



**TO: ALL CUPE STAFF**  
**FROM: Nicole Brown, Human Resources Manager**  
**DATE: Monday, January 22, 2024.**  
**RE: Article 16 (f)(i) – Extra Hours**

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**In accordance with Article 16 (f)(i):**

*By September 30<sup>th</sup> of each school year all regular part-time employees who wish to increase hours shall be required to submit in writing to the Board a letter indicating this intent. The Board shall, in consultation with the Union, draw up a list annually by seniority of all regular part-time employees who wish to increase hours or gain full employment by accepting a temporary position.*

This is for any CUPE employee who holds a regular or temporary part time position and would like to pick up extra hours through the dispatching process.

If you would like to be added to the casual list for extra hours, please [click here](#) to fill out the form or go to <https://forms.office.com/r/3xCFvEwybJ>. You can also access the form by scanning the QR Code below using your phone.

If you need any further assistance, please contact Ashley Olender at [hrcupeusw@sd79.bc.ca](mailto:hrcupeusw@sd79.bc.ca) or 250-748-0321 Ext: 279.

