

Occasional Teachers



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Reminders

- ◆ **April 6 to April 9**—
Schools closed for
Statutory Holiday
- ◆ **April 15**—Payment due
to College of Teachers
- ◆ **April 20**— Elementary
P.D. Day
- ◆ **May 10**—RSVP and
cheque for AGM
dinner due
- ◆ **May 24**— Local Annual
General Meeting

SFE phone reminder—
push 9 to exit

If you just hang-up the
phone, the next caller could
end up listening to your
work information.

**FOR TIMELY UPDATES, PLEASE SEND
US YOUR E-MAIL ADDRESS.
PLEASE ADVISE THE UNION LOCAL OF
CHANGES TO YOUR ADDRESS , PHONE
NUMBER OR E-MAIL ADDRESS —OR IF
YOU LEAVE OCCASIONAL TEACHING.**

March, 2007

Volume 9, Issue 3

THE DISPATCH

Closing the Gap— An ETFO Media Campaign

ETFO has begun a new media campaign, Closing the Gap, which focuses on the positive steps teachers are taking to improve elementary education in Ontario.

This month 250 billboard and transit shelter ads will appear across Ontario with the message “Closing the Gap—Teachers working with students and parents”. There will also be ads in magazines including *Chalelaine*, *Maclean's*, *Canadian Living* and *Today's Parent*.

ETFO President Emily Noble stated, “We believe our billboards and ads offer a more positive message, that elementary teacher are working with students, parents and the community to ensure that student achievement equals student potential. This outcome is extremely important, given that the skills and knowledge that a child acquires in elementary school lay the foundation for a lifetime of educational success and personal fulfillment.

We know that the real gap in education is the gap between a student's potential and a student's achievement. Working to close that gap is what teachers do every day in elementary public school classrooms across Ontario.”

Further information is available at www.closesthegap.ca.

Are You in an LTO and Waiting for a QECO Rating?

If you are presently in an LTO and you have requested a QECO statement, be sure to send the Board your **Letter of Intent**. If your LTO ends and you haven't sent in this letter before your last day of work, you will not receive the retroactive pay you deserve.

This could mean a loss of several thousand dollars that will haunt you through to retirement, because of the lower pension contributions. All this simply because you didn't fill in a single sheet of paper. Unfortunately, this happens every year to both occasional and contract teachers.

A fill-in-the-blanks Letter of Intent is available on the Board's website to make the process even easier. It can be found at www.tdsb.on.ca > Connected Teacher > Job Postings > Long Term Occasional > Letter of Intent.

ANNUAL GENERAL MEETING AND DINNER

Thursday, May 24, 2007

Holiday Inn Yorkdale

(See enclosed flyer for details)

Notification of Risk of Injury—Form 699A

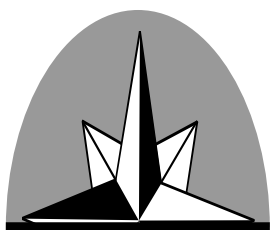
If you work with Special Education students with a history of violent, aggressive behaviour, you should be aware of the TDSB Operational Procedure PR.699SCH which can be found at: (http://www.tdsb.on.ca/_site/search.asp?searchtest=procedure%20699)

This Procedure provides guidelines to meet the safety/behavioural needs of students and the safety needs of staff. The document states that “Staff members involved with providing instruction and support to the student(s) have the right to know what behaviour can be expected and through **experience, qualifications and training**, how to apply the appropriate strategies to attend to the student.”

It is critical that occasional teachers are made aware of information regarding the violent, aggressive behaviour of identified students in their care and also with the Safety Plan for the relevant students. However, very few of our members have been trained in how to deal with these students. You may be asked to sign Form 699A *Notification of Risk of Injury*. Your signature indicates that you have been informed of:

- the risk of injury with respect to the student;
- the nature of the behavior that may present a risk of injury;
- The intervention strategies that are in place to prevent injury (Behaviour Support Plan);
- Expected employee response if this behavior occurs (Safety Plan);
- Incident reporting procedures.

Unless you have been provided with the appropriate training and the Principal has shared with you, in confidence, the information from the student’s Behaviour Support Plan and Safety Plan, we are advising members not to sign Form 699A.



**Renew your
College of
Teachers’
membership
by April 15th.**

Occasional
Teachers pay their
membership directly.
If you are not
invoiced by the
College please
contact the College
directly at
416 961-8800
or
www.oct.ca

TEL—How to Register, Step by Step

1. Visit: <http://tel.tdsb.on.ca> and login with your 6 digit employee number and given Password.
 - a. For those who have never logged on to TEL before, the default password is TDSB.
 - b. If you have logged in before but forgot your password, you must call the enterprise help desk at 416-395-help (4357) then press 5 to skip the prompts. There is currently no online way to reset your TEL account.
2. Once in the account, click on preferences on the left side menu bar (internet version).
3. At the top of the preference page is a link for your resume and change password.
4. Click on change password.
5. Type the old password followed by the new password then confirm.
6. Click on save (located on the top right corner of the page) .

Our Local maintains a read-only ‘bulletin board’ on TEL with regular messages on the latest developments affecting Elementary OT’s. As well, the Social Committee will be holding a few of coffee get-togethers with the information, including dates and locations, posted on TEL. (See the enclosed flyer.) To have the OT Conference icon appear on your TEL menu screen, email your request to marionmutton@ica.net.

Collective Bargaining Surveys Are Still Coming In

Many thanks to all the members who took the time to fill-in their survey. Your participation has provided us with a clearer understanding of the issues important to you. The data collected will also be used to help ETFO determine Provincial Bargaining Goals for Occasional Teachers.

TDSB Health Care Benefits

Occasional Teachers who work at least 90 days in this school year are entitled to purchase the employee benefits plan at 50% of cost in the following school year. Enrolment information will be sent to those who qualify, or have the potential to qualify, in May. **Your enrolment forms must be returned by June 30**, as per the collective agreement. This is the only point in the year when you have the option to enroll.

Details of the Benefits Plan are on the Board’s website mytdsb.on.ca when you log in through Connected Teacher >Employee Services >Benefits.

Members over age 65 need to be aware of some differences. Access to Group Life Insurance, available to retired contract teachers as part of their Benefit Plan at retirement, ends at age 65. This is not part of your benefit plan as an Occasional Teacher. Also after age 65, for the employee or their spouse, any drug claims must be made through the Ontario Drug Benefit Plan, as first payer, before submission to the TDSB Drug Plan.

Payroll Errors Continue—Count your Days and do the Math

Since the start of the new payroll system on Nov. 16th, Occasional Teacher pay has been plagued with errors. Members need to track their work and check each pay to confirm that they were paid correctly. We also advise members to track the number of days they have worked, in case there is a counting error. Effective September 2006, every day you work as a daily occasional teacher will count as experience for LTOs after September 1, 2008. Be sure that you receive all the credit you have earned.

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. All motions will be posted on the Local’s website www.etfo-torots.org by May 7th, 2007. Members interested in attending the Annual General Meeting can read the motions on-line prior to attending the meeting.

Local Executive 2007—2008

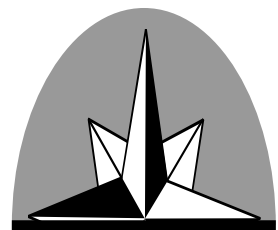
The following members have been acclaimed to positions on the 2007/2008 Local Executive and will take office on September 1, 2007.

President	Marion Mutton	
First Vice-President	Donna Chapman	
Second Vice-President	Elaine Salisbury	
Third Vice-President	Robert Fulford	
Treasurer	Marsha Rayman	
Secretary	Susan Monahan	
Executive at Large:	Judy Anderson	Greg Deitcher
	Julia Shatford	Pyara Sidhu

Excellent Schools Survey

This is the sixth year our Local has asked members to tell us about the great schools where they truly enjoy working. The Excellent Schools Award is not about perfectly behaved children or shiny new facilities. We need you to tell us about the schools that **are respecting our collective agreement**, as well as welcoming and supporting our members, so we can tell every occasional teacher about these excellent schools.

Surveys are due by **Friday, May 4th**. Let’s give those schools the acknowledgement they deserve.



Employee Assistance Program

The EAP is a free confidential service for TDSB employees that offers information, professional counselling, assistance and support, 24 hours a day.

Services
 English
 1-800-659-5388
 French
 1-800-363-3872
 TDD for the hearing impaired
 1-800-363-6270

To Continue our Dialogue on Teaching and Touch.

The front page article of the January newsletter cautioned members about the need to be very careful of touching students. The number of occasional teachers who are accused of “touching” a student continues to increase. You must keep a safe distance between yourself and your students. As we have said before, the only safe place for your hands are in your pockets.

Members responded to the original article with the question, “What about snowsuits, stuck zippers and boots? There are situations when we are going to ‘touch’ students as part of our work day.” Our best answer for these types of situations, is to ask permission, “Can I help you with your snowsuit?” or wait until the child approaches you for help. Repeat the child’s request so it is very clear that the child has asked for your help.

There are two other situations where you may have to use your hands but only with extreme caution. When either yourself or another student is in physical danger. Then you may have to intervene to prevent injury. You should not attempt to restrain any child. Immediately call the office and write down everything that happened including witnesses. Drop into the office at the end of the day to report the events to the Administrator.

If you are a victim of a violent incident, document and report the incident immediately. The TDSB has a Violent Incident Reporting Form which you should fill out.

Annual Renewal Letter and Defense Declaration

Each year, members are required to complete and submit by the due dates, these two forms in order to remain active as an Occasional Teacher for the following school year.

Failure to do so, will mean that you will be unable to work in the fall until these documents are processed, which can mean a few weeks or even months of lost work.

The Defense Declaration is an on-line process. The renewal letter has previously been a mailed in hard copy but may move to on-line this year. Expect a letter from the Board this spring providing the necessary details.

Message from your President:

Dear Colleagues.....

I’d like to take this opportunity to share with you some of our Local’s achievements.

Our Local will be featured in an upcoming issue of the ETFO Magazine – **Voice**. First VP Donna Chapman has raised the profile of our Local within our Provincial Organization so that we are now recognized as leaders in providing Professional Development.

Second VP Elaine Salisbury has now attained certification as a Trained Parliamentarian. Elaine has acted as shadow parliamentarian at a recent ETFO event and handled the task admirably.

I’d also like to acknowledge all the members who have volunteered in the Lt. Governors Book Drive, and spent their free days at the Moss Park Armoury sorting books. Executive members Rob Fulford and Donna Chapman were out there sorting books on the start-up day.

Finally, I’d like to say thank-you to all the members who “didn’t delay” in completing their Collective Bargaining Survey. We have already received a record number of responses. Surveys are still arriving daily with either the Board Courier or Canada Post.

Yours in Federation,

Marion

ETFO - Toronto Occasional Teachers

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First Vice-President	Donna Chapman
Second Vice-President	Elaine Salisbury
Third Vice-President	Todd Prescott
Treasurer	Marsha Rayman
Secretary	Susan Monahan
Executive at Large:	
Judy Anderson	Mourace Scott
Greg Dietcher	Julia Shatford
Rob Fulford	Pyara Sidhu
ETT Liaison:	
Peter Brickwood	Jennifer Brown

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