



Support Staff (CUPE) Handbook

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Introduction

Welcome to SD62's CUPE Support Staff Handbook!

The purpose of this Handbook is to provide specific information related to being in a support position at SD62.

To ensure this document stays current, please email HR@SD62.bc.ca if you notice any changes that need to be made.

Employee Self Service – AtrieveERP

CUPE Support employees enter absences through the Districts' Employee's Self Service site, AtrieveERP. Please note, CUPE on-call employees do not currently record their absences. In addition, CUPE employees must also enter a weekly timesheet in Time Entry Web (TEW) in order to be paid.

PART 1 - Logging Your Absence

1. Go to <https://sookesd62.atriveerp.com>
2. Enter your username and password (the same as for your SD62 email – please refer to the *New Hire Orientation Guide* for more information on Email)
3. Click **My Info** (or the person icon)
4. Click **Time and Attendance**
5. Click **Enter Absence**

This is the first screen of the Absence Entry process. Here you select why you will be away and for what dates. For more information, please refer to [CUPE – Part 1 – Absence Entry on atriveERP](#).

PART 2 - Completing Your Timesheet

1. Go to <https://sookesd62.atriveerp.com>
2. Enter your username and password (the same as for your SD62 email – please refer to the *New Hire Orientation Guide* for more information on Email)
3. Click **My Info** (or the person icon)
4. Click **Time and Attendance**
5. Click **Enter Time**

This is the first screen of the Time Entry process. Here you select date, location and position for the time worked. For more information, please refer to [CUPE – Part 2 – Timesheet Entry Web \(TEW\)](#).

For further information, please refer to other CUPE resources under [Atrieve Training Documents](#) found on Engage. If you cannot find answers to your questions in the training documents/videos, please contact Alison Makkinga in Human Resources at 250-474-9859 or amakkinga@sd62.bc.ca.

Pay Information

The CUPE payroll is processed bi-weekly, every second Friday. Most CUPE Support employees enter all hours into an electronic timesheet through the Districts' Time Entry Web (TEW) system, this includes all attendances and absences, paid and unpaid. CUPE Casual employees are paid by entering all hours into an electronic timesheet through TEW submitted weekly to Payroll. Employees missing hours on their pay must first check their electronic timesheet entry or contact the school(s) or department to ensure that their hours were recorded correctly, before contacting Payroll.

The [CUPE Pay Grid](#) can be found on Engage by clicking the link.

Union Memberships and Dues

Membership in the Canadian Union of Public Employees (CUPE) Local 459 is a condition of employment. To become a member of CUPE you must complete the membership application form which you will receive upon hire. CUPE dues are 1.65% of salary earned and the minimum deduction is \$5.00. This will be deducted directly from your pay and forwarded to CUPE Local 459.

Records of Employment

Records of Employment (ROE) are not issued unless requested. In June, if you require a ROE, complete and submit to the Payroll Department a “CUPE Under 12M Employee Vacation Pay Process and Record of Employment Request Form at School Year End”, which will be emailed near the end of May each year.

Benefits Information

Extended Health and Dental

CUPE Support employees working a minimum of 17.50 hours per week are eligible for employer paid benefit coverage. CUPE Casual employees (those who have not secured permanent status) are eligible for employer paid benefits once they have acquired 1040 hours worked and work a minimum of 17.50 hours per week. CUPE Casual will pay for their benefits if they are in a 10-month position during the breaks, Winter, Spring and Summer.

A summary of benefits can be found at the following website: <https://www.pebt.ca/>. Please contact Payroll Department at payroll@sd62.bc.ca for more information.

Pension Plan

Enrollment in the Municipal Pension Plan (MPP) is mandatory for all full-time, 12-month CUPE employees, except those currently receiving pension payments from a BC Pension Plan. For 10-month, part-time and on-call employees, enrollment in the Municipal Pension Plan (MPP) is optional, once the enrollment rules have been met.

Employee and Family Assistance Program

For permanent CUPE support staff (and their families), SD62 has partnered with LifeWorks to provide expert help with life, work and everything in between. LifeWorks is an Employee and Family Assistance Program (EFAP) and can help with almost anything. Whether you have questions about handling stress, maintaining relationships, challenges at work, parenting and childcare, managing money, caring for an older relative or health issues, you can turn to LifeWorks for confidential information and support. For more information [click here](#).

You can access EFAP at by phone at: 1-888-307-0590 or TTY: 1-800-855-0511 or through their website at: www.login.lifeworks.com

- Your User ID is **sd62**
- Your password is **healthy**

Sick Leave

CUPE employees paid on the **Permanent** payroll are advanced their 1st year sick leave hours upon hire. These hours are added to their sick bank and any sick leave taken is deducted from the advance sick hours in the employees' sick bank. However, because these hours are advanced and not earned on a per pay period basis, the employees sick bank balance is not visible on the employees pay statement during the 1st year. After the employees' 1st anniversary, the sick bank balance will show on the employees pay statement and sick leave will begin to accrue each pay period.

CUPE employees paid on the **Casual** payroll earn sick leave each pay, based on their bi-weekly hours worked.

Joint Early Intervention Services

Joint Early Intervention Services (JEIS) supports members during absences of six (6) days or more. Support may include access to medical specialists, treatment and diagnostic tests, such as an MRI to help you recover and return safely to work. Personal medical information, such as your diagnosis or treatment details, is confidential and will not be shared with your employer or union. Desjardins will contact you within 1-2 business days of being notified of your absence. Desjardins will work with you and your doctor on a support plan that is right for you. After 6 days of absence, your participation is required even if you are receiving benefits from WorkSafeBC or are returning to work. This program is supported by both your employer and your local union. If you have any questions, please contact Heather Smith at (250) 474-9812 or hsmith@sd62.bc.ca.

Vacation Leave

CUPE Support employees working 12 months are advanced their vacation entitlement each January based on their bi-weekly pay multiplied by their vacation percentage rate. CUPE Support employees working less than 12 months earn vacation hours and vacation amounts each pay period, based on their bi-weekly pay multiplied by their vacation percentage rate. On-call employees are paid vacation pay each pay period in lieu of vacation leave, based on their bi-weekly pay multiplied by their vacation percentage rate.

As per Article 22.02, vacation percentage rates are as follows:

Years of Continuous Service	Percent	7 hour/day	8 hour/day
1 to 6	6%	105	120
7 to 11	8%	140	160
12 to 18	10%	175	200
19 to 24	12%	210	240
25 to 29	14%	245	280
30 years or more	16%	280	340

Statutory Holidays

Statutory holidays for both CUPE Support and CUPE Casual employees are automatically calculated by our payroll system based on hours and regular salary earned during the 30 days immediately prior to the statutory holiday.

Non-Instructional Days

Most CUPE Support employees who work directly with students are laid off on these days. All 12-month employees are required to work on these days. CUPE Casual employees are not required to work on these days.

Winter and Spring Breaks

CUPE Support employees working less than 12 months' must use their vacation to cover time off over the Winter Break as well as for 1 week of the Spring Break closure. The 2nd week of the Spring Break closure will be unpaid. CUPE Support employees have the option of working extra minutes each day to be banked, based on their work schedule, to allow them to be paid their regular pay for the 2nd week of the Spring Break closure. CUPE On-call employees are not eligible for pay during any school closures. CUPE On-call employees are paid vacation pay on each pay.

Professional Development Days

All CUPE Support employees are required to attend a developmental workshop/training session on Professional Development Days (Pro-D), twice per year. Information regarding what sessions are available and registration instructions are sent out to all employees prior to the Pro-D day. CUPE Casual employees are not required to attend Pro-D days.

Professional Development

CUPE employees are eligible to apply for 3rd Day CUPE Professional Development for the cost of the course by completing the 3rd Day CUPE Pro-D application and sending it to hr@sd62.bc.ca. The application form can be found on Engage at: <https://engage.sd62.bc.ca/help-how-tos/forms-document-directory/cupe-collective-agreement>. A Self-Directed Professional Development Day, one day per year (July-June) for wages (Article 24.04) is available by entering it in Atrieve.

Seniority

Temporary and on-call employees shall accrue seniority on the Temporary Seniority List on an hourly basis. Upon achieving a permanent position, the temporary hours will be converted utilizing a ratio of 7 hours = 1day formula to produce an adjusted permanent seniority date for the Permanent Seniority List. CUPE Temporary and Permanent Seniority Lists are published monthly on Engage at: <https://engage.sd62.bc.ca/job-info-hr/seniority-lists>

Job Descriptions and Job Evaluation

The Job Evaluation process is done by a joint committee comprised of equal representation from CUPE and Management. As per the Job Evaluation Maintenance Plan, all job descriptions need to be reviewed at least every five (5) years to keep the job description current.

All CUPE Job Descriptions, the Gender Neutral Job Evaluation Plan and Job Evaluation Maintenance Plan are found on Engage at: <https://engage.sd62.bc.ca/help-how-tos/forms-document-directory/cupe-job-evaluation-documents>.

Probation and Trial Periods

Newly hired "regular" employees shall be considered on a probationary basis for a period of three (3) months from the date of hiring and during which time they are not eligible to apply on any temporary posted positions. During the probationary period, probationary employees shall be entitled to all rights and privileges of this Agreement and the grievance procedure may be implemented.

Promotions and transfers shall be made on the basis of the first two (2) calendar months being a trial period. Conditional on satisfactory service, the regular employee shall be confirmed in the permanent position after the period of two (2) months.

Criminal Records Checks

As an employee with SD62, you must authorize a criminal record check (CRC) every five years. You will be notified by Human Resources when your CRC is due. Please ensure you complete your CRC as soon as possible. Please note that while the District will pay the fee for the CRC, it will not cover the cost of fingerprinting services, should you be asked to provide them. This happens when you share the same birthdate and gender as someone with a record.

Job Postings

All job postings are emailed to your SD62 email and posted on Make a Future (MAF). To apply for a posting, go to <https://www.makeafuture.ca/bc-schools-and-districts/sooke-school-district-no-62/>. Please refer to the SD62 Employee Handbook for more information.

Please make sure to include (and keep updated) all pertinent information such as your phone number, resume and any applicable certificates or transcripts to confirm your qualifications for the position you are applying for.

CUPE Successful Applicant Lists can be found on Engage here: <https://engage.sd62.bc.ca/job-info-hr/successful-applicants>.

Collective Agreement

All terms and conditions of employment are in accordance with the Collective Agreement with CUPE and Sooke School District No. 62 (SD62), which is located on Engage under "Job Info & HR" then "[Collective Agreements](#)".

Useful Contacts and Links

General HR Inquiries	hr@sd62.bc.ca
General Payroll and Benefits Inquires	payroll@sd62.bc.ca
General IT Support	https://servicedesk.sd62.bc.ca/ Login with your school district credentials
Engage (District Intranet Site)	https://engage.sd62.bc.ca/
District Website	https://www.sd62.bc.ca/
Job Postings and Staffing Queries • Dawn Israel, HR Consultant	250-474-9803 or dpisrael@sd62.bc.ca
Payroll – CUPE Permanent • Anna Huang, Payroll Technician	250-474-9834 or ahuang@sd62.bc.ca
Payroll - CUPE Temporary/On-Call • LeiLei Sun, Payroll Technician	250-474-9826 or lsun@sd62.bc.ca
CUPE Benefits	https://www.pebt.ca
Municipal Pension Plan (MPP)	https://mpp.pensionsbc.ca/
CUPE Contacts and Elected Positions	https://engage.sd62.bc.ca/help-how-tos/forms-document-directory/cupe-elected-positions
Atrieve Website and Support • Alison Makkinga, HR Data Analyst and Project Lead	https://bc03.atriveerp.com/ 250-474-9859 or amakkinga@sd62.bc.ca
Make a Future Website and Support	www.MakeaFuture.ca 1.866.806.6851 or https://www.makeafuture.ca/contact-us/
Collective Agreement	https://engage.sd62.bc.ca/job-info-hr/collective-agreements
Student Incident Report	https://www.incident-request.org//
On-line Safety Platform (Prismatic)	https://safety.sd62.bc.ca/dashboard
Occupational Health, Safety and Wellness	https://engage.sd62.bc.ca/health-safety-wellness
District Calendars and School Hours	https://engage.sd62.bc.ca/district-board/district-calendars
Staff and School Contact Lists	https://engage.sd62.bc.ca/help-how-tos/forms-document-directory/staff-contact-lists
School Locator Tool	https://www.sd62.bc.ca/schools
School Board Office	https://engage.sd62.bc.ca/district-board/school-board-office