

# CUPE EDUCATION WORKERS MAKING SCHOOLS WORK



WORK-TO-RULE INSTRUCTIONS  
EFFECTIVE SEPTEMBER 10, 2015

## All Classifications Phase 1

1. Follow the terms and conditions of your Collective Agreement.
2. Work only your hours of work. Do not come in early or stay late. Don't take work home.
3. Take all breaks and lunch
4. No volunteering –or other non-paid activities.
5. Take overtime in the form of money.
6. Don't take calls or answer email from your supervisor or manager at home.
7. Don't allow volunteers to do our work
8. Do not attend unpaid meetings
9. Do one task at a time (no multi-tasking) and work at a safe pace.
10. Don't do the work of other union members
11. Wear pink or another visible show of solidarity on bargaining days (10<sup>th</sup>, 11<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>, of September).
12. Under Health and Safety and the right to know send an email to the Principal asking if any of the children with whom you are working have a record of violent behaviour in their OSR. If yes, ask to see the student's safety plan.
13. For members going on field trips or retreats – If there will be no opportunity for you to take your uninterrupted lunch or breaks, arrangements should be made with your supervisor before you go on the trip or retreat, to ensure that you are going to be paid for the time.

If you have questions or concerns about work-to-rule, please call **Moira Bell** 519-860-4186 or email [moirabellcupe@gmail.com](mailto:moirabellcupe@gmail.com) OR Patty Kleber 519-859-7807 or email [pattykleber@gmail.com](mailto:pattykleber@gmail.com)

Stay in touch – visit our Local website – [www.4186.cupe.ca](http://www.4186.cupe.ca) or OSBCC website - [www.osbcc.ca](http://www.osbcc.ca)), on facebook at [www.facebook.com/CUPEeducationworkers](http://www.facebook.com/CUPEeducationworkers) for the latest information.

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