

# OSSTF Limestone District 27

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## MEMORANDUM

**To: All Members of the Teachers' Bargaining Unit**  
**From: Teresa Marrello, District Officer**  
**Date: September 8, 2009**

*Welcome back to school! I hope you find yourselves well rested after the summer holidays and that your start up has been smooth. I look forward to continuing to serve as your District Officer, providing assistance and advocating for our Members.*

**Your Branch President is your first line of communication to the OSSTF. Branch Presidents represent and advocate for the Members at the school level. Below is a list of the Branch Presidents for the 2009-10 school year to date.**

BSS	Joan Jardin	NDSS	Elly Tarshis
ESS	Brad Brennan	NAEC	Valerie Allen
FSS	Andrea Loken	QECVI	Susan Kirby/Lloyd Lockington
KCVI	Sherri Finlayson	SLHS	Randy McVety/David Gervais
LSS	Linda Robb	SHS	David Herrington
LCVI	Jo-Anne Riley Janzen/ Michelle Stapleton	Occasional	Sy Golosky

### 1. Important Up-Coming Dates

November 15	Deadline to request a Leave / Reduction of Teaching Load for Semester II
November 15	Deadline to inform Board of intention to extend or return from a Semester I leave
December 10	Deadline to notify Board in writing that you expect a change in Category (for pay purposes) for Semester I.
December 1	Deadline to retire/resign for Semester II
December 31	Deadline to submit 2008 medical claims to Manulife

### 2. Pay

Please check your Pay Stub carefully and call Vicki Yeomans at the Board Office (613-544-6920 X 241) 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. Teachers are paid bi-weekly spread out evenly over 12 months. The first pay date was Friday, September 4, 2009.

The local levy for all OSSTF Members is \$42 plus 0.12% of salary for the school year. The Provincial Levy is 1.3%. The \$42 is deducted from your first pay. The rest is spread out evenly over the school year.

### 2. Additional Qualifications

Your qualifications are recorded on the Seniority List which is now produced by the Board. When you receive your Certificate of Additional Qualifications from the OCT, please send copies **ASAP** to Paula Medeiros at the Board Office (to update the Seniority List) and Teresa Marrello at the District Office so we can monitor the changes. Check the Seniority List after it is published March 15 to ensure your new qualification has been added.

### 3. Category Changes

If you have completed a qualification prior to September 1, 2009 leading to a higher Certification Rating and **increased salary**, you will need to apply for a new Certification Rating Statement. Please ask your Branch President or call the District Office for information and the most recent application form (dated September 2007). Application forms are also available online at [www.osstf.on.ca/services](http://www.osstf.on.ca/services)

### 4. Staffing

The Board is still in the position of having Teachers declared redundant for both Semesters I and II. The next Staffing meeting is on September 21.

Now that the school year has started, Teachers will be recalled according to seniority *and* qualifications.

Early reports indicate that most schools have reached or exceeded their projected enrolment.

Class sizes are being monitored by your School-Based Work Team. The team consists of your Branch President and a CBC representative and two members of the school administration. **Be sure to report classes exceeding the Maxima to your Branch President and/or CBC representative.**

## 5. On-Call/Remedial Schedule

Your School-Based Work Team is preparing an on-call/remedial schedule for your school.

As specified in the Collective Agreement, these duties must be ½-period in length and scheduled for specific times. The number of ½-period on-calls that a full-time classroom Teacher serves **plus** ½-period supervisions cannot exceed 32 for the entire school year. These numbers are based on a 75-minute period.

When a Teacher is assigned an on-call/remedial and an on-call is not given, then it is automatically a remedial period.

## 6. Occasional Teaching for Part-time Teachers

To do occasional (supply) teaching and to be eligible for any long-term occasional positions, you must be on the Occasional Teacher List. To get your name on the list you must apply to the Board for the Occasional Teacher List.

## 7. Benefits

The Board pays 100% of premiums for full-time Teachers (except for Long Term Disability).

For part-time Teachers with a teaching load of 50% or greater, the Board will pay 85% of the premiums. For part-time Teachers with a teaching load of less than 50%, the Board will pay premiums prorated according to the teaching assignment. Part-time Teachers must notify the Board in writing to enroll in the Board Benefit Plan.

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 in which members can join the plan without a medical certificate are within 31 days after appointment with the Board (part-time or full-time)

- Becoming a full-time Teacher
- 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. This form is available on FirstClass.

## 8. 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

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:

Go to the OTIP website at [www.otip.com](http://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**

## 9. Personal Leave

Teachers may take up to five (5) days of personal leave per school year. Personal leave is deducted from sick leave. 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 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 personal leave is denied.

## 10. 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 is not reported to the Board. Information about the **Family Services Employees Assistance Program** may be accessed at the Family Services website [www.fseapkingston.org](http://www.fseapkingston.org) or [www.familyservicesseap.com](http://www.familyservicesseap.com)

## 11. Change of address/name? Please keep us informed. Thanks.