Surrey Schools

NOTICE TO ALL CUPE SUPPORT STAFF:

SIGN-UP FOR SUMMER WORK

In accordance with Article 2.52 of the CUPE Agreement, school term employees may register for casual employment during school break periods as follows:

All personnel who wish to be called for summer work **must sign-up online on ESS (Employee Self Service). See attached instructions.**

Sign up is no longer at District Facilities

If you are qualified in the classifications noted below, you may sign up for possible work.

Labourer: All classifications may sign up. Work may involve heavy lifting. Please note; safety footwear (steel toe) must be worn. **Please DO NOT sign up if you do not have safety footwear.** The jobs can begin as early as 7:00 am.

EA/ABA: This could be on site or online learning. If online, EAs must be familiar with using Teams and doing video conferencing with students and able to support secondary academic courses.

Clerical: may involve general office work, filing, packing and moving boxes. Work may involve lifting.

District Attendant: Work may involve lifting and being on your feet for long periods of time.

Safe School Liaison: May involve working at summer school and/or summer programs.

NOTE: Work will be assigned on availability by seniority. **YOU MUST BE AVAILABLE FOR THE FULL ASSIGNMENT IN ORDER TO BE ELIGIBLE.** An employee who is not available to accept work may be removed from the call out list.

Sign-up will be available online June 4, 2021 by 4:00 PM and will close at 4:00 PM on June 14, 2021.
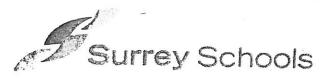
*NO EXCEPTIONS

Please see reverse side

Surrey Schools

Information for Summer Work Assignments

1. All calls will be made on Monday, June 21 and Tuesday, June 22, 2021 from 3:00 PM – 6:00 PM.

2. Summer work could begin as early as Monday June 28, 2021.

3. You are responsible to review your phone numbers in ESS (Employee Self Service) to ensure they are correct for callout and be available to receive calls starting on June 21 at 3:00 PM.

Thank you for signing up for summer work!

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Applying for Postings:
A Step-by-Step Guide for Support Staff

The monthly Posting Bulletin is available online through The Hub - Human Resources tab and on The Employee Self Service, plus a hard copy will be distributed to each school.

How do I find the Employee Self-Service website?
Choose one of two ways to access the website:
- Open your internet browser (e.g. Internet Explorer) and type the website address in the address bar: https://staff.surreyschools.ca/ then press "Return" or "Enter", **Or**
- From The Hub, search **"Employee Self-Service"** or **"ESS"** and the link should show up to take you directly to the website.

How do I log on?
To protect your privacy, a username and password are required.
- Your username and password will be the **same that you use to log into The Hub or your email account** – for example, smith_m or smith_mary, plus the password that you have set up
- If this is your **first time logging in**, your password will still be set up as the **default**
   - Enter your username
   - In the 'old password' field enter: the last two digits of your social insurance number followed by a period and your employee number (eg: 11.12345)
   - Then enter in a new password complying with the password criteria, confirm it in the second box, and t

For assistance with your login credentials or with accessing the website, please call the Service Desk at 604-595-6000.
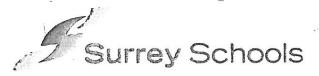
How do I complete my application form?
- Click on **My Info**
- Click on **Job Shopping**
- Click on **Support Staff Postings**
- Complete the online application form, detailing your experience and qualifications. It is the responsibility of the applicant to provide your relevant qualifications for a position (Article 12:315).
   - Your name, contact number, seniority date, and recent assignments will be pre-filled in for you. You may edit these if necessary (except for your seniority date)
- Click on **Save**. Your application form is now saved until you make further changes.

How do I view the postings?
- Return to the top of the page and click on **Current Postings**.
- Select the appropriate year (2012-2013) and the current round, and choose how you would like to view the postings (sorted by location or by type of position).
- Click on **Start Search** to browse the available postings.
- Click on the **posting number** to view the details of the posting (eg. requirements, unique position descriptors).
- Click on the **school name** to view details about the school (eg. school profile, address, administrators).

How do I apply for postings?
- Click in the **Apply checkbox** next to the posting.
- When you are finished, click on **Add to Shopping Cart**.
- The Application Review screen will appear, displaying all the postings you wish to apply for, as well as any postings you have previously applied for.
- Click on **Proceed to Check Out** and the Ranking Selection Screen will appear
- **Rank** your postings in order of preference (#1 being your first choice) then click on **Proceed to Check Out**
- Click on **Submit Application** to complete the application process.

- The Application Receipt screen will display the postings you have applied for, along with a confirmation number. Your application has only been received if you receive this confirmation number. The receipt will be **emailed to your District Outlook account**, or you can also click on **Print Receipt** to print a copy of this page if you wish.
- Click on **Log Out** to exit.

> *Please Note: If a confirmation number does not appear, then your application has not been processed*

Can I withdraw an application?

Yes. Human Resources will not receive your application until the closing time for that Posting. You may withdraw your application for a posting up to the closing time by logging in and going to the **Application Review screen**.

- **Uncheck** the **Apply checkbox** next to the posting you wish to withdraw from, and continue to check out and submit your application as outlined above.
- You will also receive another confirmation number and receipt for the change.

> *IMPORTANT: Applications for postings are only accepted online. Do NOT submit a paper copy.*