



The OT Update

January 2021



Message from your 2020-2021 Local Executive

The 20-21 school year has been unlike any that we have experienced before. Occasional Teacher members have had to adjust and be even more flexible, diligent and responsive than ever before to reflect the current circumstances. YOUR Local Executive team thanks YOU for the high quality of teaching YOU provide to TDSB elementary students both in person and virtually.

We have full confidence that Occasional Teacher members will continue to effectively and responsibly carry out their professional obligations. To that effect, YOUR Local Executive team will continue to advocate for and assist all its members in every possible way.

Your 20-21 Local Executive Team

President:	Rob Fulford	robfulford@ica.net
First Vice-President	Sophie Kroesen	sophiekroesen@ica.net
Second Vice-President	Marisa Gallippi	marisagallippi@ica.net
Treasurer	Gail James	gailjames@ica.net
Secretary	Rinat Evron	
Executive Members (7)	Greg Deitcher, Lisa DeSantis, Fletcher Jerome, Chris Loben Scott Maudsley, Jeishan Rajakulasingam, Alice Zywiol	

2021 ETFO Annual Meeting: Do you want to be a Delegate?

The ETFO Annual Meeting takes place **August 16-19, 2021** at the Westin Harbour Castle in Toronto. Delegates at this meeting elect the provincial ETFO Executive: discuss and vote on the priorities of the organization and constitutional motions; approve the ETFO provincial budget and fees; and, fulfill a variety of responsibilities necessary for the operation of ETFO. It is key to maintaining and building a vibrant, democratic, and organized union as well as setting the direction for our collective vision.

The Toronto OT Local will elect thirteen delegates at the Local's February 25, 2021 General Meeting as per the Local's Constitution. Candidates address members in attendance at the meeting and voting occurs by secret ballot immediately after all speeches. Candidates interested in having their name on the ballot for the 2021 ETFO Annual Meeting Delegate election must **email** the Local's Elections Officer at **ybdacy@ett.on.ca** by **Friday, February 19, 2021 at 4 p.m.** Please indicate ETFO AM Delegate along with your name and TDSB employee number.

For additional information and details on the 2021 ETFO Annual Meeting and the selection of delegates, please check the Local's website under the tab Elections > ETFO AM Delegate Election in the upper right section of the home page.

ETFO-Toronto Occasional Teachers Local' Local– Putting "You" in Your Union
www.etto-torots.org

Communication with Members – Your Way, Your Choice

Your Executive wants to offer members the ability to receive communication from their union Local in the way that best suits their individual needs. If you wish to receive your updates and communication by email from **communication@ica.net**, please send an **email** with the subject **"Electronic"** and provide a non-TDSB email address that you check on a regular basis. Please send your request to **communication@ica.net** or you may also leave a voicemail message at **416-227-1866** to indicate your communication preference. If you wish to continue to receive things in printed form via Canada Post nothing is required on your part.

2021 ETFO membership sticker/Edvantage card

The ETFO membership sticker for 2021 to put on your ETFO membership/Edvantage card was included in the Winter issue of ETFO's VOICE magazine. If you have opted to receive this magazine electronically, you may not have received the sticker. To request a 2021 sticker, please email your Local at **localdocs@ica.net** and include your TDSB employee number.

Get Involved in Your Local's Committees

Members are encouraged to apply for positions on their Local's committees. It is a great way to learn a bit more about your Local's structure and operations. For a list and description of the Local's committees, please check the Local's website under the tab About > Join A Local Committee. Please email your local at **committees@ica.net** to join a 20-21 committee.

Health and Safety School Inspection Training

Your Local is looking for members interested in taking part in the training provided by the TDSB Occupational Health and Safety department. Once you have completed this training, you are certified to act as a health and safety inspector for TDSB schools.

You will be an alternate for full-time TDSB health and safety inspectors when they are not available for school health and safety inspections. This is not a full-time position and the amount of work you receive as an alternate inspector may vary. Generally, you will work a few days per month.

Health and Safety Inspectors are paid at their Occasional Teacher daily rate of pay and paid a half or full-day for attendance at training, inspections, meetings, and other activities approved by the TDSB Occupational Health and Safety department. If you are interested in this training please email **localdocs@ica.net** by January 20, 2021.

TDSB Occasional Teacher Pay Update

Any TDSB Elementary Occasional Teacher who taught between Sep. 1, 2019 to Nov. 13, 2020 received a TDSB pay statement on Dec. 10, 2020 including a record of retroactive pay. This was a result of negotiated pay increases of 1% for ETFO members effective Sep 1, 2019 and Sep. 1, 2020. Below are the new TDSB elementary OT per diem pay rates for Short Term/Daily OTs for the 20-21 school year. The Long Term OTs salary grid should be available soon from the TDSB.

0-100 lifetime days taught as a TDSB elementary OT = \$231.02

100+ lifetime days taught as a TDSB elementary OT = \$254.19

Sick Leave and Miscellaneous Days for Long Term Occasional Teachers

All LTO Teachers should be aware of their **Sick Leave entitlement**. This includes at least one paid Sick Leave Day at 100% of your LTO rate and twelve Short Term Sick Leave Days at 90% of your LTO rate for each completed calendar month of an LTO assignment (see page 12 of your Collective Agreement). LTOs also have access to five **Miscellaneous Leave Days** (not deducted from sick leave) per school year, with Board approval. These five days can be used in **any combination** but **ONLY** for the following four reasons: **Bereavement Leave, Court Appearances, Examination and Graduation, and Religious Holy Days** (see page 43 of your Collective Agreement). Please remember that LTOs and Permanent Contract Teachers do not have the same Miscellaneous Leave provisions in their respective collective agreements. An LTO who uses the incorrect code for an absence may have that absence changed to an unpaid day.

LTO and Contract Hiring Guidelines

The TDSB and the Ministry of Education in conjunction with the ETFO Occasional Teachers' Local, are currently looking at the entire hiring process with the repeal of Regulation 274 in October 2020. Until a new hiring process is in place an interim policy for school board hiring practices from the Ministry of Education is intended to provide school boards with guidance on the hiring process. The link to the interim policy is currently posted on the TDSBWeb LTO job postings page.

Donations to Children's Charities

At the Local's December 9, 2020 Annual Meeting the membership approved a budgeted amount of \$15 000 in the 20-21 fiscal year budget for donations to local children's charities. In the 19-20 school year, your Executive distributed the budgeted amount equally among the following charities; Breakfast Club of Canada, Camp Oochigeas, Justice for Children and Youth, Nanny Angel Network, Pinball Clemons Foundation, Toronto Foundation for Student Success, Word Play, and Youth Assisting Youth.

Your 20-21 Executive would love members input and suggestions on the children's charities that you wish to support this school year. Please email **communication@ica.net** by **February 17, 2021** or leave a voicemail at **416-227-1866** with the name of the children's charity you would like our Local to support. Your Executive will be selecting the organizations and the amounts to be donated at its February 18 Executive meeting.

Professional Learning Rebates from your Local

At the Local's December 9, 2020 Annual Meeting the membership approved a budgeted amount of \$45 000 in the 20-21 fiscal year budget for rebates to members upon the completion of any self-directed professional learning. Members are eligible for up to \$200 per school year to help support your professional growth as an educator. For complete details on how to apply for the funding, please check the Local's website under the tab Documents - Forms in the upper right section of the home page. Your Executive will be reviewing applications already received for the 20-21 school year on January 28, 2021 and notifying members of their status by email shortly afterwards.

December 9, 2020 Annual Meeting - Approved 20-21 Fiscal Year Budget

At the Local's December 9, 2020 Annual Meeting the membership approved the following budget lines, with a projected net income of **-\$8 100**, for the Local's 20-21 fiscal year budget (July 1, 2020 to June 30, 2021). A complete breakdown of budget information is provided to all members at Local membership meetings. The budget information for the Local's 20-21 fiscal year was sent electronically to all members who registered via email for the December 9, 2020 Annual Meeting. If you have any questions about the operations of your Union Local please feel free to contact your Released Officers any time.

INCOME BUDGET LINES

ETFO Fee Rebates
 ETFO Program Funding
 Interest
 Local levy
 Release Time Extra Days
 Release Time President
 TDSB Professional Learning Funds

EXPENSE BUDGET LINES

Accounting
 Bank Charge
 Calendar
 Children's Charities
 Committees
 Communication
 Dependent Care
 Election
 Equity and Social Justice Committee
 Executive Expenses
 Executive Honoraria
 Fellowship
 Furniture
 Health and Safety
 Insurance
 IT Support
 Legal
 Meetings-ETFO Annual Meeting
 Meetings-Local Annual Meeting
 Meetings-Fall/Winter General
 Meetings-Monthly Executive
 Meetings-Other
 Member Involvement Committee
 Membership Recognition
 Negotiations/Grievances
 Office Equipment
 Office Occupancy
 Office Supplies
 Political Action
 Professional Learning Committee
 Professional Learning Rebates
 Public Relations
 Release Time (daily)
 Released Officers
 Social Committee
 Status of Women Committee
 Travel
 Website

Allegations toward Occasional Teachers - PR 560

Unfortunately allegations occur to Occasional Teachers far more than are warranted. The TDSB guidelines in dealing with an allegation are dealt with under the TDSB's PR560 protocol. Step one involves the school informing the OT to contact their union local and notifying the TPS (Toronto Police Services) and the CAS (Children's Aid Society) of the allegation. Those two parties have to notify the TDSB and the school that they are not going to investigate the allegation before the school can begin their follow up on the allegation. It is very rare that the TPS or the CAS pursue any action on allegations. However, until they notify the school that they have closed the matter you are blocked on the SFE system from accepting any work in the TDSB. The following notification will be posted at the top of your SFE profile page once you log in: **"Your personnel record contains an expiration date that prevents you from being assigned to jobs."**

Once the TPS and the CAS notify the school that they are not investigating or have completed their investigation you will be unblocked on the SFE system, the notification removed, and you will be able to work anywhere in the TDSB other than at the school where the allegation occurred. At that point, the school begins their follow up on the allegation. You will be contacted and given the opportunity to meet with the school administration regarding the allegation. This is called an Opportunity-to-Respond Meeting. You have the right to have a union representative with you at this meeting. At the meeting, you will be asked some questions regarding the allegation to determine if the allegation is "substantiated" or "unsubstantiated". The meeting will likely be about 15-20 minutes long. After that meeting the school then takes the information you provided, along with any other information it has gathered during its follow up, and consults with Employee Services as to what the outcome should be ("substantiated" or "unsubstantiated"). You are then provided with that information at an Outcome Meeting scheduled shortly after the Opportunity-to-Respond Meeting.

If you have an allegation made toward you, contact your Union Local as soon as possible so they can assist you and follow up with the school immediately on this process.

Motions to the 2021 ETFO Annual Meeting

The ETFO Annual Meeting provides locals with the opportunity to bring forward motions to influence the direction, goals, and fiscal commitments of the ETFO organization. For a motion to be published in the ETFO Annual Meeting motion booklet, it must be approved by a Local's membership at a General Meeting prior to March 1, 2021. If you have a motion you would like to submit to the ETFO Annual Meeting, please **email** the Local's Elections Officer at **ybdacy@ett.on.ca** by **Friday, February 19, 2021 at 4 p.m.** Please indicate **2021 ETFO AM motion** along with your **name** and **TDSB employee number**.

ETFO Provincial Standing Committees for 2021-2023

ETFO has thirty provincial standing committees in a wide range of areas. Involvement in these committees will provide you with the opportunity to share your expertise with other teachers from across the province and become a voice on federation issues. These committees have a two-year term length and meet twice a year. **The deadline for applications for the 2021-2023 term is March 1, 2021.** For additional details and information about these committees go to www.etfo.ca > About ETFO > Standing Committees.

Election of Your 2021-2022 Local Executive

Do you want to be part of the elected team that helps steer the decision-making process of your union local? If so, you are encouraged to submit a nomination form. The nomination form is available on the local's website under the tab Elections > ETFO Toronto OT Local Executive Election in the upper right section of the home page. This form lists the expectations and responsibilities for each position on the local executive. All positions are a one-year term as per the local's Constitution.

As per the local's Constitution, Article IX, Section 3, 9.3.1 - Elections for members of the executive shall be conducted by electronic ballot no later than two (2) weeks prior to the local annual meeting which is on May 27, 2021. Below is the projected timeline of the executive election process.

Jan 18, 2021: Nominations open, nomination form is posted on the local's website

Feb 18, 2021: Nominations close

Feb 22, 2021: Campaign period opens and Candidate names posted on Local's website

Feb 25, 2021: Candidates are introduced at the Winter General Meeting

Mar 23, 2021: Deadline for candidates to submit a one page 8.5 x 11 inch profile/flyer

Mar 25, 2021: Candidate's profile/flyer are posted on the local's website

Apr 20, 2021: On-line electronic balloting opens

May 5, 2021: On-line electronic balloting closes

May 11, 2021: Election results are posted on the local's website

May 27, 2021: Incoming executive introduced at the Annual Meeting

Occasional Teachers interested in having their name on the ballot for the 2021-2022 local executive election must **email** a completed nomination form to the local's Elections Officer at **ybdacy@ett.on.ca** or **mail a completed form to the address listed on the form**. It must be received by **4:00 p.m. on February 18, 2020** as indicated on the nomination form. The nomination form can be downloaded from the local's website at www.ett-torots.org. It is posted under the tab Elections > Executive Election in the upper right section of the home page.

COMING SOON!

ALL MEMBER 2021 VIRTUAL WINTER GENERAL MEETING

Thursday, February 25, 2021 from 5:00 - 8:00 PM via ZOOM Communication

A device with an internet connection, microphone and speakers is required to participate fully in this online meeting. To receive the confidential log-in link and attend the 2021 virtual winter General Meeting, you must **email** your name and TDSB employee number to **events@ica.net** by **4pm on February 23, 2021**.

The confidential log-in link, for the ZOOM Communication format, will be **emailed by 9pm on February 23, 2021** to the email address members used to register their attendance for the meeting.

To view the complete meeting agenda and timeline, please check the Local's website under the tab Events > Meetings in the upper right section of the home page.