

# YOUTH SECTOR

## DELEGATES' REPORT – JANUARY 2025

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### **STAFFING 2025-2026**

The official staffing timeline will be completed by January 31. You will find it on SSO under the Human Resources tab, under Staffing - Teachers Youth Sector - Official Staffing Timeline 2025-2026. Be sure to check it so that you are aware of all important dates and deadlines for staffing. There are some important changes as a result of our new local agreement.

### **ELEMENTARY SUPERVISION DUTIES**

It has recently come to our attention that at some elementary schools, teachers are expected to replace absent student supervisors at recess. If you are told to do so, you are to be paid at the 1/1000<sup>th</sup> + 33% rate (for teachers working a 100% workload), or at the 1/1000<sup>th</sup> rate (for teachers working less than a 100% workload), just like when you do an emergency substitution. This is in our collective agreement, and we requested that HR ensure that principals are reminded.

### **INCIDENT REPORT REMINDER**

When you submit an incident report to your administrator, they must fill in their portion of the form and send it to Health and Safety at the school board within 5 working days. If a week passes, and you have not been copied on that email, please email your principal inquiring as to when you can expect it, as the 5 days have passed. It is also important to verify that the administrator has accurately completed the form, especially if multiple people dealt with the situation. Incident reports apply to both physical and psychological incidents. You can find both the incident report forms and instructions for completion on SSO under HR - Health and Safety Prevention - Health and Safety.

### **RREGOP ISSUES FOR MENTORS**

The school board continues to work to fix the errors, but it is a tedious process and is taking time. When a file has been corrected, the teacher will receive an email to let them know.

Submitted by: Erica Lamothe

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