

# **Quick Links for OTs**

## **1. Ottawa Carleton Elementary Occasional Teachers' Association**

- ⇒ [www.oceota.com](http://www.oceota.com)
  - **Make sure to register at [oceotapres@gmail.com](mailto:oceotapres@gmail.com) to receive confidential emails from your president; you must have a non-ocdsb email address**
  - **Access your Collective Agreement**
- ⇒ GEM: OCEOTA Conference
- ⇒  [OCEOTA@ETFO\\_OCEOTA](mailto:OCEOTA@ETFO_OCEOTA)
- ⇒  OCEOTA

## **2. Ottawa-Carleton District School Board**

- ⇒ Email: first name.lastname@ocdsb.ca
- ⇒ Groups: Occupational Health & Safety Conference & Joint Health & Safety Conference
- ⇒ [www.ocdsb.ca](http://www.ocdsb.ca)
- ⇒ Pay Stubs found within: [www.ocdsb.ca](http://www.ocdsb.ca) > STAFF PORTAL > Sign in with google > Employee Inquiry
- ⇒ [www.applytoeducation.com](http://www.applytoeducation.com)

## **3. ETFO**

- ⇒ [www.etfo.ca](http://www.etfo.ca)
- ⇒ [www.etfocb.ca](http://www.etfocb.ca) (Collective Bargaining)
- ⇒ <http://etfo-ots.net/>
  - resources specifically for OTs

## **Who Should I Call?**

**OCEOTA Office:** 150-1150 Morrison Dr, Ottawa K2H 8S9 Office line 613-221-9135

General Inquiries: Katharine Fitzpatrick (Office Administrator)

Grievances: Pat Dixon (President)

Harassment: Pat Dixon (President)

Collective Bargaining: David Wildman (Chief Negotiator)

EasyConnect: Jamieson Dyer (VP)

Professional Learning Funding: Rachel Andrusek (2<sup>nd</sup> VP)

WSIB: Jamieson Dyer (VP)

Other Concerns: Pat Dixon (President)

**OCDSB:** 133 Greenbank Rd, Nepean ON K2H 6L3 613-596-8211

Human Resources for OTs: [otlistelementary@ocdsb.ca](mailto:otlistelementary@ocdsb.ca)

Hotline/Business & Learning Technologies: 613-596-8273

**ETFO:** 136 Isabella St., Toronto ON M4Y 0B5 After hours emergencies: PRS 1-888-838-3836

## ***Top Ten Tips for Occasional Teachers***

Occasional teaching is challenging (but rewarding!) even at the best of times. The more we support each other and are aware of potential issues and how to deal with them, the better it is for all of us. The following are offered to ensure the best possible working environment for all:

1. Follow and promote defensive teaching practices at all times. As occasional teachers we can be particularly vulnerable to false allegations by students.
2. Know the protocol regarding allegations – you may call ETFO, 1-888-838-3836, and ask for the PRS on call person if any allegation is made against you or you may call OCEOTA, 613-221-9135.
3. If school administration asks to meet with you, inform them that you would like to know the nature of the meeting. You may wish to request union representation. It is advantageous to approach this diplomatically and collegially to ensure you are not escalating the principal's initial intent. While it is always best to contact your union first, ensure that you do contact your local after such a meeting. If you are in a meeting and it appears that you are being disciplined/reprimanded, stand up and say, "I don't feel comfortable. We can meet again after I contact my Union." The principal is required to accept that statement and end the meeting.
4. a) If you receive any letter of concern or teacher appraisal that is troubling, contact your Local office at 613-221-9135.  
b) If you request a TPA and the Principal has concerns or if the Principal suggests you need a TPA, contact OCEOTA.
5. Support your colleagues who may be having personal or professional challenges. Encourage them to contact their local for support or advice.
6. Keep in touch with fellow occasional teachers in the workplace. Promote ETFO activities and information – particularly programs that may assist in managing your demanding job.
7. Know your rights around health and safety issues. The Occupational Health and Safety Act is posted in the workplace on the H&S board in the staffroom. You are obligated by law to fill out and hand in accident forms, and Workplace Violent Incident Form 733 online via the OCDSB website.
8. Promote professionalism! If you hear inappropriate conversations regarding colleagues, encourage the person to speak directly to the individual rather than express the concern in the staff room or in other inappropriate ways. Remember to read the OCT Standards of Practice and the ETFO Code of Conduct.
9. Encourage members to call the local office if they are trying to address concerns with an administrator, colleague or other personnel in the workplace.
10. Encourage occasional teacher colleagues experiencing health/accommodation issues to contact the local office – there are alternatives and supports that Boards are required to provide depending on the circumstances.