

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: September 30, 2009

1. LEAVES/REDUCTION OF TEACHING LOAD FOR SEMESTER II--DEADLINE NOVEMBER 15

If you plan to take a leave next semester, or would like to take a reduction in teaching load, submit a letter stating your request to Andre Labrie, Superintendent of Human Resources, by November 15. Send a copy of the letter to your Principal and to me, the District Officer. **NOTE:** This deadline does not apply to maternity/parental leaves.

2. CHECKING RECORDS

Please be sure to check the following personal information as you receive it.

- **Pay Stubs** - Always check for accuracy.
- **Employee Profiles** - These are sent out by the Board by the end of October. Check that address, benefits, and compensation (pay for 2009-10 school year) are correct.
- **Employee Absence Reports** - These are usually sent out by the Board in mid-November. Keep your own records of sick days and other days absent to verify the Board's records. Full-time teachers are entitled to 20 days of sick leave per year, cumulative to 200 days. Extended Occasional Teachers are entitled to 2 days for each full month of employment cumulative for the duration of the extended occasional teaching assignment.
- **TPP Annual Statements** - These are usually sent out by the Teachers' Pension Plan Board in October. Check for accuracy and keep on file.

3. STAFFING

- The Staffing Committee met on September 20. Most schools reported increases in enrollment beyond their projected enrollment. Most members have been placed for their full entitlement for Semester I. The list of Teachers who are fully surplus has been reduced; however there are still some Teachers without a placement for Semester II.
- As enrolment is being solidified; we await the possibility of added sections if there are increases over projections. Eleven additional sections were distributed to the system at the September 21 Staffing Meeting. Two additional sections were distributed on September 29.
- The next staffing meeting is scheduled for December 2. This meeting will deal primarily with Semester II staffing.
- **Class sizes are being monitored** by your School-Based Work Team. A survey regarding class size will be distributed this week by the Collective Bargaining Committee (CBC). Please complete and return the survey to your CBC Rep.
- We will be meeting with the Board in early October to discuss solutions to any class size violations.

4. MUTUAL CONSENT FORMS

A teacher may teach outside of his/her area of certification by mutual consent. **If** the teacher wishes to do so, a mutual consent form must be signed by the Teacher, the Principal and approved by the Superintendent of Human Resources. (Articles 20.13, 20.13.1).

5 TRAVEL ALLOWANCES

A Teacher assigned to two or more schools (ie split) is eligible for a travel allowance (mileage) at the regular rate established by the Board (\$0.43/km). You must fill out the monthly Expenses Reimbursement form available at your worksite or on the Forms Hub under Accounting Services. Forms should be submitted to your site supervisor.

A Teacher who is declared surplus and is then assigned to another school which is in excess of fifty-five kilometers (55 km) from the Teacher's former school, is entitled to a moving/living allowance of one thousand dollars (\$1,000). You must request this allowance, in writing, to Andre Labrie, Superintendent of Human Resources.

7. LONG TERM DISABILITY PLAN TERMINATION

Reminder to members—you are **NOT eligible** for LTD benefits once you reach age 65 or you become entitled to a 66% unreduced pension. In either of the above cases you should cancel your LTD coverage. Forms are available from Kim Wilson at the Board Office. To access your group information on this password protected site, go to the OTIP website at *www.otip.com*:

- Click on **Group Benefits** and then on **Online Benefits**.
- You will be prompted for a login and password
- Login: **L7027-902-AI**
- Password: **8981643**

8. PERSONAL LEAVES

Teachers may take up to five (5) days of personal leave per school year. Personal leave is deducted from sick leave. These leaves are granted at the discretion of the Principal, in consultation with the Superintendent. Requests should be forwarded to the Superintendent whether or not the Principal approves of the request. You should request personal days as well in advance of the event as possible. **Make a photocopy** of your request and keep it on file. 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.

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 could write: “Legal matter which cannot be scheduled at another time - unavoidable” or “Medical 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.” The need for personal days is most often a very private matter and the Federation believes strongly that you have a right to privacy, if you so choose.

11. CONFERENCES—LEADERSHIP AND OTIP

I attended the OSSTF Specialized Training & Leadership Conference in late August. The specialized training focused on three areas—Building Effective Education Teams, Classroom Management, and Assessment & Evaluation Implementation that Protects Professional Judgment. As well, I attended workshops on Human Rights at Work, and Addressing Mental Health Issues in the Workplace: The Role of the Union.

I attended the OTIP Benefits Workshop in Toronto on September 23—24. I attended sessions on our Long Term Disability Plan and Accommodations, Stress Management, Management of Complex Disabilities, Report on Mental Health, How to Live to be 100 and Still Remember your Name, Renewing Our Work and Our Lives, and a CAREpath Update.

12. COLLEGE OF TEACHERS—CHANGE OF PRACTICE—TECHNOLOGICAL EDUCATION

The College of Teachers is now providing an alternate way for Teachers to demonstrate that they meet the entry requirements to the Honour Specialist course. Candidates who hold a Secondary School Graduation Diploma (SSGD) are required to have completed “the equivalent of one year’s full-time study in a program for which the SSGD was required for admission”. The College will now recognize the in-class hours in apprenticeship programs for meeting this requirement provided that:

- The candidate holds a SSGD
- The in-class hours are sufficient to meet the requirement of being equivalent to one year of full-time study, and
- The SSGD or its equivalent was required for entry.

13. EXPERIENCING EXTREME FINANCIAL NEED? OSSTF Benevolent Council Can Help

Benevolent Council exists for the purpose of providing assistance to active members who find themselves in extreme financial need due to prolonged illness, accident or extreme emergency. This assistance can be benevolent relief grants of **up to \$2,500 in a Federation year** or simply advice to recommend other ways/means to alleviate distress. These grants are taxable income to the recipients. Submissions to Benevolent Council are made through the District Officer. Please contact me for an application form if you need assistance. **All Information is held in Strict Confidence.**

Questions? Please don’t hesitate to call or e-mail:

officer@kingston.net