

OSSTF Limestone District 27

Teachers' Bargaining Unit



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To: All Occasional Teachers

Date: October 1, 2018

From: Andrea Loken, Teachers' and Occasional Teachers' President

Mike Olive, Occasional Teacher Branch President

Re: **General Stuff, Personal Emergency Leave, Pay,
Mandatory Training, Smartfind, Current Issues**

Dear Members,

This rather long memo is to inform you of some general information and a few specifics. Please call or email if you have questions or concerns at any time. Please refer to the website [here](#) for more information.

General Information

The Teachers' Bargaining Unit (TBU) represents about 90% of our 660 members. There are around 250 Occasional Teachers (OTs). Each school is a 'branch' and is represented by an OSSTF union representative or Branch President. If you are in a school don't hesitate to talk with the Branch President. The OTs have their own branch and the Branch President is Mike Olive. Mike can be reached at 613-453-7930.

Pay

The OT pay rate is calculated as 1/207 of the regular teachers' grid, Category 1, Step 0. There is also an additional \$9.00 in lieu of benefits.

Note: You should be paid in thirds with two exceptions. For example, if you are in for 1 period you will receive 1/3 of a day's pay. The two exceptions are the School-to-Community program and assignments at LSS. In both of these programs, the pay is measured in 1/4 increments. The Board is very good at correcting pay errors, but if you don't notice, no one else will.

As of September, the OT daily rate has increased by 1.0%. The daily rate of pay is now \$232.58. The rate will increase by 1.0% at the start of semester two and again by 0.5% on August 31, 2019.

"On-Calls"/Supervisions

You should be assigned to the schedule of the Teacher you are replacing. Teachers have regularly scheduled supervisions, including "on-calls" to cover colleagues' classes. If the Teacher you are replacing is not scheduled that day for an on-call/supervision, neither should you be. OTs do not do "emergency on-calls". A copy of the Teachers' on-call/supervision schedule should be posted in the staff room. If you don't see it posted, just ask the office manager or the Branch President.

Mandatory Training

The Board has sent an email to your LDSB account asking you to complete three training modules by September 30. OTs will receive a payment for the time to do the training.

SmartFind!

Let us know if you have any SmartFind-related concerns. As the weather cools, be aware that many schools cancel all OTs during an inclement weather day. If the school does this, you are entitled to reasonable notice of cancellation. If you do not receive it in enough time contact our office and we will help.

Our Collective Agreement states that an Occasional Teacher will replace the timetable of the absent Teacher. If you are asked to do work that the absent teacher would normally not do (example – being reassigned from the Teacher’s planning time or guidance period), please contact us as soon as possible.

Personal Emergency Leave (PEL) – New Entitlement

Under Ontario Bill 148 as of last January, Occasional Teachers (OTs) became eligible for PEL. This leave allows you to cancel a booked assignment and be paid for 2 days during the year. You may take the leave up to 10 times per year, but only the first two occurrences will be paid. No medical note is required. To access the leave please email Sue McWilliams. The Board has said they will be sending out a memo with details of PEL.

This leave is available in respect of:

- i. a personal illness, injury or medical emergency;
- ii. The death, illness or medical emergency of a member of the employee's immediate family:
 - a) employee’s spouse,
 - b) parent, step-parent or foster parent of the employee or the employee’s spouse,
 - c) child, step-child or foster child of the employee or the employee’s spouse,
 - d) grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee’s spouse,
 - e) spouse of a child of the employee,
 - f) employee’s brother or sister,
 - g) relative of the employee who is dependent on the employee for care or assistance.
- iii. An urgent matter that concerns the employee or a member of their immediate family

LTO Seniority Tiebreaker

The Board hires many people onto the OT Roster with the same date of hire. This gives everyone the same seniority. Going forward from the 2017-2018 mass hire, all OTs are told that their days taught in year one of employment constitute the tie-breaker for seniority. This becomes important when members with the same day of hire make it onto the LTO list and compete as one of the five most senior candidates for a position.

For the three years previous to 2017-2018, the Board did not tell members this. The Board agreed, last June, that over the summer, they would tally all days taught by these cohorts and that once those OTs migrated to the LTO list, that new tally would be the tie-breaker. We expect to see this list soon. The need to use the tie-breaker should be a rare occurrence, unless many people with the same teachables are on the list.

Behaviour Safety Plans (BSPs)

These are soon going to be renamed Student Safety Plans (SSPs) but historically and currently are called BSPs. These plans are developed to provide information for how to deal with students who can be violent. When you arrive for an assignment, be sure to ask if there are any BSPs that you should know about. Sometimes there are students who you may not teach, but you may reasonably expect to encounter in the halls. You should have the BSP of these children too. It can be difficult in the rush, but ideally an

administrator should go through the BSP with you to be sure you are Informed and Instructed about its implementation.

Representation

If any interview with the Board or administration regarding your job performance or any matter that could result in discipline, you have the right to have a representative of OSSTF appear with you on your behalf. Please contact us or your Branch President, or the Branch President of the school you may be in if you think you may need representation. You may defer the meeting until a representative is available to attend.

Teacher's Requesting OTs

Our Collective Agreement states that "The dispatch process is designed to ... provide an equitable distribution of work for all Occasional Teachers where possible." Also, a school/Teacher may request a specific OT if, and only if, there are "at least three (school) days advance notice" or the "school requires coverage for a period of three days or more".

OTs being requested by schools or Teachers **less than 3 school days in advance** is a violation of our Collective Agreement and leads to inequitable distribution of OT work.

Partial Day Assignments

If the Teacher you are replacing is absent for the entire day, yet you have been booked for only part of that Teacher's schedule, please let us know so that it can be assessed for legitimacy.

Yours in Federation,

Andrea Loken – District and TBU President

Mike Olive – OT Branch President

John Vince – TBU Chief Negotiator