

# Currently Speaking

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www.ugot.org

## PRESIDENT'S MESSAGE



May and June will be busy months for the members of the Upper Grand Occasional Teachers' Local. The Collective Bargaining Committee consisting of Andrew Aleo, Karen Hunsberger, Ted Pritchard, Barb Walkey and Marina Howlett have met with Jim White,

Provincial Executive Assistant, to discuss and prepare the Preliminary Submission. This committee has met numerous times from January to April. The Preliminary Submission will include province-wide bargaining goals and address issues that are specific to Upper Grand OT's (see the list of Provincial Bargaining Goals printed in this newsletter). The Preliminary Submission will be presented to the membership at the Annual Meeting on June 5, 2008. It is extremely important for members to understand the Collective Bargaining Issues and provide a strong endorsement to allow your Collective Bargaining Team to negotiate an improved Collective Agreement. Without a strong mandate from the membership, we cannot make improvements to your working conditions and benefits. Your vote makes our bargaining position strong!

### Upper Grand OT Annual Meeting/Elections

The Annual Meeting and Election of the 2008-09 Executive will take place on June 5, 2008 also. The Executive has planned these events to happen on the same night to ensure optimal attendance and participation from our members. The voice and the support of our membership is vitally important. Attendance is the most important way you can demonstrate your support.

PLAN TO ATTEND!

### Upper Grand OT Executive 2008-09

Have you considered an executive position? New executive members are not only welcome but needed.

Many of the members on the current executive will not be eligible to continue in their positions much longer. Consider submitting your name for an executive position!

### P.D. Event "For Every Occasion"

We are extremely fortunate to have Joanne Myers, ETFO Executive Assistant, available to present a workshop for our members. She has been invited, but was unable, to be in Upper Grand for previous P.D. events. Her workshops have been available through ETFO's "Presenters on the Road" and "Summer Academy" programs. Some of our members have participated in her workshops and always respond in an extremely positive way. Limited enrolment! Register Early!

### Provincial Bargaining Goals

The Collective Bargaining goals for 2008-2010/12 for occasional teacher members are:

- to negotiate paid professional development;
- to negotiate experience credit to include casual days and long-term assignments;
- to negotiate language to provide priority hiring for permanent positions;
- to negotiate language to ensure that all long-term occasional teaching positions are hired from the occasional teacher list;
- to ensure that each teacher absence is covered by an occasional teacher;
- to negotiate benefit improvements;
- to negotiate capped lists; and
- to negotiate real salary increases.

Marina Howlett  
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# COLLECTIVE AGREEMENT

## Collective Agreement Issues - Articles 19:01, 19:02, 19:03

Article 19:01 The Board shall provide or ensure that the following in-school information is available to Occasional Teachers: a timetable for the Occasional Teacher's assignment (including supervision periods); a schedule identifying period times, an up-to-date class list, a seating plan, an outline of the school day (including opening procedures, washroom procedures); fire drill and emergency procedures; written information on school discipline procedures; and routines for students with special needs.

Article 19:02 The timetable for an Occasional Teacher shall be the same as the timetable of the teacher who is being replaced.

Article 19:03 No Occasional Teacher shall be assigned any form of supervision prior to the commencement of class on the first morning of an assignment or prior to commencement of the afternoon class on the first day if it is a half-day afternoon assignment.

Issues pertaining to these three articles continue to exist in some of the schools where you work. Staff and administration continue to violate terms and conditions of the Occasional Teachers' Collective Agreement negotiated with our employer, the Upper Grand District School Board. Any violations need to be reported to the school principal. In some schools, OT's feel uncomfortable and/or threatened when they attempt to exercise their rights. Sometimes OT's don't even know when violations occur because timetables, supervision schedules, etc. are not posted or made available to them. This is a requirement and it puts OT's at extreme risk when there are no class lists or emergency procedures available.

Please complete the enclosed tracking sheet to help me investigate unsafe situations and take the necessary steps to rectify problems. Accurate tracking information is critical to achieve a positive resolution. With your support, we can improve our working conditions and

garner respect for the important contribution we make! Please copy this tracking sheet and report on your daily assignments for the next two weeks.

Please FAX your tracking sheet to me at 519-836-9759 or send it in the school mailbag: Attention Marina Howlett, OT President, Orchard Park. Return results by May 15, 2008.



- Occasional Teachers must work a minimum of 10 days each school year (unless on an approved leave of absence) to remain on the OT list (Article 12:08 iv).
- OT's are also required to return their Subject Preference/Renewal Form to the Board (attention Donna Perry, H.R. Department, Guelph, Guelph Board Office).
- Your name will be removed from the OT list if you do not return this Renewal Form (Article 12:09).
- The School Board continues to enforce this clause of the Collective Agreement; so make sure you fulfill your contractual obligations.

## U.G. ETFO Occasional Teacher' Local

President:	Marina Howlett
Vice-President:	Andrew Aloe
Treasurer:	John Ritchie
Secretary:	Donna Henderson
Executive:	Carol Christie
	Jacqueline Gray
	Pat Klypycz
	John Parkyn
	Ted Pritchard
	Ruth Tomlins

### Collective Bargaining

Executive Liaison:	Barb Walkey
Website:	www.ugot.org
ETFO Provincial:	1-888-838-3836

## HEALTH AND SAFETY

### Health and Safety Issues

Some schools have contacted me about allergic reactions that exist in various worksites. Some staff members are extremely sensitive when exposed to heavy perfumes, colognes, aftershave lotions, etc. Please consider the health concerns of our colleagues, and limit the use of these products.

Likewise, a number of schools are peanut-free environments because of the extreme dangers for some students. Please exercise caution and avoid any peanut content in the lunch/snacks you bring to the school where you work.

## S.E.M.S.

### S.E.M.S. Update

The Upper Grand District School Board will be updating SEMS in the near future. The new system, SMARTFIND Express, will likely be implemented in September 2008.

Further details and training sessions will be available in June.

## CONGRATULATIONS

Eddie Douglas, a member of Upper Grand Occasional Teachers, was one of the Juno award nominees. His album, "Gonna Keep Dancing" was nominated in the Children's Album of the Year category. Eddie attended the Juno Awards ceremonies in Calgary in March.

Members of Upper Grand Occasional Teachers will have the opportunity to hear some of the music from his latest CD at the June Annual Meeting.

Congratulations, Eddie!



## UPPER GRAND OCCASIONAL TEACHERS' WEBSITE:

[www.ugot.org](http://www.ugot.org)

Keep up to date about what's happening in the Upper Grand ETFO Occasional Teachers' Local.

- Highlights from the Executive meetings,
- newsletters and
- P.D. Events

are posted on the website.

## Reminder



Employment Insurance claims must be filed within four weeks following your last day of work.  
**Apply ASAP in July!**

## Keeping up to date

If you move, change your address or telephone number, please notify Donna Perry, H.R. Department at the Guelph Board Office 519-822-4420 immediately!

IF you are applying for a contract teaching position, or an LTO position, make certain your telephone number is the correct one where you can be reached during the summer. Many jobs are filled during the summer.

It is also important to keep this information up to date at the ETFO office in Toronto. Telephone 1-888-838-3838 and ask for the Member Records Department.



## PENSION INFORMATION

### Are you a career OT who is considering retirement in the near future?

If you are planning to retire and start receiving a pension from the OTTP, you should call the OTTP and speak to a Client Services Representative. Working as a daily OT or as an LTO teacher or a combination of both can have a serious effect on your "Best Five Years". Contact the Ontario Teachers' Pension Plan at 1-800-668-0105 or [www.otpp.com](http://www.otpp.com).

#### The 95 Day Rule

- If you are a retired teacher and also working as an OT with the 95-day limitation, it is your responsibility to keep track of the number of days you work in any school year.
- The OTTP is monitoring this process and advising board payroll departments to adhere to the policy rules. Some School Boards have been audited!

## DATES TO REMEMBER

### Upper Grand School Board Dates

Friday, June 6, 2008	P.A. Day
Thursday, June 27, 2008	Last day of school for students
Friday, June 27, 2008	P.A. Day
Tuesday, Sept. 2, 2008	School Begins



### Federation Dates

Tuesday, May 22, 2008	Executive Meeting
Thursday, June 5, 2008	Upper Grand ETFO Occasional Teachers' Annual Meeting/ Preliminary Submission/ Elections - Time Item 5:30 p.m. Time: 4:45 p.m. Wellington County Museum - County Rd 18 between Fergus and Elora Elections/Meeting followed by Dinner Entertainment: Eddie Douglas
Tuesday, June 24, 2008	Executive Meeting Executive Members 2007 - 2008 Executive Members 2008 - 2009
Monday, June 23, 2008	EI Workshop <b>Important information to help you file your summer EI claim.</b> JD Hogarth School Fergus 4:45 - 5:45 p.m.



### THREE-DAY TRACKING SHEET

School Classroom Teacher Date	Teacher's Timetable Posted or Available	Supervision Schedule Available	Class List Available	Schedule Identifying Start/Stop times for Period 1, 2, 3 etc.	Seating Plan Available
Classroom Procedures, Discipline, Washroom, Routines, Special Needs Students	Supervision Prior to the Commencement of Class	Emergency Procedures (Fire drill, lock-down etc.)	40 Minute lunch break provided	Other Details	
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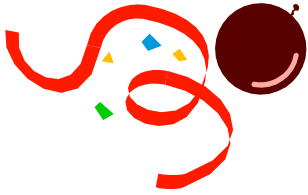
Occasional Teacher: \_\_\_\_\_

Upper Grand ETFO Occasional Teachers'

# ANNUAL MEETING

AND

## 2008-09 EXECUTIVE ELECTIONS

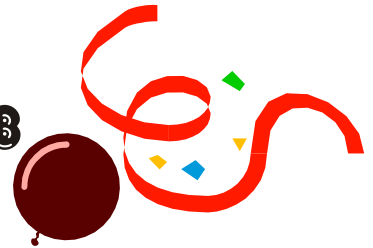


**Wellington County Museum**  
County Rd. 18 between Fergus and Elora

**THURSDAY, JUNE 5, 2008**

*\$10.00 each  
Subsidized  
By UGOT*

Cost: \$10.00 per person  
4:30 p.m. - 8:00 p.m.



### **Presentation: Preliminary Submission**

*Collective Agreement 2008 - 2010*

*Jim White Provincial ETFO*

*Voting to ratify/decline Proposed Submission*

*Raffle Proceeds  
to go to  
support  
Welcome-In Drop-In  
Centre*

**Agenda:**

Elections - 5:30 p.m.  
Budget Update  
New Business  
Social Reception - 6:00 p.m.  
Dinner - 6:30 p.m.  
Raffle

*Gonna Keep Dancing  
Music from Eddie  
Douglas, a 2008 Juno  
award nominee in the  
children's CD category  
and a local OT  
member*

I will attend the Annual Meeting and Dinner. Payment: \$10.00 per person  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I will only be able to attend the General Meeting.  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I will require a vegetarian meal.

Please return to Marina Howlett (President) by May 31, 2008  
Orchard Park, Suite B2  
5420 Hwy 6 N  
Guelph, ON N1H 6J2

by Royal Mail  
by Board Courier from each school site  
by fax to 519-836-9759



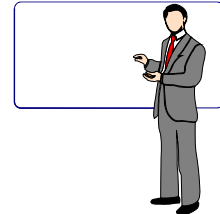
# PROFESSIONAL DEVELOPMENT FOR OCCASIONAL TEACHERS (CASUAL OT'S AND LTO'S)

Thursday, May 15, 2008

4:30 p.m. - 6:45 p.m.



**J.D. HOGARTH PUBLIC SCHOOL  
FERGUS, ONTARIO**



4:30 p.m. - 5:00 p.m.

**Registration  
Buffet Supper/Social**

5:00 p.m. - 6:45 p.m.

**Workshop:**  
*For Every Occasion*  
Joanne Myers, Executive Assistant with ETFO

This new workshop has been carefully designed for Ontario's Occasional Teachers. The content is based on feedback received from our "Occasionals" across the province in terms of their needs and wishes for professional development. It is essential for Occasional Teachers to know what the current Provincial and Board policies are and how they are being implemented in our schools so that they can feel connected and informed. It is also extremely important that Occasional Teachers begin each day by making connections with students and establishing their own routines and expectations. This workshop will offer many ideas to support the above areas, as well as a plethora of hands-on activities and strategies to facilitate in the classroom to ensure that daily programs are being delivered in a meaningful and motivating way. Participants will walk away with some refreshing new ideas "*for every occasion*"!

## REGISTRATION FORM

Please return completed Registration Form to Marina Howlett by **Friday, May 9, 2008.**

Orchard Park, Suite B2  
5425 Highway 6 North  
Guelph, ON N1H 6J2

- by Royal Mail  
- by Board Courier from each school site  
- by FAX to 519-836-9759

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

I will attend the P.D. Workshop and Buffet.

I will only be able to attend the P.D. Workshop.



## ***Upper Grand E.T.F.O. Occasional Teachers' Local***

Orchard Park, Suite B2,  
5420 Highway #6 North,  
R.R. #5, Guelph, ON., N1H 6J2

Tel: (519) 837-0090  
Fax: (519) 837-2165

### **2008-2009 NOMINATION FORM UPPER GRAND E.T.F.O. OCCASIONAL TEACHERS' LOCAL EXECUTIVE POSITIONS**

- /' President      Qualification - To run for this position the Constitution states that you must have one year's Executive experience on a Local of the Federation.
- /' Vice-President
- /' Secretary
- /' Treasurer
- /' Executive Member      Six (6) to be elected

**Elections will take place at the Annual General Meeting  
at the Wellington County Museum (between Fergus and Elora),  
on Thursday June 5, 2008, between 4:45 p.m. and 6:00 p.m.**

I declare that I am a member in good standing, duly nominated and prepared to run for the following position(s) on the 2008-2009 Upper Grand E.T.F.O. Occasional Teachers' Local Executive.

I put myself forward for **nomination for the position of:** \_\_\_\_\_.

**Name of Nominated Person:** (Print) \_\_\_\_\_

**Signature of Nominated Person:** \_\_\_\_\_

**Nominated Person's Phone:** \_\_\_\_\_

**The nomination will be seconded at the Annual Meeting.**

All candidates must abide by E.T.F.O. membership By-Laws, (Must have worked as an elementary occasional teacher with the Upper Grand District School Board within the last 60 school days) before standing for a position on the Local Executive. Please refer to the Constitution for the following articles which pertain to the elections. Article VI - Section 1 - Duties of the Executive, Article VII - Section 2 - Duties of the Officers, Article VII - Section 5 - Elections Committee, Article IX - Elections. Some of this Constitution information is on the back of this form.

**Please return this form by fax, 519 836-9759 or use the school courier to:  
Orchard Park  
"Attention Occasional Teacher Election's Committee"  
by 4:00 p.m. Thursday May 15, 2008  
(15 days prior to the Annual Meeting)**

## The Following Excerpts from the Constitution List Duties and Responsibilities of the Executive Officers

### ARTICLE VII - ORGANIZATIONAL DUTIES

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both the Local and Federation policies, procedures and resolutions passed at the Annual Meeting.

#### Section 1 - Duties of the Executive

##### The Executive shall:

- 7.1.1 uphold the Constitution, bylaws and policies of the Elementary Teachers' Federation of Ontario.
- 7.1.2 execute the business of the Local in accordance with the Constitution and the decisions of the general meetings of the Local.
- 7.1.3 hold at least six (6) regular Executive Meetings per school year and a Local Annual Meeting.
- 7.1.4 attend meetings regularly.
- 7.1.5 hold an Executive Meeting at the call of the President.
- 7.1.6 receive a financial report at each Executive Meeting.
- 7.1.7 forward to the Federation by September 30 of each year the annual audited financial statement.
- 7.1.8 forward to the Federation each year the annual report of the Local.
- 7.1.9 recommend committee membership to the general meeting.
- 7.1.10 appoint and develop terms of reference for standing and ad hoc committees, if and when established.
- 7.1.11 establish by April 1, an Elections Committee consisting of the Vice-President and at least two other members appointed by the executive.
- 7.1.12 appoint three (3) signing officers of the Local.
- 7.1.13 appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative.
- 7.1.14 recommend the appointment of the auditors to the Annual Meeting.
- 7.1.15 develop an investment policy.
- 7.1.16 develop an annual budget, including release days, for presentation to the Local Annual Meeting.
- 7.1.17 assign other duties to the President, as required.

#### Section 2 - Duties of Officers:

##### 7.2.1 The duties of the President shall be:

- a) to abide by the Constitution and bylaws of the Local and the ETFO;
- b) to call and chair meetings of the Executive and Local;
- c) to set the agenda for Executive, General, and Annual Meetings;
- d) to be the official spokesperson for the Local
- e) to act as an ex-officio member of all committees;
- f) to act as one of the signing officers for the Local;
- g) to ensure representation at the *ETFO* Annual Meeting;
- h) to inform and advise members on issues affecting the Local and its members;
- i) to ensure Executive Committees *report* regularly to Executive and Annual Meetings;
- j) to report steps to be taken transferring responsibilities to the incoming president at the last Local Executive Meeting for which s/he is responsible;
- k) to inform, share information, discuss issues and include the Vice-President in decision- making in all aspects of the Local;

- l) to serve as the Grievance Officer and to make grievance decisions by filing personal/policy grievances and hearing appeals;
- m) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- n) to prepare an annual budget, in co-operation with the Executive.

##### 7.2.2 The duties of the Vice-President shall be:

- a) to assume the Presidential duties upon request of or in the absence of the President;
- b) to act as a member of the Elections Committee;
- c) to act as one of the signing officers;
- d) to assume the office of President until a successor is elected, in the event that the position becomes vacant between Annual Meetings
- e) to prepare an annual budget, in co-operation with the Executive;
- f) to assume any other duties as requested by the Executive or the President.

##### 7.2.3 The duties of the Treasurer shall be:

- a) to keep accurate and detailed financial records of the Local based on the Local fiscal year, July 1 to June 30.
- b) to act as one of the signing officers;
- c) to make a financial report to each Executive, General, and Annual Meeting of the Local;
- d) to make and maintain investments upon instruction of the Executive; e) to report investments during each financial report;
- f) to ensure the audit is completed by an independent chartered accountant;
- g) to forward the annual audited financial statement of the Local to the provincial office of the Federation by September 30;
- h) to prepare an annual budget, in co-operation with the Executive;
- i) to maintain a separate bank account for the funds belonging to the Local.

##### 7.2.4 The duties of the Secretary shall be:

- a) to maintain accurate records of all meetings of the Local;
- b) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- c) to prepare and circulate minutes of Executive, General and Annual Meetings;
- d) to forward the annual report of the Local to the provincial office of the Federation by June;
- e) to keep on file an updated copy of the Local Constitution and notify the membership in writing before the Local Annual Meeting of any proposed amendments to the Constitution;
- f) to compile motions that must be kept in the Local office and passed on to future secretaries;
- g) to perform other duties as assigned by the Executive.

##### 7.2.5 The duties of the Executive Members shall be:

- a) as assigned by the Executive