

REP NOTES - September 2013

IMPORTANT NOTE WE HAVE AN UNPAID DAY DEC 20TH WHICH WILL AFFECT THAT PAY PERIOD.

REPS MEETINGS

The following dates will be the Rep Council meeting times for the year:

Mon Oct. 28 Focus on Report Card Concerns (Bring any concrete examples you have to this meeting)
Mon Nov 25 Rep Council and Fall General Meeting (Budget Approval and Bylaw Changes)
Mon Jan 13 Moved from end of month to earlier due to report card period
Mon Feb 24 Mon Mar 31
Mon Apr 28 Mon May 26 (Last Meeting)

Additional Dates

OECTA AGM Fri Mar 7 to Mon Mar 10

May 12 to May 15 Election Week and Annual General Meeting TBA

Thurs May 29 Annual 'In Appreciation' Banquet at the I.C.C.

WELLINGTON WORKS

Wellington Works will be posted each month on our local website and through the First Class email on the Reps and OECTA folders. The distribution of Wellington Works will continue to be as green as possible as we continue to produce our newsletter digitally. We have already posted a Special August edition and a start of the year September edition as well. Items found in our issues of Wellington Works include annual topics such as September/ October (information for the beginning of the school year), February and March (provincial OECTA AGM), and May (year end 'In Appreciation' banquet, annual general meeting, and elections). The OECTA Reps are asked to print a copy for their OECTA bulletin board in their staff or work rooms.

SUPERVISION & PLANNING TIME ISSUES

Supervision & Planning Time Schedules

We will be discussing these schedules at our first Joint Staffing Meeting. Reps are asked to look over these schedules to see if there are any concerns. If you have not done so please forward your schedules to Heather Frimeth. This allows us to check if we receive a call sometime later in the year to make sure there is equity. The Board must ensure that the allotted prep time for all teachers is being met as outlined in our Collective Agreement. Full time teachers are entitled to 240 minutes of planning. Part time staff are all pro-rated according to their percentage. It is incumbent on all teachers that they make sure they are receiving all of their due prep time. It is not appropriate for individual teachers to negotiate a "deal" outside of the Collective Agreement. All full time elementary teachers should have less than 80 minutes a week of supervision. Full time secondary teachers their number is 75 minutes of supervision per two week period.

Planning Time 40 minute 48/50 minute and Itinerant Teachers

The office has been made aware of and has researched several inconsistencies involving the planning time of teachers and the distribution of subject responsibilities. We have discovered several items of concern:

- a) In some schools where we moved from a 6 x 40 mins to 5 x 48 mins the itinerant subject (Art) may not have been removed from the classroom teacher's responsibilities or any replacement subject.
- b) In some schools that stayed with the regular 5 x 40 planning and 1 x 40 itinerant they had an Art strand removed from the class room teacher each term.
- c) There is some inequity when the minutes of teaching are examined between the various strands in the Art program between the classroom teacher and the itinerant teacher based on our guidelines.

WHEN FAITH MEETS PEDAGOGY

OECTA is sponsoring several members to attend this conference and the approvals will all be done before October 1st. The selection of the OECTA sponsored delegate must go through the site rep and be approved by the Unit Office. Approved delegates should have all received confirmation, a link to select specific workshops and a code for supply coverage. Please remind attendees to submit expenses promptly after the conference. There was a decrease in the number of applications this year from the Elementary Panel as it conflicts with the PD Day for Planning and Preparation of Progress Reports.

BEGINNING TEACHER CONFERENCE

OECTA's annual conference for beginning teachers is open to all OECTA members in their first five years of teaching. This annual event provides information, professional development and training that members need in their first years of teaching in order to succeed and flourish. Each bargaining unit is allocated a certain number of Conference delegates on a per capita basis. In addition to Provincially sponsored delegates, We will also sponsor additional local delegates. An outline of the process will be in Wellington Works and will be posted to the reps Conference once the dates are officially announced. All questions should be directed to Heather Frimeth.

SUMMER STAFF MEETINGS

This is generally regarded as a Collective Bargaining Right and breaks our contract as many teachers (especially new or those wanting contracts) feel intimidated and harassed if they don't attend.

PERFORMANCE APPRAISAL

Anyone who will be evaluated this year should be notified by now. In the event of an unsatisfactory rating it is imperative that unit office be advised. There are proper timelines that need to be mutually agreed to and followed. Everyone should have a **pre-meeting, an observation and a post-meeting**. All three must be followed and adhered to. If this is not happening please inform your Rep and the OECTA Office.

LTO APPRAISALS

The LTO appraisals are more important than ever as we continue to follow the new rules OECTA gained because of the MoU. All LTOs in a four month contract must be evaluated. This process could mean the chance to apply for a permanent contract or remain off the permanent list until there next opportunity at an LTO. Please offer your support and guidance to them along their journey.

OCCASIONAL TEACHERS

The Occasional Teachers held their Annual General Meeting and Elections on Wed. Sept. 18th. It was one of the largest turn outs we have seen at least recently. Thank you to all volunteered to place their name forward for a position and to everyone who came out.

The 2013-14 OTBU Executive is:

President Tim O'Brien Secretary Becka Dupuis Treasurer Roy Coughlin

The Wellington Unit VP OT is Nancy Baker

The OT Reps are Roy Coughlin and Rosy D'Souza

The OTs that have an LTO will spend the Friday Oct. 11th with their school staff to be inserviced on Power School Report cards and Smart Find. If they are half time they may be paid to attend the pm at BM. The OTs that do not have an LTO will be paid and spend Friday Oct. 11th at Bishop Mac for an all day workshop on various topics including Smart Find OECTA, and Health and Safety.

LTD Waiver Forms

We have worked with Provincial OECTA and the Board to ensure our members have the correct information and forms for signing of the LTD Waiver. The new guidelines are a change from a year ago. Now there are three circumstances that you can use to sign the form to waive your LTD premium deductions.

- 1) You are approaching your 33rd year of service and therefore will no longer be able to collect
- 2) You have decided to retire and have handed in your letter of intention to the Board
- 3) You are approaching your 65th birthday.

In either situation the number of days prior is now 100 days. You should meet with one of the Presidents and get the waiver formed signed approximately six months in advance.

The correct forms were just received last week on Friday.

PENSION WORKSHOP

The OECTA Pension Workshop will be held on a Saturday this year. We are happy to have Mary Lachapelle, from the Provincial Office Counselling and Member Services Department available to run the event this year.

The date is Saturday Oct. 19th at the OECTA Office from 9:30 - 2:00.

OECTA encourages any teacher in their last 10 years to attend the workshop so you can start to plan. Please register by Thursday Oct. 3rd by sending an email to Heather Frimeth. Your spouses are more than welcome to attend with you. A light lunch will be served.

MATERNITY WORKSHOP

The OECTA Mat Leave Workshop will be held on Wednesday Oct 16th. It will take place at the OECTA Office from 4:30 to 6:00. We are happy to have Joe Pece, from the Provincial Office Counselling and Member Services Department, available to run the event this year. He will help explain what you need to do, what timelines are in place, how it affects your pension and other questions you may have about your rights and obligations during your Mat Leave. Please register by sending an email to Heather Frimeth.

APPROPRIATE USE OF BOARD EMAIL AND TECHNOLOGY

Members should be reminded of the Board Policy on the Appropriate Use of Information Technologies – Users are expected to communicate electronically *“in a manner that is consistent with the Mission Statement and Governing Values of the Board”* and *“in a professional and business like manner for the purpose of conducting the business of the Board.”* *“Improper or inappropriate use... may result in disciplinary action up to and including dismissal.”*

This is particularly important given the changes in First Class. All conferences are now much more public and accessible to more people.

FALL GENERAL MEETING

The November Reps Council meeting (November 25) will also be the Fall General meeting of Wellington OECTA. The meeting will be open to all members and will include regular reps business as well as several items for the general membership (budget, bylaws and procedures etc.) It is important that all reps attend and encourage other members to do so as well. Of particular note we expect Election proposals for change.

YOUNG AUTHORS

Information will be sent to reps directly at schools. Please encourage teachers to be involved. We have done well in provincial competitions in past years.

SCHOOL VISITS

The Release Officers (Mark, David and Heather) began visiting schools during the last week of August. We are happy to announce we were able to visit most sites at least once. This week we hope to visit St. Pats, Mary Phelan, St. Joes and John Bosco to finish our visits. We used the visit to talk to your administrator when possible and to get an opportunity for some of you to actually put a face to the name. We will continue to visit schools throughout the year. If your school would like to invite us to one of your OECTA meetings or a special OECTA Q and A meeting we will be happy to come to you.

FALL PROVINCIAL MEETINGS

OTIP LTD Workshop	– held last week Mark
Grievance Officers Workshop	– held last week Mark David Heather
OTBU President’s Workshop	– held last week Tim
Leadership Conference	– Oct 24 and 25
Presidents’ Council Fall	-- November 6-8 Mark David 6th 8th Heather joins on the 7th and 8th
Health and Safety Regional	– London Saturday Nov. 30
(Laurence, David, Heather, Tim and Mark)	
Regional Collective Bargaining Workshops	– Dec 2 and 3 TBA

OCTOBER LOCAL MEETINGS AND EVENTS

OCTOBER 7	– Executive
OCTOBER 10	– Bishop’s Dinner
OCTOBER 24-26	– When Faith meets Pedagogy
OCTOBER 28	– Reps Council

VLAP (VOLUNTARY LEAVE OF ABSENCE PROGRAM)

This program started because of the additional OSSTF and ETFO agreements to the original OECTA MoU. The program allows any member to take from 1 to 5 days, all at once or separately, an unpaid leave. You may request any date as long as it does not affect a reporting period or in the case of secondary teachers exams or start of the semester. The Board may stop a request based on supply teacher availability if your date has already been heavily requested.

The reason for this program is for the Board and OECTA to try to save money to change the unpaid Friday March 7th to a paid PD Day. We are required to have monthly reconciliation meetings to discuss our progress. This was to start at the end of May and has yet to take place. If, by November, we are not making enough progress additional incentives may be brought forward or the day may indeed remain an unpaid day.

SICK DAYS

All full time teachers have 11 sick days to use each year. We are able to also access up to an 120 days at 90% of our pay per day if we are sick over the 11 days. However, for each day you did not use last year you may use it to top up from 90 to 100%. One day is worth two weeks of top up to 100%. Obviously to access these days you would need significant medical notes. In addition, we have 5 days to use for medical specialist appointments or family medical emergencies and appointments.

ABSENCE INCENTIVE PROGRAM

Another initiative from the MoU additions last year is the Absence Incentive Program. This program allows members who are lucky enough to be healthy and not to have taken 6 sick days a chance to receive money to pay back their unpaid day. The magic number is less than 6 so any teacher who uses less than that (5.5) they are entitled to one day pay. For LTOs they may also qualify however they need to take one VLAP day in order to qualify for the incentive.

ABSENCE MANAGEMENT PROGRAM

The Boards across the province returned to the past practice of their Absence Management Program. The program was to be the same as that in place in 2011-12. We are working to ensure that it is indeed the same program without changes. Once again the threshold to receive a letter from the Board is 9 events. There are some ongoing discussions taking place about what constitutes an event, whether a half day counts as a full day and concerns about doctor notes.

SMART FIND

The entire Board will go live with Smart Find on or about Oct. 15th. EA's and all teachers both permanent and OTs will be inserviced in or around the PD day Oct. 11th. Nancy, Tim and Mark will be attending a meeting with Susan Paoli to examine how it will work.

MEETINGS WITH ADMINISTRATORS

All members have a right to representation when meeting with a principal when it may lead to disciplinary actions or other events that affect your career. Meetings due to letters regarding attendance (reaching the threshold), post interview reviews, or other subjects that may become topics that question your strengths as a teacher may indeed lead to discipline. You are entitled to a Rep to take notes and to be a witness. If you don't know the nature of the meeting you may and should ask. Sometimes members are taken off guard. If you find yourself surprised by the questions then you may ask to stop the meeting and say you need representation. When notes are taken our members are better protected. When notes are taken we remove the they said we said arguments and allegations.