



E.A. HOURS FUND 2022/2023 (ADDITIONAL TIME)

Every **PERMANENT** Education Assistant – Special Needs (or Alternate Ed.) is able to take advantage of the following additional hours this school year.

SIX (6) HOURS – CUMULATIVE

- a) Attend or review minutes from:
 - Individual Education Plan (IEP) meetings
 - School Based Team (SBT) meetings
 - Care Team meetings,
- b) Attend EA meetings,
- c) Attend Staff Meetings if information is relevant, and/or
- d) Updating EAOC Binders over and above the Professional day listed below.

This time CANNOT be used in place of the October 22, 2022 Pro-D Day

IMPORTANT: *None of the meetings identified in this document are a requirement, members can choose to attend, or not. Some members may see more benefit in planning a meeting directly with a classroom and/or resource teacher to review/discuss their students plans, or changes to existing plans, and work at developing strategies/learning resources that will best support the student.*

SIXTY (60) MINUTES – SEPTEMBER/OCTOBER 2022 OR MAY/JUNE 2023

Those members working in a high school environment will have access to one

(1) EXTRA hour to attend Individual Education Plan (IEP), School Based Team (SBT), and/or Care Team meetings.

This time can be applied to the beginning or end of a shift.

THIRTY (30) MINUTES – DAILY

Schools wanting to implement a:

- a) Breakfast Program,
- b) Lunch Program, to include the Soup Program, or
- c) Homework Club.

Schools that do not already have an existing program or require additional support to an existing program, can request up to a **maximum** of an additional thirty (30) minutes of support per day, five days a week until June 29, 2023. The additional time would be added to a members shift and entered into Power School by Human Resources for the year. The additional time is to be assigned to members in a fair and equitable manner. The first two programs will require members to have their “Food Safe”, the latter will require a member to possess the skills and knowledge to support the students that are attending.

NOTE: The Additional EA Hours Committee would review each application for approval.

SIX (6) HOURS – CUMULATIVE

Members are able to attend additional training throughout the school year. This additional training **WILL NOT** be training that is a requirement in their job description (i.e., First Aid), or required by WorkSafe (i.e., JOHSC), nor will it be training that the District is required to offer as per any Ministry direction (i.e., Diversity, Equity, or Inclusion). The training must be directly related to the work the member is doing. Check Connect 33 for additional information on learning opportunities.

IMPORTANT INFORMATION:

- Access to any of the additional hours requires a discussion with your supervisor prior to the time being worked as this is meant to be collaborative process; no one is to be directed to use these hours.
- Any EXTRA TIME worked will not be subject to “Article 10 – Overtime” provisions of the collective agreement.
- All time must be logged in the system during the appropriate pay period in which it is worked unless otherwise indicated (i.e., ongoing programs HR will adjust your hours of work).
- These hours are **additional** hours and **will not** carry over to the next school year (*use'em or lose'em*).
- Employees may choose not to work these additional hours, but their hours cannot be transferred to another member.

