

CUPE EDUCATION WORKERS

MAKING SCHOOLS WORK



WORK-TO-RULE
PHASE 2 INSTRUCTIONS

Effective September 29, 2015

CLASSIFICATION – SPECIFIC INSTRUCTIONS

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**“WE WILL CONTINUE TO
ENSURE STUDENT SAFETY”**

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Instructions for ALL Custodial and Maintenance members

Effective September 29, 2015, please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Wear black t-shirt on Friday instead of uniform shirt
- Don't do school compost programs
- Take breaks/lunch together with other CUPE Members
- Seek medical attention immediately for any workplace injuries****
- Carefully follow all school board regulations and Health and Safety procedures
- Refuse to handle chemicals if any of the following is not in place****
 - Workplace Hazardous Materials Information System (WHMIS) training****
 - Material Safety Data Sheet (MSDS) posted for each chemical
 - All safety equipment required for handling the chemical
- Calling the MOL hot line for H/S Infractions****
- Submit a travel time payment voucher when you are required by your supervisor to travel****
- Wear a work to rule wrist band and display work to rule materials
- Do not sign in when you report to work unless you are the only one in the building – Health & Safety
- Do not attend Caretaker training sessions
- Do not cut grass, tree trimming, fall clean up leave pick up unless health & Safety Risk
- do not clean chalkboards/white board or empty pencil sharpeners
- For health and safety reasons, school yard buckets should be emptied when $\frac{3}{4}$ full****
- Do not attend Head caretaker/caretaker custodial meetings
- Do not unlock doors for staff who are supplied their own keys
- Do not carry or transport photocopy paper or deliver teaching supplies to classrooms
- Get detailed requests for work in writing
- Only check email once a day (morning)
- In Accordance with Safe Drinking Water Act 2002, Reg. 243/07 No one under the age of 18 in the building prior to the completion of the water flush. ****
- Maintenance vehicles should be picked up and returned to the employers property daily
- Ensure any temporary assignment changes or shift changes are done in compliance with the Collective Agreement
- No work without a work order
- Do not replace bulbs and ballast unless it is a health and safety risk

**** This should always happen, even when not in a Work to Rule position



- No minor maintenance (ie. minor repairs, pencil sharpeners, bulletin boards, painting, drywall, etc.) unless it is a health & safety risk
- Do not sweep entrances
- No irrigation system maintenance including seasonal shut down
- Do not set up or take down for Federal Elections
- Do not clean the offices of Principals, Vice-Principals or other Managers.
- Do not set up for Staff functions
- Do not participate in Parent Councils
- No changing of messages on the outside signs of schools
- No meetings with school administration
- Do not drop the normal duties of your workload to cover for absences
- No sweeping hallways

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Instructions for ALL Clerical

Effective September 29, 2015, please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Do not do “other duties as assigned”
- Do not enter Staff Absences (Principal/VP’s job)
- Completing all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate ****
- Seek medical attention immediately for any workplace injuries****
- Refuse to handle chemicals if any of the following is not in place****
 - Workplace Hazardous Materials Information System (WHMIS) training
 - Material Safety Data Sheet (MSDS) posted for each chemical
 - All safety equipment required for handling the chemical
- Calling the MOL hot line for H/S Infractions
- Do not prepare or mount materials for student display boards
- Do not buy supplies with your own money****
- Do not act as an attendant to your Principal (no errands, pick-ups, deliveries etc.)
- Submit a travel time payment voucher when you are required by your supervisor to travel****
- Wear a work to rule wrist band and display work to rule materials
- Do not clear jams in photocopiers
- Do not perform repairs of any kind including repairs to photocopier
- Do not complete surveys of any kind from the employer
- Do not collect, spend or otherwise handle any cash
- Do not attend staff meetings unless on paid time
- Do not attend training
- Do not assist students to perform administrative duties outside your paid work hours****
- Do not complete Month End Reports for the Ministry of Education (ONSIS)
- Prepare for Graduation on paid time only****
- In order to ensure student safety, stop what you are doing when answering the door buzzer to ensure full attention on that duty, if you are unable to complete all tasks due to interruption, ensure you get paid overtime for any work outside normal hours of work****
- Do not create or print newsletters
- Do not accept money at the office

****This should always happen, even when not in a Work to Rule position



- Do not do school bank deposits
- Do not supervise any students in the office ****
- Do not print teacher day books when the teacher is absent
- Do not participate in Parent Councils

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Instructions for ALL Educational Assistants:

Effective September 29, 2015, please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- o Completing all reports (incident/accident) as they occur
- o Take breaks/lunch together with other CUPE Members
- o Return all equipment to the employer at the end of each shift (phone/computer/beeper/walkie talkies)
- o Seek medical attention immediately for any workplace injuries ***
- o Do not do learner reports except when promoting or exiting students
- o Do not prepare or mount materials for student display boards
- o Do not buy supplies with your own money***
- o Do not act as an attendant to your Principal (no errands, pick-ups, deliveries etc.)***
- o Wear a work to rule wrist band and display work to rule materials
- o Do not photocopy
- o All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate
- o Do not collect, spend or otherwise handle any cash
- o No purchasing unless safety related
- o Do not attend staff meetings unless on paid time
- o Do not assist students to perform administrative duties outside your paid work hours
- o Do not allow an aquatic class to proceed unless a teacher is present
- o No preparation of materials of any kind for class
- o No delivery of Attendance Sheets
- o No work on bulletin Boards
- o lxxxxxx lunch duty, hall duty, yard or stair duty only for special Ed students in your care ***
- o Get request for work must be detailed in writing
- o Don't supervise student detention
- o Don't attend any unpaid training
- o Do not do head lice checks
- o Do not participate in Parent Councils
- o Do not assist in any fundraising activities: pizza orders, book orders
- o Do not attend any meetings related to Food for Learning or other board/ministry initiatives or Board improvement plans
- o Only work alone with children if it is part of an IEP withdrawal support
- o Do not assist with food handling and/or preparation unless you have taken a food handlers course



Instructions for ALL Early Childhood Educators:

Effective September 29, 2015 please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Completing all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate ****
- Return all equipment to the employer at the end of each shift (phone/computer/ beeper/walkie talkies)
- Seek medical attention immediately for any workplace injuries ****
- Don't supervise college students
- Do not do learner reports except when promoting or exiting students
- Do not prepare or mount materials for student display boards
- Do not buy supplies with your own money
- Do not act as an attendant to your Principal (no errands, pick-ups, deliveries etc.) ****
- Wear a work to rule wrist band and display work to rule materials
- Do not photocopy
- Do not complete surveys of any kind from the employer
- Do not collect, spend or otherwise handle any cash
- Do not attend staff meetings unless on paid time ****
- Do not attend training
- Do not assist students to perform administrative duties outside your paid work hours ****
- No paperwork or photocopying of any kind
- No retrieving of OSR's
- No preparation of materials of any kind for class
- No work on bulletin Boards
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate ****
- Ensure you are in the classroom for all instructional time as per the "Surdykowski" award ****
- Do not do head lice checks
- Do not participate in Roots of Empathy programs
- Do not participate in Parent Councils

**** This should always happen, even when not in a Work to Rule position



Instructions for ALL Library Workers:

Effective September 29, 2015 please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Completing all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members
- Seek medical attention immediately for any workplace injuries ****
- Complete Accident injury reports as they occur
- Don't supervise college students or train library volunteers
- Carefully follow all school board regulations and Health and safety procedures ****
- Do not prepare or mount materials for student display boards
- Do not buy supplies with your own money ****
- Do not act as an attendant to your Principal (no errands, pick-ups, deliveries etc.)
- Submit a travel time payment voucher when you are required by your supervisor to travel ****
- Do not prepare or supervise Book fairs outside your hours of work
- Do not clear jams in photocopiers or deliver paper for photocopier
- Get detailed requests for work in writing
- Do not perform repairs of any kind including repairs to photocopier
- Do not complete surveys of any kind from the employer
- Do not collect, spend (purchasing) or otherwise handle any cash
- Do not attend staff meetings unless on paid time
- Do not attend training
- Do not assist students to perform administrative duties outside your paid work hours ****
- Wear a work to rule wrist band and display work to rule materials
- No paperwork of any kind
- No preparation of materials of any kind for class
- No delivery of Attendance Sheets or answer calls transferred from the office
- No work on bulletin Boards or displays
- Do not participate in Parent Councils
- Do not take student pictures or produce student id cards

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Instructions for ALL Information Technology:

Effective September 29, 2015 please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Take breaks/lunch together with other CUPE Members
- Return all equipment to the employer at the end of each shift (phone/computer/ beeper/walkie talkies)
- Seek medical attention immediately for any workplace injuries ****
- Don't allow volunteers to do our work
- Do not buy supplies with your own money ****
- Submit a travel time payment voucher when you are required by your supervisor to travel ****
- Refuse to handle chemicals if any of the following is not in place ****
 - Workplace Hazardous Materials Information System (WHMIS) training
 - Material Safety Data Sheet (MSDS) posted for each chemical
 - All safety equipment required for handling the chemical
- Calling the MOL hot line for H/S Infractions ****
- Wear a work to rule wrist band and display work to rule materials
- Do not sign in when you report to work (unless you are the only one in the location – Health & Safety)
- Do not clear jams in photocopiers
- Get detailed requests for work in writing
- Do not perform repairs of any kind including repairs to photocopier
- Do not complete surveys of any kind from the employer
- Do not collect, spend or otherwise handle any cash
- No purchasing unless safety related
- Do not attend staff meetings unless on paid time
- Do not attend training
- No paperwork of any kind
- Do not update “Remedy” work log (IT)
- Do not complete or close “Remedy” work tickets (IT)
- Do not participate in Parent Councils
- Do not take over teacher duties to update their school websites
- Do not update department tracking system for computer/device repairs (ie. Helpstar or Service programs)

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Instructions for ALL Paraprofessionals/Professionals:

Effective September 29, 2015 please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Completing all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate ****
- Return all equipment to the employer at the end of each shift (phone/computer/ beeper/walkie talkies)
- Seek medical attention immediately for any workplace injuries ****
- Don't supervise college students
- Do not prepare or mount materials for student display boards
- Do not buy supplies with your own money
- Do not act as an attendant to your Supervisor (no errands, pick-ups, deliveries etc.)
- Submit a travel time payment voucher when you are required by your supervisor to travel ****
- Do not sign in when you report to work
- Get detailed requests for work in writing
- Do not complete surveys of any kind from the employer
- Do not collect, spend or otherwise handle any cash
- No purchasing unless safety related
- Do not attend staff meetings unless on paid time
- Do not attend training
- Wear a work to rule wrist band and display work to rule materials
- No preparation of materials of any kind for class
- No work on bulletin boards
- Do not attend any Ministry project meetings
- Do not participate in Parent Councils

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Instructions for ALL Instructors: **CUPE Local 5555 does not have Instructors**

Effective September 29, 2015 please follow the new work-to-rule instructions and the previously issued instructions:

Here are the new work-to-rule instructions:

- Do not do bulletin boards
- Do not complete learner reports
- Do not submit lesson/term plans. Keep them for your own use
- Do not buy supplies for your class
- Complete all reports (incident/accident) as they occur
- Take breaks/lunch together with other CUPE Members
- All students still in the care of CUPE members at the end of the work day will be safely delivered to the care of the Principal or principal designate
- Seek medical attention immediately for any workplace injuries
- Don't supervise college students
- Do not sign in when you report to work
- Do not attend staff meetings unless on paid time
- Do not attend training unless on paid time
- Wear a work to rule wrist band and display work to rule materials
- Photocopy on paid time
- No collection of fees/cash
- No unsolicited volunteers or co-op students
- Do not meet or communicate with Managers/Supervisors outside paid time
- Do not answer student questions on your breaks outside paid hours
- Refer students to supervisor to complete Ontario Works Attendance Reports
- Do not repair or unjam photocopiers
- Do not participate in Parent Councils

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