

## **WORK-TO-RULE PHASE 1 INSTRUCTIONS CLASSIFICATION – SPECIFIC INSTRUCTIONS**

### **CONTENTS**

1. CUSTODIAL/CARETAKER
2. MAINTENANCE/TRADES
3. SCHOOL BASED CLERICAL
4. BACK OFFICE/CENTRAL CLERICAL
5. EDUCATIONAL ASSISTANTS
6. EARLY CHILDHOOD EDUCATORS
7. LIBRARY/LIBRARY TECH WORKERS
8. INFORMATION TECHNOLOGY
9. STUDENT SUPERVISORS
10. PARAPROFESSIONALS
11. CHILD AND YOUTH WORKERS
12. INSTRUCTORS
13. FOOD SERVICE WORKERS

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**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Custodial and Caretaker members

**Effective September 30, 2019, please follow the work-to-rule instructions (General and Classification specific)**

Here are the new work-to-rule instructions:

1. Only complete work orders received by supervisors, get detailed daily requests for work in writing.
2. Do not remedy, complete or close work orders (ebase).
3. Do not cover duties of unfilled (absences) member positions (complete your square footage/routine/block only).
4. Do not Supervise student.
5. Do not complete the ground maintenance (includes grass cutting, shovelling, etc.).
6. Do not pick up garbage outside or empty outside garbage's.
7. Do not participate in recycling/compost programs.
8. Do not attend Head custodian/caretaker meetings.
9. Do not unlock interior doors for staff who are supplied their own keys.
10. Do not carry or transport photocopy paper or packages.
11. Don't set up or take down chairs/tables etc. for any event or function school based or community use including elections.
12. No cleaning of Ministry unfunded areas such as hallways, office areas and gymnasiums.
13. No opening closed rooms for any purposes (safety inspection only).
14. Do not verify co-workers' absences or assign work.
15. Do not use personal tools/equipment.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Maintenance & Trade members

**Effective September 30, 2019, please follow the work-to-rule instructions (General and Classification specific)**

Here are the new work-to-rule instructions:

1. Only complete work orders received by supervisors, get detailed daily requests for work in writing.
2. Only complete tasks that have been provided in writing. No verbal requests.
3. Do not remedy, complete or close "Remedy" work orders (ebase).
4. Do not cover duties of unfilled member positions (complete your routine and work orders only).
5. Do not supervise students.
6. Do not allow others to perform our duties including student helpers/Coop/placement students.
7. Prior to each use of a vehicle, complete a full safety check of the vehicle.
8. Report all instances of outside contractors performing your work to local president.
9. Complete repairs only if parts are in stock and on hand.
10. No ordering, completing purchase orders or using employer purchasing card.
11. Do not verify co-workers' absences or assign work.
12. Begin and end each day at assigned base.
13. Travel only on work time, at posted speed limit.
14. Do not use personal tools or equipment.
15. Perform all safety equipment checks prior to performing tasks.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL School Based Clerical

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not supervise children.
2. Do not prepare or mount materials for student display boards.
3. Do not act as an attendant to your Principal or school (no errands, pick-ups, deliveries etc.)
4. Do not replace paper, clear jams or perform repairs with regards to photocopiers and or laminators (post out of service sign – provided by local).
5. Do not collect, spend or use any funds including cash, purchasing cards, Cash Online, or provide support.
6. Do not update school website, or social media pages.
7. Do not administer medication.
8. Do not verify, enter or find replacements for staff absences.
9. Do not assist, support or participate in any school fundraising events.
10. Do not complete any reports for the Ministry of Education, School and/or School Board.
11. Do not prepare or participate in any school function (graduation, funfair, open house, etc.) outside of work hours.
12. Do not file or update OSRs or OSSR cards.
13. Do not input or copy progress or report cards.
14. Return responsibility of door buzzer to the Administration (do not operate the buzzer)
15. Do not perform bank deposits.
16. No pediculosis (lice) checks.
17. Do not sign cheques or perform cheque runs.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Central Clerical (any clerical not assigned to school buildings)

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not act as an attendant to your supervisor or staff (no errands, pick-ups, deliveries etc.)
2. Do not replace paper, clear jams or perform repairs with regards to photocopiers and/or laminators (post out of service sign – provided by local)
3. Do not collect, spend or use any funds including cash, purchasing cards, Cash Online, or provide support.
4. Perform simple accounting functions only – data entry.
5. Do not sign any cheques or perform cheque runs.
6. Get all tasks request in writing.
7. Do not complete any reports for the Ministry of Education or School Board.
8. Do not prepare or participate in any school functions (graduation, funfair, open house, etc.) outside of work hours.
9. Do not prepare for any trustee or senior staff meetings.
10. Do not perform bank deposits.
11. Do not verify, enter or find replacements for staff absences.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Educational Assistants/ CDA/PSW etc.:

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the work-to-rule instructions:

1. Do not complete logs, tracking documents or reports in writing – verbal input only.
2. Do not prepare or mount materials for bulletin boards.
3. Do not collect, spend or otherwise handle any cash. Do not participate in any fundraisers.
4. Do not buy supplies with your own money.
5. Do not act as an attendant to Principal or Staff (no errands, pick-ups, deliveries etc.)
6. All students still in the care of CUPE members at the end of the workday will be safely delivered to the care of the Principal or principal designate.
7. Do not allow any class to proceed unless a teacher is present.
8. No preparation of materials of any kind for class.
9. No completion of student attendance.
10. No general population supervision – supervision will be performed for special Education students in your assignment only.
11. Request for work or schedule change must be detailed in writing and only after a thorough review of the safety plan.
12. Do not participate in Nutrition programs (food for learning, breakfast or lunch programs) this includes shopping, preparing and/or serving of food.
13. Do not transport students in personal vehicle.
14. Do not perform safety procedures on the bus (e.g. harnessing or buckling in)- responsibility of bus driver.
15. No pediculosis (lice) checks.
16. Toileting of Special Education students only in your assignment.
17. Take breaks on non instructional time only.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Early Childhood Educators:

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not complete written reports. Verbal input only.
2. Do not prepare or mount materials for student display or bulletin boards.
3. Do not act as an attendant to Principal or staff (no errands, pick-ups, deliveries etc.)
4. Do not collect, spend or otherwise handle any cash. Do not participate in any fundraisers.
5. No paperwork or photocopying of any kind.
6. No retrieving of OSR's.
7. No preparation of materials of any kind for class, outside of paid time.
8. No general supervision – supervision of students in the Kindergarten program only.
9. No general toileting – assist in toileting of students in your class only.
10. Do not allow class to proceed without teacher present during instructional time.
11. Do not post to any documentation apps (SeeSaw, Freshgrade, etc).
12. Do not participate in special programs.
13. Do not accept teaching assignments.
14. No pediculosis (lice) checks.
15. Take breaks outside instructional time.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Library Workers/Library Technicians/Library Assistants:

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not prepare or mount materials for student display or bulletin boards.
2. Do not act as an attendant to Principal or staff (no errands, pick-ups, deliveries etc.)
3. No supervision of students – including yard duty and lunch clubs.
4. No laminating.
5. No interschool circulation requests.
6. Do not participate in Book fairs.
7. Get detailed requests for work in writing.
8. Do not collect, spend or otherwise handle any cash.
9. Do not assist students to perform your tasks (including shelving and scanning)
10. Do not lead small groups – eg book clubs, robotics etc.
11. Do not gather unit specific learning resources “pulls” for teaching staff.
12. Do not supervise students in library without teacher present.
13. No paperwork of any kind – eg. overdue notices, circulation reminders, etc.
14. Do not update school/library website or social media pages.
15. No instruction of classes.



**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Information Technology:

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not perform work above the ceiling.
2. No delivery of equipment in personal vehicle.
3. Do not setup equipment or work trustee meetings.
4. Do not start new projects.
5. Do not complete or assist in completion of board or ministry reports.
6. Prioritize work orders to address students' needs first.
7. Do not complete repairs or assist with personal devices.
8. Begin and end day at assigned base.
9. Get detailed requests for work in writing – all work requires a ticket.
10. Do not perform repairs of any kind to photocopier/printer/wifi.
11. Perform repairs only if parts are on hand.
12. Do not collect, spend or otherwise handle any cash.
13. Only complete work orders received from supervisors, get detailed daily requests for work in writing.
14. Do not remedy, complete or close work orders.
15. Do not purchase supplies with your own money.
16. Do not conduct any investigations on behalf of the employer (electronic surveillance).

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Student Supervisors:

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not prepare work for students.
2. Do not search out materials for students.
3. Do not clean tables.
4. Do not sweep the cafeteria.
5. Only supervise students in your line of sight.
6. Do not allow students to do your work.
7. Do not take student attendance.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Paraprofessionals (Chaplains, Speech & Language, Social Workers, etc)

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not act as an attendant to your Supervisor (no errands, pick-ups, deliveries etc.)
2. Get detailed requests for work in writing.
3. Do not collect, spend or otherwise handle any cash.
4. Do not attend staff meetings unless on paid time.
5. No preparation of materials of any kind for class/students.
6. Do not prepare or mount materials for student display or bulletin boards.
7. Do not participate in Nutrition programs (food for learning, breakfast or lunch programs) this includes shopping, preparing and/or serving of food.
8. No preparation for any events of celebrations (masses, etc.)
9. Do not facilitate any training for any staff.
10. Do not provide emergency coverage.
11. Begin and end your workday at assigned base.
12. Only supervise students on case load.
13. Ensure all documents and requests for changes in case load are provided in writing.
14. Do not deliver students to or from class.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Child and Youth Workers

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not complete written reports. Verbal input only.
2. Do not prepare or mount materials for student display or bulletin boards.
3. Do not act as an attendant to Principal or teacher (no errands, pick-ups, deliveries etc.)
4. Do not collect, spend or otherwise handle any cash. Do not participate in any fundraisers.
5. Do not complete any paperwork or photocopying of any kind.
6. Do not retrieve OSR's.
7. No preparation of materials of any kind for class, outside of paid time.
8. No general supervision.
9. Do not allow class to proceed without teacher present.
10. Do not facilitate training to any staff.
11. Do not post to any documentation apps (SeeSaw, Fresh Grade, etc).
12. Do not participate in special programs.
13. Do not accept teaching assignments.
14. No pediculosis(lice) checks.
15. Take breaks outside instructional time.
16. Perform supervision of students on case load only.
17. Ensure all documents required for addition and removal of case load are provided in writing.
18. Do not work small groups.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Instructors (ESL/Adult/International Languages etc):

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Do not participate in PBLA (Performance Based Learning Assessment)
2. Do not complete assessments outside paid hours of work.
3. A supervisor must be on site for all classes held after regular school hours (beyond 3:30pm)
4. Do not supervise students on field trips.
5. Do not prepare, or lead Mass.
6. Do not input student attendance.
7. Do not do the work of a qualified teacher.
8. No supervision of students eg. yard duty, lunch duty.
9. Do not complete progress or (learner) report cards.
10. Do not communicate with students' parents/home.
11. Get requests for schedule and/or location changes in writing.
12. Do not act as an attendant to Principal or staff (no errands, pick-ups, deliveries etc.)
13. Do not collect, spend or otherwise handle any cash. Do not participate in any fundraisers.
14. Do not purchase material with personal funds.
15. Do not prepare or mount materials for student display or bulletin boards.
16. Do not participate in Nutrition programs (food for learning, breakfast or lunch programs) this includes shopping, preparing and/or serving of food.
17. Do not accept a merged class where no supply instructor was found.

**WORK-TO-RULE  
PHASE 1 INSTRUCTIONS  
EFFECTIVE September 30, 2019**

Instructions for ALL Food Service Workers

**Effective September 30, 2019, please follow the new work-to-rule instructions and the previously issued instructions:**

Here are the new work-to-rule instructions:

1. Get detailed requests for work in writing.
2. Do not collect, spend or otherwise handle any cash.
3. Do not order any consumables (food order)
4. Do not supervise students in the kitchen without a Teacher being present.
5. Prepare only 1 menu item daily (no multiple choice)
6. No wiping of tables or cleaning the dining room portion of the cafeteria (custodial work)
7. All prep work must be completed on work time.
8. All cleaning must be completed on work time.
9. Do not post any information on any bulletin board.
10. Do not fulfill staff or school board catering orders.