

5 IMPORTANT THINGS YOU NEED TO KNOW ABOUT CUPE 3260 BEFORE YOU START

1

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 to help you with any questions or concerns, but your first point of contact should be always be your principal.

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](#)

3

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



2

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 but you do need to report it to you employer!

4

The Collective Agreement

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

5

Social Media

Please be mindful of what you post or how you engage with social media. There are currently **no** union-sanctioned or union-run social media pages. Any page referecncing "3260" is not union approved. 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](#)