

# CUPE 382 Custodial Claiming Day

Tuesday October 23, 2018

## Location: Richmond Gymnasium

Registration: 1:30pm

Start Time: 1:45pm sharp

Custodian I - Positions to be claimed:

• Esquimalt (3 <sup>rd</sup> floor)	3:30pm – 11:30pm	7.5
• Oak Bay (2 <sup>nd</sup> floor)	3:30pm – 11:30pm	7.5
• Lansdowne	3:30pm – 11:30pm	7.5
• Central	3:30pm – 11:30pm	7.5
• Craigflower/Spectrum	3:30pm – 6:30pm / 6:30pm – 11:30pm	3 / 4.5
• Rogers/Campus View	3:30pm – 8:30pm / 8:30pm – 11:30pm	4.5 / 3
• Tolmie/Richmond	3:30pm – 8:30pm / 8:30pm – 11:30pm	4.5 / 3
• Lambrick/Gordon Head/Reynolds	3:30pm – 7:30pm/7:30pm – 10pm/10pm – 11:30pm	3.5 / 2.5 / 1.5
• Strawberry Vale/Glanford/Spectrum	3:30pm–8:30pm /8:30pm–9:30pm /9:30pm–11:30pm	4.5 / 1 / 2
• Uplands (ISP)/Lansdowne/Margaret Jenkins	3:30pm–8:30pm /8:30pm–10:00pm /10:00pm–11:30pm	4.5 / 1.5 / 1.5

- Additional Custodian I vacancies pending and as created by the claiming day process

These positions are open to **members of CUPE 382** who have the required qualifications, skills and abilities to perform the posted positions.

All staff are reminded that attendance at this event is not mandatory and as such is considered unpaid time. Only those staff members seriously considering bidding on positions need attend.

As always, shift times are subject to change due to operational requirements. It is understood that a cleaning assignment within a school can be changed by the Supervisor, in consultation with the CII, as and when operational requirements necessitate a change.

The start date for all positions claimed will be **Thursday, November 1, 2018** for regular staff. Spareboard start dates to be determined on a case by case basis.

**Late comers will not be considered for jobs already filled.**

## Proxy Information

If you are unable to attend the Claiming Process in person, you may elect another afternoon shift employee as Proxy. Please ensure that your proxy has with them **at the claiming meeting**, a letter produced by you, stating the name of your proxy and the date of the claiming day. This is to be handed in at registration.

It is understood that the person you assign as proxy will be bidding and accepting positions on your behalf and that these decisions will be final.

Any questions about this process please contact your union representative or Facilities Department for further clarification.

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