



Memo

TO: CUPE EAs, SSWs, EIs, etc..

FROM: Vanessa A. Lysne, Human Resources Manager

DATE: Thursday, June 2, 2022

RE: **Electronic EA Assignment Process – First Aid and Food Safe**

Due to a number of new behaviour positions requiring first aid and Food Safe, with agreement with CUPE for 2022, HR will accept proof of paid registration in the course provided to HR prior to the closing of the EA Assignment process in order to apply for positions. Please send your proof of paid registration to HR asap.

If the course completion certificate is not provided to HR by July 31, 2022, the EA will be removed from the position and placed on the casual list. The position would then go back out to post in a subsequent round.

If you have any questions, please contact Ashley in HR.