# NOTICE TO ALL CUPE SUPPORT STAFF:

**CHANGE IN SIGN-UP FOR SUMMER WORK**

In accordance with Article 2.51 of the CUPE Agreement, school term employees may register for casual employment during school break periods as follows:

All personnel who wish to be called for summer work **must sign-up online on ESS (Employee Self Service). See attached instructions.**

**Sign up is no longer at District Facilities**

**\*All classifications may sign up for Maintenance work- (Transport/Grounds)**

**Transport/Grounds (Weeding)**: day-to-day employment in various departments at the appropriate rate of pay. Work may involve heavy lifting. Please note; safety footwear (steel toe) must be worn**. Please DO NOT sign up if you do not have safety footwear**. The jobs will begin as early as 7:00 a.m.

**If you are qualified in the classifications noted below, you may sign up for possible work.**

**IESW/CYCW**: may involve working at Summer School Learning or Community Camps

**Clerical**: may involve general office work, filing, packing and moving boxes. Work may involve lifting.

**District Attendant**: work may involve lifting and being on your feet for long periods of time.

**Safe School Liaison:** may involve working at summer school and/or summer programs.

**Outreach** Worker: may involve working at summer school and/or summer programs.

**NOTE**: Work will be assigned on availability by seniority. **YOU MUST BE AVAILABLE FOR THE FULL ASSIGNMENT IN ORDER TO BE ELIGIBLE.** An employee who is not available to accept work may be removed from the call out list.

**Sign-up will be available online April 26, 2024 by 4:00 PM and**

 **will close at 4:00 PM on May 6, 2024.**

**\*NO EXCEPTIONS**

*Please see reverse side*

**Information for Summer Work Assignments**

1. **All calls will be made on Thursday, June 20th and Friday, June 21st, 2024 from 3:00 PM – 6:00 PM.**
2. **You are responsible to review your phone numbers in ESS (Employee Self Service) to ensure they are correct for call out and be available to receive calls starting on June 20th at 3:00 PM.**

***Thank you for signing up for summer work!***