



# Memo



TO: ALL CUPE EDUCATION ASSISTANT STAFF  
FROM: Nicole Brown, Human Resources Manager  
DATE: February 20, 2024  
RE: Extra Hours (Overtime)

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This is for any CUPE Education Assistant who would like to pick up extra hours at Khowhemun Elementary in the After School Program for the hours of 2pm-6pm (12-6 on early dismissal days), the start time can be varied to meet your current students needs, and could be overtime depending on your schedule. Completion of first aid and food safe would be a necessary qualification. Dispatching for this position would be assigned to the most senior employee who is available and qualified for the assignment.

If you would like to be considered for these extra hours, please [click here](#) to fill out the form or go to <https://forms.office.com/r/ikVFxtP6AL?origin=lprLink>. 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.

