

The Dispatch

Occasional Teachers



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Always Check Your Statement of Earnings

Do you know how much you contribute annually to your Teachers' pension? Check your T4 slip to see what you paid last year.

The TDSB should be deducting pension contributions (see OTPPB line under deductions on your Statement of Earnings and Deductions). Unfortunately, this doesn't always happen. Each year, a few members find out that pension deductions haven't been taken and that they are several thousand dollars in arrears. This means their pay will be clawed-back, leaving them in a personal budget crisis, until the amount owing has been repaid.

Don't let this happen to you. Check your Statement of Earnings and Deductions regularly. Look for any irregularities, both missing pay and missing deductions.

Taking an AQ Course this Spring?

Some AQ courses require a signature from a Supervisory Officer prior to your registration. Theresa Raine, who is with the Occasional Teaching department at the TDSB, will help facilitate this for you. She will verify the information being requested, have it signed by the appropriate TDSB Supervisory Officer for Occasional Teachers and finally return it to you.

Send in your request 3 to 4 weeks prior to the start of the course by faxing the forms to 416-397-3484 attention: Theresa Raine. You can also contact Theresa directly at 416-397-3249.

ANNUAL GENERAL MEETING AND DINNER

Thursday May 27, 2010

Holiday Inn Yorkdale

(See enclosed flyer for details)

Reminders

- ◆ **March 15, 2010 – March 21, 2010**
Inclusive, March Break
- ◆ **April 2–5, 2010**
Easter Holidays
- ◆ **April 15, 2010**
O.C.T. Fee is due
- ◆ **May 3, 2010**
RSVP and cheque for AGM dinner due
- ◆ **May 3, 2010**
Motions to Amend the Constitution posted on our website
- ◆ **May 22–24, 2010**
Victoria Day Weekend
- ◆ **May 27, 2010**
Local Annual General Meeting and Dinner
- ◆ **June 23, 2010**
Year End Barbeque
- ◆ **June 29, 2010**
Last day for students
- ◆ **June 30, 2010**
Last day to complete online renewal form

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Are you seeking an LTO or Contract Teaching position?

The competition for employment in education is fierce. Not many of you graduated from a faculty of Education with the intention of becoming an Occasional Teacher. However disappointed you may be, keep in mind there are literally thousands of recent graduates who would love to have your job.

If you are hoping to land an LTO or make the leap to contract teaching, you need to do everything you can to have the edge on the competition. Here are some suggestions that have been made by TDSB Administrators that could help you get a little closer to your goal.

- ◆ Take another look at your resume. Better yet, ask a Principal who knows you, to look it over.
- ◆ Take advantage of any resume writing/interview skills workshops that are offered.
- ◆ Brush-up on your interview skills. Speak to a Principal who knows you and ask for a chance to do a mock interview, and ask for a candid critique.
- ◆ Ask for feedback from interviews that weren't successful.
- ◆ Treat every day you work as an interview. Arrive prepared to impress everyone you meet.
- ◆ Build relationships at schools which seem to be "a good fit" for you.
- ◆ Seek out a mentor. Before you accept an LTO, have a conversation with the Principal about your career goals and ask if he/she is willing to be your advocate, providing you meet or exceed their expectations.

Need to Talk?

Confidential advice is just a call away

ETFO can help you with any work-related issues including:

- ◆ Professional relationships
- ◆ Rights and responsibilities of members
- ◆ Ethical dilemmas
- ◆ Communications with parents and students
- ◆ Work-related allegations
- ◆ Discrimination/harassment based on race, creed, religion, sexual orientation, age, etc.
- ◆ Stress and workload issues

Before a minor work-related issue becomes a major problem, speak to the Professional Relations Services department at ETFO at 416 962-3836 or call your Local at 416 227-1866.

School Starts Early Again this September

Regulation 304 requires 194 school days between September 1 and June 30 each year with a maximum of 6 PA Days. This coming year Labour Day falls on September 6th. It isn't possible to have 194 teaching days between September 7th, 2010 and June 30th 2011, if the usual winter and spring breaks are maintained.

School will start with a PA day on either Wednesday, September 1st, or Thursday, September 2nd 2010 (The Board has not yet made a final decision on which day.) Teachers, including LTOs, will be in their classrooms without students. Schools will be closed again until students start school on Tuesday, September 7th, 2010.

Do LTOs get paid for statutory holidays, winter and spring breaks?

Yes, as an LTO's pay is based on his or her annual salary (which includes holiday pay) divided by 194 (the number of teaching days in a school year).

A contract teacher with the same category and experience level, is paid the same amount, but his or her annual salary is spread out over 26 pay periods.

TDSB Health Care Benefits

If you have worked at least 90 days in a school year, you are entitled to purchase the Employee Benefits Plan at 50% of cost in the following school year. Enrolment information will be sent in early June, if you qualify or have the potential to qualify. **Your enrolment forms must be returned by June 30**, as per the collective agreement. This is the only opportunity in the year when you have the option to enroll.

Details of the benefits plan are available online at mytdsb.on.ca Click on TDSBweb > Employee Services > Benefits.

In the past, the TDSB, upon request, issued a receipt to submit with your Income Tax as a medical expense for the cost of the premiums. This request is no longer necessary. **You will now see the premium amount you paid for the health and or dental plans in Box 85 of your 2009 T4 slip.**

Are You Interested in Health and Safety?

Would you be interested in being a Health and Safety Inspector, representing the ETFO – Toronto Occasional Teachers Local? The position is appointed annually with inspectors limited to serving a maximum of three consecutive terms, as stipulated in our Local's Constitution. Details about the job requirements and application information are provided with the flyer included in this newsletter mailing.

Local Executive for 2010–2011

The following members have been acclaimed to positions on the 2010/2011 Local Executive. There will not be an election ballot mailed this year as all positions have been filled.

President	Marion Mutton
First Vice-President	Robert Fulford
Second Vice-President	Donna Chapman
Third Vice-President	Sabrina Ramnanan
Treasurer	Scott Maudsley
Secretary	Susan Monahan
Executive-at-large:	
Judy Anderson	Greg Deitcher
Ndidi Mgbemena	Patricia Munroe
Marsha Rayman	Iris Sopinka

AQ's That Work For You

*ETFO will be offering a variety of on-line AQ courses, available this summer, at the incredible price of **\$650.***

This is considerably less than any University Faculty of Education course being offered. Check the ETFO website at

<http://etfo-aq.ca>

for detailed information. ETFO AQs are developed by teachers for teachers and are accredited by the Ontario College of Teachers.

Motions to Amend the Local's Constitution

In accordance with the constitution, proposed amendments to the Local Constitution must be submitted to the Local office no less than forty-five (45) days prior to the Local Annual Meeting (April 12th this year.). All motions will be posted on the Local's website www.etfo-torots.org by May 3rd, 2010. Members can read the motions on-line prior to attending the May Annual General Meeting where we will vote on these motions.

Excellent Schools Survey

If you have not yet completed your Excellent Schools Survey, you still have until March 31st to send it in. Members who send in their Survey will be entered in a draw for movie passes, with a 1 in 20 chance of winning.

We need you to tell us about the schools that are respectful of our collective agreement, as well as welcoming and supporting our members. The winning schools will be awarded a plaque as well as being published in the summer newsletter.

Annual Renewal Letter and Offence Declaration

Each year, members are required to complete and submit by the due dates, the Annual Renewal and Offence Declaration forms online, in order to remain active as an Occasional Teacher for the following school year. Our Collective Agreement states **you must respond by the renewal deadline of June 30th**.

Expect a letter from the Board this spring providing the necessary details and renewal date. Log-in instructions are in your occasional teacher pocket calendar on page 30.

Failure to complete the renewal form will result in your name being removed from the list. The Board has no obligation to reactivate you as an employee if you do not meet the deadlines. Even if they do relent, you will be unable to work in the fall until the required documents are re-entered, which can mean a few weeks or even months of lost work.

Also keep in mind that Article 18.5.1 of the C.A. states that **you must complete 20 days of occasional teaching by May 15th** or the Board may remove you from the List.

Message from your President:

Dear Colleagues,

First, I'd like to welcome our newest Executive member, Sabrina Ramnanan. Sabrina was just elected to this year's executive team at the by-election held at the February General Meeting.

We often hear from members, who have been accused of some inappropriate action by a student, say, "I knew that this was going to be a problem just by the way the child..." Listen to your personal alarm bells. See the Principal before you leave the school and explain exactly what happened. Then when the parent marches into the school, certain that their child has been unfairly treated by an occasional teacher, the Principal is prepared. The Principal can say, "I am aware there was an issue in the class yesterday and the occasional teacher came to see me with some concerns about ..." instead of, "I'll have to investigate this further," and then calling the Occasional Teacher asking them to return for a meeting.

Lastly, remember—we need to stay in touch. With the demise of TEL, members should check our website at **www.etfo-torots.org** to get up-to-the-minute information.

Yours in Federation,

Marion

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Second Vice-President	Donna Chapman
Third Vice-President	Elaine Salisbury
Treasurer	Marsha Rayman
Secretary	Susan Monahan
Executive at Large:	
Judy Anderson	Scott Maudsley
Todd Prescott	Sabrina Ramnanan
Iris Sopinka	Sarah Yee
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