

Memo



TO: TO ALL CUPE AND USW MEMBERS
FROM: Vanessa A. Lysne, Human Resources Officer
DATE: October 2, 2017
RE: Paperless Appointment Letters

In an effort to save on postage cost and reduce paper consumption, please be advised the district will no longer be mailing out confirmation letters of newly accepted positions. The information will continue to be kept in employee files.

If anyone would like a confirmation of his or her position, please notify Betty Francisty, Human Resources Administrative Assistant by email at hrcupeusw@sd79.bc.ca and she will email the position confirmation to an employee's school district email address.

If you have any questions, please contact us.

Vanessa A. Lysne
Human Resources Officer

cc: CUPE
Principals