

The Dispatch

Your 2009–2010 Pocket Calendar

Included with this mailing is a pocket calendar designed to provide you with valuable information throughout the school year. Refer to the back cover for frequently called phone numbers and websites.

★ **Don't lose your calendar, replacements are not available!**

When You Are on a School Computer—You are Never Alone....

Computers are available in the classroom to facilitate communications and learning. Although staff and students may have individual passwords to access the internet, the contents of emails or activity on the internet are accessible to the Board at all times. All computer use is monitored regularly.

Members are advised to use school computers only at non-teaching times and for limited duration. Restrict your visits to websites that are appropriate to the classroom. Never leave a computer unattended while you are logged on.

Employment Insurance

Applications for Employment Insurance are filed on-line at:

www.servicecanada.gc.ca

The reference codes for School Board Employees are:

3557012009SCHOOL - for service in English

3529012009FRENCH - for service in French

These codes are case sensitive and will be valid for the Summer, December and March Breaks, during the following periods:

Summer 2009—June 1, 2009 to Aug. 7, 2009

December Break 2009—Dec. 7, 2009 to Jan. 16, 2010

March Break 2010—Mar. 8, 2010 to April 10, 2010

In order to maintain a claim, you must be actively looking for work in an area of employment other than teaching.

Records of Employment (ROE) will be sent electronically to Service Canada where you can log on with the personal information required to print your own copy. ROEs will no longer be mailed to your home.

Service Canada states, "You should not delay in filing more than 4 weeks after your last week of work or you may lose benefits".

Call Service Canada—at 1-800-206-7218 with any questions.

Occasional Teachers



Summer 2009

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Reminders

- ◆ **Early–July**—Records of Employment (ROEs) will be available electronically through the Service Canada Website
- ◆ **Aug. 20–25 and Aug. 28–Sept. 2**—Summer LTO Posting Dates
- ◆ **Before Sept.**—Employee Offence Declaration must be completed online
- ◆ **Sept. 2, 3**—The new school year begins with 2 PD days
- ◆ **Sept. 4**—School Holiday
- ◆ **Sept. 8**—Classes begin for students



Closed for the Summer

Effective June 26th, our office will be closed until Sept. 2nd.

Please call ETFO Provincial at 416 962-3836 should you need emergency assistance.

There is one last job to do before you put occasional teaching and SmartFindExpress to the back of your mind for the summer. Take the time to remove any "unavailable dates" you may have entered into the system during the school year. These dates can linger as electronic information—forever. Start the new school year with a cleaned up file on SFE.

New Collective Agreement—New Entitlements but Act Now!

Included with this mailing is a *Contract-at-a-Glance* page. Please keep this in your occasional teaching bag until you receive a printed copy of your new Collective Agreement. Here are just a couple of improvements that may be to your immediate benefit.

Were you in an LTO on the last day of school this June? If your LTO started on or before March 31, 2009 *or* you are returning to the same LTO in September, you were entitled to attend and be paid for the last PA day in June. Watch your paystub to confirm the pay was processed.

Are you on an approved pregnancy/parental leave or home on a WSIB claim as a result of an injury while employed as an Occasional Teacher with the TDSB? Your days on leave now count towards your 90 days required to either initially enroll or remain in the benefits plan. The enrolment requirements are the same as if you were an active Occasional Teacher.

If you think that you should have qualified for benefits, as you were on an approved pregnancy/parental leave or WSIB claim, we urge you to contact the Benefits Department at the TDSB as soon as possible. Contact information is listed on a separate inclusion with this newsletter package.

Tell Us the LTO's You Have Applied for, Include the Posting

We need to make sure that all of our members are given fair consideration. The only way we can do this is with your help. We are asking that you do the following when applying for posted long-term position starting this Fall:

- ◆ Apply directly to the school in accordance with the Board's application procedures;
- ◆ Email our Local at: generaldelivery@ica.net. In the subject line, type only the LTO posting number. In the body of the email, just tell us the date when you applied for this job.

Message from your President:

Dear Colleagues,

There are many people whose contributions have to be acknowledged. Thanks to our tremendous bargaining team who negotiated a fair Collective Agreement in these tough economic times. Thanks also to the members who came out to the Holiday Inn Yorkdale to ratify our new Collective Agreement.

A special thanks to Donna Chapman for her outstanding work as 1st Vice President. Her organizational skills and her ability to make a personal connection with members is amazing. Through her efforts over the last four years, our Local has become a leader in Professional Development. We are fortunate that Donna will be returning part-time as 2nd VP and will continue with the PD portfolio.

When we return to work this Fall, you will notice that the Local Levy payroll deduction has been reduced again. It is important for the Local to do what we can for members during this period of recession. We also hope that you will be able to join us or offer a pledge to support us on the GuluWalk. While times may be a little more difficult for us, the children in Uganda face circumstances we can hardly imagine.

Wishing you a safe and restful summer. See you in September!

Yours in Federation,

Marion

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