

CUPE 4222 FAQ

At CUPE 4222, we believe in empowering our members to address workplace challenges proactively, on site. If you run into an issue on the job, we strongly encourage you to seek resolution through communication with your direct supervisor and/or principal, first.

Should you be unsuccessful in finding a resolution or if you are seeking additional guidance, please review the following frequently asked questions for details on who to contact and when.

Q: As a member of CUPE Local 4222, how do I reach out to an officer of the local?

Whether you are reaching out to your Unit Vice-President, Lead Steward, or another officer of the local, please ensure you are using your own personal phone/device. Please do not reach out using a TVDSB phone and/or device. Should members wish to connect with an officer via email, it is strongly encouraged that members use their personal email addresses; **not** their TVDSB email, because the board does monitor Outlook, and we would **not** want anyone to get into trouble for doing union business on board time.

Q: Our local has multiple units - how do I know if I am in Unit A, B, or D?

Unit A: Custodial, Maintenance, Drivers, IT, Graphic Services, etc.

Unit B: Office & Clerical (Elementary, Secondary, Zone Office Assistants, Payroll, etc.)

Unit D: ECEs and CNCs

Q: Who should I contact for operational inquiries?

Operational inquiries are things related to your day-to-day job at your work site. This could be work schedules and assignments, job duties, workplace policies and procedures, and

interactions with management. Your Unit Vice-President should **always** be your first point of contact in this scenario, as they need to be made aware of any issues or concerns taking place at your work site. If your inquiry needs to be directed toward another officer, they will let you know who you need to contact.

Unit A Members:

Unit A Vice-President

Union Cell: 519-280-6614 (can be phoned or texted) **Email:** unitavpcupe4222@gmail.com

Unit B Members:

Unit B Vice-President

Union Cell: 519-280-4734 (can be phoned or texted) **Email:** unitbvpcupe4222@gmail.com

Unit D Members:

Unit D Vice-President

Union Cell: 519-494-0292 (can be phoned or texted) **Email:** unitdvpcupe4222@gmail.com

Q: Who should I reach out to if I have a contractual inquiry?

Contractual inquiries are things related to your Collective Agreement, such as your rights and obligations defined in the contract, pay rates, benefits, working conditions and hours, job security, and layoff provisions. Your Unit Lead Steward should **always** be your first point of contact for inquiries of this nature. If your inquiry needs to be directed toward another officer, they will let you know who to contact.

Unit A Members:

Unit A Lead Steward

Union Cell: 519-200-9888 (can be phoned or texted) **Email:** unitaleadcupe4222@gmail.com

Unit B Members:

Unit B Lead Steward

Union Cell: 519-200-4734 (can be phoned or texted) **Email:** unitbleadcupe4222@gmail.com

Unit D Members:

Unit D Lead Steward

Union Cell: 519-494-0292 (can be phoned or texted) **Email:** unitdleadcupe4222@gmail.com

Q: When can I expect a response to my inquiry?

The local is consistently fielding a high volume of inquiries from members; however, our mission is *always* to respond to everyone in a timely manner. If you do not immediately hear from the officer you are trying to reach, please allow up to 24-48 hours for them to get back to you.

Please note that if you are trying to connect with your Unit Vice-President, Lead Steward, or the Vice-President, they are not on full-time release at the local office; these officers still work their TVDSB jobs during the day. Due to this, you can expect to receive a response from them after regular work hours, within 24-48 hours.

Q: But what if I need a response during the workday?

Officers of the local will always do their best to respond as soon as possible, as our members are our first priority. As mentioned previously, if you are trying to reach your Unit Vice-President, Lead Steward, or Vice-President, they are not on full-time release and may take longer to respond. However, if it is an *urgent* matter, do not hesitate to reach out to one of the following Executive officers, who are on full-time release:

Wellness & Safety Officer (*Health & Safety, Workplace Injuries, Incident Reports, Return to Work, LTD, WSIB, Benefits, Medical Leaves, etc.*)

Union Cell: 548-388-9171 (can be phoned or texted) **Email:** safetyofficercupe4222@gmail.com

Chief Steward (*contractual issues, grievance inquiries*)

Union Cell: 519-636-1878 (can be phoned or texted) **Email:** chiefstewardcupe4222@gmail.com

President (*emergency inquiries, CAS concerns*)

Union Cell: 519-280-3386 (can be phoned or texted) **Email:** presidentcupe4222@gmail.com

Recording Secretary (*update your contact info, EdvantagePerks, delegate reports, local contact information*)

Office: 519-453-4222 **Email:** secretarycupe4222@gmail.com

On occasion, our full-time release Executive officers are off-site in a meeting or are directly working with a member in the office, therefore it's not always possible for them to immediately take a phone call or reply to an email, but rest assured they will respond as soon as they can. Keep in mind that alternate forms of communication are also available, such as sending them a text message or leaving a message on their voicemail. ***When leaving a voicemail, make sure to leave your full name, contact details, and a brief message,*** and they will get back to you as soon as they can.

If you are concerned that you are being asked to do something that you feel is ***unsafe***, then please connect with our **Wellness & Safety Officer** to find out if it is something you can rightfully refuse, under your right to refuse unsafe work. In the event that you have been ***injured*** at your worksite, please also contact our **Wellness & Safety Officer**, when and if you are able.

If there is an immediate medical or safety emergency in your building, your first point of contact is your **direct site supervisor and/or principal; it is also proper process to notify the Site-Based Health and Safety Committee at your location.** We also strongly encourage members to follow the appropriate board policies and/or procedures, in accordance with your situation. If later that day you have questions or concerns about the incident, or would like to debrief about the situation, please do not hesitate to reach out to your Unit Vice-President. ***Please do not wait to hear back from a union officer in the event of an immediate medical emergency.*** If you would like to speak to someone from the local, first ensure that the situation has been secured, make sure ***you*** are safe, and then call the union office for additional guidance and/or mental health support from our **Wellness & Safety Officer.**

If you are concerned that you are being asked to do a task at your work site that you don't believe is your job, it is best to "***work now, grieve later***". The reason for this, is that you do not want to be considered insubordinate, because you refused to do what your supervisor asked you. As difficult as it can be in the moment, you are better to do the task and then connect with your Unit Vice-President later that day, to find out if it was your job or not. If you are advised by your Unit Vice-President that the task you performed was ***not*** your job, then there are next steps that can be followed, with the help of your Unit Vice-President and/or Lead Steward.

If you have an inquiry that has ***not*** been mentioned above, and it does ***not*** require immediate assistance, then we ask that you please connect with the appropriate local officer (Unit Vice-President, Lead Steward, etc.) and wait for their response. If you have already reached out to an officer of the local and have been in discussions with them, please ***do not*** attempt to connect with other officers of the local, at the same time. If you have reached out to an officer and you have not

heard back from them within 24-48 hours, please follow up with that individual. If after following up you are still left with no response, then please send an email to **both** the Recording Secretary and the President, and someone can follow up with the intended recipient.

Q: If I would like a grievance to be filed, who would I contact?

If you believe that you have a situation that warrants the local filing a grievance, please connect with your Unit Lead Steward. If they agree that there has been a violation of our contract, they will connect with our **Chief Steward**, and they will get back to you with next steps, if any. For additional information on the grievance process, please see the “Grievances” section of our Collective Agreement.

Q: Who would I contact if I have a health and safety concern?

If you have a health and safety concern in your building, your first point of contact would be your Site-Based Health and Safety Committee, as well as your direct supervisor/principal. If you’re unsure of who is on your site’s committee, please connect with your direct supervisor.

Q: What if I have informed the Site-Based Health and Safety Committee and my supervisor, and I still have concerns?

If you have gone through your Site-Based Health and Safety Committee at your location and you have connected with your supervisor, and you still have questions and/or concerns, please contact our **Wellness and Safety Officer**.

Wellness & Safety Officer

Union Cell: 548-388-9171 (can be phoned or texted) **Email:** safetyofficercupe4222@gmail.com

Q: Who do I contact if I want to receive emails from the local?

To join our email list, please send an email to our Recording Secretary; you may also fill out the contact form on the right of the CUPE 4222 homepage (pictured below):

Recording Secretary

Office: 519-453-4222 **Email:** secretarycupe4222@gmail.com

Sign Up for Our Emails!

If you are a new member of CUPE 4222, or if any of your info has changed, please fill out the form below:

Personal Email (Not Your TVDSB)

First Name

Preferred Name

Q: What if I have an issue with my paycheque? Can I contact the union?

It is **always** best practice to check your pay stub each pay week (found in your Employee Portal), to ensure it is accurate. If you notice a discrepancy with your pay, your first point of contact is **Payroll Services**, at the Board Office. The local does not have control over your pay or your deductions. Payroll can be reached at payrollhelpline@tvdsb.ca. If you have contacted Payroll Services and you still have not received the proper compensation, then we advise that you contact your direct supervisor and/or principal to seek additional guidance. If at that point the issue has still not be resolved, then please contact your Unit Lead Steward to seek next steps.

**** Please note that some of our Unit B members also work in Payroll and deserve mutual respect ****

Q: Where can I find my Vacation/Sick Leave days?

You can find this information by logging into your TVDSB Employee Portal and clicking on the “View My Vacation/Sick Leave Days” link on the left side of the screen (pictured below):

- Personal Information
- [Change Password](#)
- [View/Change My Personal Information](#)
- [View My Vacation/Sick Leave Days](#)
- [View My Seniority List](#)
- [Link to My Pension Provider Website](#)

Q: What if my vacation/sick time allotments aren't correct?

As stated on the “**View My Vacation/Sick Leave Days**” screen (pictured below), if there is a discrepancy with your allotments, **please contact your supervisor.**

This data is current as of the last absence report received. If there is a discrepancy, please contact your supervisor .

Total sick leave credits = your current sick days available

If after speaking with your supervisor the situation has not been resolved, please reach out to your Unit Lead Steward for guidance on next steps.

Q: Why do I pay union dues? Is there an option to have them removed?

CUPE Union dues are paid by all members, because they provide the funds necessary to operate the Union and advocate for its members, covering costs for professional staff, negotiations, grievance handling, and legal support. Your dues allow the Union to collectively bargain for better wages, benefits, working conditions and provide representation when the Collective Agreement is violated. These dues are a tax-deductible expense that helps ensure the Union can protect the rights and livelihood of all members. Union dues cannot be removed, as they are part of the collective bargaining agreement between the union and our employer, as well as the CUPE Constitution.

For more information on Union Dues, please visit the CUPE National website: <https://cupe.ca/fact-sheet-union-dues-and-rand-formula>

Q: Do we have free legal representation through the union or the board?

CUPE 4222 does not have legal representation for member's personal matters (divorce/separation, custodial agreements, real estate, etc.) Our only available legal resources at the local level are utilized for the grievance process, for support and guidance for contractual concerns. However, there may be resources available through our Employee Assistance Program, Telus Health. Please visit our website under the “**Resources**” tab and click on “**Telus Health (EAP)**” for details on how to access the program.

Q: What should I do if my inquiry has already gone through the appropriate channels at the local and needs further attention?

If you have an issue that has already gone through your Unit Vice-President and/or Lead Steward and requires further attention, please reach out to the Vice-President or President.

**** This should be considered only after you have gone through the appropriate local officer(s) and have been directed to speak with the Vice President/President, or if after 48 hours you have not received a response from the officer you attempted to connect with ****

Vice-President

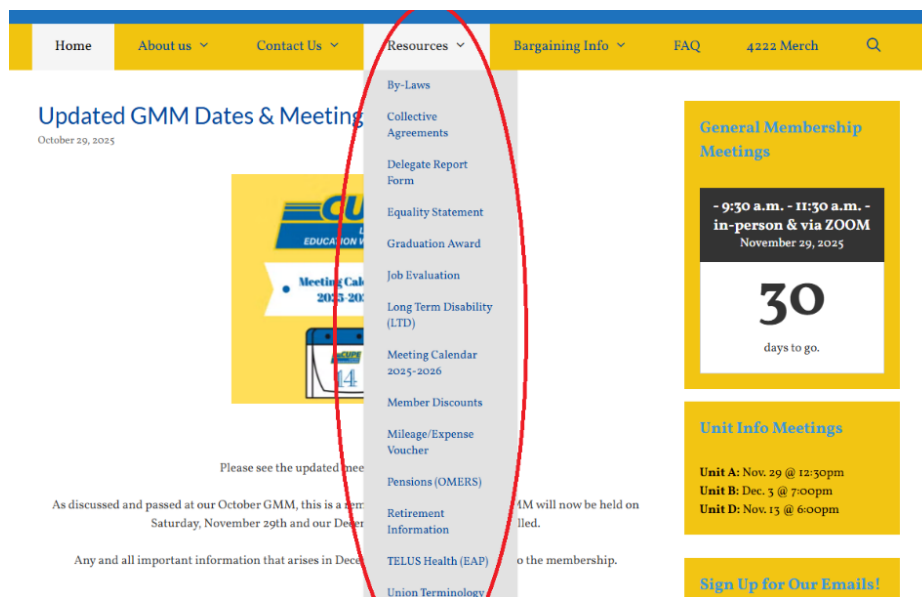
Union Cell: 519-280-5844 (can be phoned or texted) **Email:** vicepresidentcupe4222@gmail.com

President

Union Cell: 519-280-3386 (can be phoned or texted) **Email:** presidentcupe4222@gmail.com

Additional Resources:

For information on things like meeting dates, retirement, member discounts, our local bylaws, and collective agreements, please visit the **“Resource”** tab on our website, <https://4222.cupe.ca/>:



In addition to our website, your collective agreement can also be found in your TVDSB Employee Portal (*pictured below*). We strongly encourage all members to familiarize themselves with their collective agreement, as per the “**Communications**” section of our Collective Agreement. The more we know, the better we can protect our rights and operate in our positions more effectively.

Personal Information
[Change Password](#)
[View/Change My Personal Information](#)
[View My Vacation/Sick Leave Days](#)
[View My Seniority List](#)
[Link to My Pension Provider Website](#)
[View My Employee Assistance Program](#)
[View My Collective Agreement](#)
[View My Benefits](#)
[View My Pay History](#)
[View My Pay Schedule](#)
[View My Expense Reimbursements](#)
[View My Professional Development](#)
[View My Qualifications](#)
[Offence Declaration](#)
[Annual Health and Safety Training](#)
[View My T4](#)
[View My T1198 for Bill 124](#)

Employee Groups
[A.A.P.P.](#)
[CUPE - Local 4222](#)
[CUPE - Local 2672](#)

In addition to finding your collective agreement, you’ll also see a link that will take you directly to our CUPE 4222 website.

TVDSB Policies & Procedures

To view the Board’s policies and procedures, please visit the website below. If you’re looking for a specific policy/procedure, there is a search by keyword option (*pictured below*). Alternatively, you can access this page through SharePoint, as well (more details below).

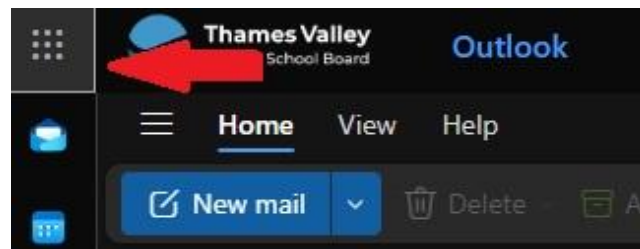
<https://www.tvdsb.ca/modules/document/document.aspx>



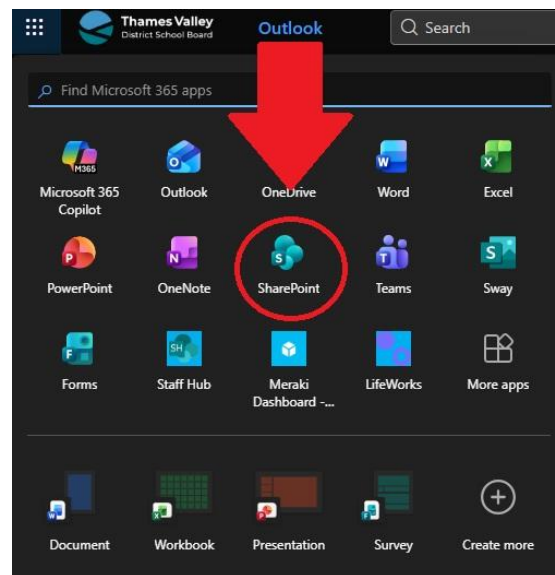
SharePoint:

In addition to the board's policies and procedures, you will also find a wealth of other information in SharePoint, such as Internal Job Postings, Employee Mental Health & Well-Being Resources, Electronic Forms, theSIS – Staff Resources and Support (Unit B).

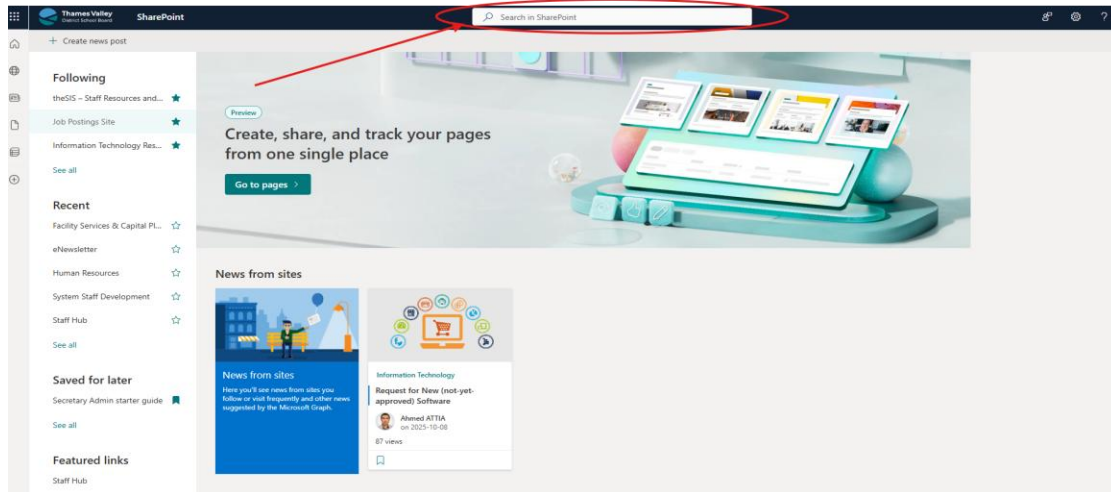
To access SharePoint, you may enter through Outlook by clicking on the 9 dots in the top left corner of your screen (pictured below):



Once you click on the dots, a small window will appear with several Microsoft 365 applications. Make sure you are clicking on the SharePoint icon (pictured below):



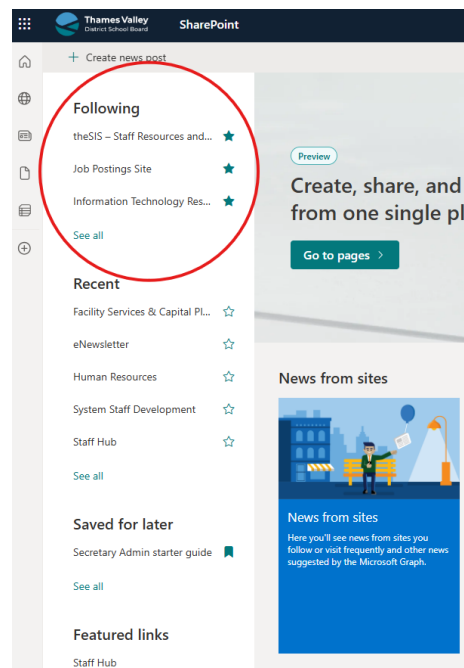
Once you are in SharePoint, you have the ability to do a search for what you are looking for, at the very top of the screen (pictured below):



Once you have found the page you are looking for, you have the option to **“follow”** that page for quicker access, should you want to access it again in the future. This can be done by clicking on the star at the top right corner of the page you are viewing (please see example pictured below):



Once you are **“following”** a particular page, they will show up in your **“Following”** section on the left side of your screen (pictured below):



Executive Officers		
Name	Position	Contact Info
Mary Henry	President	Cell: 519-280-3386 presidentcupe4222@gmail.com
Brian Wright	Vice-President	Cell: 519-280-5844 vicepresidentcupe4222@gmail.com
Dave Bettencourt	Chief Steward	Cell: 519-636-1878 chiefstewardcupe4222@gmail.com
Jamie Jacques	Wellness & Safety Officer	Cell: 548-388-9171 safetyofficercupe4222@gmail.com
Charlie Price	Unit A Vice-President	Cell: 519-280-6614 unitavpcupe4222@gmail.com
Sharon Wallace	Unit B Vice-President	Cell: 519-280-4734 unitbvpcupe4222@gmail.com
Marcy Hall	Unit D Vice-President	Cell: 519-494-0292 unitdvpcupe4222@gmail.com
Jessica Downie	Recording Secretary	Office: 519-453-4222 secretarycupe4222@gmail.com
Lyndsay Lazzaro	Acting Financial Officer	Office: 519-453-4222 financialcupe4222@gmail.com
Deb LeClair	Membership Officer	Email: membershipofficercupe4222@gmail.com
Unit Lead Stewards		
Name	Position	Contact Info
Doug Morrison	Unit A Lead Steward	Cell: 519-200-9888 unitaleadcupe4222@gmail.com
Michelle Milonas	Unit B Lead Steward	Cell: 519-200-7130 unitbleadcupe4222@gmail.com
Marcy Hall	Unit D Lead Steward	Cell: 519-494-0292 unitdleadcupe4222@gmail.com
Committees		
Committee	Committee Chair	Contact Info
Bargaining (Unit A)	Mijo Ilic	negotiationsunitacupe4222@gmail.com
Bargaining (Unit B)	Liz Webster	negotiationsunitbcupe4222@gmail.com
Bargaining (Unit D)	Shelley Stewart	negotiationsunitdcupe4222@gmail.com
By-Laws	Liz Webster	bylawscupe4222@gmail.com
Communications		communications4222@gmail.com
EDI	Sasha Fiddes	equitycommitteecupe4222@gmail.com
Health & Safety	Jamie Jacques	safetyofficercupe4222@gmail.com
Job Evaluation	Shelley Stewart	jobevaluationcupe4222@gmail.com
Long Term Disability	Rebecca Avey (L-7575)	r.president@cupe7575.ca
Mobilizer Lead	Liz Webster	mobilizingleadcupe4222@gmail.com
Retiree	Anne MacKinnon	retireelocal4222@gmail.com
Social	Liz Webster	socialcommitteecupe4222@gmail.com

In strength and solidarity,

