

OSSTF DISTRICT 11 THAMES VALLEY OCCASIONAL TEACHERS' BARGAINING UNIT

NEWSLETTER FEBRUARY 2010

1. REMAINING ON THE SUPPLY LIST FOR 2010-2011

There are a number of requirements that teachers must comply with in order to remain on the supply list for the next school year.

a) As stated in Article 6.8 of the Collective Agreement, an Occasional Teacher must notify the Executive Superintendent of Human Resources or designate by April 30 of his/her **desire to stay on the list**. The Board must notify you of this requirement by first class e-mail no later than April 1. This e-mail will direct you on how to provide this notice electronically through the employee portal. Failure to complete the form electronically will result in removal from the list on June 30.

b) Legislation requires all teachers to complete an “**offence Declaration**” and a **WHMIS Review**. The Board will notify all Occasional Teachers by First Class e-mail of the process to complete both of these requirements. We expect that this notification will be included with the notice in a) above and that all three requirements can be completed at the same time through your employee portal.

c) As stated in Article 6.9 part d) of the Agreement, An Occasional Teacher must have **taught a minimum of 5 days** in 2009-2010 in order to remain on the list for 2010-2011. Teachers who teach 4 days or less will be removed from the list on Sept. 1 2010.

NOTE: MEMBERS WHO ARE ALSO ON THE ELEMENTARY LIST AND WHO WILL BE UNABLE TO TEACH IN THE SECONDARY PANEL DUE TO COMMITMENTS TO LTO ASSIGNMENTS IN ELEMENTARY SHOULD REQUEST A LEAVE OF ABSENCE FROM THE SECONDARY LIST FOR 2009-2010. THE BOARD HAS AGREED TO ACCEPT THE LEAVE REQUEST RETROACTIVELY. REQUESTS SHOULD BE SENT TO SANDI DOUGLAS IN HUMAN RESOURCES. TEACHERS ON LEAVE MUST STILL FULFILL THE REQUIREMENTS IN a), b), and c) ABOVE.

2. PROFESSIONAL DEVELOPMENT

Any member who qualified for paid PD but have since been hired to an LTO position and is registered for one of the OT PD sessions may not attend that PD session if it occurs while on the LTO assignment. The member must remain in the LTO assignment that day. It is likely that the LTO assignment has included paid PD within that assignment. If not, please contact the OSSTF office and we will facilitate you getting the paid PD at a later date. Any LTO assignment that includes the days at the end of semesters will get some paid PD. Remember only members who taught more than 20 days last year qualify, and these members were informed of their eligibility in September.

3. RESPONSIBILITIES AND EXPECTATIONS FOR OCCASIONAL TEACHERS IN SHORT TERM ASSIGNMENTS

Occasional teachers are expected to fulfill the teaching duties of the teacher they are replacing. This includes delivering the lesson plan and instructions that the absent teacher has left. Do not decide to disregard these instructions and do something different. After following the plan that was left, if there is time remaining, have something planned that you bring with you that is educationally sound. Do not dismiss the students early. If you have an assignment where there is no work prepared, consult with the department head or another teacher in the department, for assistance. Failing that, again have something with you for the students to do. If you have brought a movie or video, get approval from the department head to show it. Occasional Teachers should not report a lack of work being left by the absent teacher to the administration.

4. ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY (AMPA)

AMPA 2010 will be held in Toronto from March 12-15. Our Bargaining Unit qualifies for 3 delegates. Don Rowdon, Geoff Shilleto, and Laura Booth will represent our unit.

5. DISTRICT 11 OCCASIONAL TEACHERS' ANNUAL GENERAL MEETING (AGM)

Our AGM will be held on Wednesday May 12, at 4:30 pm at the District Office. This is an election year and all executive positions will open for election at the meeting. More details and tentative agendas will be available on the OSSTF District 11 website in April.

www.osstf11.com

6. TVARRIS

Members are reminded to keep their personal information re: name, phone number etc. updated in their TVARRIS profile. As well the Collective Agreement requires members to notify Human Resources in writing of any changes to name, address, or phone number.

7. PAY STATEMENTS

Members should review their pay statements and time sheets on a regular basis. They are available through your Portal. If there any problems please contact payroll at the Board. If you need assistance do not hesitate to call the District Office. (519-659-6588)