 2) salary increases

3) longer hours so library is looked after all hours in the school day

---

Treatment of support staff by teachers and administration staff. "Support" title has little merit to some teachers and admin. staff. The work support does have negative connotations as the low person on the totem pole. Many people assume that many support staff have little or no education. However, that is completely incorrect. Some have more education and experience than teachers and or administration staff. I even know a support staff that is a teacher, however, because she is support staff, she receives less pay and put downs because she is a support staff employee. I think this negative attitude is very unprofessional, demeaning and makes an unhealthy (also at times, abusive) work environment. You can contact me any time to discuss this issue (NAME WITHHELD TO PROTECT PRIVACY).

---

Thanks for working on our behalf.

---

I don't understand all the categories. As a lunch supervisor, benefit's don't really apply. It would be nice if we could have them.

---

Volunteers are still coming in and taking away some of my work. PS – I just received this survey on November 24<sup>th</sup>, 2003.

---

Minimum FTE's should be based on job description. Eg. Ed assistant should be 1.0 due to documentation needs exceed .858 FTE.

---

It is absolutely ridiculous that we are expected to do what we do without time to prepare. It cannot feasibly be done when the students we are responsible for are in the classroom – we need hours outside class.

---

Re-categorize or at least add steps to Admin. Secretaries (12 months). So many positions are classified as "E", it is unfair that the Admin. Secretaries who are supposed to supervise and mentor the other support staff, are in the same category or an even lower category than the majority of school's support staff. We are happy that the "C" secretaries were helped, but let's not forget the Admin. Secretaries.

---

Thank you for all your hard work on behalf of us. I know that the bargaining is not an easy task. All the best.

---

Every year it seems another job is added to office work. With the .429 "C" secretary, she barely gets the attendance done and take phone calls before her time is up. I, the administrative secretary, gets all the rest of the work in a busy school. I am run off my feet most days.

Start recognizing lunch room supervisors as a valuable liaison between teaching staff, parents, and support staff.

---

I found the survey to be very general. Some questions related entirely to the size of the school for number of support staff, especially working conditions and number 14.

---

I feel that the number of people at our school who complain the loudest about work load are the ones who do the least and find ways to get out of work. I'm not sure how this issue can be dealt with but we should be paid for what we do as far as contributing to the school is concerned.

---

Hours! Hours! Hours! And security – nothing else matters if our hours continue to be cut. Option to move from one level to another – training should be available to any CBE employee who wishes to “better themselves” and then be allowed to apply for any position open.

---

It is crucial that our salaries remain the same – until we are able to get us all back to our own FTE's and working. Once our positions are secure, then worry about salaries. I don't feel anything else is as, or more absolutely crucial than job security!!!!

---

Need to be brought back up to two hours instead of 1 \_\_. We are working over time because of incidental reports and accident reports, behavioural issues etc.

---

I think you have covered all. A great survey. Thank you.

---

In general, we as support staff do not feel appreciated. We get ordered around, expected to read minds and they hope we never have sick kids to take care of. We know you can't make administration or teachers respect us and respect what we do and the lengths we go to, to become more educated and informed. They should be told at the beginning of every school year, how much value we bring to a school. Remember when extra help was no where to be seen??

---

I feel very strongly the positions in special programs such as shops at IOP schools like Shaughnessy, Jack James and Van Horne should have classifications for specially trained support staff. For example, and Ed. Assistant in such a shop. I don't feel an Ed. Assistant coming from a position that works with a special needs child should be able to bump a person from such a position based on seniority with CBE.

---

Disappointment that the employee's share of Alberta Health Benefit payment has been dramatically increased.

---

I would like to see people that have put in years with the board treated with more respect, as I was asking questions about what happens to me if my position is deleted, I merely asked a question to Jean M. and she just about bit my head off. I was really upset with her attitude. I deserve more respect than that. I may have got her on a bad day, never the less, I was really jolted. Thanks, concerned.

---

Get more aligned to the PSS contract eg. Vacations, benefits lay off # of weeks.

---

Early retirement incentive plan, surely we deserve something for all our years of service.

---

#1 – Get a raise

#2 – career/development should be during days of week and covered by CBE as is done in private industry

#3 – teachers have it, so should we, Very important

#4 – would be handy

#5 – we need to offer this so that some of our senior secretaries can retire and open the door of opportunity for other employees to move into these positions

#6 – private industry gives this bonus, so should long term employees receive this consideration

#10 – needs to be replaced after 2 days ill, especially in single secretary schools with no AP's

#12 - not enough work to have 10 month employees work 12 months. Work is based on students in the schools. Not in agreement for salary over 12 months.

---

Autistic or behavior children should not be placed with non ambulatory dependent students for their safety.

Reclassify our D positions to E positions as we are working with behavior, autistic children.

If Staff Association members could come to our school sometime at their convenience to observe our daily routines, it would be appreciated by CEF. Thank you.

---

Please email to Staff Association members what you decide as priorities to negotiate on the coming contract after this survey is evaluated. It would be nice to know the results of this survey.

---

Job advancement opportunities should be better.

---

Inappropriate placement of children especially behavior children.

---

Staff working with children that have severe behavioral problems or are very medically fragile should be upgraded from a D to an E classification. These staff members have increased physical demands, are at risk for physical injury and have great responsibility for the child's medical well being. Some situations could be life or death calls for the child. This situation must be addressed.

---

Benefits to match ATA and exempt (they get 100%)

Career development – ATA receives PIF (66% of salary while they are students AND they get an increment at the end).

Salary – must keep up with the cost of living and/or ATA.

---

- 1) losing hours to career pathways
  - 2) paying for courses and then being reimbursed
  - 3) evaluating food prep aides from B to a D
- 

- 1) Benefits – CBE should not pay LTD premium
  - 2) Ed Centre – needs mandatory representation in Staff Association
- 

Performing tasks that are not in the job description.

---

“School Aid food prep” workers paid poorly (B grade!) This is an instructional position just as the baker position. School aide food prep is the lowest paid position as far as I know considering positions with little or no student interaction are paid more (eg. Secretaries, janitors, librarians)

---

If not asking for a salary increase would ensure that more support staff jobs are not lost, I'm all for it. Thanks so much for all your hard work!

---

I'd really like to see increased coverage of dental benefits. Payments are made on the 1997 fee guide with is outdated!!!!

#12 - I think this would be impossible to implement for all the support staff. Many people have to be laid off for this to work.

School based positions, I thought, were filled on schools needs and budgets and staff were hired accordingly. I don't think a FTE can be set up school wide because of this. I am an Ed. Assistant who works .858 hours and I have been trying to get an increase to .929 (32.5) hours for 2 years with no luck. Other support staff work in the school .929

and basically put in the same number of hours as me except they start \_ hour earlier in the morning when students are not here. I find this very unfair. They are also on a higher pay scale as well which makes this very costly.

---

Although most Education Assistants put extra time in order to do their job well there seems to be an increasing expectation for extra time to be put in with no compensation for same (ie. Lieu time/overtime. I know in other provinces Education Assistants are paid for extra time put in for SRG's etc. Thanks.

---

In addition to increased workload issue, "Health and Wellness" issues should be addressed for all. This is a direct impact on stressed out staff and absenteeism due to sickness.

---

After moving from a high needs single secretary school to a 12 month central office position, I am firmly convinced that school Admin. Secretaries should be 12 month "F" positions. Any admin Secretary that has moved from a school to a central office position will agree that the workload and stress deserve an upgrade in category and 12 months to complete the increasing workload dumped on them.

---

Keep up the good work!

---

I find the job qualifications needed for an "E" position ridiculous. Most E's are not qualified to begin with so why does someone wanting to apply have to have those qualifications? The same can be said for an "F" position. Why not test all those currently holding those positions to see if they qualify and if not demote them. Advancing people within the board makes better sense than bringing in "outside" employees whom we would have to help as they have no knowledge of how C.B.E. works!!!! Why is there such a big discrepancy between support staff and PSS. They have better benefits, more holidays, etc. I guess they are "better" than us although I don't know why. This is definitely discrimination in my eyes.

---

Poor Benefits for Mat. Leave.

---

Am pleased with my working conditions. Believe CBE employees have it much better than many outside groups. That has been my experience.

---

- loss of hours (major concern)
  - jobs (overlapping issues)
  - obtain money from CBE to keep all Staff Association Employees. Specifically assistants, Ed. Assistants etc.
-

I am a library assistant who is now working as a teacher librarian. I love the position even though I am overworked and underpaid. I could use an assistant and my library would be in top shape. I use volunteers, however they need training, supervising and it is time consuming. I don't know what the solution is but I rather things stay the same than getting a chance to lose my position. I may not have the papers and the pay but I get a chance to do what I love.

---

I would like you to negotiate the return of .858 of the Education Assistant that was lost this year.

---

Quick Books training (like SIRS) possibly in segments  
CBR testing reflect actual school office requirements  
(ie. Bookkeeping test not an indication of competence)  
This may be why there are so few qualified subs for secretary  
auto set up like teachers?

---

More time (hours) needed to work alone with teachers – prep time, interview time, information (staff meeting time)

---

Look at amount of supervision (of other staff) and give due credit  
Consider populations in buildings – much more work in a large high school with database, teacher liaison with boss, attendance, suspensions and everything.

---

According to most workload eg. End of year and beginning start up Admin Secretaries always work part of July and last part of August (1-2 weeks at a time) They should be made 12 months because they sometimes get paid and most times are asked to take their time which is really hard to do. Anything under 30 hours not necessary because paycheck would be too small.

---

Thank you for all your hard work. It's a tough job without a lot of appreciation.

---

Please address cutting hours after being given a raise. Very suspicious.

---

Rather than salary increases I'd rather see the hours increased for ed assistants. Also with early retirement it will give the new ed. assistants a chance to be employed.

---

I would again like you to bring to the table the request that ESL assistants who have taken and passed both ESL Assistant I and II courses and who also work with LD, BA students in groups should be reconsidered as "E" class just as ed assistants (especially if they have also taken 3 of the 9 university ed assistant courses)

---

I am a .529 school assistant and am not affected by many of the issues that are of concern to many SA members. For example, although it does not affect my position I think it is absolutely essential that admin secretaries commence paid employment prior to the beginning of the school year (2 weeks prior)

A minor point – our vision care insurance has a ridiculous restriction in that it does not allow a claim for contact lenses and glasses on the same form, even if the total amount is less than the allowable amount of \$250.00. Everyone who wears contacts needs a spare pair of glasses.

---

I believe you need to revisit the Educational Assistant roles and responsibilities. I believe that there are people who are holding these positions and receiving the pay of a “D” step but have NO contact with any children. Reclassifying Ed. Assistants into special ed with appropriate pay raises and bumping those who do NOT work with students back to school aides. Thank you.

---

It was nice you had more levels added to the “C” category. I am still a “B” teachers assistant secondary doing a “C” job. Please continue to try and get this changed. I realize there are not enough of us to really get this addressed. Thanks, (NAME REMOVED TO PROTECT PRIVACY)

---

No increase needed – hourly rate is great as is. For an ed assistant working with students requiring frequent personal care and effective substitute list and availability of sufficient substitutes is most critical.

---

Salary spread over 12 months? Vacation pay not in June, so don't lose 4 weeks of UI in the summer.

---

When the Staff Association goes into contract meeting this time, I think that our benefits should be the most important.

---

Our time was reduced. School intends to replace that with volunteer parents. Example, I used to finish at 3:30 now I finish at 2:30. She wants to put parents in lib. From 2:30 – 3:30. I think this is serious.

---

The money available to us will NOT increase unless we pay more taxes (everyone will need to pay more taxes, that's where we get our money)

---

Money is not my top priority, job security is far more important to me than money. Human Resources seems to be using completion of ed assistant courses as a priority in deciding who is shortlisted for job positions. I think this is unfair because many ed

assistants working in schools have taken no courses at all because they have been excused by their principals.

---

Those of us who are 10 month employees and are wishing to be paid over 12 months should have the option of doing so. Since the teachers are now paid 10 months over 12 months the program should exist to implement this option. If a person wishes to choose or remain of the current pay system it should be available as well. Once a choice has been made by an employee (new or existing) and the change is made there is no option to choose the other program. With all the computer such employees and all the new software on the market, this request does not seem unfeasible. Even though it is so stated that teachers are salary and we are hourly employees, I am sure my salary is based on a set salary somewhere. Please address this concern once again.

---

Re #2 – first of all, to me it doesn't matter what college or university the courses are at. I would like to see our professional courses be accredited to a teaching degree. This is part of what we are doing as ed assistants anyways.

---

Workload on admin secretary – I cannot see my desk for all the work!!!! I have been an admin secretary for over 16 years. This is a very bad year.

---

I have faith in our Negotiating team as they have done a good job in the past. Whatever the outcome, I know it will be with our best interests at heart.

---

Sometimes it is very difficult to get breaks and to only work designated FTE. If you work a 9 – 12 (shift) for example in a Kindergarten, your time to communicate can be very limited unless you stay after.

---

Employees do not get paid when doing a job in a higher category because they are “not doing the complete job”. Too much work for some, not enough for others.

---

1. I want career progression – I am supposedly not allowed to be given access to certain parts of the E secretary's responsibilities. – but how do I learn? How do I gain experience/knowledge to allow me to become an E secretary?
  2. I was asked to work the first three days of school for lieu time. I was OK with that, but seeing the huge amount of work involved, I feel the C secretary should be part of the pre opening time and therefore should be paid and receive benefits as with the E secretary. Of course, now we are getting into the issue of when do I take lieu time and if I don't take it, is it fair to lose it?
  3. Job instability every year. I always seem unable to plan my life as I might be laid off – AGAIN!!
-

C Secretary should be minimum 25 hours a week and this is needed in EVERY school, same as the library assistant and Admin. Assistant, they are an essential part of staffing.

---

Lead lunchroom Supervisors – 20 hours – needed for paperwork etc.

---

Library assistants should be a MINIMUM of .715 – should be .858

---

Thanks! I strongly feel that there MUSST be at least a Library Assistant for a MINIMUM OF 25 hours per week, 30 would be better of course 35 would be ideal. It is amazing what does not get done (**OR IS BEING DONE BY VOLUNTEERS!!**) with a library assistant at 15 hours a week. Keep up the good work for us!!!!

---

ESL, library time and Ed. Assistants MUST be addressed! Too many ESL and Special needs children per one part-time assistant!!

---

I'm assuming Lunch Program Supervisors are to be part of this survey, although most of the issues don't relate to this position.

---

To be made a 12 month employee, or kept at 10 months and paid over 12. A RAISE!!

---

NOTE: It would be nice and fair to all (students, staff, parents etc.) if the FTE was decided according to the amount of work, the school size, the size of the student body, etc. and not the amount of money available to pay said staff.

---

Recent cutbacks have made the FTE of .858 a rarity. Even at the top of the pay scale, FTE losses have put many employees back to dollar equivalents that they had as entry level employees. Employee awards should begin at 5 years, not 15 years. Of course, the rewards would increase with every 5 year increment.

---

In regards to Ed. assistants – if employees have attended specific post-secondary institutes (eg. U of C – Teacher Assistant Certificate Program) they should be credited monetarily more wages for more training. Also, extra courses taken via CBE workshops should be noted in our files = more experience and knowledge for specific job roles. I don't oppose the increase of workload IF more time is given, rather than having our positions cut (loss of hours equals more responsibility????!!) Thanks for all your dedication to our cause. CHEERS!!

---

I feel overwhelmed by the bookkeeping/accounting that must be done in a single secretary elementary school. It is very involved with decentralized accounts, school funds, AISI funds and Parent Council (casino) funds. I am not an accountant!! The CBE

provides no extensive training that is specific to school funds! With so many UNTRAINED people looking after so much money (AISI teachers, lead lunchroom staff etc.) tons of money must be spilled each year. I would like to see week-long workshops over the summer – or during the year – for new Admin. Secretaries.

---

Hours for “C” secretaries have been cut too much!!

---

The hiring at schools of Ed. Assistants who do not have seniority with the Board is a problem, especially when there are still members out there who have not even seen the competition and are still out of work.

---

Quite thorough coverage on current issues. Thanks for all you do!

---

For each staff member away with no replacement, the work is still there and MUST be done, so other support staff members are asked to “help out”. But they are still expected to perform their required job duties as well as this extra work.

---

As a new employee, my ability to voice an opinion is difficult!!

---

Since the funding was given to the schools, Education assistants are being asked to work with a variety of children with very different disabilities. Previously we had children assigned to us from downtown and had the change to say “yes” or “no” to a position based on the experience and personal suitability. Currently we are expected to work with ANY child in the school, whether or not we are suitable. This is not always in the child’s best interest.

---

Re: staffing – so much depends on the size of the school population. It is hard to generalize when there is such a wide range from the smallest elementary to the senior highs with 1600 – 2400 students. Senior highs with over a certain enrolment should have 2 library assistants of at least .715 each. This is especially so now that in some of the high school libraries, staff are expected to handle textbook collection, shelving and distribution as well.

---

I believe you have covered most of the basics. However, at our school the staff that have had their hours cut are still expected to perform the same duties as before the cut. This makes the job most stressful!!!!

---

RE: Question #14 – Each school differs – how can you group each position in the same category? You cannot.

I have had my hours cut by 10 hours per week this year and feel that this is not in my student's best interests. Are they not Special Needs on Friday when I am not there? The money for Special Needs children should go to ensuring they have support in the classroom for the school day, not just for certain times. As it is, my meager 18 hours per week is split between 2 or more children. Is this the best we can do for them?

---

Something should be done about the bumping system. It is wrong that if you are in the position that you need to bump, you cannot know where you are going or what child you will work with. How many people (including myself) have been forced to take a cut in hours because of this?

---

Can the union insist that some smaller FTE positions in schools close together be combined to make one worthwhile FTE? The CBE and SA could tell schools that their .429 is for mornings only, or Monday and Tuesday (all day) and Wednesday morning – another school would be told their .429 is for the afternoons only or for Wednesday afternoon and all day Thursday and Friday. Just an example of one way to make sure that the personal aspect of the CBE is deemed important. We need to feel that our lives and needs are just as important. – in fact – MORE IMPORTANT THAN THE BUDGETS. PEOPLE FIRST.

---

Other concerns: Violence in the workplace. Wages not matching job description. No input into job descriptions. No input into job positions. No time/money/training/ or support for working with behavior children. Inappropriate placement of students.

---

I would gladly give up an increase in wages (for now) in exchange for getting lost hours back. I would like a clearer definition of roles as an Education Assistant. **I don't like to do lunch room because of cutbacks.**

---

Just as more qualified teachers (the ones having more university education, number of years experience etc.) are paid more than other teachers, Staff Association members with more qualifications should be paid a higher salary.

---