



# Memo



**TO: ALL CUPE CLERICAL**  
**FROM: Vanessa A. Lysne, Human Resources Officer**  
**DATE: June 3, 2022**  
**RE: Clerical Summer Work – date sensitive**

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All clerical employees interested in summer work after shut down, please scan the QR code below with your phone and fill out your information. Once all information is filled out please press submit **prior to Wednesday, June 15, 2021** requesting your name be put on a call list should any clerical work become available over the summer as per Article 16(f)(vi):

*(vi) For casual work assignments from July 1<sup>st</sup> to the Labour Day Weekend in any year, the Employer will create a summer callout list made up of employees who, **prior to June 15<sup>th</sup>** of that year, indicate to the Employer that they wish their name to be placed on the summer callout list for casual work assignments during the summer...*

Names will not be added to the list after June 15<sup>th</sup> so please be sure to let Ashley know in time!

