



OCCASIONAL TEACHERS' BULLETIN

Dufferin-Peel Occasional Teachers' Bargaining Unit

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volume 15 Issue 1



The President's Message

Jean Smylie

Welcome back to school! The Executive hopes you had some time to rest, renew and recharge yourselves over the summer. We trust that you are ready and prepared to accept your teaching assignments and the challenges of the upcoming school year.

This year will be a very busy one! The year begins with the provincial election and will end with the start of contract negotiations as our collective agreement expires August 31, 2012. The choices Ontarians make at the polls on October 6th will have profound outcomes for publicly-funded education, for the students and for us.

This election is very important for teachers! Hopefully, we have learned our lessons from past elections - when we had the Ray days and Mike Harris' "Common Sense Revolution." At that time, I think many of us were not paying enough attention to the educational issues and the extent of cuts planned. Educational gains have since been made - students are doing better, teachers' working conditions have improved, and schools are better equipped. We want an education-friendly government which will continue to build on the publicly-funded education system. The goal of OECTA's campaign, *Speak for Children*, is to encourage people to get informed and have a better understanding of the current state of education in Ontario. Education should be an important consideration when voting. Special election information/news will be available on the OECTA Members' Centre.

Making educational issues a priority in this provincial election is essential to continue building

on the improvements that have benefitted students across Ontario. Party platforms are important. By going into the party's website you will get a sense of their platform/issues, but more importantly you can see what kind of plan each party has, or doesn't have, for dealing with those issues. The party websites are:

www.ontarioliberal.ca (Liberal)

www.ontariopc.com (Progressive Conservative)

<http://ontariondp.com> (New Democratic Party)

and www.gpo.ca (Green Party of Ontario).

It is critical that we are all motivated, informed and actively involved! You can help by becoming active before the elections:

- Talk about the election with your family and friends to make sure they have the correct information;
- Attend all candidates' meetings;
- Have a sign put on your lawn;
- Volunteer your time for a candidate, even if only once a week;
- Make a donation - any donation of \$20 or over is tax deductible.

Democracy works best when voters are informed and engaged. Consider education when you vote on October 6th! V O T E for your future!

New Daily Rate: \$227.42
(includes Statutory Holiday and Vacation Pay)

Local Executive 2011-2012

Jean Smylie
President

Teresa Kolk
Vice President

Michael Farrugia
Treasurer

Sherron Ritz
Secretary

Councillors

Mike Rahal

Lisa Stokaluk-Bartnik

Lesia Tepy

Roman Vynyarchuk

Web

John Horemans

On the web

dpeel-ot.org

In this issue...

- Attendance Support Program (ASP)
- GAP 542 - No PEDs, No cellphones
- New Daily Rate
- New Elementary School Opened
- Collective Bargaining

GENERAL MEETING — ELECTIONS

Thursday, October 13th, 2011

at the OECTA Office Auditorium
(6435 Edwards Blvd.) at 4:30 p.m.
Refreshments served from 3:30 p.m.

Please come! Bring a Colleague!

*If you are accused of
Professional Misconduct:*

- If you receive a phone call from a **school administrator**, ask what the nature of his/her call is, listen to what the administrator has to say and respond by saying, “Thank you. I’ll get back to you,” but make **NO** statement. Then, call the OECTA – Dufferin-Peel OTBU office **immediately**.
- If **CAS (Children’s Aid Society)** or the **police** contact you regarding an allegation against you, call OECTA immediately. **Do not** say or write anything until you have legal counsel.
- **Do not** participate in an interview. You should say, “I am willing to co-operate but I am unable to comment until I contact my Association.”
- **Don’t** answer any questions or make any comments until you have had an opportunity to speak to legal counsel through OECTA.
- **Don’t** offer information without the benefit of legal counsel. There is no such thing as “**OFF THE RECORD.**” Avoid self-incrimination.
- **Do not** submit any written documentation/statement without speaking to legal counsel.

If the **College of Teachers** contacts you regarding an investigation of a complaint against you, listen to the information provided, make no response, do not discuss the issue with anyone until advised, and call OECTA Provincial Office: Counselling and Member Services Department.

IF you are accused of Professional Misconduct, before you respond, call the OECTA’s Counselling and Member Services at 416-925-2493 or 1-800-268-7230 and then call the Dufferin-Peel OTBUnit office at 905-206-9200!

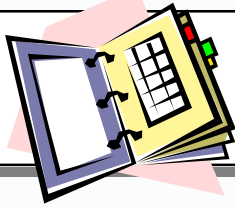
OECTA provides legal assistance to members!

Attendance Support Program (ASP):

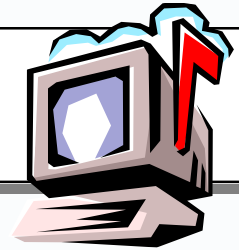
The Attendance Support Program is designed to address attendance and absence issues and to support employees. The Board is hoping to reduce absenteeism.

Effective October 1st, all employee groups including permanent and LTO teachers, but **NOT** daily occasional teachers, will have the number of days absent and the reasons for the absences monitored by the Board. Specifically, the Board will be monitoring their absenteeism for personal and family illness (Code 01 and 03). The goal is not to exceed seven absences. Remember, the Board is monitoring the reason for absences, and **not** the number of days absent.

There are six levels in the Attendance Support Program. For example, a teacher who is absent because of personal and/or family illness seven times will receive a courtesy email. Should that teacher continue to be away for personal/family illness up to 12 times, that teacher will enter into Level 1 of the ASP. If after six months, the teacher has zero to four absences, then they EXIT the ASP. But if after six months the teacher has four or more absences, the teacher will proceed to Level II of the ASP. The goal at each level is not to exceed four absences in a six month period. If the number of absences exceed, they proceed to the next level where meetings will be facilitated. At Level IV more Board personnel will get involved. At Level VI, termination is possible if the employee is not fulfilling their employment contract.



Committee News



Collective Bargaining

The OTBUnit is actively preparing for Collective Bargaining, as our Collective Agreement expires on August 31, 2012. In preparation, a Collective Bargaining Survey was mailed to all members last Spring. We received 377 completed surveys and the reported data was compiled for review. There were several areas of concern for a high percentage of Occasional Teachers, including Daily Rate, Permanent hiring practices, CAP and Benefits. The Collective Bargaining Team will be reviewing all aspects of the survey, as well as Collective agreements from other OTBUnits in Ontario. They will then prepare a proposal based on their review.

The procedure then requires the OTBUnit to send the draft proposal to Provincial for approval. Once approved, the draft proposal will be presented at the General Meeting for discussion and approval of the membership. The approved proposal will then be sent to Provincial for final approval.

The OTBUnit is required to send notification to the Dufferin-Peel District School Board during the month of May in the year in which the agreement expires, of its desire to negotiate for the renewal of this agreement.

Health and Safety – Work Related Injury

If you are injured while on the job, no matter how minor the injury appears, you are required to follow these steps:

Step 1 – Immediately **notify** the school administrators or office of the injury. According to Health and Safety procedures, they are required to complete an *Incident Report Form*. You should receive a copy of this completed form. If there were any witnesses, please make sure you have recorded their names and phone numbers where they can be reached.

Step 2 – You are also **required** to fax the *Incident Report Form* to the Benefits Department immediately after the injury.

Future General Meeting Dates

Please mark the following dates on your calendar:

Wednesday, February 22nd, 2012

Thursday, May 24th, 2012

Where: OECTA Office Auditorium, 6435 Edwards Blvd.

Time: 4:30 p.m.

Come out and support your Local! Be an informed OT!

Communications

Staying in Touch

Occasional Teachers' Bulletin

We need members to submit articles for our Newsletters. Tell us how you feel about things. Do you have any tips/hints or bag of tricks to share with your colleagues?

Write an article for the next issue (January 2012) of the Occasional Teachers' Bulletin and submit it to the Dufferin-Peel OTBUnit office by Board courier or via email at: dpotbunit@gmail.com

This is one way of **getting involved** with your Association!

Website

Have you visited our website at dpeel-ot.org? You will be able to catch up on all current issues – OECTA, Board, OTF, Teachers' Pension, and the Ministry of Education. As well, read the up-to-date information that occurs between newsletters which may affect you as a member of the OTBUnit.

Visit our website today and become more informed about your OTBUnit

Occasional Teachers' Statistics

(as of June 1st, 2011)

LTO - elementary	285
LTO - secondary	209
Daily	902
Certified Emergency	109
Total	1505

GAP 542 -

DO NOT use cellphones, PEDs during class time

It was brought to the Association's attention that occasional teachers are using their cellphones during instructional class time, thereby violating one of the Board's Procedures, GAP 542. Occasional teachers are **NOT** to use their Personal Electronic Devices (PEDs) such as cellphones, Blackberrys, laptops, etc. during class time. If necessary, use your PED during recess, lunch or planning time when students are NOT present.

Duty to Report any Abuse and/or Neglect

Amendments to the *Child and Family Services Act* require that any person who performs professional or official duties with respect to children is obligated, under the law, to report any abuse and/or neglect – or suspect, “on reasonable grounds that a child is, or may be, in need of protection, shall forthwith report the suspicion and the information on which it is based to a Children’s Aid Society” (*Child and Family Services Act*).

Teachers have a professional duty and are required by law to report **directly** to the Children’s Aid Society all suspected cases of abuse even when information is supposed to be confidential or privileged. As an occasional teacher, you should first seek assistance from the school administrator if you suspect any abuse or neglect of a student or if a student discloses it to you. Failure to report could result in a conviction subject to a fine of up to \$1000.

Duties of a Member to Fellow-Members

Section 18 1 (b) of the Regulation under the *Teaching Profession Act* requires that,

“A member shall, on making an adverse report on another member, furnish him/her with a written statement of the report at the earliest possible time and not later than three days after making the report.”

If you make an adverse report about a colleague to a school board representative, you must furnish your colleague with a written account within 72 hours. Please read pages 12 – 15 in the OECTA Pocket Planner for more Duties of a Member in the Regulations under the *Teaching Profession Act*.

Be Wary, Be Wise

Preventative Tips for OTS:

- **Familiarize** yourself with school and classroom routines.
- **Supervise** your students at **ALL** times.
- **Teach** with your door open, whenever possible.
- **Never** be alone with a student. If you must speak to a child, keep it short and professional. Stay in view of the hall. Stand by the door.
- **Avoid** touching students. An assault is **any** unwelcome touch! If you touch a student, be prepared to defend your actions. Be cautious as OTs are the “strangers” in the school.
- **Don’t** let students crowd around you or your desk. Maintain your “personal space.”
- **Don’t** drive students in your personal vehicle.
- **Avoid** confrontation. Call for administrative back up.
- **Don’t** let students get to you. No issue is worth the sacrifice of your reputation or your career.

Document anything that happens during the day which seems even slightly out of the ordinary. Keep your notations stating facts and write down the essential W’s – who, what, when, where, and that other W – witnesses. Keep a copy of your notes.

Make these tips part of your daily routine!

Workplace Harassment

Harassment may include incidents involving unwanted comments/suggestions, forms of intimidation, aggressive behaviour, verbal/emotional abuse and bullying (an attempt to undermine an individual through criticism, intimidation, hostile verbal and non-verbal communication and interfering actions, all of which are unwelcome behaviour!

These incidents could take place in staff rooms, classrooms, cafeterias, offices, as well as other Board property, and include events associated with and including co-instructional and extra-curricular activities, field trips, work related conferences, training sessions and social gatherings.

Should you experience harassment, be aware that you are protected by Workplace Conduct Policy (GAP 305). The procedure to follow is outlined in our Collective Agreement, Letter of Understanding #6.

Employee Assistance Program

The Board has made available to all employees having access to the Benefit Plan to also have access to the Employee Assistance Program (EAP). This program helps individuals to deal with a wide range of personal and work-related problems. Your EAP offers professional services and confidential support through Shepell.fgi at no cost to you and your immediate family members. Contact your EAP – Shepell.fgi at 1-800-387-4765.

Appropriate and Professional Relationships

Maintaining professional standards of behavior is essential for teachers when dealing with students, parents, colleagues and employer.

Teachers should take great care to avoid relationships with students that cross professional boundaries. A teacher is in a **POSITION OF TRUST**, regardless of the age of the student. This means that your actions will be measured against a higher standard than that of other individuals. In order to receive the respect they deserve, teachers should treat students with respect and care.

The relationship between a teacher and parent(s)/guardian(s) is normally one which is positive in nature and of benefit to the student. One must maintain a professional standard when reporting to parents, either orally or in writing, by being objective, concise and considerate, and addressing only matters related to the educational performance of the student; you are not required to respond to questions related to your teaching practices.

If you are contacted by a parent or lawyer in a child custody matter, you are not required to provide any information. Disclosure of any information contained in the Ontario Student Record (OSR) is the administrator's responsibility. You should NOT respond verbally or in writing to any inquiry of this nature until you have spoken to OECTA.

Under no circumstances should any teacher endure any form of verbal and/or physical abuse from a parent/guardian. In difficult situations with parents, you should terminate the meeting politely but firmly, have the administrator or department head attend any subsequent parent meetings, and seek advice and assistance from OECTA.

Your employer has a right to expect a teacher to complete assigned duties and responsibilities. This does not require subservience. Knowing your rights and responsibilities as a professional ensures a healthy employer-employee relationship. In your relationship with your employer be cognizant of your responsibilities under the Acts, Regulations, school board policies and procedures, be knowledgeable of your collective agreement, be assertive rather than aggressive when addressing issues, and be mindful of your rights as a professional, as an employee and as a member of OECTA. Remember, you have the right to be accompanied by an OECTA representative during any meeting with your employer, the Board.

Reminders

- Wear your NAME TAG every day!
- Changes to your profile during September and February, except in extenuating circumstances, must be requested in writing/email to Karen Tanner at karen.tanner@dpcdsb.org in the Teacher Personnel Department.

It may take up to 10 school days before these changes take effect.

- If you have moved over the summer or have a name change, please send your change of name, address and phone number in writing to the clerk in Teacher Personnel (cc the OTBUnit at dpotbunit@gmail.com) with the respective alpha designation of your surname:

A to G - karen.tanner@dpcdsb.org

H to N – cathy.deichsel@dpcdsb.org

O to Z – marie.rodriques@dpcdsb.org

Bill 168 -

Your Right to a Safe Workplace

Effective June 15, 2010 the *Occupational Health and Safety Act* was amended by Bill 168 in an attempt to protect workers, including teachers, from acts of violence – the exercise of physical force or an attempt to exercise physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker - and/or harassment – the engaging in a course of annoying comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Under Bill 168, teaching staff has the right to know when they might come into contact with those who have a record of violent behavior. Employers and supervisors must provide at-risk staff with specific information including the personal data of anyone, including students, with a history of violent behavior.

Boards of Education are to ensure that they are in compliance with the law by preparing policy to deal with workplace violence and harassment, preparing a program to implement the policy, assessing the risk of workplace violence, and to report the results of the assessment to the Joint Committee, and providing instruction on the contents of the *Workplace Harassment Policy* and program, including dissemination of specific information. Although there are a number of laws restricting the release of information in order to protect one's right to privacy, the Ministry of Labour has made it clear that employer obligation under the *Occupational Health and Safety Act* supersedes other legislation.

Violence against teaching staff is not a common occurrence but there may be instances when their workplace safety is at risk. Your right to be aware of that risk should not be violated in the workplace! *The Occupational Health and Safety Act* of 1978 establishes three important rights of a worker:

1. The right to KNOW
2. The right to PARTICIPATE
3. The right to REFUSE

The right to refuse unsafe work is set out in Part V of the Act. However, teachers must ensure the safety of pupils prior to a work refusal. The standard required to justify a work refusal is an objective one: would a reasonable employee with a good knowledge of the workplace have reasonable grounds to believe that the workplace is unsafe? If a teacher has a concern about health or safety in the workplace, it is important to discuss the issue with their OECTA Unit office.

IMPORTANT NOTICE

If you are available to work but not called, please email the Dufferin-Peel OTBUnit office at: dspotbunit@gmail.com.

The first time you notify the OTBUnit office please include **ALL** of the following information: **your name, employee number, phone number, the names of all schools on your profile, the grades and subjects along with any specialty subjects you are willing to teach, and the dates you were available to work but not called.**

Subsequent reports should be emailed monthly, and you only need to include:

your name, phone number, and the dates you were available to work but not called.

Secondary OTs: If you are assigned more than 3.5 periods for a full-day assignment **OR** if you are assigned more than two periods for a half-day assignment (this includes on-call or supervision duty as teachers do not get both on the same day!), please bring it to the administrator's attention and send in a copy of your daily assignment sheet (make sure the date, school and Job # appear on the sheet) along with an explanatory note to the Dufferin-Peel OTBUnit office by courier. Please keep **all** your assignment sheets in a safe place. Do **NOT** throw them out! **You must notify us with-in five days of the occurrence in order for us to take any action on your behalf.**

LTO Posting and Application Procedure

The WebTRACS system will allow LTOs to be posted only on-line! If you are interested in LTOs, you **MUST** go to WebTRACS, and click on Internal Job Opportunities.

You may select Location "ALL," then Group "LTO – elem." or "LTO – sec." and click on "query." **ALL** LTO positions **MUST BE APPLIED** for on-line! Keep a record of the LTO job postings (posting #, school, grade/subject, etc.) for which you have applied by clicking on "Jobs Applied To" and printing the page(s). You will be contacted by the school administrator **ONLY** if they are inviting you for an interview or by the Board's recruiting officer offering you the position.

If you are seriously considering an LTO position, it is highly recommended that you visit the Internal Job Opportunities site every three (3) days throughout the school year to view any new postings as they become available.

If you are looking for a fulltime **permanent position**, please be aware that you will **NOT** be able to accept a permanent position with the Board for the duration of your LTO assignment.

Bill 157 –

Keeping Our Kids Safe at School

Bill 157 requires all Board employees who become aware that a student may have engaged in an activity that must be considered for suspension or expulsion, to report the incident to the principal as soon as reasonably possible. Activities leading to possible suspension are: uttering threats, possessing drugs or alcohol, swearing at a teacher or another person in authority, committing an act of vandalism, and bullying. Possible activities leading to expulsion are: possessing a weapon or firearm, using a weapon to cause or threaten bodily harm to another, committing physical assault that causes bodily harm requiring medical treatment, committing sexual assault, trafficking in weapons or drugs, committing robbery, and giving alcohol to a minor.

When reporting you must consider the safety of others and the urgency of the situation, and report the incident no later than the end of the school day. Report the incident to the principal in writing using the ministry form, *Safe Schools Incident Reporting Form*, Part 1. When completing the form, enter the school phone number, **NOT** your home number. After you have completed the form, ask the Principal to assign a report number to the report, then photocopy it, and keep it in a safe place, off school premises. Principals are to respond to each report by completing Part II of the *Safe Schools Incident Reporting Form* by identifying if action has been taken or no action is required. A copy of this form is to be given to the person who submitted Part I. You should attach Part II with the Part I and keep them.

Flu or Cold Season

The flu/cold can be spread through droplets contained in sneezes and coughs of the infected person, and by direct contact, such as hand contact. The symptoms of the seasonal flu are: fever, cough, runny nose, sore throat, body aches, lack of appetite, and fatigue. If you or any family member feels any or all of these symptoms, stay at home!

Good precautionary measures can help protect you, your family and others from the spread of the flu or cold:

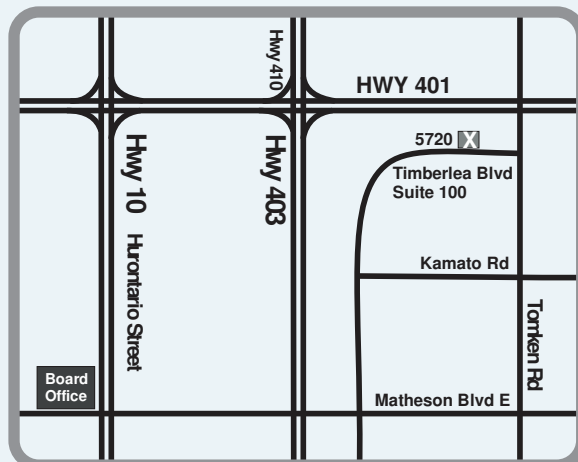
- wash hands frequently, using soap and warm water for 15 or 20 seconds and dry with paper towel or dryer
- use an alcohol-based sanitizer (gels or wipes) if there is no soap and warm, running water
- cover your mouth and nose with a tissue **OR** use your sleeve when coughing or sneezing, and throw out the tissue immediately
- avoid touching your eyes, nose and mouth
- keep common surfaces clean and disinfected
- avoid large crowds of people where viruses can spread easily, and
- stay home if you are sick and until there has been no fever for 24 hours.

Influenza vaccination is still the best way to prevent getting the flu. Peel Public Health recommends that you get your annual flu shot which will be available beginning in October or November.

Knowledge is your best defence!

NEW OFFICE LOCATION

O.E.C.T.A. - Dufferin-Peel
Occasional Teachers' Bargaining Unit
5720 Timberlea Blvd., Suite 100
Mississauga, Ontario
L4W 4W2
Phone # 905-206-9200
905-206-9201
Fax # 905-206-9204



Lockdown

According to Board policy (GAP 502.05), staff members who become aware of a person(s) in possession of a dangerous article/weapon will immediately notify the school office. The *Criminal Code of Canada* defines a weapon as – “Anything used or intended for use in causing death or injury or for the purpose of threat or intimidation is a weapon.” The school principal or designate will determine the appropriate course of action, by initiating procedures of either a “**Lockdown**” or for a “**Hold and Secure.**”

Principals will conduct “LOCKDOWN PROCEDURES” drills **twice** a year, in the beginning of each semester for secondary schools, and in the fall and spring terms for the elementary schools.

Upon determining that a high risk weapon/dangerous article incident is about to unfold, the principal will notify staff and students that they must initiate precautionary measures by announcing, “INITIATE LOCKDOWN PROCEDURE” over the public address system, followed by the “repeated ringing of the school bell.”

The following action will be taken upon hearing the announcement:

1. The principal will call 911 to alert the police.
2. All students and staff **inside** the building should go to the closest room and close the door and lock, if possible.
3. All students and staff once in the room should lie on the floor away from doors and windows.
4. All students and staff in the room are to remain on the floor until further instructions are provided, and
5. All students and staff who are **outside** of the building are to quickly move as far away from the building as possible and remain there until further instructions are provided.
6. Any staff member in the building who does not have a class at the time will secure the immediate area, move out of the corridors and into the closest room and follow the above instructions. Staff members outside the building will assist in ensuring that all the students who are outside are moved as far away as possible from the building.

Since the above procedures may change slightly at the schools, occasional teachers should receive a copy of the appropriate procedures located in the “Emergency Guidelines.”

The *Safe Schools Act* (Bill 81) implemented by the Ministry of Education (Part XIII, *Education Act*) requires school boards to review and modify their codes of student behaviour to bring them in line with the current legislation. Each school board needs to provide safe, healthy, effective learning school environments for their students.

The *Catholic Code of Conduct* is part of *Safe Schools in Dufferin-Peel*, which includes policies governing appropriate dress for students, opening and closing exercises in schools, access to school premises, a set of behavioural expectations, disciplinary procedures, suspension and expulsion of students as part of the consequences for various incidents, and a revised police and school response protocol.

The standards of behaviour apply not only to students, but to all persons involved in the schools – parents/guardians, teachers, students, volunteers and visitors. All are expected to behave in a manner that is helpful, courteous, respectful and caring.

Hold and Secure

A “Hold and Secure” is identified as an incident which is brought to the attention of the principal such as a police investigation in the area or person(s) in a vehicle approaching students near the school, that may require actions that are prudent but less than the actions required in the “Lockdown” procedures.

These Hold and Secure situations may require increased supervision, locking of all exterior doors, and/or indoor lunch and recesses, or other actions deemed necessary by the principal such as curtailing movement within the school (activities such as Library, computer labs and gym may be unavailable at this time).

BE AWARE:

E-mail TO and FROM the Board is not private

Any email you send to or receive from the Board mail servers is subject to Board policies. Board policy (4.75) states that use of the system, “does not carry with it a reasonable expectation of privacy” (GAP 316 VI D). Any inappropriate use may result in disciplinary action.

All use of the school Board electronic communication equipment is subject to rules and regulations outlined in the Board’s GAP manual (Procedure 316.00). It is up to you to know and follow these regulations:

“Violations will be processed by the appropriate Board authorities and/or law enforcement agencies. Inappropriate use of electronic communication and/or violation of the policy/procedures regarding same could result in disciplinary action, up to and including termination of employment with the Board.”

There is no privacy in anything that you create, store, send or receive on the Board’s computer system. Furthermore, there is no guarantee of privacy for communications through external servers. The sending of an email message is like sending a postcard: if you don’t want it posted on the bulletin board, then don’t send it. Do not email students for personal reasons, and never share or receive personal information. When communicating with parents be aware that your email can be used as evidence of your conduct, and your messages may be forwarded to a much wider audience.

A teacher should never use their home/personal computer for contact with students or parents. As teachers you should always maintain a professional demeanour in all interactions with students, parents, colleagues and administrators. Failure to communicate appropriately puts teachers at risk with the employer, College of Teachers, Children’s Aid Society and police.

New Elementary School Opened

Our Lady of Lourdes Elementary School located at 25 Mount Royal Circle in Brampton is a feeder school for Cardinal Ambrozic S.S. This JK to Grade eight school will have 321 students attending on September 6th, 2011.



You Asked Us....

Question: I’ve been an occasional teacher with the Board for a few years waiting for a permanent teaching position. Since the Board has hired new graduates over occasional teachers already working for the Board, I’ve become discouraged and am very disappointed. What should I be doing to get a permanent teaching position?

Answer: You need to demonstrate your teaching ability and talents to the schools’ administrators by taking LTO positions. While doing your LTOs, you should invite the administrator(s) in to observe and evaluate you. Make sure you keep a copy of the signed evaluation. If the administrator’s evaluation is positive, you should ask him/her to recommend you for permanent hire to the Board. The recommendation should occur by the middle of December at the latest as the Board’s recruiting officers visit the faculties across Ontario interviewing and hiring new graduates for the Board’s projected needs for the next school year. This procedure should be followed for **each and every** LTO you do!

Benefits

Occasional Teachers will have an opportunity to enroll in the Board’s Semi-Private, Major Medical and Dental plans. Enrolment in the plans shall be available on **November 1st and March 1st** of each school year provided that the occasional teacher is active and available for work. The occasional teacher **MUST** pay the full cost of the benefit premiums for the balance of the school year at the time of election.

According to **Article 16.07** of the Collective Agreement, LTO teachers are entitled to enroll to receive benefit coverage provided your **LTO is four (4) months or longer** in duration. The Board will assume “single” coverage unless indicated otherwise. Actual benefit coverage will commence on the date upon which the Benefits Department receives the complete and fully executed documentation package.

It is the **responsibility** of the occasional teacher to comply with the appropriate procedures and timelines for benefits enrolment.

TRACS Callout

The TRACS callout in the evening will be from 6:00 to 9:00 p.m. and in the morning from 5:30 a.m. for Secondary and 6:00 a.m. for Elementary OTs. The callout will be according to Article 13.05 – “unless requested by a principal, OTs on the A List will be given first opportunity to accept all daily occasional teaching assignments. If daily occasional teaching assignments are still available, the OTs on the B List will be given the opportunity to accept those assignments.”

WebTRACS

OTs will be able to search for future available jobs from 9:00 p.m. to 12 midnight every day, including weekends. From 12:01 a.m. to 1:00 p.m. you will be able to search for jobs for that day **only**. “Available Jobs” is turned off from 1:00 p.m. to 9 p.m. every day, including weekends. You will **NOT** see “Available Jobs” on WebTRACS when the feature is turned off.

Since the TRACS callout system and WebTRACS are connected, they will follow the same calling/searching steps – Steps 1 and 2 are the calling of “requested” OTs and A List OTs, Step 3 recalls A List and then calls B List, Step 4 calls the general pool of A/B List OTs, Steps 5 and 6 recall the general pool of A/B List OTs, and Steps 7 – 13 call A/B List OTs, as well as uncertified persons. For example, if a job is created after 9:00 p.m., the “Available Job” search will start at Step 1 (only OTs on the A list will be able to search for this particular job, subject to their profiles). If a job remains unfilled by TRACS at 9 p.m., TRACS will switch to WebTRACS and implement whatever step (1-13) it was at when callout ended at 9 p.m. For example, if TRACS were at Step 3 in the callout for that particular job, then the search for “Available Jobs” starts at Step 3 for that particular job.

Occasional Teachers and Copyright

Teachers may use only media catalogue materials which have PPR (public performance rights) in the classroom. The following qualify:

- all videos from Media Services (shipping tags on back)
- videos from the school library
- videos from the department if the tape or case has a PPR label or sticker
- videos taped from a Cable in the classroom source. This includes
 - * Newsreal (from CBC Newsworld)
 - * CNN Newsroom
 - * A and E Classroom

These programs **must** have been taped within the previous year. The date of taping or the expiry date is indicated at the front of the program.

If the teacher has left a feature film to be used in class, the occasional teacher must check to see if it may be used. If it has a shipping sticker from Media Services, the tape may be used. Otherwise, the occasional teacher must check with the office to see if the school has purchased a copyright license to permit the showing of feature films in the school. If not, the material may **not** be used.

Some years ago, the Ministry sent out a memo pointing out that teachers were individually **liable** for any legal fees and expenses related to copyright infringement. Neither the Board nor a teaching federation may provide any financial assistance.

It is in the individual occasional teacher’s best interest to adhere to copyright!

KNOW YOUR COLLECTIVE AGREEMENT

Each member has a stake in reading and understanding the Collective Agreement as it forms the basis of employment and outlines working conditions.

Important articles to note are:

Article 13.06 – “An OT who becomes unavailable for assignment because of illness, maternity, paternity or adoption of a child, or for required compassionate care, shall submit such request in writing to the Manager of Teacher Personnel. The OT shall be retained on the Board’s Occasional Teacher List in an inactive status during the period of such unavailability, provided that such OT makes herself/himself available for assignment during the school year following the commencement of the period of unavailability.”

*If you are unable to work for the full school year due to any of the above reason(s), you should request, in writing, to be placed on the “inactive” list specifying the start and approximate returning dates. OTs will **NO LONGER** be placed on the “inactive” list for doing an LTO with another Board.

Article 13.10 – “An OT who refuses three (3) or more assignments within a twenty (20) school day period **and** does not provide reasonable grounds for refusing such assignment **or** who cannot be contacted for assignments during a period of twenty (20) school days shall be deemed to have resigned from the Occasional Teacher List.”

*It is **highly** recommended that you document every time you refuse or cancel a job (date, school, grade/subject and reason) and keep it in a safe place. Should you receive a letter relating to Article 13.10 and your removal from the O. T. List, you should email lucie.baptista@dpcdsb.org providing your reasonable grounds and requesting reinstatement to the O. T. List. We do have a cap to the O. T. List which could make reinstatement difficult. You are **encouraged** to make yourself “unavailable” should you be unable/unwilling to work on any particular day or period of time as this is not counted against you.

Article 14.03 – “Occasional Teachers shall be entitled to .6 of the daily rate for half day assignments, except when the Occasional Teacher is at the same location for the full day, where 100% of the daily rate will be given.

Where the Occasional Teacher is replacing more than one (1) teacher in an elementary school in a day, the supervision duties of only one (1) teacher shall be assigned.

Where the Occasional Teacher is replacing more than one (1) teacher in a secondary school in a day, the workload shall not exceed the equivalent of 3.5 periods.

Notwithstanding Article 15.04, late calls, and recognizing that exceptional circumstances may occur, an Occasional Teacher shall not knowingly accept any assignment(s) that he/she is unable to completely fulfill the duties of.”

*You should only receive the duties of one teacher when replacing more than one teacher in an elementary school.

Article 15.01 – “An Occasional Teacher who is called out for an assignment at a particular school shall be paid the appropriate rate for that assignment. If the Occasional Teacher does not receive prior notification of the job cancellation and arrives at the school, the Occasional Teacher shall report to the Principal for reassignment to any unfilled vacancy requiring replacement in the school. If the Occasional Teacher is assigned to a vacancy that is of shorter duration than the assignment originally called for, the Occasional Teacher shall work at the school for the length of the original assignment in order to be paid accordingly. If there are no unfilled vacancies requiring replacement, the Occasional Teacher shall work at the school for the length of the original assignment in order to be paid accordingly. Only Occasional Teacher duties will be assigned.”

*Do **not** go home if the assignment is no longer available. Remind the administrator that this article entitles the OT to work at the school in order to be paid for the original assignment. Should you be informed that there is no other assignment available, please contact the OTBUnit office **immediately!**

Article 15.04 – “School Administrators will make every reasonable effort to ensure that Occasional Teachers assigned half (1/2) day assignments shall not be required to do supervision duties at the lunch hour. Such supervision duties shall be exchanged for other supervisory duties during the day, wherever possible.”

*This is **not** always possible. Therefore, make sure that you are able to fulfill both job assignments.

Know your Collective Agreement ...

LETTER OF UNDERSTANDING #5

Re: Removal from the Occasional Teacher List

1. The parties understand and agree that the Occasional Teachers' List, which is used for calling Occasional Teachers for assignments, is purged every five (5) months during the school year. These purges are conducted at the end of **January and June**.

The parties understand and agree that **Occasional Teachers** who have not taught the number of days as outlined in the chart below, since the last time the list was purged, are removed from the list, if they have not requested in writing to be placed in an inactive status as per Article 13.06, 17.05 or 17.06:

- the equivalent of at least three (3) full days every five (5) months throughout the school year of 2008-2009
 - the equivalent of at least four (4) full days every five (5) months throughout the school year of 2009-2010
 - the equivalent of at least six (6) full days every five (5) months throughout the school year of 2010-2011
 - **the equivalent of at least seven (7) full days every five (5) months throughout the school year of 2011-2012**
3. The parties understand and agree that **Retirees**, re-hired to the Occasional Teacher List, who have not taught for the total number of days as outlined in the chart below, from the beginning of September to the end of June of

the school year, will be purged from the list.

- the equivalent of at least six (6) full days in 2008-2009
 - the equivalent of at least eight (8) full days in 2009-2010
 - the equivalent of at least twelve (12) full days in 2010-2011
 - **the equivalent of at least fourteen (14) full days in 2011-2012**
4. The President of the Association will receive, in electronic format, the names of the Occasional Teachers removed.

*Remember, an OT **MUST** work a **minimum number of days in order to remain on the O.T. List.**

LETTER OF INTENT #3 – “School administrators will endeavour to ensure that the occasional teacher not be responsible for supervisory duties prior to the beginning of morning classes on the first day of the assignment **when this duty is not included on TRACS.** This will allow the occasional teacher an opportunity to prepare for morning class.”

*This only applies to the first day of the job.

By knowing your rights, duties and responsibilities, difficulties may be avoided throughout your teaching career. You should become familiar with your Collective Agreement.

QECO

Occasional teachers are encouraged to have an up-to-date QECO (Program 5) rating on file with the Board's Teacher Personnel Department. This will ensure that you will be paid on grid in the proper category for your LTO Assignment.

Please note: QECO category changes **MUST** be received by the Teacher Personnel Department before the end of your LTO in order for the Board to pay you retroactively to the first day of the LTO in the proper grid category [Article 16.06 (e) of OTs' Collective Agreement].

**Be aware,
Work with Care,
Only Safety can get
you there!**

Health and Safety 2011-2012

Your JSHC OT Rep – Valerie Longo

My name is Valerie Longo and I am your JHSC (Joint Health and Safety Committee) Occasional Teacher Representative for 2011/2012. It has been my pleasure to represent and serve you for the past three years. Two years ago, I completed the required courses and became an accredited WSIB (Workplace Safety and Insurance Board) member.

I have observed that in previous years, only a small number of members would approach me during our General Meetings or at different school locations to voice their concerns. As a Rep who continues to work in your best interests, I believe that this year, it would be more effective to formally introduce myself and to provide to you with my email address so that you may quickly convey all questions and/or concerns. Email is a quick, efficient and dependable tool. Unless I am away, I check it each day of the work week and usually respond before the end of the next working day. For any questions or concerns for which I do not have an immediate answer, I will communicate that to you but will follow-up with whomever does have the answer. While representing our members for the last three years as an elementary school councillor as well as the JHSC Rep, I was readily available to address all issues. I plan to do the same as a fulltime JHSC Rep but now the focus will be on health and safety matters exclusively. I want to assure you that all information presented to me will remain confidential unless lives are at immediate risk.

As a fellow certified OT who has taught with this board for 14 years, I can confidently say, with all the challenges of LTOs and daily occasional teaching, it is a splendid and rewarding way to teach. However, I am also aware that health and safety issues affect us, whether we are retired, career occasionals or those looking for fulltime positions, just as much if not more than full-time staff. We may feel our voices and concerns are not important or not heard. We may even feel that we will be overlooked for LTOs, daily occasional positions or even fulltime positions if we “complain.” Well, this is the forum in which to be heard. Your observations are not complaints; you are providing reports – of unsafe and/or unhealthy situations.

Situations which you might like me to bring to the table during our JHSC meetings could be anything from loose stair treads, paint fumes and mouldy odours to dangerous gym equipment (please note that all gym equipment with loose or missing pieces or any other problem is supposed to have a red tag on it; however, such is not the case in all school gyms, leaving the OT and his or her students at risk since some equipment dangers are not immediately visible). These are only a few examples of many. Do not hesitate to report any health and safety issues. I would need you to identify yourself (to confirm that you are a member of the DPCDSB), the school name and address, the date and if applicable, the time of the observed concern and a detailed description of the problem. Timing is everything, though. The sooner it is reported to me the better chance we have of doing something positive about it.

The lack of provision of classroom keys continues to be an issue that we bring to the table at every meeting. It is reasonable

to assume that if an intruder enters a school with a weapon, an unlocked door leaves at risk not only the Occasional Teacher, but also the lives of the children for whom he or she is responsible. I need to know what schools (elementary and secondary) are giving keys out and those that are not. If some schools can provide keys, then why not all? We can build a strong case only if we have information to back us up and that information needs to come from you as I do not teach at every school board-wide. Perhaps photo ID is the answer with a key mechanism installed for OTs as well as fulltime staff; the locking mechanism for OTs however, could be engaged and disengaged before and after each assignment (much like hotel key cards). Another possibility is leaving existing photo ID such as a driver's license at the school office and collecting it at the end of the assignment when the classroom key is returned. At this stage, simply put, we need data to present and logically back up our argument.

Additionally, I understand that there are still schools, both primary and secondary, where staff washrooms are locked making it virtually impossible during time constraints to use the facilities. I need to know what schools are still doing this as this is unacceptable.

While taking my WSIB courses, many things stood out but one thing in particular really stood out. It was when our instructor told us, “ALL accidents are preventable.” Impossible, I thought. Upon further discussion, it was pointed out that if all health and safety procedures were followed regarding machines and equipment, if everyone left enough time to complete a task and if all infractions were reported and dealt with immediately, there would not be any accidents. It is just that people, being people, like to take short cuts; they often do not leave enough time to complete tasks and do not necessarily report and/or correct problems immediately. Let's see if together, we can make some positive changes!

Please never, ever feel that by reporting an unsafe or unhealthy situation, it will affect your ability to find work or continue working. Providing health and safety issues to me not only gives you a voice, but may eventually help to improve our working environment and ultimately those of the students as well.

Our first JHSC meeting of this school year is on Thursday, September 29th. Please feel free to email me at valerie.longo.jhsc.ot.rep@gmail.com with any questions or concerns. I cannot promise I will have all the answers right away but I can promise to do my best to find answers for you and if necessary, bring the concern to the table for management (i.e. the School Board) and the workers (i.e. the teachers) to discuss and try to resolve.

One last reminder concerns the minutes of previous meetings. They are sent to every school and are to be posted in all staff rooms. Please let me know if you do not see them posted in the schools at which you work.

Remember, where possible - prevention is everything!

May God bless you all and have a safe, healthy and happy school year!