



**ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
 THAMES VALLEY OCCASIONAL TEACHERS' LOCAL
 PROVINCIAL TAKEOVER
 BULLETIN #8**

May 12, 2009

Summary of Tentative Settlement

On Wednesday, April 29, 2009, a Memorandum of Agreement was reached between the ETFO Thames Valley Occasional Teachers' Local and the Thames Valley District School Board. The Memorandum of Agreement constitutes a full settlement of all matters that were in dispute in this round of negotiations. The parties agree that the Tentative Settlement shall include the terms of the previous collective agreement which expired on August 31, 2008, subject to the following amendments, terms and conditions that are outlined below.

Article Title	Summary of Amendment
Term of Agreement	September 1, 2008 to August 31, 2012
Union Representation	The Union shall be present at any meeting that may require discipline
Member Information on the List	Date amended to the 15 th day of every month beginning September 15 th , 2009 for the Board to provide names, addresses, telephones numbers of OT's on the List to the Union. Board to also provide separate list identifying all new hires to the OT List by the 15 th of every month
Probationary Period	For purposes of the 20 day probation period only, half days will be being recognized as full days credit
Statement of Intent to Remain on the List	Board will send a notice electronically by First Class Email to each OT by April 1st, asking whether or not OT wishes to remain on the List for the coming year
Removal from List	Commencing September 1, 2009, OT's must teach 5 days within a school year to remain on the OT List. (Approved Leaves excepted)
Rates of Pay	Effective September 1, 2009 a Short-Term OT is to be paid a supplementary salary allowance of \$3.89 per day worked, (pro-rated for part-time) in addition to regular salary. This amount includes vacation pay and statutory holiday pay Effective September 1, 2010 allowance increases to \$4.00 Effective September 1, 2011 allowance increases to \$4.13
	LTO's not to be paid less than the per diem rate for Short Term OT's
Record of Employment	To be issued by the Board electronically following final pay
Recognized Teaching Experience	Documentation of an LTO's previous teaching experience must be provided by July 31 of the school year in which the LTO occurred. Experience credit for LTO assignments will be calculated on August 31 for the previous school year
Benefits for LTO's	Effective September 1, 2009, LTO's in continuous assignments extending beyond three months shall be paid an additional \$7.50 per day worked commencing the fourth month and terminating at the end of the assignment Effective September 1, 2010 allowance increases to \$8.00 Effective September 1, 2011 allowance increases to \$8.50
Voluntary Leaves of Absence	Clarification of process for approval for jury duty leaves

Leaves of Absence	<p>A leave of absence for less than one year may be granted for exceptional circumstances</p> <p>Leave is without pay or sick leave and does not count as teaching experience</p> <p>Requires prior notice to ensure that replacement for the LTO</p>
	Following a leave of absence OT's will be returned to the OT List pending submission of a current Ontario College of Teachers' certificate of qualification
	Pregnancy, Parental and Adoption Leave requests to be made in writing to the Executive Superintendent of HRS or designate - there is no application form to be completed
	Following all leaves of absence, OT must submit a current Ontario College of Teachers' certificate of qualification List
Calling Procedures TVARRIS	OT's will have access to instructions for the operation of the calling system through the Employee Portal
Job Vacancies - Elementary Teaching Positions	If an external candidate and a member from the OT List are under consideration for a position and all other factors are equal, the member from the OT List will receive the appointment
Working Conditions	Computer and generic passwords will be added to the list of what is to be provided for OT's in schools
Professional Activity Days	LTO's scheduled to work on PA Days will be paid and required to participate in PA sessions, pro-rated according to the FTE of the assignment
	A planning committee with equal Board and Union representation shall determine the content of the designated PA Days
Occupational Health and Safety	The Board and ETFO recognize the importance of promoting a safe and healthy environment for employees and of fulfilling their respective duties and obligations under the Occupational Health and Safety Act and its accompanying Regulations
	The Board agrees that when the Safe Schools Policy and Procedure is reviewed it will be reviewed by a committee which contains Union representation
Local Representation and Information	Effective September 1, 2009, the OT office in Thames Valley shall be provided with access to the Board's courier services
Leave for Union Business	Increase to maximum of 40 days for the release of short term OT's to attend to Union business
	OT participation on Board Committees shall be at Board expense and shall be treated as time worked
Criminal Background Checks	No change in existing procedures related to criminal background checks or offence declarations without the agreement of the Union
Report Cards	<p>Principals shall give OT's ample notice of any deadlines associated with the preparation of report cards</p> <p>The Board shall provide appropriate training to assist OT's in the preparation of report cards</p> <p>When a Long-Term teaching assignment is completed prior to the required date for report cards to be submitted, the OT may be assigned to assist with the completion of these report cards. In such an event, the OT shall be paid for the time to complete the report cards up to a maximum of one day. The rate of pay shall be the rate the OT received during the Long-Term Occasional Teaching assignment.</p> <p>No OT shall be requested to do interviews based on another Teacher's reports</p> <p>The OT's report card comments can be based only on the time they have spent in the assignment</p>

Orientation	The Board will provide an Orientation session with Union participation for new hires to the OT List
Committees	Union to have representation on any Board wide committee and shall be at Board expense
Data	Board to provide Union with information regarding the Board's current operating budget and any Ministry estimates, financial statements and revised estimates and revised financial statements as soon as available
Instructional Day	The instructional day shall be no more than 300 minutes and deemed to commence with the start of opening exercises or the start of instruction, whichever comes first, and to end with the students' dismissal from school for the day, exclusive of lunch/nutrition breaks and recess breaks Lester B. Pearson School may have a different instructional day for students, but the instructional day for OT's shall be no more than 300 minutes
The List	Letter of Understanding If the needs of the Board cannot be met by maintaining the present complement of Occasional Teachers, additional Occasional Teachers may be added to the List after consultation with the Local President in order to address: A demonstrated need for OT's with specialized teaching qualifications A demonstrated need due to insufficient numbers of OT's available to serve particular geographic areas A demonstrated need due to insufficient number of OT's available in divisional areas
Discipline Policy	Letter of Understanding The Board will complete a review of the Progressive Discipline Procedure to ensure the inclusion of Occasional Teachers taking into account the Occasional Teacher Discipline Process or current practices. Review to be completed and communicated to Union by December 1, 2009
NTIP	Letter of Understanding Effective the 2009/2010 school year, the Board will include eligible OT's in the Induction elements of the New teacher Induction Program as per Memorandum 2009: B2
Calling Procedures for Short Term Occasional Teachers	Letter of Intent DELETED
Electronic Long Term Occasional Postings Process	Letter of Understanding DELETED
Electronic Canvass Letter Process	Letter of Understanding DELETED
Balanced Day	Letter of Intent DELETED

Your Collective Bargaining Committees expresses its appreciation for the support the membership has shown throughout this round of negotiations and recommends approval of the Tentative Settlement.

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