

## NEW MEMBER QUICK LINK GUIDE

# 5 IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU START

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### Meet your Executives

The CUPE Local 3260 Executive team is comprised of members from each area of the island. Each school is assigned to a specific Area VP. Your VP is your first point of contact for any questions you may have. All Union Communications will be sent to your personal email accounts - not board email. Please make sure your area VP has your contact information so you do not miss out on news, updates and meetings. You can find contact information for your VP [HERE](#)

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### Know your Rights

- You have the right to union representation at any and all meetings with your administrator and with the employer.
- You have the right to refuse unsafe work.
- You have the **right and duty**, to report all violent incidents, - please reach out to the union with any questions..
- You have the right to fill out any WCB or workplace injury form without having to seek "permission" or "approval" from your administrator.

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### What forms and when to use them.

The main forms you will be required to fill out most often are:

- Violent Incident Report :anytime a student is verbally, physically or sexually aggressive
- WCB claim forms: anytime you have been injured\* refer this [link](#)
- Workplace Injury form: anytime you OR a students has been injured at school

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### The Collective Agreement

The Collective agreement can be found in both official languages [HERE](#)



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### Social Media

Please be mindful of what you post or engage with on social media. There are currently no union-sanctioned or union-run social media pages. If you are seeking information related to union business, we strongly encourage you to contact the union directly. Advice or information shared on social media may be incomplete, inaccurate, or misleading. Anything written on public forums can be saved, shared, and potentially used against you. Members are reminded that all online activity must comply with the PSB Social Media Policy found [HERE](#)