



# The Supply Line

ETFO Thames Valley Occasional Teachers' Local

Volume VII, Issue 3

March 2005

## President's Notes:

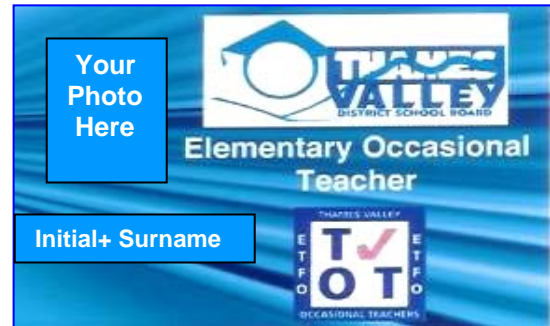
As you are aware, all across Ontario, ETFO Teachers are engaged in work-to-rule strikes. This means that our Teachers will no longer do administrative duties such as attend staff meetings, merge or print reports, maintain monthly records or perform custodial/secretarial functions. Provincial President, Emily Noble and her team continue to negotiate with the Minister of Education and the Ontario Public School Boards Association, but it is possible that a settlement will take some time and that the Teachers may escalate their job action.

Whether you teach day-to-day or on a long-term assignment, you are an Occasional Teacher and belong to a separate local which negotiates its own collective agreement. Thus you are obligated to honour those terms and work as usual. However, it is in the best interest of all parties that the Teachers reach a settlement as soon as possible and so we will not pick up the slack by doing work that the Teachers have refused. Your Executive will post information on the website to address emergent issues in this regard and please do not hesitate to contact the Local by phone or email with any specific concerns.

Elementary Occasional Teacher negotiations are expected to begin this May and will be based on the Preliminary Submission that the membership endorsed unanimously on January 10, 2005 at the Best Western Lamplighter Inn. Provincial President Emily Noble, General Secretary Gene Lewis and ETFO Thames Valley Teacher Local President and First Vice- President Phillip Mack and Janice Sinker attended that membership meeting and commented on the impressive attendance and interest shown by our members. We will keep you apprised as negotiations progress and thank all of you who attended.

*Terry Card*

**Remember that to be treated as a professional  
you should act as a professional.**



## New Photo ID Badges

We are pleased to announce that our laminated Photo ID Badges and breakaway navy lanyards have arrived. This shared initiative of the Board and Union allows Teachers and parents now to recognize you as a Thames Valley District School Board Elementary Occasional Teacher.

If you attended one of our three voluntary photo shoots, you may pick up yours at the Education Centre in London, 1250 Dundas Street in London or call Sandi Douglas to have it sent to CEC South, 400 Sunset Drive in St. Thomas or CEC East at Woodstock Collegiate. On request, we would be pleased to deliver yours to the March 24 professional development meeting at the Lamplighter Inn.

For those who missed this opportunity, we are investigating the feasibility of setting up a fourth photo shoot. Call the office at 641-3936, leave your name and phone number and we will get back to you if there is sufficient interest.

**Ontario Ministry of Education elementary curriculum documents and exemplars** are available at [www.edu.gov.on.ca](http://www.edu.gov.on.ca) under Elementary and Secondary>Curriculum and Policy>Elementary. Find there curriculum for The Arts; French as a Second Language; Health and Physical Education; Language; Mathematics; Science and Technology; Social Studies; History and Geography; and the exemplar for Writing (Grades 1-8)

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## Attitude: It's Everything

Our attitude as a member of a school staff has a very powerful effect on colleagues, students and, in fact, the whole tone of the school. It is not uncommon, however, to hear complaints and negative comments in school staff rooms.

Negativity is infectious and can spread quickly or cause conflict and tension in interpersonal relationships. Although this may be an all too common occurrence in today's workplace, we all do have a responsibility to be optimistic and positive in order to be able to reinforce with students the importance of attitude and realizing one's dreams and potential.

If negative comments are prevalent at your workplace, the issue could be raised at a staff meeting and discussed together as being part of everyone's problem.

As an individual, try to turn negative comments around into positive ones. Use humour if possible. Ask the person who makes a negative comment if there is something that you can do to help.

Acknowledge the person's feelings while, at the same time, offering something positive to change the focus of the comment.

Saying nothing or responding with another negative statement will only serve to perpetuate and reinforce negativity, bad feelings, and tension among the staff.

The first step towards resolution is to identify these behaviours. The second is to talk about them and work together to create the healthy and pleasant work environment that each of us has a right to expect.

### Strategies to Consider

Consider these steps to help you maintain a positive attitude.

Assume the best in others – look for the positive side of a situation. Try to find common ground to build to a positive outcome.

Actions speak louder than words – rather than think or talk about a problem, do something about it.

Simplify your life – get rid of the unhealthy relationships and maintain contact with positive people.

Set reasonable tasks, goals, and expectations for yourself. Celebrate your accomplishments.

Allow yourself to make mistakes.

Laugh often with others and at yourself.

Don't hesitate to forgive, forget, and move ahead.

Here are a few ideas you may wish to consider:

- Celebrate the successes of others as much as your own.
- Be a good listener when a colleague is experiencing difficulty.
- Avoid listening to or participating in negative talk about a colleague.
- Share the work fairly in the school among the staff.
- Be kind to each other. Empathize when necessary.

From *After the Chalkdust Settles* (available for loan in our Lending Library)

Research indicates that those with a positive attitude have lower stress levels, less sickness and live longer. Attitude is a lifestyle choice. Individual people's attitudes can affect the overall morale of the whole staff and the tone of the workplace. We cannot make other people act in a certain way but we can make choices regarding our attitude to a situation. Keeping a positive attitude can make each day better and keep us in good health for our entire lives.



### 2005 ONTARIO COLLEGE OF TEACHERS

For those who have not already paid, your \$104.00 annual membership fee is due by April 15, 2005. Pay by credit card online at [www.oct.ca](http://www.oct.ca) or by cheque to:

Ontario College of Teachers, 121 Bloor St. E. 6<sup>th</sup> floor, Toronto, Ontario M4W 3M5.

Include your Social Insurance Number and College Registration Number.

Mark as "2005 Fees" for proper credit. The College charges a penalty for late payment.

## Accident/Incident Reporting

All members should be familiar with the TVDSB Accident/Incident Reporting Form. This form should always be completed when there has been an incident (e.g. near miss, aggressive behaviour) or accident involving a worker. Through completion and submission of this form by administration a worker starts the process required to begin a WSIB claim.

Information from these reporting forms provide valuable statistics that help determine what training programs are needed in the board to prevent future injuries.

For several years, the Aggressive Behaviour Sub Committee (a sub committee of two main committees) has been tracking workplace injuries that have resulted from workplace violence. All incidents of aggression against a worker should be reported on the Accident/Incident Reporting form. The code for type of incident/accident of **T10 aggression** must be used.

Injuries of a serious nature have special provisions. These injuries are referred to as critical injuries. Critical injuries need to be reported to your Supervisor promptly. The Supervisor must report these injuries to their Safety Specialist immediately. A Certified Member of one of the Main Joint Health and Safety Committees is called by the Safety Specialist to conduct an investigation of the critical injury. They write a report including recommendations to prevent a similar injury from occurring again. This report is submitted to the Ministry of Labour as required by the Occupation Health and Safety Act.

Critical injury - Defined (R.R.O. 1990, Reg. 834)

For the purposes of the Act and the Regulation "critically injured" means an injury serious in nature that

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of leg, arm, hand, or foot, but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

Source: ETFO Thames Valley Local Health and Safety Newsletter

## PD FOR OCCASIONAL TEACHERS

### Choice of Workshops:

#### SUB-vival

*Are you an Occasional Teacher? How can you do it all, even when there is no daybook evident? How can you meet your students with respect and achieve their cooperation? This workshop will provide you with a grab-bag of ideas which will work in any classroom.*

Presenter: John Bertram - Toronto Board Consultant

or

#### Mind Games Part 3

*Join us for an action-packed, physically and emotionally engaging presentation that explores learning strategies that ensure that we are strengthening the brain connections of our students. Learn how to activate, motivate, and rejuvenate young minds!*

Presenter: Joanne Myers - Teacher, OISE Instructor

**Thursday, March 24, 2005 4:30 to 7:30**

**Best Western Lamplighter Inn, 591 Wellington Rd. London**

**Dinner and Door Prizes included      RSVP by Monday March 21, 2005      Phone 641-3936**



Do you like Mysteries?  
Would you enjoy a night out with other Occasional Teachers?  
Spouses/friends/significant others welcome too!  
We're planning a

# Murder Mystery Night for Occasional Teachers

We need to know how many might be interested!

Date: Friday May 27, 2005

Time: 7:15 p.m.

Place: Marienbad Restaurant, London

Cost: \$35.00 per person

If Interested, please call 641-3936

Before April 15, 2005

## Deadlines Approaching

March 21	Last day to RSVP for March 24 <sup>th</sup> SUB-vival or Mind Games Pt 3 workshop - call 641-3936
April 15	Ontario College of Teachers fee is due
April 18	Last day to register for April 21 <sup>st</sup> PD event - check web for details
April 19	Deadline for submission to Executive of proposed amendments to Local Constitution
April 30	TVDSB canvass letter due back at Board
May 2	Deadline for submission of Service Recognition Awards forms
May 14	Deadline for nominations (duly moved & seconded) for executive positions
May 16	Registration due for Local Annual Meeting, Dinner and Elections at Lamplighter Inn - call 641-3936
May 19	Local Annual Meeting, Dinner and Elections (4:30 - 7:30 p.m.)
June 2	Awards Banquet

## TVARRIS UPDATE

### **Choose Schools**

- You **must** choose your preferred schools for TVARRIS. Even if you wish to teach at **all** TVDSB schools, you **must** select “All Elementary Schools” in order to be called by TVARRIS. If you do not select schools, TVARRIS will not be able to call you. To access this feature, enter the Employee Portal, select “HRS Applications”, then “Occasional Teachers School”. Once you have checked off your selection, don’t forget to click on “Submit” at the bottom of the page to save your selection.

### **Make Yourself Unavailable on TVARRIS**

- If you do not wish to teach on any day or days for whatever reason (illness, vacation, etc.) make sure you make yourself unavailable on the TVARRIS system. Do this by calling on the phone or accessing TVARRIS on the web. Simply enter the dates you are unavailable on your Profile page. Or choose option “7” by telephone to “Review or modify a period of unavailability”. Otherwise, TVARRIS continues to call people on the list who do not wish to work, taking up valuable time that could be used to call people who are available. This results in jobs occasionally not being filled. If this does occur, the Board will respond by adding to our ranks resulting in fewer job opportunities for each member.

### **Call the School if You Cancel an Assignment**

- If you need to cancel an assignment on TVARRIS, you also should call the school to let them know you cancelled so they can make sure the job is covered. Otherwise, TVARRIS may not be able to fill the job if it is a late cancellation and the school will be expecting you.

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### **Strike Votes - 2005**

ETFO Teacher Locals across the province held strike votes in January and February. A strike vote gives the Union a mandate to take any and all action, including a full-withdrawal-of-services strike, to achieve its contract goals.

Here is a list of strike vote results to date:

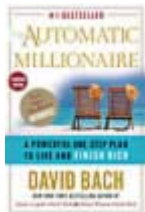
Algoma 97%	Niagara 88%
Avon Maitland 95%	Ontario North East 89%
Bluewater 97%	Peel 95%%
Durham 91%	Rainbow 96%
Grand Erie 98%	Rainy River 100%
Halton 95%	Renfrew 93%
Hamilton-Wentworth 92%	Simcoe County 96%
Hastings-Prince Edward 94%	Superior-Greenstone 89%
James Bay 96%	Thames Valley 96%
Moosonee 100%	Trillium Lakelands 96%
Kawartha Pine Ridge 99%	Toronto (ETT) 94%
Keewatin-Patricia 95%	Upper Canada 87%
Lakehead 95%	Upper Grand 97%
Lambton Kent 87%	Waterloo 93%
Limestone 96%	York Region 95%
Near North 91%	

Locals are seeking to have 200 minutes of preparation time in their collective agreements by 2007. Visit [www.etfo.ca](http://www.etfo.ca) - Collective Bargaining, Campaign 200 and “A Case for Teacher Preparation Time.

## Lending Library Update

Some new additions to the lending library now available to members:

- “The Automatic Millionaire” by David Bach
- “Cooperative Learning”, “Beyond Monet”, and “Classroom Management - A Thinking and Caring Approach” all by Barrie Bennett



Excerpts from “Classroom Management - A Thinking and Caring Approach” by Barrie Bennett:

*“For a system that values learning, most systems do little to value the learning or lives of most substitute teachers.”*

*“A study identified the concerns substitute teachers had related to what prevented them from being successful substitutes:*

- 1) not being able to interpret the lesson plan left by the teacher*
- 2) not being able to find things that are supposed to be in the classroom*
- 3) classroom discipline*
- 4) being treated like a second-class citizen in the school*
- 5) being called late”*

Excerpts from “The Automatic Millionaire” by David Bach:

*“The problem is not how much we earn...it’s how much we spend!”*

*“The so-called small things on which we waste money every day can add up in a hurry to life-changing amounts that can ultimately cost us our freedom.”*

## A Member's Guide to Employment Insurance

A new resource has been developed for members addressing a number of issues pertaining to employment insurance including: eligibility requirements, applying for benefits, regular EI benefits, looking for work, allowable earnings, quitting or being fired, special benefits, and types of contracts.



This document is now downloadable online at the ETFO website. Go to [www.etfo.ca](http://www.etfo.ca) and follow the links to “Occasional Teachers” and then “A Member’s Guide to Employment Insurance”.



## Great Response to PD Workshops!

### “Financial Survival for Occasional Teachers” - January 20, 2005

Members attending gained a “wealth” of financial tips and strategies to help us achieve success. Christian Andersen of TD Waterhouse and Rosemarie Szalich of ETFO Thames Valley Teachers’ Local educated us and provided many thought-provoking insights into financial planning. A wonderful way to start off the New Year!



### “You Deserve a Break - Wellness for Occasional Teachers” - Feb. 17, 2005

*“Very enjoyable and a nice change of pace from our more academic fare.”*  
*“Fabulous Workshop!” “Very Informative!”*  
*“Very interactive!” “Amazing Speakers!”*  
*“A stress relieving evening”*

These are just a sample of the comments from our members following the presentations by the AIM Clinic and Joanne’s Meridian Spa. Members were treated to neck and shoulder massages, foot scans, and tips for skin care. The interactive program was a big success!

We appreciate your comments on the workshops. They help us to know what our members like and don’t like! It also helps us improve for the next workshop. Thank you!



## Stress Management

Stress manifests its ugly head in many different forms, referring both to the type of stress to the effects of stress. Anything from strenuous physical activity, to emotional distress, to illness can all be considered types of stress. Simply, stress refers to anything that disturbs an individual’s physical, mental, or emotional equilibrium.

Similarly, stress may be manifested in recurrent illnesses, weight gain, and anxiety. The body has numerous stress response mechanisms and stress can affect the body in many different ways. In fact the same form of stress might cause one individual to get a migraine, a second person to have an ulcer attack, and a third to have elevated blood pressure.

The late Canadian physician and stress researcher Hans Selye developed a model of how the body responds to stress, which he referred to as the General Adaptation Syndrome (GAS). He described three stages: the Alarm Stage, the Resistance Stage, and the Exhaustion Stage.

An example of the initial, or Alarm Stage of stress may occur after intense exercise that causes stiffness or soreness to develop in certain overworked muscles. Under normal circumstances, these symptoms will subside and the muscle will return to its normal state within a day or so. However, if the muscle continues to be overworked or is exposed to additional stress, the body engages in the Resistance Stage. The body tries to adapt to the stress. This could involve changes in the liver, pancreas, or cardiovascular system.

Ultimately, the body’s coping mechanisms fail, and the final stage Exhaustion sets in. It is at this point that stress is capable of causing more serious forms of illness.

Regardless of the type of stress, it is important for people to be aware of the stresses in their lives. There are methods of dealing with stress. Nutrients, herbs, and other natural therapeutic agents can support the body and fight against stress.

Source: AIM Healthgroup



## Ontario Teacher Qualifying Test

Although the Minister of Education announced plans to cancel the Qualifying Test last fall, the legislation is still in place that states the successful completion of the test is a requirement of certification.

The Ontario College of Teachers has approved a regulation that allows teacher education graduates in Ontario to receive a Certificate of Qualification (Provisional) or an Interim Certificate of Qualification (Provisional) if the teacher candidate trained outside Ontario. Holders of the provisional certificate will be required to complete a new form of assessment prior to being granted a Certificate of Qualifications. The Minister has not announced what the new form of assessment will look like, nor has he changed the legislation requirement for the Qualifying Test.

Unfortunately, this sets up a new "class" of teachers who hold temporary certificates, with the requirement to complete an assessment that is as yet unknown!

ETFO will continue to monitor the situation and lobby the Minister to provide input on what form this assessment will take.

## ETFO Humanity Fund

For the many ETFO members who attended last summer's Annual Meeting in Toronto, the highlight of the event was undoubtedly the very emotionally moving speech by Stephen Lewis. Mr. Lewis is passionate about helping the less fortunate of the world and ETFO members responded to this by approving the ETFO Humanity Fund. The fund is run by a board made up of provincial executive, local leaders, and activists with an interest in social justice. The ETFO Humanity Fund is ETFO members' way of making a difference. In establishing the ETFO Humanity Fund, ETFO members are joining with thousands of members of the United Steelworkers of America, the Canadian Autoworkers, the Communications, Energy, and Paperworkers Union, the Canadian Union of Public Employees, and other unions with similar programs. For further information, go to the ETFO website at [www.etfo.ca](http://www.etfo.ca) then click on "International Connections", then "ETFO Humanity Fund."

## Tsunami Relief

The devastation in Southeast Asia caused by the Boxing Day tsunami was unprecedented. Canadians responded generously by donating huge amounts of money, supplies, and personnel to help with the clean up efforts. On behalf of our members, your local executive voted unanimously to make a donation to the Canadian Red Cross in the amount of \$1000.00 to aid this worthy cause.



Canadian Red Cross

## Why 200 Minutes?

Not long ago the Ontario College of Teachers commissioned a poll and asked "What is the greatest challenge as a teacher?" The number one response was "time constraints." Despite teachers' willingness to take on challenges, there are only so many hours in the day and they should not have to spend significant amounts of personal time completing professional duties.

Work-related ill health among teachers is of growing concern. Increasing preparation time is an important component in creating reasonable working conditions for teachers. The continued erosion of the work-life balance serves no one's interests. ETFO believes each elementary teacher requires at least 200 minutes per week, in reasonable blocks of time, to complete the 101 activities that go into making classroom contact hours with students a success.

Since as occasional teachers we teach the *same timetable as the teacher we are replacing*, this initiative impacts our daily working lives as well.





**ETFO Thames Valley Occasional Teachers' Local  
AWARDS 2004-005  
Application Form for  
OCCASIONAL TEACHER (TVDSB)  
SERVICE RECOGNITION**

*The Thames Valley Occasional Teacher Local is pleased to recognize members with at least 10/15/20/25 (circle one) years of service as Occasional Teachers with the TVDSB. We invite OTs to identify themselves (copy this form as needed) so that we may recognize your accomplishment at our Awards Banquet on June 2, 2005. Please forward completed nomination forms to the Thames Valley Occasional Teachers ETFO, 521 Nottinghill Road, Suite 9, London, Ontario N6K 4L4 by May 2, 2005. Thank you for your time and interest!*

**10 / 15 / 20 / 25 YEAR SERVICE RECOGNITION (FOR TVDSB MEMBERS ONLY)**

*(Circle one)*

- ✓ You have been an Occasional Teacher with the TVDSB or its predecessor boards for at least 10 / 15 / 20 / 25 years *(circle one)*
- ✓ You have taught on a short term, long term, or combination basis
- ✓ You may have been a permanent teacher at one time, but have been an OT for at least 10 / 15 / 20 / 25 years *(circle one)*
- ✓ Your service as an OT is in the aggregate, i.e.; there may be breaks in your service as an OT
- ✓ Your grid placement or currently recognized grid experience is not a factor
- ✓ You are currently a member in good standing of ETFO, The Ontario College of Teachers, and you are currently employed by the TVDSB
- ✓ Experience in the secondary panel or in other boards, private schools, etc. is not considered for this recognition

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

Employee number: \_\_\_\_\_

Phone number: \_\_\_\_\_

I verify I have at least 10 / 15 / 20 / 25 years of service with the TVDSB as an Occasional Teacher:

\_\_\_\_\_  
Signature and date

## UNION MEMBERSHIP *What's in it for you?*

Belonging to a union has its advantages. Besides receiving copies of your collective agreement, a monthly newsletter and access to a useful website you make more money than non-unionized workers. The following table was compiled by Statistics Canada and refers to all workers in Canada.

Average Hourly Earnings	Union Members	Non-union Members	Hourly Union Advantage	Percentage Difference
All Employees	\$21.05	\$16.65	\$4.40	26%
Full-Time Employees	\$21.51	\$18.09	\$3.42	19%
Part -Time Employees	\$18.28	\$11.03	\$7.25	66%

Union membership means further advantages when it comes to health care plans, pensions, sick leave and vacation time. Its impact on working conditions has been, and still is, substantial. When we see our union dues deducted from each pay cheque, this is what it is for – a defense of our wages, benefits and working conditions. And well worth it.

## We Don't Have To Take It!

by Doug Hitchcock, Occupational Health & Safety Teacher Advisor



If you feel that being the recipient of some form of violence is part of your job, you are wrong!

"A violent incident encompasses any aggressive act that causes physical or emotional harm to a member and includes violence or any threatening statement that gives the member reasonable cause to believe there is a risk of physical or emotional harm. Intent is not a factor in determining risk to members." *ETFO Violent Incident Report*

Violence must not be allowed to be part of your life as a teacher. Under no circumstances should it be considered a part of your job description. The source of the violence is not part of the equation. Your employer has a duty under the Occupational Health and Safety Act to take every precaution reasonable to protect you. Nowhere does The Occupational Health and Safety Act talk about costs, the funding formula, staffing levels or other items. The Occupational Health and Safety Act is there to protect the workers of Ontario not to make financial or managerial decisions.

Recent decisions from the Ontario Ministry of Labour in a number of School Boards support ETFO's position that

violence is not acceptable. The Ministry of Labour has the authority to write orders to create a safe workplace. Recent orders have included:

- establishing training standards for workers;
- developing a response plan for students with severe/repeated violent incidents;
- students with severe/repeated violent incidents should be assessed for appropriate learning environment;
- notwithstanding a handicapped [not our words!] student's right to an education, a worker's right to a healthy and safe work environment must be ensured;
- a list of qualified workers to fill short term absences such as illness should be established;
- employer shall acquaint worker with any hazard including risk of injury from violent aggressive incidents from special education students with a history of violent incidents;
- undertake professional assessment to determine if student's continued presence creates an unacceptable risk;
- develop and implement policies and procedures (staffing, training and emergency incident response).

Please keep in mind that each Ministry of Labour Inspector has the power to make individual determinations within the Ministry's policies.

### Can I Refuse Unsafe Work?

Teachers have a limited right to refuse work when they have reason to believe that the conditions in the workplace are likely to endanger themselves or other workers. The limitation is that the wellbeing of the students in your care must take precedence.

A work refusal must be investigated promptly following the procedures outlined in The Occupational Health and Safety Act section 43. The Local and the Occupational Health and Safety Teacher Advisor should be notified immediately of any refusal. The refusal process should be a remedy of last resort to be used after other avenues have been exhausted. Keep in mind that The Occupational Health and Safety Act prevents employers from taking reprisals against workers who are acting in accordance with the Act.

If you have Health and Safety concerns do not hesitate to contact the Local office or me directly. The union is here to help and protect you.

Doug Hitchcock  
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