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**April
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OT NEWSLETTER

2015 - 2016 OCEOTA Executive

David Wildman, President
Pat Dixon, Vice-President
Krissy Mayer-Craigie, Secretary
Anik Mackey, Treasurer

Members-at-Large: **Kimberley Bernier, Jen Neill, Cathy Reid**

Executive Assistant to the President: **Katharine Fitzpatrick**

Future Events

- April 23 OCEOTA Social Event: Clothing Swap
- May 4 OCEOTA Annual General Meeting
- May 11 OCEOTA Social Event: Surprise Read-Aloud Book Exchange
- May 23 Victoria Day
- June 1 OSSTF/OCEOTA Year End Party
- June 9 Vacancy List Posted
- June 10 PA Day - Report Card Writing
- June 15 Staffing of 1.0 LTOs & Permanent Jobs
- June 30 Last Day of School!

OT Newsletters are mailed to you in Sept/Oct and April.

All other issues are posted on the OCEOTA GEM Conference, staffroom bulletin boards and our Website: www.oceota.com

Ottawa Carleton Elementary Occasional Teachers' Association

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**ETFO Protective Services
1-888-838-3836**

From the President's Desk David Wildman



The April newsletter always includes information about the OCEOTA AGM. I hope every member attends this meeting to participate in the business decisions of your Union. Members have a right to have input into the decisions taken on their behalf, and a voice in the amount of our fees and how fees are spent. You can put your name forward to run for the new executive. Information on the responsibilities of each office have been posted on the website.

Don't leave the election of your representatives to others. If you are named in an allegation, your performance is under review, you are to attend a disciplinary meeting, your pay is incorrect or you need representation on any issue, you need responsive, knowledgeable representation. Cast your ballot at the AGM when we elect a new executive.

Besides AGM business, there are other issues of interest to members at this time of year. Please remember the deadline for paying OCT fees was April 15. If you did not pay, you will be suspended by the College and will not be allowed to teach for the OCDSB until you are reinstated as a member in good standing by paying the fee for 2016 and the reinstatement charge. You also must not forget to complete your offence declaration. That will pop up when you check your May pay stub, on employee inquiry on the Board's website.

We now have two new Joint Bd/Union Committees. The EasyConnect Committee is reviewing the effectiveness of the call out system and will recommend improvements. We have negotiated some paid PD for next year and have just attended the first meeting of the Joint Bd/Union PD Committee.

One member concern is the LTO List approval process and the difficulty in getting two references. Others concerns are the lack of fair access to enough work for OTs to pay their bills, manual filling of assignments by principals, and the length of the approved lists. These issues force many members to work elsewhere. It is our goal that no OT be forced into holding additional jobs. With the help of members reporting issues, we are making improvements. Your calls to OCEOTA are part of the solution to better working conditions.



Board Disciplinary Process for OTS

Principals do report concerns they have heard about or have observed to HR.

We advise members to be professional in every detail of their work and to keep records.

We advise members to arrive 30 minutes before the start of an assignment. When you sign in, make sure to include your arrival and departure times. This will be important, if you have to prove you were punctual or when you are not paid for your whole assignment. Other concerns being reported to HR about OCEOTA members involve being on time for supervision duty, leaving a student or a small group unattended, not following the day plan or losing control of the class. If that happens, make sure that you call for principal assistance before it is reported by others. The earlier you address any challenges to your authority the better.

Please leave a note explaining which lessons were not completed and why, which lessons were challenging for students and which went well. You do have a right to modify the plan for pedagogical reasons, resources not available, no time to organize, students were not understanding the work or didn't have the books they needed, CD would not play, etc. The teacher has a right to know where you left off so they can determine what to do as a follow up to your lesson. Keep a copy of the note.

Make expectations reasonable. Communicate them clearly to the class. Treat the children with respect but be firm. It is your class. You make the decisions. If a child is defiant, uncooperative, disruptive, disrespectful, give them some individual attention. If they do not respond, involve the Principal. You cannot accept challenges to your authority or refusal to follow your instructions. Remain cool and calm and contact the office. The principal has a responsibility to deal with this. Keep notes for yourself on any issues, so if there is a complaint at a later date about how you handled a situation, you will be able to refresh your memory. Any confrontation with a student that seems to be resolved at the time can come back later as an allegation, with a slightly different spin on it.

When invited to a disciplinary meeting in the school or at the Board office, contact the Union for advice before you agree to meet. If a principal meeting seems to become disciplinary or makes you uncomfortable, you have the right to say, "I am feeling uncomfortable. We can meet again when I have representation. Thank you". Then leave. Call OCEOTA. DO NOT REPRESENT YOURSELF.



And the winner is...

OCEOTA PL Conference Day:

Ruth Lee, Jennifer Iverson and Lia Maria Talia each received an OCEOTA mug and a \$10 Starbucks gift card!

EasyConnect Survey:

The lucky winner of the draw for \$100.00 is Jillian Ade. CONGRATULATIONS!

Thank you to all of the members who completed the Call Out System questionnaire. The information will be helpful during our discussions with the Board.

OC ETFO PD Day Draw:

A \$10 Starbucks gift card is being enjoyed by Ginger Lafave, Sally Rogers and Michelle Wright.

Purging Rules for 2015-2016

For the 2015-16 school year only, the purging period, as written in the new Collective Agreement Part B Local, states:



- (a) (i) An Occasional Teacher will be removed from the list if the Occasional Teacher has not worked **ten (10) assignments from May 1, 2015 to June 15, 2016.**
- (b) Purging requirements for Occasional Teachers hired **within the school year will be prorated.**

We negotiated a longer purging period for this year only due to the lack of work during the fall WTR.

Please note, even if you are worried that you are not close to ten (10) assignments, remember that you still have between 40 and 48 days to accept assignments. The length of the assignment does not matter. Check the Job Board regularly if you are not getting frequent calls from your approved schools.

5th Annual PL Conference

This year, the conference was held at Confederation EC on the January 22nd PD Day. Sixty-seven enthusiastic participants took part in the day. It was a huge success with excellent speakers/presenters, great yummy food, and Topics included a President, David financial Planning, classroom man- networking opportunities, loot bags to boot! plenary session with our Wildman, H&S, OTIP – Fi- Professional Boundaries, agement, interactive technology, Google drive & calendar, numeracy, mobile technology, current practices in French and literacy.



A big THANK YOU to Chair Cathy Reid, committee member Krissy Mayer-Craigie and president's assistant Katharine Fitzpatrick for all of their hard work.



Leaves

Unpaid Leave: Daily OTs notify HR for personal unpaid leave if you will be unavailable 2 months or longer. Inform the Board if it is for compassionate or medical reasons. This will help to reduce the chances of purging.

Maternity Leave: Inform the Board of your due date and ask for the appropriate forms and an ROE for EI purposes. LTOs now get up to 8 weeks of full pay.

LTO Leave: Fill out from 138 Elementary LTO – Leave.

Personal Leave: Please get Federation advice before requesting personal leave.



American Income Life

All members have a \$4000 Death & Dismemberment Policy with AIL. You will receive information in the mail shortly. Put the AIL letter in your estate files so if anything happens to you, your executor will have this. Members who wish to name a beneficiary can return the beneficiary card. If you do so, an agent will call for a time to drop off your policy and see if you want any additional coverage. There is no obligation to buy insurance. AIL only has your contact info if you return the card.

OTIP

Planning on renewing your Home Auto Ins? Get a quote from Ontario Teachers' Insurance Plan, owned by Ontario teachers. No advertising costs. Profits returned to locals.

Why do you need a Life Plan?



are expected to die from cancer.



are not expected to live past the age of 65

AND
YET...



households would face financial struggle if the primary earner were to pass away

Visit otip.com/YourPlan to learn how you can quickly and easily set up LifePlan insurance.

Some EasyConnect Concerns Raised by Members

- ⇒ Not having fair access to work due to manual over-rides, absences not being entered in a timely fashion and not following the order of call.
- ⇒ Not being able to work regularly in your approved schools because the lists are too long and the order of call is not respected.
- ⇒ Job Board: jobs appear and are taken by OTs not on the approved list when calling has not been completed.
- ⇒ Job Board: open all night so we have members getting up during the night to compete for work.
- ⇒ Job Board postings outside of the agreed upon times with calls not going out to approved school OTs.
- ⇒ Manual fills for the admin designate in a school means that one OT has preferred hiring status for all of that teacher's absences...unfair and no process for getting this preferred status.
- ⇒ French calls, to English only OTs which are refused, moves that OT down in the calling order.
- ⇒ French OTs are not getting calls for French at 5:00pm and therefore are accepting English positions in order to make sure they have work.
- ⇒ Over-riding a call in progress so that the OTs listening to the job offer can't accept it because it is suddenly unavailable.
- ⇒ Not knowing the %age of the job so that you can refuse small jobs or not knowing if a second assignment will put you over 1.0 with no additional pay.
- ⇒ No allowance for travel time so that you can't accept a second same day assignment.

OCEOTA Annual General Meeting



Every OCEOTA member is invited to attend!

Where: Confederation EC: 1645 Woodroffe Ave., Nepean

When: Wednesday, May 4, 2016 5:00-7:00pm

All OTs, daily and LTO, are responsible for:



- ✓ electing their Executive;
- ✓ approving the Budget for 2016-17;
- ✓ electing delegates to the ETFO AM;
- ✓ determining Constitutional changes;
- ✓ accepting Committee Reports;
- ✓ voicing concerns & asking questions.

For further information and registration visit
www.oceota.com or the OCEOTA Conference on GEM

Light refreshments will be served at 4:30pm.

