

Welcome Guide for New Professional Members

KATIVIK

The logo for SPPOM (Syndicat des professionnelles et professionnels des commissions scolaires de l'ouest de Montréal) is a blue square with the letters "SPPOM" in white, bold, sans-serif font.

SPPOM

SYNDICAT DES PROFESSIONNELLES ET PROFESSIONNELS
DES COMMISSIONS SCOLAIRES DE L'OUEST DE MONTRÉAL

DOCUMENT MIS À JOUR LE 6 MARS 2020

514 748-5983
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www.fppe.ca/sppom/

It is with great pleasure that we welcome you to **your union**, the SPPOM.

The SPPOM represents professionals from three school boards (SB) in the West Island of Montreal.

Our largest unit is the **Commission scolaire Marguerite-Bourgeoys** (CSMB), with almost 500 members. Characteristics of this SB include its urban setting, multi-culturalism and incredible growth.

Located between the CSMB and the Ontario border is our smallest unit, the **Commission scolaire des Trois-Lacs** (CSTL), with close to 100 members. Although it is located in a suburb of Montreal and is more densely populated in the sector of Vaudreuil and Ile-Perrot, the largest part of its territory is in agricultural areas. Its schools are therefore very different from one another.

Finally, the third unit is the **Kativik School Board** (Kativik Ilisarniliriniq or KI) since its head office is located in the borough of Saint-Laurent. The SPPOM represents the professionals working in service points for this school board in the Greater Montreal area, in addition to the 14 communities in Nunavik. This unit brings us great cultural richness thanks to the contribution of Nunavimmiuts, 90% of whom are recognized as Inuit, but also great challenges due to its sizeable territory that is accessible only by plane.

You will learn more about your union in the next few pages. You will also discover a lot of useful information and important elements as a **new professional member**.

We hope you find this document useful and that it will make you **feel at home** at the SPPOM!

Solidarily, your Executive

Carolane Desmarais

Chairperson



Carolane is responsible for the day-to-day administration of the union, grievances, negotiations with school boards, and the representation of SPPOM members at the FPPE and the CSQ.

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Pier-Guy Taillefer

Secretary



Pier-Guy is in charge of the union's document management. He is also responsible for various communications, procedures and operational improvements.

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Martine Veillette

Treasurer



Martine ensures the SPPOM's books are in order. She is also responsible for financial statements, budget forecasts, and provides advice on the sound management of the union's finances.

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Eve Dell'Aniello
Co-Chair and CSMB
Delegate

Eve is responsible for answering questions from members reporting to the CSMB's Educational Resources department, which she can also bring to the employer. She represents CSMB member to Human Resources. She sits on various CSMB committees and is the delegate to the FPPE's Federal Council.

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Élise Yim
Associate CSMB
Delegate

Élise is responsible for answering questions from members of the FGA, FP, SAEFC and CSMB administrative departments that she can also bring to the employer. She is also responsible for the mobilization of CSMB members.

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André Martineau
Co-Chair
and Kativik Delegate

André is responsible for answering questions from Kativik members that he can also bring to the employer. He is also a negotiator of KI's collective agreement.

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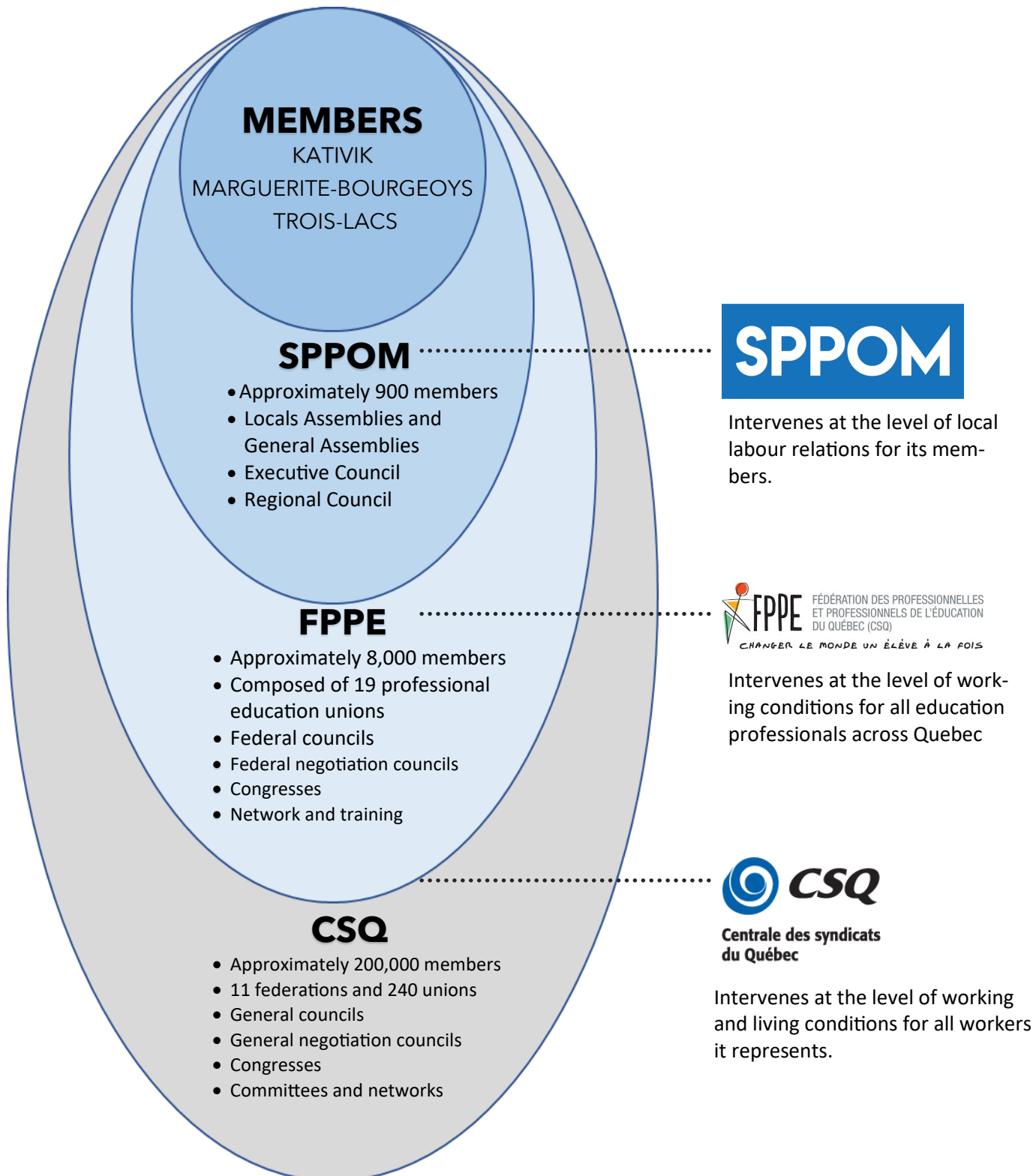
Anne-Valérie Savage
Co-Chair and CSTL
Delegate

Anne-Valérie is responsible for answering questions from CSTL members that she can also bring to the employer. She is also responsible for SPPOM mobilization.

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The **contribution rate** for SPPOM members is 1.58% and is mandatory. It is the main source of revenue for the union and it is thanks to these contributions that we are able to defend your rights and maintain an active union life. In order to perform the duties and mandates necessary to represent your interests, the **SPPOM** is affiliated with **two other union organizations** to whom it delegates tasks.





The Fédération des professionnelles et professionnels de l'éducation du Québec (FPPE-CSQ) represents the professionals of **69 of the 72** school boards in Quebec. It manages and coordinates the negotiation of collective agreements, facilitates relations between the unions and, finally, provides us with quality services for the negotiation and enforcement of working conditions.



Meetings (federal councils) with all the unions and the FPPE are held a minimum of four times per year. A **congress** every three years also ensures the establishment of priorities and orientations to defend the rights of professionals across Quebec. The FPPE -CSQ is a component of the Centrale des syndicats du Québec (CSQ).



**Centrale des syndicats
du Québec**

The **CSQ** is a large union organization representing close to **200,000 members** in Quebec, mostly in education, CEGEPSs, higher education, early child education and health.

The CSQ represents the socio-economic interests of all its members in addition to providing training, expertise and negotiating the renewal of collective agreements with the government of Quebec. A **congress** is also held every three years and meetings (general councils) bringing together all the unions are held at least 4 times per year.



The **SPPOM** meets in **Executive Council** at least seven times per year to carry out the the union's day-to-day business.

Twice a year, **Regional Council** meetings are held. This is our intermediary body that bridges the gap between the Executive Council and the General Assemblies. The Regional Council is made up of executives and professional staff representatives on the **Labor Relations Committee (LRC)** of the three school boards.

The **Annual General Assembly (AGA)** is held prior to June 1st of each year. It allows members to debate, give their opinions and vote in order to guide the Union's operations. Executive members are elected during these assemblies. **Extraordinary General Meetings (EGM)** may be held at different times of the year depending on the needs of members or executives. During the **negotiation period**, the EGMs are more frequent, so keep an eye out for notices sent to you by your delegate.

Local Assemblies (LA) are held once a year. For the CSMB, meeting generally take place on the same night as the AGA. For the CTSL, the Local Assembly is held in the fall. For KI, different modalities are used. The LAs are the opportunity to discuss the labour relations of each unit. It is also during these meetings that the associate delegate, LRC and Improvement Committee members are elected. These members represent you before the employer (SB) during joint meetings, which occur between 3 and 8 times per year.

In addition to the democratic bodies described, the SPPOM offers its members training. **Training** is to inform you of your rights. Sessions are held each year on the retirement plan, parental rights and new member orientation. Your delegate is responsible for sending you an invitation to these events.

Other **informal activities** are also organized, such as a dinner by job group or various themed happy hours. These occasions are essential to allow for discussion and to address your concerns.

Here is some information to verify as a **new KI professional employee**.

The employer must provide you with a **contract** prior to the commencement of your duties. A complete copy of the signed contract must be returned to you within **10 days of signing**. This is an opportunity to verify certain information:

1. Is your status of engagement accurate?

| Regular | Replacement | Surpernumary |
|--|---|---|
| Full-time: 75% and + Part-time: - than 75% | Full-time: 100% Part-time: - than 100% | Full-time: 100% Part-time: - than 100% |
| Indefinite term: start date and end date or upon return of the replaced person | Indefinite term or definite term: start date and end date or upon return of the replaced person | Definite term: start date and end date, often associated with a specific project. |

2. If you are a replacement, it is important that the name of the person you are replacing appears in your contract.

3. Is the percentage of the task accurate? A full work week is 35 hours for professionals.

4. Is the start date accurate?

5. Is the start date at the school board accurate? This date refers to the first contract you received at KI regardless of the position. These dates are important in order to calculate your seniority, obtain priority employment and eventual permanency.

6. Does your pay scale reflect your education and experience? The SB must determine your step in the salary scale based on previous experience and education. Contact your delegate as soon as possible if you think that your step is not accurate. The union has 90 days to intervene and protect your rights.

If any information seems inaccurate to you, do not hesitate to ask questions or request corrections from Human Resources. You can also contact your delegate.

Step advancements occur every 6 months for the first 8 steps inclusively and as of step 9, every year. These step changes occur in January or July depending on your hiring date.

As school board professionals, you are required to enroll in **group insurance**. You can opt out of medical insurance under certain conditions (if you are covered under another plan or if you are a JBNQA beneficiary), but disability insurance is mandatory.

A glance at some of your rights *

- 7 redeemable sick days per year;
- 3 days in case of superior force per year;
- 2 personal days per year (taken from your redeemable sick days);
- Break: 15 minutes in the middle of each half-day of work;
- Lunch: at least 1 continuous hour, without pay;
- 20 vacation days per year;
- 21 paid non-working days per year (holiday period and statutory holidays);
- Individual development budget.

*If you were hired as a replacement or supernumerary for less than 6 months, some of your rights are replaced by marginal benefits of 9% of your salary paid directly on your pay. If you are part-time, many of these rights are prorated. Contact your delegate for any questions.

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Website: <http://www.fppe.ca/sppom/>

SPPOM FB Group: [SPPOM-Actualités et Négos](#)

SPPOM By-Laws



FPPE Website: <http://www.fppe.ca/>

FPPE FB Page:

[Fédération des professionnelles et professionnels de l'éducation FPPE](#)



Centrale des syndicats
du Québec

CSQ Website : <http://www.lacsq.org/>

CSQ FB Page : [Centrale des syndicats du Québec \(CSQ\)](#)

Your Rights

[Collective Agreement 2015-2020](#)

[Classification Plan for Professionnals FR](#)

[Classification Plan for Professionnals EN](#)

[KI Improvement](#)

Your **Group Insurance** Plan at a Glance - 2020

<http://www.fppe.ca/wp-content/uploads/2020/01/SSQ-At-a-glance-page-par-page.pdf>

Choosing your group **insurance coverage** | 2019-2020 Guide

https://securitesociale.lacsq.org/wp-content/uploads/2019/11/1819_316_GuideAssurancesCSQ_EN_web.pdf