



# The Supply Line

ETFO Thames Valley Occasional Teachers' Local

Volume VIII Issue 4

January 2006

## President's Notes:

The Press Release and ETFO website read:  
*Public elementary substitute teachers, members of the Thames Valley Occasional Teacher Local of the Elementary Teachers' Federation of Ontario (ETFO), overwhelmingly ratified a tentative agreement yesterday evening.*

*"This is our thirteenth approved agreement. Like the other twelve contracts it too has guaranteed, negotiated working conditions for occasional teachers that foster a supportive school environment that enhances student learning," said Emily Noble, ETFO President.*

*"Agreements that satisfy the needs of students and teachers can be easily achieved when both sides want to find mutual ground. But fourteen public school boards believe that ETFO's occasional teachers don't deserve improvements similar to those already approved by other Ontario boards. That is why ETFO locals have been renting halls and taking strike votes for the past two months. Within the next few weeks, every one of our locals that does not have an agreement in place will have taken a strike vote and be prepared for strike action. Early in February the first strikes will begin if the agreements have not been signed off," Noble warned.*

*"This contract is a major breakthrough for occasional teachers across Ontario. I applaud the board for recognizing that occasional teachers deserve to have opportunities for professional development. My team was focused and professional and this school system will reap the benefits of my members' enthusiasm for this agreement," said Terry Card, President of the ETFO Thames Valley Occasional Teacher Local.*

As noted, eligible members of the ETFO Thames Valley Occasional Teachers' Local resoundingly ratified a new Collective Agreement Jan. 24, 2006. The terms of your Collective Agreement are legally binding upon the Local, the Board and upon all members, whether in short-term or long-term assignments. The provisions are enforceable by law, and both the Board and the Local are eager that the negotiated terms be upheld. The agreement outlines your rights as an employee, sets out salaries, leaves

of absence, working conditions, posting process for assignments, requirements to stay on the list, etc.

In just a few weeks, the new agreement will be posted on our website and on the Board's Employee Portal. It is important that members know the provisions regarding probation, discipline, QECO, personnel file etc. It is also important that we live up to the terms of the agreement because when one of the parties, through its words, actions or lack of action, does not insist on its rights, those rights can be lost from the agreement for all of us. For example, when an Occasional Teacher violates the agreement by doing first duty before the first morning or first afternoon of an assignment, not only does it put pressure on subsequent OTs in that school, it makes the provision more difficult to enforce at arbitration.

As Local Chief Negotiator, allow me to commend the other members of your Collective Bargaining Committee: Sharron Colter, Sharon Pinylo, Mike Roy, Lorna Wilson and especially the table team: Nancy Miller, Wanda Johnson, and Nancy Springer. Finally, let me express our gratitude to ETFO Collective Bargaining Staff Officer, Lynn McClean who did an excellent job of keeping on top of Local concerns and advancing our arguments with skill and diplomacy.

*Terry Card*

### COLLEGE OF TEACHER Fees

You must pay your annual membership fee of \$104 by April 15, 2006 to remain on the OT List.

The Board does not deduct these fees from either long-term or short-term Occasional Teachers.

Pay by credit card on line at: [www.oct.ca](http://www.oct.ca)

Or by cheque at: Ontario College of Teachers  
121 Bloor Street East  
Toronto, Ontario M4W 3M5

Include your Social Insurance Number and College Registration Number.

Mark as "2006 Fess" to ensure proper credit.

If you will not be teaching again, inform the College that you are "retiring" to avoid being listed as "suspended: non-payment of fees".

The College charges a penalty for late payment.

## WHMIS REVIEW



(March 19, 2006 deadline)

### By Ministry of Labour Order:

All Occasional Teachers must complete the on-line WHMIS recertification module.  
A pass is 80% and you will receive a one time payment of \$25 as compensation for your time.  
(Newly hired OTs completed a WHMIS test as a condition of employment and will not need a review yet.)

**Go to** the Employee Portal → Click *WHMIS* in the left border → Click *Training*.

Select *Casual Employee, Position that involves Teaching*.

The test takes about one hour.

Maintain a copy of your Final Test Result, the ID Number and for clarification contact:

TVDSB Staffing Officer, Sandi Douglas: s.douglas@tvdsb.on.ca / 452-2925

### Parents and You ... Interview Tips -

When:

- Establish a positive relationship early in the assignment;
- Encourage and maintain an open dialogue;
- Keep parents informed by newsletters, notes;
- Keep parents informed about their children's progress.

How:

- Treat parents as welcome guests;
- Be thoughtful in expression/action;
- Be open-minded and considerate of social, cultural contexts etc.;
- Begin conversations on a positive note
- Don't take comments personally;
- React objectively;
- Take time to pause and listen before responding;
- Respect alternative family lifestyles;
- Refer to ETFO's "Parent and Teacher Relationships."

### Informal Mentoring Opportunities -

Take advantage of opportunities to learn from your colleagues and ask them if they are willing to have you observe them.

Network with your peers at Union events.

Other opportunities might have you:

- Attend a parent interview;
- Work through a report card example;
- Check out a guided reading lesson;
- Observe techniques such as running record;
- Attend an ETFO PD event together;
- Observe routines - gym, drama etc.;
- Work together on a committee / project of mutual interest;
- Practice technology applications;
- Observe behaviour management techniques;
- Organizing classroom and student materials;
- Create a timetable;
- Exchanging / sharing lesson plans;
- Reflecting on everyday practice.

**Prioritize ☺ Simplify ☺ Plan ☺ Make Choices  
Eliminate ☺ Ask for Help ☺ Delegate  
Take Time for Yourself**

**Keep Well: It can be difficult to find a satisfactory balance among work, home and a personal life. Try not to be overwhelmed by things you think you must do.**



**ETFO Thames Valley Occasional Teachers' Local  
AWARDS 2005-2006**  
Application Form for  
**OCCASIONAL TEACHER (TVDSB)  
SERVICE RECOGNITION**

*The Thames Valley Occasional Teacher Local is pleased to recognize members with 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 1, 2006**.  
Forward completed nomination forms by May 12, 2006 to:  
ETFO Thames Valley Occasional Teachers' Local,  
521 Nottingham Road, Suite 9, London, Ontario N6K 4L4  
*Thank you for your time and interest!**

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

- ✓ You have been an elementary 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 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, other boards, private schools, etc. is not eligible

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

## Wellness Workshop

An evening sponsored by AIM -  
(Accident Injury Management Clinic)

Wednesday, February 15, 2006  
4:30 – 7:30pm  
Dinner and Door Prizes included

**Best Western Lamplighter Inn**  
**Wellington Road, London**

RSVP by Wed., February 8, 2006  
contact@etfotvots.com  
641-3936

### Practitioners of varying disciplines will speak on:

**Physiotherapy:** *general core stability exercise demonstrations;*

**Chiropractic:** *benefits of chiropractic treatment; injuries that can be treated;*

**Acupuncture:** *general principles of acupuncture;*

**Orthotics/Bracing:** *Gait Analysis demonstrations; benefits of custom insoles;*

**Occupational Therapy:** *work site ergonomics; postural education; proper lifting/sitting/standing/sleeping techniques;*

**Massage Therapy:** *benefits of massage therapy; therapeutic vs. relaxational; demonstration with chair massages.*

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## Classroom Management Skills

Workshop based on Barrie Bennett's  
"Classroom Management – A Thinking & Caring Approach"

Thursday, March 23, 2006

4:30 – 7:30 PM

Dinner and Door Prizes included

Participants will be actively involved in a number of strategies to enhance classroom management skills. Presented by Polly Stringle, TVDSB Co-coordinator

**Best Western Lamplighter Inn**  
**Wellington Road, London**

RSVP by Sunday, March 19, 2006  
contact@etfotvots.com  
641-3936





## FIND THE TREASURE READ YOUR COLLECTIVE AGREEMENT

(Soon to be available on Employee Portal [www.tvdsb.on.ca](http://www.tvdsb.on.ca) and Local's Website [www.etfotvots.com](http://www.etfotvots.com))

### Some additional clauses to those highlighted in the Takeover Bulletin:

#### Under what conditions is an Occasional Teacher's name removed from the List?

- 6.09 An Occasional Teacher's name shall be removed from the List for the following reasons:
- The Occasional Teacher requests in writing to have his or her name removed from the List.
  - The Occasional Teacher is removed in accordance with the provisions of Article 5.06. (*just cause*)
  - The Occasional Teacher has had qualifications revoked by the Ontario College of Teachers.
  - The Occasional Teacher has not taught one (1) day in the previous school year unless such Occasional Teacher has been granted an extended leave in accordance with the provisions of Article 10.
  - The Occasional Teacher has failed to provide the Board with the information required under the provisions of Articles 6.05 or 6.08. (*forwarding change of information or not completing canvass letter*)

#### What is expected of an Occasional Teacher?

- 18.01 (a) The normal responsibilities of an Occasional Teacher are to fulfill the teaching duties of the Elementary Teacher being replaced.
- (c) The Occasional Teacher shall endeavour to provide written feedback to the Teacher being replaced at the conclusion of the occasional assignment. Such feedback will generally include comments on the progress of lessons taught, problems encountered and where appropriate, successes achieved and marks for work completed by students within the occasional assignment.

#### When can I have Union representation?

- 2.03 The Board recognizes the right of the Union to represent a member at the member's request at any meeting with the member. The Board or school/work site Administrator shall notify the member of his or her right to Union representation.

#### What can an Occasional Teacher expect from the Administration?

- 18.01 (b) The School Administration shall endeavour to provide for an Occasional Teacher arriving for an assignment the following in-school information. It is understood that this information will generally be located in the individual Teacher's daybook.
- a timetable for the Occasional Teacher's assignment (including supervision periods)
  - a schedule identifying period times
  - a floor plan of the school (if available)
  - the school Code of Behaviour and special classroom discipline procedures
  - information on how to obtain necessary equipment
  - names and positions of individuals who can provide assistance
  - an up-to-date class list
  - name(s) of high risk student(s) and any applicable special programme(s)
  - name(s) of student(s) participating in special in-school support programmes with the time and place where they receive that support
  - name(s) of student(s) transported by bus and/or taxi
  - an up-to-date seating plan (where applicable)
  - a general outline of classroom routines which includes washroom, attendance and entry and dismissal procedures
  - planning for the first day of an absence.

In addition, fire drill and emergency procedures will be located within the classroom.

#### What about the timetable and supervisory duties for Occasional Teachers?

- 18.03 Unless hired for a long-term occasional assignment in accordance with the provisions of Article 15, an Occasional Teacher shall not be assigned supervisory duties prior to the commencement of class on the first morning of an assignment prior to the commencement of the afternoon class on the first day if it is a half-day afternoon assignment.
- 18.02 The timetable for an Occasional Teacher shall be the same as the timetable of the Teacher being replaced except as set forth in Articles 18.03 and 18.05.

#### **What about late calls?**

- 16.03 An Occasional Teacher shall not be considered late for an assignment as a result of a late request to report for such assignment provided he/she arrives within a reasonable time of receiving such late request. The Occasional Teacher shall be paid for the full time of the assignment.

#### **Can an occasional teaching assignment be cancelled?**

- 16.05 (a) The Board shall give a minimum of two (2) hours notice of cancellation of any pre-arranged assignment. Should cancellation of a pre-arranged assignment occur without two (2) hours notice, the Occasional Teacher shall report for work and the Board shall pay the Occasional Teacher for that assignment in accordance with the provisions of Articles 16.01 or 16.02, whichever is applicable.

#### **Can Occasional Teachers be paid for less than a full day?**

- 7.03 Remuneration paid to Occasional Teachers will be pro-rated for assignments to positions on less than a full-time basis, but in no circumstances will a Short-Term Occasional Teacher be paid for less than one-half day.

#### **When does a morning assignment end and the afternoon assignment begin?**

- 18.06 Morning half-day assignments shall end no later than twenty (20) minutes after the end of class instructional time. Afternoon assignments shall begin no earlier than twenty (20) minutes before class instructional time.
- 18.04 Each Occasional Teacher shall be entitled to a scheduled interval between classes for the lunch break of not less than forty (40) consecutive minutes. A minimum of forty (40) consecutive minutes of the scheduled lunch break will be free of supervision, teaching or other duties.
- 18.05 An Occasional Teacher hired for an assignment at different schools that requires travel over the lunch period shall not be assigned lunch time duties.
- 18.08 An Occasional Teacher who is hired to replace a Teacher whose timetable is such that duties are assigned at two (2) or more locations on the same day shall be provided with the same time to travel between locations as the Teacher being replaced normally has.

#### **When does an assignment qualify as a long-term assignment?**

- 7.01 (b) An Occasional Teacher employed to teach for a period of ten (10) or more consecutive teaching days as a substitute for the same Teacher shall be paid, effective the tenth (10<sup>th</sup>) day and retroactive to the first (1<sup>st</sup>) day of the assignment, a per diem rate which includes vacation pay and statutory holiday pay, in accordance with the applicable salary rate of the salary grid(s) for Elementary Teachers in effect during the assignment....

#### **Who is eligible for long-term assignments?**

- 15.02 ...Only qualified, non-probationary Occasional Teachers, covered under this agreement who are members in good standing with the Ontario College of Teachers will be hired for long-term occasional teaching assignments.  
With the mutual consent of both the Board and the Union, this provision may be waived under exceptional circumstances.

#### **How do I get paid according to my qualifications?**

- 7.10 (c) It is the responsibility of the Occasional Teacher to provide the Board with a Qualifications Rating Statement and any supporting documents prior to July 31 for retroactive adjustment in accordance with Art. 7.11.

#### **Be certain to refer to the Pink Takeover Bulletin # 7 for details regarding:**

- Evaluations
- Terminating a long-term assignment when the Teacher returns
- Losing your assignment to another Occasional Teacher (short-term or long-term)
- New length of the probationary period
- Salary rates (there is no retroactive adjustment since we have already received these raises)
- Changes to credit for experience

- Money paid in lieu of benefits (accumulated and paid at March Break and at year's end)
- Changes to sick leave credit
- New opportunities for paid professional development
- New leaves for Long-Term Occasional Teachers
- Collective Agreement now available only on-line
- Pay stubs now available only on-line unless requested in writing and hired prior to September 2005