

OSSTF Limestone District 27

735C Arlington Park Place, Kingston, Ontario K7M 8M8
Tel: 613-546-6985 Fax: 613-545-1295 Email: osstf@kingston.net



MEMORANDUM

To: All Members of the Teachers' Bargaining Unit
From: Teresa Marrello, District Officer
Date: April 3, 2009

1. Important Upcoming Dates

- April 10 * Deadline: Request to District Office for Voluntary Transfer/Exchange
- April 10 Deadline: Notification to Board of Application for OSSTF Certification Rating Statement (for category purposes) retroactive to January 1, 2009
- April 14 First Staffing Meeting for next school year
- May 10 Deadline: Application for Occasional Teachers' List for 2008-09 school year
- May 20 Annual General Meeting, Mino's Village Restaurant, 4:30 pm
- May 1 Deadline: Request for Credit on Grid—Related Professional Experience
- May 1 Deadline: Retirement/Resignation to Board
- May 31 Deadline: Board must notify Teachers who are surplus to their school or the system
- June 9 OSSTF Retirement Reception, Mino's Village Restaurant, 5:00 pm
- Mid June Deadline: Registration for Queen's Continuing Education Courses for Spring/Summer
- July 15 Deadline: Application for Occasional Teachers' List for 2009-2010

* *Deadline has been extended to April 14 for this year only due to the Easter Weekend.*

2. Staffing for 2009-10

- The first (preliminary) staffing meeting will be held on April 14. Staff allocations will soon be given to schools and Principals will be developing their Preliminary School Plan. Your School Based Work Team (Administration and Federation) will review the plan for input and suggestions before it is forwarded to Human Resources and the Joint Secondary Staffing Committee (Board and Federation).
- 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 may be surplus Teachers after staffing in May.
- The Board will inform Teachers by **May 31** if they are surplus to their school or to the system.
- PAR advertisements and Summer School Job Postings will begin shortly.

3. 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.

4. 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 is 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.

5. Class Size Maxima

The President, Chief Negotiator and I have met with the Board to discuss class size maxima overages. We compared the information on the matrices with the information from our members' class size surveys. There were some anomalies which were resolved. 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. Scented Products Awareness

Many of our members suffer from environmental sensitivities. These sensitivities include allergic reactions to heavily scented products such as perfumes, colognes, hair care products, dryer sheets, candles, flowers, and air fresheners.

As organizations become increasingly aware of the health concerns related to scented products, many are adopting scent free policies in their workplaces. OSSTF has been considerate of these concerns for some time and all Members have been urged to refrain from wearing scented products at all OSSTF sponsored functions and places of work. OSSTF Provincial Meetings have been fragrance and peanut free since 1999. The Limestone District School Board has not yet adopted a scent free policy but they do have a Scent Awareness Policy—Admin Procedure 414. It asks all staff and students “to refrain from wearing/using scented products on Board premises, during Board sanctioned activities as well as on school buses.”

I urge all members to consider the health needs of others as they choose products to purchase and wear to work. The consequences to our colleagues are serious.

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

Email: officer@kingston.net