



Support Staff Liaison Committee (SSLC) News, October 2017

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Chairperson/Vice-Chairperson Selected

At the October 31, 2017 meeting, Division Office Rep Heather Kaye was selected as Chairperson, and Area 3 Rep Kim Cummer was selected as Vice-Chairperson for the 2017-2018 school year.

Meeting Topics

The Division's support staff have the option to forward their concerns or issues to their area representative to bring forward to the committee. A number of topics discussed at the October meeting included:

- Negotiations,
- Professional Development
 - Area sessions,
 - Reimbursement turnaround time for expenses incurred for Maplewood Training.
- Employment Insurance claim process,
- Vacation pay,
- Processes for schools to prepare/submit payroll forms during the summer,
- Internet connectivity,
- Division Office job postings and
- Lunchtime supervision.

Please refer to the meeting minutes for further information or speak to your area representative.

Long-Term Disability (LTD)

Disability is the inability to do the regular duties of your occupation during the waiting (elimination) period, and the next 24 months following. After the 24 months, if you are still unable to earn at least 66 2/3% of your pre-disability earnings in any job, you could continue to receive disability benefits. In order to apply for the LTD benefit you must:

1. Be off work due to a medical condition/injury.
 - ❖ In the event you need to be on medical leave you must submit a medical note. This would allow you to access your sick days.
 - ❖ Should you not have sick days available, you would be placed on an unpaid medical leave.

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Long-Term Disability (LTD) – Continued

2. You and your physician must complete and submit the appropriate forms. The following forms are available from the Human Resources Department:
 - ❖ The employees statement form - this form is to be completed by the employee and includes questions which pertain to your medical condition and/or injury.
 - ❖ The physician's statement form – this form is to be completed by your doctor.Once these forms have been completed, they are to be submitted to the Co-Operators (the insurer) for review and approval.
3. Complete the 120 day waiting period or use of your sick days, which ever of the two is greater. If your claim is accepted, benefit payments will begin following the later of:
 - ❖ A 120 day waiting period (this coincides with EI sick benefits – 17 weeks).
 - ❖ Expiration of your sick leave credits (you must use all sick leave days even if you have more than 120 days).

Next Meeting

The next meeting of the SSLC is January 30, 2018 at the Division Office in Winnipeg.