

OSSTF Limestone District 27

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MEMORANDUM

To: All Members of the Teachers' Bargaining Unit
From: Teresa Marrello, District Officer
Date: May 3, 2011

1. Important Upcoming Dates

May 10	Deadline: Application for Occasional Teachers' List for 2010-11 school year
May 18	Annual General Meeting, Mino's Village Restaurant, 4:30 pm
May 1	Deadline: Retirement/Resignation to Board
May 31	Deadline: Board must notify Teachers who are surplus to their school or the system
June 8	OSSTF Retirement Reception, Mino's Village Restaurant, 5:00 pm
July 15	Deadline: Application for Occasional Teachers' List for 2011-2012

2. Staffing for 2011-12

- The first (preliminary) staffing meeting was held on April 20. Preliminary Staff allocations were given to schools and Principals have been developing their Preliminary School Plans. Your School Based Work Team (Administration and Federation) will review the plan and provide input and suggestions before it is forwarded to Human Resources and the Joint Secondary Staffing Committee (Board and Federation) in early May.
- The School Based Work team will be working to ensure the process is carried out fairly within your school. Refer to Article 20 of the Collective Agreement for the items which must be included in each School Plan.
- Enrolment is projected to decrease for the next school year. Although it is difficult to say at this point what the impact will be on staffing (because of other factors such as leaves and retirements), there will likely be surplus Teachers after staffing in May. However, the Board has said that they plan to be less conservative than last year in terms of their redundancy declarations.
- The Board will inform Teachers by **May 31** if they are surplus to their school and/or redundant to the system.
- PAR advertisements and Summer School Job Postings have begun. There is some limited protection through the Staffing Process for members who hold positions of responsibility.

- The next staffing meeting will be held on June 3. The agenda will consist of: PAR appointments/vacancies/advertisements, SST appointments, declaration of school surplus and system redundancy, and vacancies, transfers and placements.

3. Voluntary Transfer/Exchange Process

The Voluntary Transfer/Exchange List for the 2010-2011 staffing year has been compiled in order of descending seniority by the District Officer. It is kept **confidential to OSSTF** until the appropriate time in the staffing process. Teachers are placed in vacant positions based on seniority, qualifications, choice of schools, and preferred teaching assignment.

The Voluntary/Exchange List is maintained throughout the school year for Transfers in Second Semester (for those who have so requested). In order to be available for a transfer in the Second Semester, you **must** indicate your willingness to be considered for both full year and single semester transfers. Doing so will increase your opportunity to secure **both** a full year and a single semester transfer. However, it could also mean that you could be split between two schools in a year by semester.

Teachers may withdraw from the list at any time, **prior to transfer**, through written notification to the District Officer. Teachers wishing to remain on the list for the subsequent staffing year must reapply.

4. Additional Qualifications

If you are working on an additional qualification course now or will be in the summer, please inform Paula Medeiros at the Board Office and Teresa Marrello at the District Office **in writing**. It could be helpful in the staffing process--especially if you are declared surplus at the end of May.

When you receive your updated Ontario College of Teachers' Certificate of Qualification, please make four (4) copies. Keep a copy for your files and send the others to: the Board Office c/o Paula Medeiros (for placement on Seniority List), the District Office c/o Teresa Marrello (for our records) and your Principal.

5. Class Size Maxima

Teachers whose class sizes are in violation of the Collective Agreement were given the option of receiving a financial payment based on an agreed upon formula or release time of two days per student violation in lieu of a financial payment or a combination of the two.

If at any point during the semester your class size increases and violates the Collective Agreement, you would be entitled to the negotiated remedy. Please report this violation to your Branch President and the District Officer immediately. We remain committed to working toward the goal of eliminating class size maxima violations.

6. The Decision to Retire

The decision to retire is a personal one with many factors to consider. Please do not put pressure on any

of your colleagues to retire. Refrain from asking colleagues of their intention to retire. Intrusive questions of this nature can be seen as discriminatory and as workplace harassment. Members have a right to work for as long as they wish.

- A retirement checklist is available from your Branch President or from the District Office website at www.osstf27.ca
- The deadline to inform the Board of your intention to retire was May 1.
- If you have asked the Teachers Pension Plan (TPP) for a pension estimate, be aware that errors are not uncommon. Check your information and their information carefully and contact the TPP to correct any errors. Make sure you have the most recent salary information.
- We have some information re benefit plans at the District Office. We can send these out via board mail upon request.

7. OSSTF Retirement Celebration—June 8—Mino’s Restaurant

We will be hosting a retirement celebration to honour members who are retiring this school year. Retirees and a guest will be invited to attend. The celebration will be held at Mino’s beginning with a reception at 5:00 pm. Presentations will occur just prior to dinner being served at 6:00 pm. Additional Members wishing to attend may purchase tickets through Judy at the District Office for \$20 per person. There are a limited amount of tickets and they will be sold on a first come first serve basis. Please consider joining us to thank our retirees for their contributions to public education.

8. OTIP Bursary for Students

Members who are covered any type of OTIP policy, whether LTD, Home, Auto, Life etc are eligible to apply for the OTIP Bursary for students. This bursary applies to students applying to full time post-secondary college or university in Canada. This bursary can include the member, as well as the member’s child, step-child, niece, nephew or grandchild (under the age of 30). Members can enter online at www.otip.com. Twelve bursaries of \$1500 each are awarded annually. Applications are accepted until June 15 each year.

9. Status of Women Retreat—Balancing Acts—St. Lawrence College



Give yourself a break! Enjoy “me” time and plan your financial freedom! The Status of Women Committee will be hosting a retreat on **May 26** beginning at **4:00 pm at St. Lawrence College. Check out the posters at your worksite.**

The program for the retreat includes: Yoga, or Spa Pedicures (\$18) and a Financial Planning workshop given by Lisa Raponi from Educator’s Financial Group. A light dinner and refreshments will be served. There is no cost to attend unless you want the pedicure like I do!!! Please RSVP to Judy Tarshis at www.osstf@kingston.net by May 13, 2011 if you wish to attend. Reimbursement for child care is available at the OSSTF rate. See you there!!

10. Member to Member Conflicts

Members are reminded of their legal obligation to behave ethically towards one another. If you have an issue with another member; you should speak to the member confidentially and in person. If this is not appropriate or successful, the next step is to discuss the difficulty with the Branch President or other Federation representatives for help and advice on protocol.

A member's professional conduct should be characterized by courtesy and good faith and should imply the obligation to refrain from public criticism of the member's colleagues. Our colleagues include: Teachers, Occasional teachers, Clinical, Speech Pathologists, ACW's/SSC's, Attendance Counselors, Human Rights Advisor, ESL and Literacy Instructors. This courtesy should also be extended to other educational workers/colleagues in other unions.

If you have a difficulty with another member, *before making a complaint*, please talk with your Branch/Bargaining Unit President or the District Officer for help and advice on protocol.

11. Dealing with Workplace Harassment

It is an unfortunate reality the sometimes workplace interactions and communications fall within the definition of bullying and harassment. The Ontario Human Rights Code defines harassment as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”. Harassment may be one incident or a series of incidents. Such behaviours would include, but are not limited to the following: loss of temper, angry outbursts, yelling, screaming, abusive remarks, inappropriate jokes or remarks, undermining or humiliating others, persistent criticism.

Employers have an obligation to establish, document, communicate and effectively implement standards of conduct in the workplace. The LDSB has established Admin Procedure 139---Discrimination, Harassment and Human Rights Violations and Admin Procedure 411—Harassment in the Workplace to respond to incidents of harassment should they occur. These procedural policies are posted on the Board's website.

Should you experience workplace harassment contact the District Office immediately for assistance. The District Office will provide OSSTF members, both complainants and respondents with unbiased representation to help facilitate a resolution.

Questions? Please don't hesitate to call or email.

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