

- **Focus on needs of students and supporting their health and learning**
- **Maintain contact with students and keep them informed**
- **Maintain contact with Local and attend union activities and meetings**
- **Do not volunteer to lead additional workshops or groups**
- **If there is a problem you have identified, write to your manager and hand it over to them**

The points above are the guiding principles for work-to-rule for counsellors. The following are frequently asked questions in reference to these principles.

Frequently Asked Questions

1. Can Counsellors still run workshops and groups during work-to-rule?

During work-to-rule, counsellors are to continue to support students as defined by their class definition within their 7 hour day/35 hour work week. If a counsellor has been assigned to run workshops and groups, they should run them as long as it fits within their time parameters. If it falls outside of their work hours, they need to advise their manager that they won't be able to run the group/workshop, as it does not fit within their workday. The manager can change their work or assign the group/workshop to someone else.

Counsellors should not be suggesting or volunteering for workshops or groups. If an issue comes up, they are to advise their manager. Though the counsellor may have excellent ideas on how to address the issue such as offering a workshop, etc., they should not offer suggestions. It is up to the manager to find the solution, then assign.

2. Can Counsellors email their manager if there are clinical/counselling questions?

Yes, absolutely. Counsellors should email their managers to seek clarification on a wide variety of work-related issues. This will put more pressure on management to direct the CEC to negotiate a fair deal.

3. Can Counsellors email their manager for work issues?

As above, the more that managers have to deal with day-to-day activities, even mundane ones, the more they will realize how much counsellors do on a daily basis.

4. Are we to attend meetings?

Attend the meetings that are part of your scheduled workload. If your manager requests to meet with you, ask what the meeting is about. If you are uncomfortable attending a meeting with your manager, bring a steward with you.

You should not attend any meetings that are not part of your workload assignment. You can respond to requests by referring the request to your manager for the manager to assign.

5. Are Counsellors permitted to attend clinical supervision with a Psychiatrist?

Yes, as long it fits within your working hours. If it doesn't, advise your manager.

6. Can Disabilities Counsellors consult with Department Heads regarding accommodation issues?

Yes, as this is supporting students. However, these meetings should happen within their scheduled workday.

7. If the college is scheduling 5 appointments per day but our Work-to-Rule position is that we see roughly 3 or 4 in order to meet our regulating body's ethical standards, what ends up prevailing?

A counsellor who belongs to a governing body should always adhere to the guidelines of their governing body.

Documentation is part of your duties as counsellors. Your seven-hour workday should include time to meet with clients and time to document. Advise your manager of what you can complete within that day. Anything that does not fit will need to be assigned to someone else.

If your manager gives you a difficult time or threatens discipline, contact your Union Local.

8. As a counsellor, I am involved in various working groups, provide presentations to classrooms and am supposed to be developing and offering training for peer support at the college. If I can complete these all within my normal working hours, am I able to continue with these activities?

All work should be assigned by your manager. If you have been assigned the tasks mentioned above and they fit within your work day, you should complete that work. If someone contacts you directly to ask you to do a presentation or group, advise them to contact your manager with their request. The manager will then assign it to you or someone else.

If you are part of voluntary working groups that have not been assigned as part of your work, you should withdraw from them, advising that you are working to rule. If your manager then assigns it to you, attend.

9. Should counsellors supervise graduate students doing placement within the college counselling department?

If the supervision has been assigned by your manager and is part of your workday, then you should continue to supervise the student. If this activity is not part of your duties and is voluntary, write to your manager advising them that you are not able to continue supervising the student, given your other work. If they assign it to you, you should ask them what they will be removing from your workload so that you can do the supervision with the parameters of your workday/work week.

10. As counsellors, does work-to-rule interfere with the duty to accommodate?

No, it does not. As your employer, the college has stated that your workday is 7 hours. The college is aware of this parameter. It is their obligation to balance both the parameters of counsellors' workday and the duty to accommodate.

11. If I have questions about work-to-rule, who should I contact?

Questions about work-to-rule should be directed to your union local.