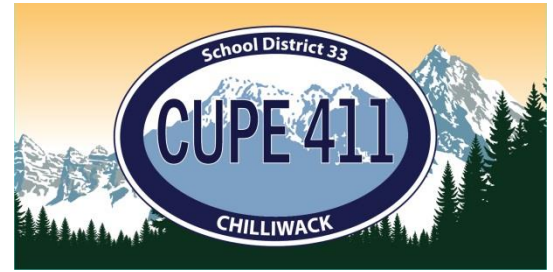


QUICK FACTS

SEPTEMBER 2024

Job Descriptions



Q – Where can I find the specific duties and responsibilities for my job description?

A – Both the Employer and the [Union](#) keep electronic copies of all the Support Staff Job Descriptions on their respective websites, or you can always email unionoffice@cupe411.ca and ask that it be emailed to you?

Q – Who directs support staff when it comes to their duties and responsibilities?

A – Your Supervisor should be the only person directing members on their specific duties and responsibilities, however, there may be others at your site that provide day to day direction (i.e., Sec A's manage office workflow)?

Q – Who is considered our Supervisor?

A – Often this is a Manager, Principal, or Vice-Principal; essentially it is the person that authorizes additional hours of work or overtime.

The message to members from the Union has been clear and consistent for many years now:

“Do not work outside the scope of your job description(s).”

There are many reasons for this but the top three that come to mind are;

1. We have a broad range of support staff within the collective bargaining unit, from carpenters to custodians, tech experts to transportation professionals along with highly skilled clerical and an assistant's division whose primary focus is direct student support, the last thing we want to see members doing is taking work away from another member that may not be getting full-time hours.
2. Members hourly rates of pay are based on a point system and that point system takes into account a variety of subfactors based on the required knowledge/ability/skills as well as the duties/responsibilities outlined in your job description. If you are performing additional duties and responsibilities then you are most likely not being compensated for them, you are essentially being used because you are performing unpaid work.
3. When other bargaining unit members engage in work outside the scope of their job description it does not identify the gaps in our workplaces and that need for additional supports, if the Union is not able to establish a shortfall within a division, or classification, then how are we to argue that additional staffing and/or funding is needed for those qualified to do the work.

Another very important thing to keep in mind as casual and/or permanent members you do not “volunteer” to perform work for the employer within your scheduled workday and we would even caution members what kind of volunteer work they might be considering or engaging in outside of working hours for the Employer. We understand that many members are parents/guardians of students in the system, and we absolutely support the volunteer work that you might wish to participate in as it directly relates to your loved ones.

The Union acknowledges that there are supervisors who respect their support staff and the parameters of job descriptions, and we know what a positive impact this has on those under their leadership. But there are still issues out there, so if you or one of your CUPE colleagues is being asked, or directed, to work outside the scope of the assigned job description and are too afraid to speak up please reach out to an Elected Union Official so that we can correct this most egregious conduct.

“Rank does not confer privilege or give power; it imposes a responsibility to do the right thing.”

