

Currently Speaking

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PRESIDENT'S MESSAGE



Included in this newsletter is a quick summary of important information from the 2004 - 2008 Collective Agreement. Please review the various articles that pertain to your working conditions and your relationship with the School Board.

Article 19 - Working Conditions and
Article 27 - Services Not Required, School
Closures, etc.

Please read these specific sections carefully and, if you have questions, call me at 519-836-8585 or e-mail me at marina.howlett@sympatico.ca.

As we look ahead to June 2006, I invite all Occasional Teachers to consider an Executive Position. It provides an opportunity to gain a deeper insight into Federation activities and a chance to build friendships with your colleagues. Working with the Executive is challenging, rewarding, and fun!

I'm available to support your issues and concerns. Call me if you have questions!

Upper Grand Occasional Teachers' Website:

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.

DATES TO REMEMBER

Upper Grand School Board Dates

Thurs., Mar. 30, 2006 -
Early Dismissal Day/P.D. Event
Place: J.D. Hogarth P.S.
Time: 12:00 p.m.

Wed., Apr. 26, 2006 -
Early Dismissal Day/P.D. Event
Place: J.D. Hogarth P.S.
Time: 12:00 p.m.

Holidays

March 13 - 17, 2006 - Winter Break
July 1 - Sept. 4, 2006 - Summer Holidays

Federation Dates

Thursday, June 1, 2006
Occasional Teachers' Annual Meeting/Election
Time: 4:45 p.m.
Location: to be announced

Executive Meetings February - June 2006

| | |
|----------------|--|
| Feb. 21, 2006 | Ralph Rainford's home, Fergus |
| Mar. 28, 2006 | Orchard Park |
| April 25, 2006 | Orchard Park |
| May 23, 2006 | Donna Henderson's home, Orangeville |
| June 20, 2006 | John Ritchie's home, Guelph |



S.E.M.S. - FREQUENTLY ASKED QUESTIONS

Submitted by Jennifer Smith S.E.M.S. Help Desk

1. How to Cancel a Job in S.E.M.S.:

The steps to CANCEL A JOB are on page 3 of the 'Occasional Reference Manual' and on pages 8-9 of the 'Occasional WebCenter User Guide'.

If you need to cancel a job, please do so as soon as possible.

If cancelling the morning of the absence, please do so **before 6:15 a.m.** so S.E.M.S. has the entire morning callout period to find another Occasional Teacher to fill the job.

Once you cancel a job, S.E.M.S. will begin calling out other occasional teachers to fill it.

2. When to Make a Courtesy Call to School about Cancellation:

If you need to cancel a job the day before the start date or the morning of, please make a courtesy call to the school to notify them of the cancellation.

You must cancel the job in S.E.M.S. prior to making the courtesy call to the school so S.E.M.S. is able to start callout on the job to find another Occasional Teacher to fill the job.

The school will not cancel your job; it is your responsibility to make the cancellation in S.E.M.S.

3. Teacher/L.T.O. on the Occasional Teacher List:

If you accept a teaching assignment (contract or L.T.O.) and are unavailable, you must change your availability in S.E.M.S.

4. Booking an Unavailability Period:

If you have a previously accepted assignment in S.E.M.S. and would like to make yourself unavailable for the date(s) before and after the assignment, you are able to enter this 'Unavailability Period' in S.E.M.S.

S.E.M.S. will not cancel your assignment.

If you have any questions or concerns, please do not hesitate to contact the S.E.M.S. Help Desk at 822-4420 ext. 803.



Johnson Insurance

Please review the enclosed postcard that Johnson Insurance has provided. A variety of insurance products are available for O.T. Members.

Please contact Johnson Insurance directly to obtain a price quote. The postcard should be self-explanatory.

EMPLOYMENT INSURANCE

Occasional Teachers who filed an E.I. claim and received benefits in July - August 2005 may be eligible to re-apply on the original claim from last July. When your E.I. claim was approved, the Employment Insurance Agency indicated the number of weeks you were entitled to receive E.I. Benefits. An Occasional Teacher can claim the week of March 13 -17, 2006 and any other week before or after Winter Break if s/he was not teaching. There is no two-week waiting period; the Winter Break period is an extension of your original claim in July 2005.

Please note:

The number of weeks claimed in July - August 2005 and the number claimed in March 2006 must not exceed the number of entitlement weeks approved.

The number of entitlement weeks is based on the amount of hours of employment in the past 52 weeks.

More E.I. information will be provided in the next newsletter prior to June 2006.

PROFESSIONAL DEVELOPMENT

P.D. Opportunities - WHMIS Training/ Epi-Pen Training

Effective Jan. 1, 2006, Sabrina's Law requires all employees to have Epi-Pen Training in the event of an emergency situation where a student or other Board employee may be experiencing anaphylactic shock following exposure to an allergen (e.g. peanut allergy) in the school. Sabrina's Law requires any employee to administer an Epi-Pen or other prescribed medication in a life-threatening situation.

The Wellington-Dufferin Health Unit will provide training and information related to life-threatening allergies.

The Board will pay all Casual Daily Occasional Teachers one-half day's salary (\$93.06) for participation. Attendance is required and O.T.'s must register for one of the half-days.

Date: Thurs., Mar. 30, 2006 *or*
Wed., Apr. 26, 2006

Location: J.D. Hogarth Public School, Fergus

Time: 12:00 p.m. - 4:15 p.m.

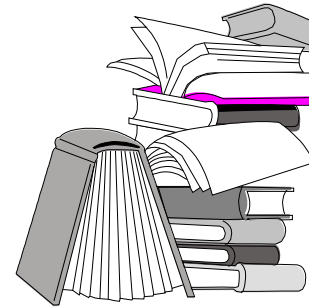
Agenda:

- 12:00 - 12:45 Buffet Lunch
- 12:45 - 1:45 WHMIS training
- 1:45 - 2:00 Epi-Pen training
- 2:00 - 3:45 Professional Development:
ETFO - Presenters on the Road
- 3:45 - 4:15 Adminstrivia;
Board Policy 411 Absences and Leaves
S.E.M.S - Questions and Answers
Collective Agreement - Questions and
Concerns

Casual Daily Occasional Teachers are required to register for and attend one session only. Each participant will receive a half-day's compensation (\$93.06) through the Payroll Department.

L.T.O.'s will receive WHMIS and Epi-Pen training at their school site.

A flyer and registration form will be sent to O.T.'s before Feb. 28, 2006. Attendance is required to receive compensation.



Professional Development Opportunities

Contact ETFO P.D. Department 1-888-838-3836

1. O.T.F. 'Survive and Thrive' - on-line conference for teachers in their first five years
new topics each month
available all year at www.etfo.ca
Contact: Anne Rodrigue 1-888-838-3836
2. Kaleidoscope
April 21 -22, 2006
Hilton Toronto Airport Hotel
Contact: Lynn McClean 1-888-838-3836
3. Junior Years
April 29, 2006
Waterloo
Contact: Anne Rodrigue 1-888-838-3836
4. Connect 2006 - Halton - for teachers in their first five years
Royal Botanical Gardens, Burlington
Contact: Jan Moxey 1-888-838-3836
5. Waterloo O.T.'s and Upper Grand O.T.'s are developing plans to co-host a P.D. event for Occasional Teachers. More details will follow when plans are completed.

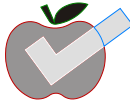
COLLEGE OF TEACHERS

Occasional Teachers are required to be members of the College of Teachers in order to retain a position on the Occasional Teacher list.

If you were employed as a L.T.O. teacher on Jan. 1, 2006, the College of Teacher fee would have been deducted by the Payroll Department (Payroll Deduction \$104 Jan. 27, 2006).

Casual Daily Occasional Teachers and any other L.T.O. teachers will need to make direct payment to the College of Teachers before April 15, 2006.

Ontario College of Teachers
121 Bloor St. East, 6th floor
Toronto, ON N4W 3M5



phone: 416-961-8800 or
1-888-534-2222
fax: 416-961-8822
Website: www.oct.ca
e-mail: info@oct.ca



A number of O.T.'s were scheduled to work in schools that were closed on Feb. 6 and Feb. 7, 2006; others reported to schools and were sent home because the Program Department had cancelled the in-service. There are some concerns and debate re: payment for your teaching assignment on those dates. Please provide details for the above dates (and other dates if applicable) on the printed form(s) provided in the last column. If you have any questions related to this issue, please contact me at Orchard Park 519-837-0090 or at Home 519-836-8585.

Thanks for your assistance.

Marina Howlett

Please send to my attention at Orchard Park through the mailbag or FAX to 519-836-9759.

Problem(s) Arising Regarding Article 27.09

O.T.'s Name: _____

S.E.M.S. Job Assignment: _____

(circle one) .5 or 1.0 assignment

School: _____

Date: _____

Description/Details/Circumstances/
Additional information:

Problem(s) Arising Regarding Article 27.09

O.T.'s Name: _____

S.E.M.S. Job Assignment: _____

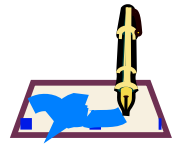
(circle one) .5 or 1.0 assignment

School: _____

Date: _____

Description/Details/Circumstances/
Additional information:

Collective Agreement 2004-06



Article 12 - Occasional Teacher List

- 12.03 - Cap on Membership - 34% of the Board's FTE for elementary teachers
- 12.06 - Change of Information
 - telephone, address, days available, etc.
 - member must notify the Board
- 12.08 - Removal from O.T. list
 - notify Board by May 31st
 - O.T. must teach a minimum of 10 days
- 12.09 - Board will send Subject Preference Renewal Form by April 30th

Article 16 - Long Term Occasional Teaching Assignments

- 3 school days notice prior to termination

Article 17 - Compensation

- 17.01 - Casual O.T. Rate - 1/210 of A1 Year 0 effective Sept. 1, 2005
 - L.T.O. - elementary teachers salary grid based on qualifications and experience
 - L.T.O.'s placed on the grid on the 12th consecutive day retroactive to Day 1

N.B. If you are replacing a contract teacher who teaches less than 1.0, 12 consecutive days are considered to be school days not the actual days you worked as a L.T.O.

The L.T.O. teacher must submit documentation to establish qualifications and experience.
You need to have a QECO rating completed.

Article 19 - Working Conditions

- 19.01 - Lesson plans, timetables, seating plans, classroom routines, etc. shall be provided by the classroom teacher.

- 19.02 - Occasional Teacher's timetable is the timetable of the teacher who is being replaced.

- An Occasional Teacher needs to assume planning time duties such as marking student activities, arranging Bulletin Boards, organizing classroom supplies, etc. as outlined by the classroom teacher.

- 19.03 - Occasional Teachers are not required to provide supervision prior to the commencement of the classroom teacher assignment; however, Occasional Teachers should be arriving 15 minutes prior to the start time. This is your time to review lesson plans and familiarize yourself with the routines of the classroom. Exceptions are always made when O.T.'s receive a late call from the dispatch system. If you receive a late call from S.E.M.S., As a courtesy, contact the school and advise them of your expected arrival time.

- 19.04 - Occasional Teachers are entitled to a 40-minute uninterrupted lunch period.

Article 20 - Leaves

- 20.03 - Sick Leave - L.T.O.'s have access to sick leave 2 days per month assigned at the beginning of each month and accumulated for the school year only, pro-rated according to the teaching assignment.

- 20.04 - Other Leaves according to Board Policy 411 - Absences and Leaves
 - The current copy has been included in this mailing

N.B. Policy 411 is in the process of being updated and the new policy should be available in the school office by May 2006. (As President, I represented the O.T.'s on the Policy Review Committee.)

Article 21 - Pregnancy/Parental Leave

- If you are considering a Pregnancy Leave, please review the details outlined in this

Article; then contact me to discuss the Leave and the possibilities for Employment Insurance.

Article 25 - Professional Development

25.04 - The Union will be using the \$3500 to provide P.D. opportunities for the membership.

Article 27 - Services Not Required - Emergency School Closure

- Pre-arranged assignments must be cancelled prior to 8:00 p.m. of the previous day. If cancelled after 8:00 p.m., you are entitled to be paid. Call Donna Perry (at the Board Office 519-822-4420 ext. 781) or indicate teacher's name, school, job number from S.E.M.S. and indicate the job was cancelled at a given time.
- If the buses have been cancelled at the school where you have been dispatched, you need to report to that school if it is safe for you to get to the school location/otherwise, report to the

Board school closest to your home. Contact the school where you were dispatched and report your location and record the same information on your time-sheet.

27.09 - outlines what procedures to follow when it is too dangerous to reach any Board School

Article 30 - Benefits

- All Occasional Teachers may access the benefits package provided to the Elementary Teachers.
- Casual O.T.'s must pay 100% of the premium costs.
- L.T.O.'s may access the benefits after 96 consecutive days and continue to be employed on an L.T.O. contract.
- Implementation details are currently under discussion. Please contact Sandy Edwards, Benefits Officer, at the Guelph Board Office (519-822-4420 ext, 784).