

# 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:** March 24, 2010

### Important Dates for Semester II, 2010:

April 1	<b>Deadline: Request to Board for Leaves / Reduction in Teaching Load</b>
April 10	<b>Deadline: Request to District Office for Voluntary Transfer/Exchange List</b>
April 10	<b>Deadline: Notification to Board of Application for OSSTF Certification Rating Statement (for category purposes) retroactive to January 1, 2010</b>
May 10	Deadline: Application for Occasional Teachers' List for the 2010-11 school year
May 19	Annual General Meeting, Minos Village Restaurant, 4:30 p.m.
May 1	Deadline: Retirement/Resignation to Board
May 31	Deadline: Board must notify Teachers who are surplus to the system
June 3	Status of Women mini Retreat— <i>Balancing Acts</i> —Little Cataraqui Conservation Area
June 9	Retirement Reception, Minos Village

### 1. Staffing/Draft Seniority List

The **Draft Seniority Lists** were distributed to all worksites on March 5, 2010. Please review your information on the List, in particular your Entitlement, School(s) and Qualified Subjects. ***Corrections to the Seniority List are due April 1, 2010 to Paula Medeiros, Secondary Staffing Coordinator.*** Your qualifications should appear as they do on the OCT website. A preferred order of qualifications is not a correction that should be listed. (The order of qualifications is not important in the staffing process.) The **FINAL** list will be produced and distributed to schools on **April 15, 2010**.

Staffing for the 2010-2011 school year will begin April 19, 2010. Class size surveys have been sent out by the CBC committee. Please take the time to complete your class survey and return it to you CBC Rep. The Federation will meet with the Board on March 31 to review Semester II class sizes.

### 2. Leave Deadlines—Reminder

**April 1 is the deadline in the Collective Agreement to:**

- Apply for a leave from the Board for next semester/year;
- Apply for a Funded Leave (Teacher-Funded or Self-Funded Leave X/Y) for the following year/years;

- Request a reduction in teaching load for next semester/year;
- Notify the Board of your intention to return from a leave;
- Notify the Board of your intention to return to your full teaching load for the next semester/year.

Members submitting applications for X/Y Leaves or Teacher-funded Sabbaticals should discuss their application with me before they apply. As well, please send me a copy of your application.

### 3. Voluntary Transfer/Exchange

The deadline to request a Voluntary Transfer/Exchange for the following school year is April 10, 2010 (Article 20).

You may apply for a Voluntary Transfer or Exchange by filling out the **new application form** available from your Branch President, the District Office or from our District Website [www.osstf27.ca](http://www.osstf27.ca). The completed form must be submitted to the District Officer by **3:00 p.m. on April 10**. You may use the Board Courier or forward it by mail or Fax (613) 545-1295. The list is compiled in order of descending seniority by the District Officer and is kept confidential to OSSTF until the appropriate time in the staffing process. Members who are split between 2 or more schools may wish to consolidate at one worksite by applying for a transfer.

### 4. Retirement Workshop/News

The workshop on February 3, 2010 was attended by 70 members. Ruth Kirkham, the Provincial OSSTF Pensions and Benefits Officer gave an excellent workshop with a lot of valuable information.

Why wait once a year for your pension statement? Download and complete the **iaccess** web registration form found at Teachers' Pension Plan website at [www.otpp.com](http://www.otpp.com). Just follow the link from the homepage. Registration requires only five minutes and an active email account. You can also register by calling 1-800-668-0105 weekdays from 8 a.m. to 5:30 p.m.

This online, interactive statement provides you with all the information found in your printed statement, plus you can calculate your own pension estimates, update your personal pension profile, calculate the cost of buying back a leave of absence and plan and apply for your pension online. It is a great tool. Ruth calls it the "Dream Machine".....

**Designating a Beneficiary** helps to ensure your benefits are paid as you wish, should you die **before you start your pension**. The beneficiary you name may receive death benefits if you die before retirement without an eligible spouse and a benefit remains to be paid after accounting for **dependent** children. Funds are paid directly to your beneficiary, if age 18 or older, without the delays or probate fees. Estate taxes are also avoided, although heirs will pay tax on your death benefit. You can designate one or more persons or an incorporated organization, such as a charity.

Death benefits are paid in the following order: your spouse, your dependent children (under 18, 18 to 24 if in school or disabled), your designated beneficiary, your estate. **Do not** name your spouse as your beneficiary—your spouse is automatically entitled to a survivor pension under the Ontario Pension Benefits Act. **Consider naming your children** if you want them to receive the biggest death benefit possible. Although dependent children may be entitled to a survivor

pension, there is often a benefit, in addition to the pension, to pay out. This benefit will be substantial if your dependent children are older and will qualify for a pension for only a few years. Your death benefit will be divided equally among your designated beneficiaries.

It is also a good idea to review your current Beneficiary Designation on the LDSB Life Insurance Benefit to make sure it reflects your current wishes.

## 5. Long Term Disability Plan

Please note our LTD policy through OTIP provides coverage to terminate on the earliest of the following dates:

- The end of the month of the member's 65<sup>th</sup> birthday, less the length of the disability waiting period,
- The date the member qualifies for a 66% **Unreduced** Service Pension from the Teacher's Pension Plan (33 years of **credited** service plus the 85 factor) less the length of the disability waiting period.

The disability waiting period for Secondary Teachers is 100 working days. If you meet the above criteria and wish to cancel your Long Term Disability coverage, you must complete the Board Form available from Kim Wilson, Benefits Technician, (613) 544-6925, ext. 264. You must also enclose a copy of your Teacher's Pension Plan Statement to justify the request.

Please note that attainment of the 85 factor does **not** make you ineligible for LTD coverage/benefits. It is the level of your **unreduced pension** that determines when you should come out of the plan. Once you are ineligible to claim benefits, it is up to you to cancel your LTD plan. *If you continue coverage past the above dates you are in essence paying premiums for the plan but you can't make a claim.* OTIP will only reimburse members for up to two years of overpayment if you discover you should have cancelled but didn't.

## 6. CAREpath—the Cancer Assistance Program

The CAREpath Navigation System is part of your Long Term Disability (LTD) coverage (Policy L7027-902). You do not need to submit a disability claim or be off work to use CAREpath services (1-800-290-5106.) Complete confidentiality is assured: no personal or medical information is shared with OTIP, the Board, or the Federation.

**If you, your spouse or dependant child have been recently diagnosed with cancer, or a cancer recurrence,** you can access CAREpath for assistance. The service consists of one-on-one telephonic counselling and support by your personal Cancer Nurse, backed by leading CAREpath oncologists. They work with you and your doctor to ensure that all of your emotional, medical and treatment needs are met. CAREpath can provide:

- Emotional support for you and your family
- Explanations of your tests and treatments
- Questions to ask on your first and subsequent visits to your oncologist
- Advice and support through all treatment phases
- Information on how to access other support services if necessary
- Guidance to alternate treatment locations if required or requested

- Specialized advice and support on how to reduce risk of a recurrence or new cancer
- After treatment is complete, advice on reducing delayed effects of treatment, and dealing with other issues you may face as a cancer survivor

## **7. OSSTF Federation Family Bursaries for 2010**

There are ten \$1500 OSSTF Federation Family Bursaries available this year. The bursary program is designed to financially assist the children or wards of OSSTF members to enter college or university programs. This includes apprenticeship programs with a college component. Application forms and information is available at [www.osstf.on.ca/services](http://www.osstf.on.ca/services). The deadline to apply is April 30, 2010.

## **8. Workplace Accidents and Injuries**

If you suffer a workplace accident/injury, please complete an accident report and submitted it to your principal. Upon seeking medical attention, it is important to make sure your doctor completes Form 8. As well, I encourage you to keep a journal of medical appointments and symptoms.

It is important to involve the District Officer in any WSIB Claim or Return to Work plan. Members are advised not to attend meetings alone. I can assist you in completing the paperwork involved and in developing modified work plans. Employers and Unions have a duty under the Human Rights code to ensure that disabled employees are accommodated in the workplace. Also, our Collective Agreement (Article 38) has a top-up provision for members who are eligible for worker benefits under WSIA. There is no deduction of Sick Leave Credits for workplace injuries/illnesses.

**Questions? Please don't hesitate to call or e-mail.**

**E-mail: [officer@kingston.net](mailto:officer@kingston.net)**