

Summer Clerical Hours

Budgeted additional clerical hours

In the approved budget, the District covers the cost of school clerical work for one week after school ends and one week before school starts (with a second week at certain secondary schools as noted below). Some schools may not require any or all of the additional clerical hours. **If you do require these clerical hours:**

1. **Please ensure that your School Secretary is on the call-out list in Make A Future (instructions below)**
2. **Principals, please submit the vacancies in SFE for the additional time (dates below):** Reason = extra staffing. Budget code = regular clerical 1-41-12010-XX (use your school cost centre). This GL is District paid. Please note in the SFE comments if the Secretary has agreed to the additional hours. Per the collective agreement the callouts are based on the site-based seniority, so best practice is to make the offer by email in the event the senior clerical declines.

If both of the above are done and your Secretary has agreed to work the extra hours, they can simply show up to work on these days (there will not be an actual call-out, as your Secretary has site-based authority at your School).

2020-2021 Dates:

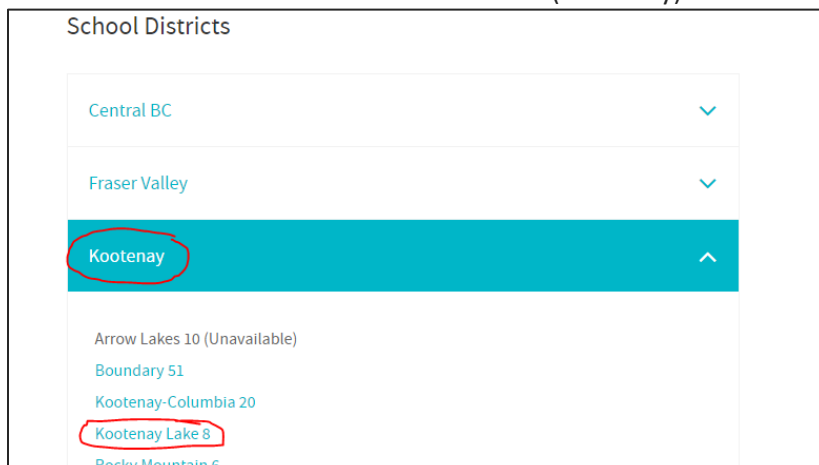
- **All School Secretaries:** June 28 to July 2 (excluding stat)
- **Secondary School Secretaries (1 at JVH, CVSS, LVR, MSSS, Trafalgar, CrBay):** August 23 to August 27
- **All School Secretaries:** August 30 to September 3

Paper Timesheets: You will need to submit paper timesheets to payroll for any days worked between June 28th and September 3rd although payroll will issue eServe timesheets for the secondary school secretaries that return on August 23rd.

Note: there are no side deals or in lieu (i.e. secret bank time) allowed.

Instructions to apply to the CUPE Callout Renewal list

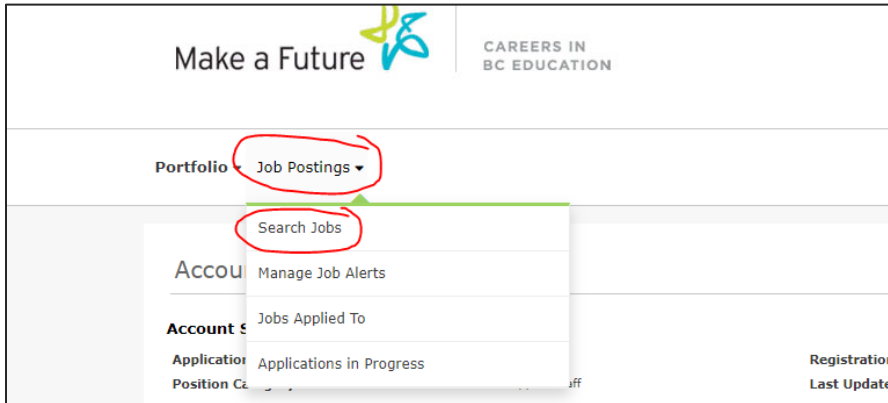
1. Navigate to the Make a Future website login page: <https://www.makeafuture.ca/log-in/>
2. Scroll down and select our School District (Kootenay) from the list and then 'Kootenay Lake 8'



School Districts

- Central BC
- Fraser Valley
- Kootenay**
- Arrow Lakes 10 (Unavailable)
- Boundary 51
- Kootenay-Columbia 20
- Kootenay Lake 8**
- Rocky Mountain 6

3. Enter your login credentials
4. Once you are logged in, click the 'Job Postings' Tab and select 'Search Jobs'



5. You will see '**CUPE Callout Registration 2021-2022 Renewal**' in your list. Click on the title and follow the steps.
 - a. **What positions are you applying for:** Enter what you have qualifications for (Secretary, Clerk typist, Accounts Clerk)
 - b. **Where are you willing to travel?** Enter the family(ies) of schools that you are willing to travel to for callouts (Kaslo, Nelson, Creston, Salmo, Slocan Valley, Crawford Bay)
 - i. If you have a regular position you will want to double check in SFE under your substitute tab that your availability is marked as *unavailable* during the school year, so you do not receive calls from dispatch.

For more information you can click the link below:

['Search Job Postings and Apply' - Instructions from Make a Future](#)