

Occasional Teachers



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**ACCESSING SCHOOL COMPUTERS:
BOARD EMPLOYEES CAN LOG ON TO
THE BOARD'S WEBSITE BY ENTERING
THEIR EMPLOYEE NUMBER AND PASS-
WORD (WHICH MUST BE CHANGED
EVERY 42 DAYS)**

January, 2007

Volume 9, Issue 2

THE DISPATCH

The Only Safe Place for your Hands—In Your Pockets.

Members who have been occasional teaching and reading the Dispatch Newsletter for a few years, will have heard this message many times. Unfortunately we can't seem to repeat it enough; no Occasional Teacher should ever touch a child. Please take this message to heart.

Allegations can happen to anyone. Virtually every teacher who is suspended pending an investigation starts out saying, "I never thought that this could happen to me." It can happen to anyone, no matter what their experience or intention. Allegations don't just happen because there was a tense situation where either the teacher or the student was upset. It can happen in any situation. The only common theme is that the teacher is alleged to have made physical contact with the child. Many of us touch students to demonstrate our kind and caring demeanor. This is a habit we must abandon. Times have changed and **there is absolutely no safe touch**. Although we are still there to help our students to achieve their best, we now have to do it from a safe distance.

If you are accused of professional misconduct, call our office or ETFO's provincial office at 416 962-3836 immediately. You should routinely observe the following precautions.

- ◆ Maintain a positive, professional attitude in all your dealings with students, no matter how difficult the student may be.
- ◆ Call the office for help before a problem escalates. Let them know that you are being pre-emptive and want to avoid a bigger problem.
- ◆ Never be alone with a student
- ◆ DO NOT TOUCH a child, any touch can be misconstrued.
- ◆ Leave a note for the returning teacher detailing any incidents that were of concern.
- ◆ Keep a copy of your notes and include the names of individuals who witnessed the incident.

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Reminders

- ◆ **January 26**—Elementary P.D. Day
- ◆ **February 16**—Board Wide P.D. Day—See P.D. Flyer
- ◆ **February 22**—General Meeting and Delegates Election at Armour Heights Public School
- ◆ **March 12–16**, Inclusive, Spring Break
- ◆ **March 30**—Elementary P.D. Day—See P.D. Flyer

Snow Days

Occasional Teachers are asked to call their local school to see if they are needed, provided they are able to get there safely.

GENERAL MEETING
Thursday, February 22, 2007
Armour Heights P.S.

5:00—7:30 p.m.
148 Wilson Avenue

Light Dinner from 4:30 p.m.
(See enclosed flyer for details)

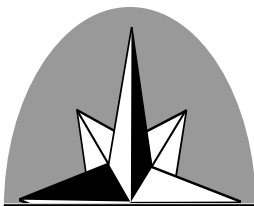
Occasional Teacher Evaluation Forms

Included in this mailing are copies of the newly developed occasional teacher evaluation forms for both daily and long term occasional teaching. Having recent, positive evaluations as part of your personnel file/application package is key to making the next step to either long term or contact teaching.

Even if you are not interested in a “career change”, you should consider asking Administrators, who knows you as a teacher who comes to their school regularly, if they would be willing to provide you with an evaluation. Having a positive evaluation in your file can be evidence of your fine qualities should there be a negative report sometime in the future.

Keep in mind that you need to be certain that the Administrator has confidence in you. Ask if they are comfortable in writing this evaluation. Do they have any concerns that you need to address first? There is no value to an evaluation that is less than positive.

Payroll Can Make Mistakes, Always Track Your Work



On November 16th, the Board switched to a new payroll system—SAP. You will have noticed the changes on your “Notification of Deposit” slip. The transition to the new system has had many challenges and mistakes are reported regularly. An Occasional Teacher’s pay is particularly prone to problems because you are not paid a regular salary.

You need to compare your record of the days you worked with **every** pay period. Your calendar has the pay date information on page 3. If you find that you are missing pay, call the school to confirm that they have approved payment, then phone the new Call Centre at **416 338-4747** to leave a message with payroll. If you are in an LTO, you can work out your daily rate of pay by checking your grid rate, found at the back of your collective agreement and dividing it by 194 (the number of school days in a school year). Compare this with your pay to see if it is correct.

We have become too complacent and assume that our pay is accurate simply because it was generated by a computer. Mistakes do happen and if you don’t find the error and report it, you will be missing the money.

Welcome New Executive Members

We are delighted to announce that we now have three new executive members. Greg Deitcher, Robert Fulford and Julia Shatford were introduced at our Fall General Meeting.

Executive members represent the diversity, interests, and concerns of Occasional Teachers. They are your voice at the Local’s monthly executive meetings.

The Call Centre

The Board has attempted to streamline services with the implementation of the new Call Centre. Previously you needed to call the various departments including dispatch, payroll and benefits. Now all calls are tracked through the Call Centre at 416 338-4747.

You need to identify yourself with your employee number and then follow the prompts to connect with each department. You may have to leave a message but your call will be answered in sequence. Hopefully the frustrations that initial users encountered have been solved.

Coming Soon!

LTO Postings

will open

at

9:00 a.m.

on Tuesdays

and close

at

12:00 noon

on Fridays

Federation Day, Friday, February 16, 2007

Each year, the Board and the Elementary Teachers of Toronto (our contract teacher colleagues) provide a joint Federation day as part of their collective agreement. Occasional Teachers who are in LTO positions on this day are expected to participate in the same professional development as the rest of the teaching staff at their school. ETT members will register for their workshop selection online through ETT’s website. Long Term Occasional Teachers can only register by fax. Look for registration information provided in either ETT staffroom postings, on the public portion of their website at: www.ett.on.ca or ask the school’s ETT steward for information.

Be sure to take a look at all the great Professional Development workshops being offered by our Local in the enclosed Professional Development flyer for that day and the rest of the winter term.

If You have a Job Number, You have a Job

We have had a number of members phone the office because they had picked up a late call, only to be told that the job was already filled either when they called the school or when they arrived at the job. Don't accept no for an answer and don't leave the school if you are already there. Explain that you have the job number and if there is some confusion, the school needs to call the dispatch department while you call your union for direction.

If the school has called in an emergency person, the occasional teacher must be employed and the emergency person sent home. If the school has called another Occasional Teacher directly, you should both be employed for the day at the school. However, if you choose to leave the school, you will have lost the chance to be paid.

The Board has an obligation to make every effort to have a fully qualified teacher in every classroom. The Dispatch System will continue to call for an occasional teacher even when the children have already entered the class. However, if you are considering accepting a late call, you should be ready to fly out the door as soon as you hang up the phone. You should also consider distance and travel time. If you live in Pickering and the job is in Etobicoke, leave that job for someone who lives closer.

Nominations for 2007 –2008 Local Executive

Once again, it is time for us to seek nominations from those members interested in serving on next year's Local Executive. Nomination forms are enclosed with this newsletter. Please read over the description of each Executive position and ensure that both the person nominated and the nominator are eligible to submit the nomination form.

The nomination form must be sent directly to the Elections Officer, by Canada Post only and must be received by the deadline on the nomination form. The Elections Officer will confirm receipt of the form by email or phone. Each candidate has the opportunity to include, with the nomination form, a candidate profile of up to 200 words. These profiles will be included with the mail-in ballot sent to each member.

Eligible candidates will be introduced to the membership attending the General Meeting on February 22, 2007.

Election of Delegates to ETFO Provincial Annual Meeting



The Annual Meeting of the Elementary Teachers' Federation will be held at the Westin Harbour Castle Hotel from August 13 to 16, 2007. This year's meeting should be particularly interesting as we will be participating in the election of our new Provincial Executive. We will be working hard to campaign for candidates who understand the issues important to occasional teachers. Hopefully we will continue to have Occasional Teachers hold office on ETFO's executive team.

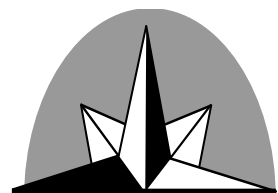
We are the largest Occasional Teacher Local in the Province. Because of our increased size, we are now allowed 12 delegate positions at the Annual Meeting. Our constitution guarantees delegate status for both the Local President and First Vice-President.

If you are interested in running for one of the 10 open delegate positions, please advise our office no later than 4:00 pm. Friday, February 16th. Your name will be printed on a ballot and voting will take place at the February General Meeting. Before the vote, each delegate will have the opportunity to address the members for up to two minutes.

Local Motions to the ETFO Provincial Annual Meeting

The ETFO annual meeting provides every local the opportunity to bring forward motions to influence the direction, goals and fiscal commitments of our Provincial body for the next year. Motions are brought forward and debated on the floor to test the language and the intention of the motion.

The first step in the process, requires that any motion to the annual meeting be approved by the Local's membership at a general meeting. If you have a motion you would like to bring forward, please submit it in writing to the Local by 4:00 pm. Friday, February 16th.



Letter of Intent

If you are currently in an LTO and waiting for a QECO rating, you must send in a "Letter of Intent" before the end of your LTO, stating that you have made the request. This letter has to be on file prior to the end of your LTO for you to receive your proper category pay should the LTO end before QECO provides your new rating.

A form letter is available on the Boards Website, under LTO Job Postings.

Health and Safety—Be Aware and Report

You may have noticed the mini Health and Safety messages included on your pay stub intended to raise employee health and safety awareness. Accidents, injuries and concerns happen on the job. Be aware, be alert and be cautious.

There are three separate forms you need to be aware of and fill out if necessary, *Employee's Report of Accident and Injury*, *Violent Incident Reporting Form*, and the *Health and Safety Concern Form*. These forms should be available in the staffroom, from the Principal, or directly from the Board's website. We also suggest that when you fill out an *Employee Report of Accident/Injury Form*, or a *Violent Incident Reporting Form*, you should also fill out the Workplace Safety and Insurance Board (WSIB) *Worker's Exposure Incident Form* available at: www.wsib.on.ca. This form provides for long term tracking in the event that a worker develops symptoms of a related health issue at a much later date.

Legislation to End Mandatory Retirement Passes

Bill 211, the legislation that proposed ending mandatory retirement at age 65 took effect on December 12, 2006. Allowing teachers to continue past age 65 means that those who are still energized by the classroom challenges will be able to continue their chosen career and exit when they are ready as opposed to an arbitrary date. However, employers—including school boards may move toward increased performance management and monitoring for employees of every age due to this change in law.

Ontario College of Teachers Fees—2007

Annual fees are due to the College by April 15, 2007. Occasional Teachers are responsible for paying their fees directly. There is no payroll deduction option. If you have recently moved, contact the College to provide your new mailing address. If you do not pay your fees by the deadline, the Board will remove you from the list. Any days worked after April 15th will be paid at the "emergency person" rate.

Changes to Family Medical Leave—E.I. Compassionate Care Benefits

The definition of "eligible family" as established in the Family Medical Leave legislation of 2004 has recently been expanded. Employment Insurance benefits can be accessed while providing care and support to a gravely ill family member with significant risk of death in 26 weeks. Go to www.servicecanada.gc.ca for complete information.

Message from your President:

Dear Colleagues.....

It's hard to believe but we are already preparing for the next round of negotiations. We have been vigilantly enforcing our collective agreement through the grievance process and ongoing dialogue with the Board. We keep the Board on notice that we are aware of what is going on in the schools because our members inform us of any infringement, irregularity or injustice they experience. You are the eyes and ears of the organization.

The Collective Bargaining process begins with a survey of the entire membership. You will be asked questions about your present satisfaction, and asked to identify and rank potential improvements to our collective agreement. We'd like you to start thinking about this now.

You will be mailed a Collective Bargaining Survey this spring. Please take the time to fill it out. It is the easiest way to have your voice heard and to exercise your right to participate in the bargaining process.

Yours in Federation,

Marion

ETFO - Toronto Occasional Teachers

President	Marion Mutton
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	Pyara Sidhu
Greg Deitcher	Mourace Scott
Robert Fulford	Julia Shatford
ETT Liaison:	
Peter Brickwood	Bonnie Gross

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