

# OSSTF Limestone District 27

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## MEMORANDUM

**To:** All Members of the Teachers' Bargaining Unit  
**From:** Teresa Marrello, District Officer  
**Date:** November 10, 2009

### 1. Category Changes (for salary purposes)

December 10 is the deadline to inform the Board of your application for an expected change in category in order that a change in pay is retroactive to September 1. (Article 42.7.1) If you have applied for but do not yet have a new Certification Rating Statement from OSSTF, write a letter to the Superintendent of Human Resources, Andre Labrie, notifying him of an expected change.

To obtain a Certification Rating Statement, obtain an application form (make sure it is dated September 2009) from your Branch President, the District Office or the OSSTF website at [www.osstf.on.ca/www/services/certi](http://www.osstf.on.ca/www/services/certi). If you are a new teacher you must apply for an initial rating statement. Until you do, the Board will pay you at Category one.

**Please note:** Paula Medeiros at the Board Office needs a copy of your Additional Qualifications to update the Seniority List. Also, please send a copy of any Additional Qualifications to the District Office for our records.

### 2. Staffing

This has been a difficult year for Staffing due to declining enrollments. The list of Teachers who are fully redundant has been reduced significantly; however there are still Teachers without a placement for their full entitlement for Semester II. Every effort has been made to place teachers at their home school and clear the redundancy list. The next staffing meeting is on December 2 where the Board will determine placements for Teachers for Semester II.

### 3. Class Size Maxima Violations

The President, Chief Negotiator and I have met with the Board on October 19 to discuss class size maxima overages. We have reviewed the data provided by the Board and cross-referenced this with our OSSTF CBC Class size survey data. We have reported any anomalies to the Board. If at any point during the semester your class size increases and violates the Collective Agreement, you would be entitled to any settlement that is negotiated. Please report this violation to your Branch President and the District Officer immediately.

### 4. Checking Records

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

- *Pay Stubs*--Always check for accuracy. For those who have a straight forward teaching position with entitlement balanced in both Semesters, your bi-weekly gross pay should represent 1/26 of your annual salary. In other words, multiply gross pay on your pay stub by 26 to calculate annual salary.
- *Employee Profiles*--These are usually sent out by the Board by the end of October. There has been a delay due to this year's staffing process. Check that address, benefits, and compensation are correct once you do receive your profile.
- *Employee Absence Reports*--These are usually sent out by the Board in mid-November. Keep your own record 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.

## **5. Request for Credit on the Grid**

If you are a Teacher who is not at your maximum grid step and your grid step has been rounded down due to having partial years of experience, you may be able to use experience teaching night school or summer school to have your experience increased in order to be rounded up to the next grid step (Article 42.8.3).

If you have not yet applied to the Board for credit on the grid and you have taught night school or summer school, you can apply by filling out an application form "Request for Credit on the Grid" available from your Branch President or from the District Office. Please send your application to the Superintendent of Human Resources, Andre Labrie, with a copy to Paula Medeiros and the District Officer.

## **6. Member to Member Conflicts—Advice for Members**

Dealing with difficult people is something every Teacher faces throughout the school year. There is no magic answer on how to deal with difficult people and keep your sanity intact and your temper in check, but it is very important to do so. One thing to keep in mind is that many times we do not know what is going on in the life of the difficult person we are dealing with. That person may not choose to share that information or perhaps that person is just truly difficult.

The main thing to remember is that you cannot change the behaviour of someone else. You can only change how you behave and react. As members of OSSTF we have a legal and professional obligation to behave ethically toward each other. If you have an issue with another member; you should speak to the member confidentially and in person. If this is not appropriate or successful, the next step is to discuss the difficulty with the Branch President or other Federation representative (President or District Officer) for advice on protocol. Members who cannot get along with colleagues may be subject to discipline by their employer, by their college, or even subject to Human Rights complaints or legal action.

LDSB and OSSTF have also developed detailed Anti-Harassment Policies and procedures for employees/members. Member vs. member complaints often fit the definitions of harassment and members need to be aware of the implications of disputes with colleagues that may escalate into harassment or a poisoned work environment.

The OSSTF Code of Ethics and Standards of Professional Conduct Bylaw 4—Ethics can be found in the OSSTF Handbook (available on the OSSTF Website at [www.osstf.on.ca](http://www.osstf.on.ca)) and should be read by every member. One key section states; "the member's professional conduct should be characterized by courtesy and good faith and should imply the obligation to refrain from public criticism of the member's colleagues." OSSTF's motto is "Let us not take thought for our separate interests, but let us help one another". Bylaw 5.2.1.2 makes it the duty of every member to provide a copy of an adverse report made on a colleague to that person within three days (except for reports to CAS under the *Child and Family Services Act*).

### **The OSSTF Live with it Rule Five Basic Tenets**

1. **Be polite and civil at all times**
2. **If you don't have anything nice to say, don't say anything at all. However, acknowledge others with a nod and good morning (nothing else—no muttering under your breath)**
3. **Act professionally at all times—you are paid to work**
4. **Do not be around the other person unless absolutely necessary professionally (See 1 thru 4)**
5. **Choose the High Road—it's better paved and there are no speed traps.**

## **7. District Website—[www.osstf27.ca](http://www.osstf27.ca)**

We are constantly updating our local OSSTF website. I post all my District Officer Memos and Reports on the website. You can find a benefits synopsis, pregnancy/parental leave and retirement checklists there as well as other valuable information and links. Visit us at [www.osstf27.ca](http://www.osstf27.ca).

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

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