

# OSSTF Limestone District 27



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## MEMORANDUM

**TO: ALL MEMBERS OF THE PSSP BARGAINING UNIT**  
**FROM: Teresa Marrello, District Officer**  
**DATE: September 2, 2009**

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*I would like to welcome our new PSSP Bargaining Unit Members and, of course, to welcome back our veterans. I hope you had an enjoyable and restful summer despite the cool, rainy, and cloudy weather.*

### 1. New Members

If you are newly hired, you are now a Member of the Ontario Secondary School Teachers' Federation (OSSTF) of Limestone District 27. Specifically you are a Member of the Professional Student Services Personnel Bargaining Unit that includes: Adolescent Care Workers, Student Support Counsellors, Attendance Counsellors, Clinical Consultants, Speech and Language Pathologists, and the Human Rights Education Advisor.

The **President** of your Bargaining Unit is **Carol Knowles** an Adolescent Care Worker at QECVI. Carole is the spokesperson for the Bargaining Unit. She can be reached at 546-1714, X321.

The District Officer oversees all matters related to the maintenance of your Collective Agreement and the Collective Agreements of the two other Bargaining Units, (Teachers, and Community Education Instructors). I am an advocate for Members in relations or disputes with the Board. A Member may contact me if they have a difficulty with pay or benefits, questions about staffing or other Board processes, or a conflict with another Member. If in doubt, please ask. All matters are dealt with confidentially. I can be reached at the District Office at 546-6985. Correspondence can be sent through the Board courier, faxed to 545-1295, or emailed to [officer@kingston.net](mailto:officer@kingston.net).

When you were hired, you should have received a copy of the current Collective Agreement between the Board and Bargaining Unit. If you do not have a copy, please let Carol or I know right away. Please read it and keep it in a secure place.

### 2. Pay

- Please check your pay stub carefully and call Gayle Dixon at the Board Office (544-6925 x297) and/or me at the District Office if there are errors. The board sends pay stubs electronically to your First Class email. You should have received a pin number. Members are advised to print a hard copy for your records.
- PSSP are 10-month employees, paid on a biweekly basis with your pay spread evenly over 12 months.
- The local levy for all OSSTF Members is \$42 plus 0.12% for the school year. The \$42 is deducted from your first pay. The remainder is spread out evenly over the year.
- In addition to the levy, a surcharge of \$5 per pay is deducted for the PSSP President's honorarium.

### 3. Benefits

- All PSSP Members have the option of being on the Board's Benefit Plan with Manulife.
- New employees should receive a benefits package from Kim Wilson at the Board Office. It is important that you return your package as soon as is requested or you risk not being covered by the Board's group benefit plan.
- If you have any questions about your benefits please call Kim Wilson at the Board Office (544-6925 X 264).
- The deadline to submit 2008 medical/dental claims to Manulife is **December 31, 2009**.
- To change benefits for you or your family, you must complete a **Health Benefit Change Request Form**, found at your school/workplace office, and submit it to Kim Wilson at the Board Office. The only times at which members can join the plan without a medical certificate are within 31 days after:
  - Appointment with the Board (part-time or full-time)
  - Commencement of full-time employment with the Board

- Leaving another plan, e.g. partner's plan
  - A lifestyle change (e.g. marriage, divorce, separation) which alters your access to Health/dental benefits
  - The birth/adoption of a child, to enroll that child
- **Dependent children** over 21, but under 25 years of age who are enrolled full-time in an educational institution, can be covered by your Benefits if you complete an **Overage Verification Form**. This form must be updated each fall. The term should be from September 1, 2009 to August 31, 2010.

#### 4. LTD Benefits Information

OTIP now provides Benefit information online. They no longer send out a paper copy of the "Schedule of Benefits". Members can access and print the following from the website:

- An overview of the LTD plan and CAREPath
- The LTD policy
- LTD Questions and Answers
- LTD related forms
- Wellness resources developed specifically for OTIP insured members.

To access your group information on this password protected site:

1. Go to the OTIP website at <http://www.otip.com>
2. Click on your preferred language.
3. Click on the **Online Benefits** icon.
4. You will be prompted for a login and password: Login: **L7027-931-AI**  
Password: **1267678**

#### 5. Personal Leave

PSSP Members may take up to five (5) days of personal leave per school year. Personal leave is NOT deducted from sick leave.

In requesting a personal leave day you must be able to state that the reason is exceptional, but you do not need to give precise details in your reason. Personal leave may also be taken on grounds of compassion. For example, you may need to appear in court as a witness in a matter related to your family. You would rather not share the story. As a reason you could write: "Legal 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." If you have any questions or concerns with the process of using personal leave, please call. I would especially like to be informed if a personal leave day is denied.

#### 6. Employee Assistance Plan (EAP)

The EAP is a **confidential** counselling service provided by the Board (at no cost to employees). If you are having personal difficulties and would like to speak with a counsellor, you can contact EAP at **549-5561** or **1-888-409-4499 (toll free)**. Please identify yourself as a Limestone District School Board employee. Your identity is kept confidential and not reported to the Board. Information about **Family Services Employees Assistance Programs** be accessed at the Family Services website [www.fseapkingston.org](http://www.fseapkingston.org) or [www.familyservicesseap.com](http://www.familyservicesseap.com)

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