

# OSSTF Limestone District 27

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## MEMORANDUM

**To:** ALL MEMBERS OF THE TEACHERS' BARGAINING UNIT  
**From:** Teresa Marrello, District Officer  
**Date:** October 5, 2007

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### 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:** The 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 2007-08 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. Occasional Teachers are entitled to 2 days for each full month of employment.
- **TPP Annual Statements** - These are usually sent out by the Teachers' Pension Plan Board in October. Check for accuracy and keep on file.

### 3. Certification Changes (May Lead To Category Changes for Pay Purposes)

- Recent changes to Certification may enable some Teachers to qualify for a higher pay category.
- Application forms for certification changes are available from your Branch President, District Office or online at [www.osstf.on.ca/www/services/certi](http://www.osstf.on.ca/www/services/certi).

### 4. Staffing

- 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.
- Class sizes are being monitored by your School-Based Work Team. If you have not yet completed or submitted the survey regarding class size put out by the Collective Bargaining Committee (CBC), please do so right away.
- We will be meeting with the Board next week to discuss solutions to the class sizes.

Questions? Please don't hesitate to call or e-mail: [officer@kingston.net](mailto:officer@kingston.net)