

OSSTF Limestone District 27

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MEMORANDUM

TO: ALL MEMBERS OF THE INSTRUCTORS' BARGAINING UNIT
FROM: Teresa Marrello, District Officer
DATE: September 2, 2011

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I hope you had an enjoyable and restful summer. I look forward to continuing to serve as your District Officer, providing assistance and advocating for our members.

1. New Instructors

If you are newly hired, you are now a Member of the Ontario Secondary School Teachers' Federation (OSSTF) of Limestone District 27 and specifically you are a Member of the Community Education Instructors' Bargaining Unit that includes ESL and Literacy Instructors at several work sites in the Limestone District School Board.

The President of your Bargaining Unit is **Tiffany Myers**, an ESL Instructor working at the Limestone Education Centre (LEC). Tiffany is the spokesperson for the Bargaining Unit. She can be reached at LEC at (613) 542-7369 ext. 373.

The District Officer oversees all matters related to the maintenance of your Collective Agreement and the Collective Agreements of the two other Bargaining Units (Teachers, and Professional Student Services Personnel - PSSP). I am an advocate for Members in relations or disputes with the Board. A Member may contact me if they have a difficulty with pay or benefits, questions about staffing or other Board processes, or a conflict with another Member. If in doubt, please ask. All matters are dealt with confidentially. I can be reached at the District Office at (613) 546-6985. Correspondence can be sent through the Board courier, faxed to (613) 545-1295, or emailed to *officer@kingston.net*.

When you were hired, you should have received a copy of the present Collective Agreement between the Board and Bargaining Unit. The Collective Agreement is a legal document that defines your working conditions and your rights and responsibilities as a Member of the Instructors' Bargaining Unit. For example, please refer to the Collective Agreement for such things as the rules around sick leave or personal leave, deadlines for applying for a leave of absence, salary information, and the grievance process. If you do not have a copy, please let Annabelle Huffman or me know right away so that we may get one to you. Please read it and keep it in a secure place.

2. Pay

Please check your pay stub carefully. If there are any errors, please call **Bonnie Martin** at the Board Office - (613) 544-6925, ext. 292 and/or me at the District Office. The Board sends pay stubs electronically to your First Class email. You should have received a pin number. Members are advised to print a hard copy for your records. Instructors are paid on a biweekly basis, two weeks in arrears, based on Time Sheets. Salary Grids increased by 3% Effective September 1. The first pay will be September 16, 2011 and the final pay will be June 8, 2012.

The local levy for all OSSTF Members is \$42 plus 0.12% of salary for the school year. This levy will be deducted in equal installments throughout the pays in the school year. In addition to the levy, a surcharge of \$2 per pay for full time instructors and \$1 a pay for part-time instructors is deducted for the Instructors' President's honorarium.

3. Benefits

- Literacy Instructors have the option of being on the Board's Benefit Plan with Manulife or receiving \$8/day in lieu of benefits.
- The ESL Instructors receive a daily rate that includes payment in lieu of benefits.
- If you have any questions about your benefits please call **Kim Wilson** at the Board Office - (613) 544-6925 ext. 264.

- The deadline to submit 2010 medical/dental claims to Manulife is **December 31, 2011**.

To change benefits for you or your family, you must complete a **Health Benefit Change Request Form**, found at your school/workplace office, and submit it to Kim Wilson at the Board Office. The only times at which members can join the plan without a medical certificate is within 31 days after:

- Appointment with the Board (part-time or full-time)
- Becoming a full-time employee
- Leaving another plan, e.g. partner's plan
- A lifestyle change (g. marriage, divorce, separation) which alters your access to health/dental benefits
- The birth/adoption of a child to enroll that child

Dependent children over 21, but under 25 years of age who are enrolled full-time in an educational institution, can be covered by your Benefits if you complete an **Overage Verification Form**. This form must be updated each fall. The term should be from September 1, 2011 to August 31, 2012.

In addition, the following Benefit increases became **effective September 1, 2010**:

<u>Benefit</u>	<u>Coverage</u>
Eye Examinations	One examination per 24 month period
Vision Care	\$470.00 per two year period (inclusive of laser eye surgery)
Massage	\$35 per visit to a yearly maximum of \$300
Dental	\$3000 for orthodontics

4. LTD Benefits Information

OTIP now provides Benefit information online. They no longer send out a paper copy of the "Schedule of Benefits". Members can access and print the following from the website:

- An overview of the LTD plan and CAREPath
- The LTD policy
- LTD Questions and Answers
- LTD related forms
- Wellness resources developed specifically for OTIP insured members.

To access your group information on this password protected site:

1. Go to the OTIP website at ***www.otip.com***
2. Click on **Group Benefits** and then on **Online Benefits**.
3. You will be prompted for a login and password:
Login: **L7027-902-AI** Password: **8981643**

5. Personal Leave

Instructors may take up to five (5) days of personal leave per school year. Personal leave is deducted from sick leave.

In requesting a personal leave day you must be able to state that the leave is unavoidable or extraordinary, but you do not need to give precise detail in your reason. For example, you may need to appear in court as a witness in a matter related to your family. You would rather not share the story. As a reason you could write: "Legal matter which cannot be scheduled at another time - unavoidable." For a once in a lifetime event, such as a graduation, you could write: "Exceptional family event which cannot be rescheduled." If you have any questions or concerns with the process of using personal leave, please call. I would especially like to be informed if personal leave is denied.

6. Employee Assistance Plan (EAP)

The EAP is a **confidential** counselling service provided by the Board (at no cost to employees and their families). If you are having personal difficulties and would like to speak with a counsellor, you can contact the EAP at **(613) 549-5561** or **1-888-409-4499 (toll free)**. Please identify yourself as a Limestone District School Board employee. Your identity is kept confidential and not reported to the Board. Information about **Family Services Employees Assistance Programs** may also be accessed at the Family Services website www.fseapkingston.org or www.familyserviceseap.com

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

Email: officer@kingston.net

Twitter: OSSTF27

Facebook: officer@kingston.net