



Memo



TO: CUPE Education Assistants
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Wednesday, May 31, 2023
RE: **Layoff Notification & Electronic EA Assignment Process**

This memo is **official NOTIFICATION OF LAYOFF** to all Education Assistants, Student Support Workers, Educational Interpreters, etc, who take part in the EA Assignment Process effective June 30, 2023.

In agreement between the Cowichan Valley School District and CUPE Local 5101 a 2023/2024 Education Assistant Assignment process will be conducted electronically on **Thursday, June 15, 2023** with results out by 4:00pm.

The Assignment Package will be ready by Wednesday, June 7, 2023. It will be made available for download online at www.sd79.bc.ca under CUPE information.

Included in the package:

- 2023/2024 Projected Site Positions List
- Abbreviation Code Sheet
- Proxy form – please note, proxy forms can only be used by people who have a valid reason not to enter their own preferences,. We will help people complete the process if someone is having difficulties, and so will Adam (CUPE). It really is an easy process!

Information regarding specific sites and positions should be directed to site Principals.