

OSSTF Limestone District 27

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MEMORANDUM

To: ALL MEMBERS OF THE TEACHERS' BARGAINING UNIT

From: Teresa Marrello, District Officer
Andrea Loken, Chief Negotiator
Steve Newstead, President

Re: Occasional Teaching Assignments and On-Call Assignments

Date: October 11, 2011

The board issued an email to administrators and office managers to clarify the process within the Collective Agreement regarding the assignment of occasional teachers relative to the assignment of on-calls. The board did so to address reported inconsistencies with the application of the Collective Agreement language at various worksites. The Federation was aware that this was a concern as expressed by the board.

Since the memo was sent, The District Officer has fielded numerous calls from members seeking clarification of the process of assigning on-calls versus the hiring of part-time teachers within the worksite and/or occasional teachers from the occasional list.

- Teachers who are away for the full day (more than two periods) must be covered by an occasional teacher. This includes part-time teachers who are away for their full day (ex. two classes).
- Teachers who are away for the full day but only require coverage for one or two classes must still be covered by an occasional teacher (field trip, part-time or split teachers)
- Teachers who are away for less than a full day (one or two periods) to attend a board mandated event must be covered by an occasional teacher (in-service, PD, training, AVP away, etc)
- Teachers who must leave for an emergency during the day must be covered by a part-time teacher in the building on the occasional list if one is available and willing. If not, then they must be covered by an occasional teacher from the occasional list if one is available and willing. Only if neither of the above is available may an on-call be used.
- On-Calls may be given if a Teacher is away for one or two periods (unless that person is attending a board mandated event or a part-time teacher away for the whole day).

In the past, administrators/office managers may have covered Teachers who were away for one or two periods with part-time teachers who were in the building as allowed by Article 49.5.3. The board appears to be directing administrators/office managers to always use on-calls when allowed by the Collective Agreement. This may result in more on-calls being assigned to our full-time Teachers and less top-up work for our part-time Teachers and Occasional Teachers.

If you feel that an on-call has been assigned in an instance where you believe a part-time Teacher or Occasional Teacher should have been assigned, please report this to your Branch President and/or the District Officer immediately.