

LETTER OF UNDERSTANDING

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY  
OCCASIONAL TEACHERS' ASSOCIATION

**JOINT COMMITTEE RE: CALL OUT PROCESS**

1. The parties agree to establish a joint committee to review the effectiveness of the current call out process.
2. The committee shall include up to three (3) representatives from the Local and up to three (3) representatives from the Employer. Either party may invite additional resources as required. The Employer will provide release time for two (2) OCEOTA members.
3. The committee shall meet once annually. One additional meeting may be scheduled by mutual agreement by the parties.
4. Meetings of the committee shall be scheduled to commence within thirty (30) days of the ratification of the tentative agreement.

Renewal signed in the City of Ottawa this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

THE OTTAWA-CARLETON DISTRICT  
SCHOOL BOARD

THE OTTAWA CARLETON ELEMENTARY  
OCCASIONAL TEACHERS' ASSOCIATION

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
President, OCEOTA

\_\_\_\_\_  
Director of Education/Secretary of the Board

\_\_\_\_\_  
Negotiator

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**DESIGNATED OCCASIONAL TEACHER**

The parties recognize that the designate occasional teacher (DOT) position may be discontinued at the discretion of the Employer.

The parties further agree to meet once annually to review and discuss the DOT position as established by the Employer. This meeting will occur prior to May 1 of the preceding school year. Up to two (2) members from OCEOTA and two (2) members of the Employer can attend the meeting. One additional meeting may be scheduled by mutual agreement by the parties.

Signed in the City of Ottawa this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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**PAY FOR ASSIGNMENTS**

Pursuant to Article L14, the Employer shall endeavour to ensure that Occasional Teachers are paid for all assignments worked by the second pay in July.

Related concerns will be raised through the Consultation Committee.

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**EI HOURS**

Effective September 1, 2009, it is understood and agreed by the parties that subject to Human Resources and Skills Development Canada Federal Department (HRSD) rules, the daily hours of work for a full day assignment for EI reporting purposes, shall be recognized as 8.

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**MEMBER DATA**

In addition to the data provided to the Union under Article L4, the OCDSB shall provide access to an electronic self-service report to a representative of the Union. The Employer will endeavour to provide the following fields to the Union:

Employees' name, address, Board email, the Ministry Identification Number (MIDENT) for LTOs only, OCT Number, salary, Departure Code (Active/Terminate/Retired), FTE status for LTOs only, Position for LTOs only, Member Leave Status (Reason Code), salary for the period, the amounts deducted (dues and levy), phone number, location for LTOs only, location number for LTOs only, and step for LTOs only.

The Parties recognize that at this time some of the categories may not be provided due to the limitations on drawing this information from the Employer's employee and payroll information database.

The report will be available to a representative of the union within 60 days of the ratification of the local collective agreement.

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**PROFESSIONAL DEVELOPMENT FUND**

The Employer agrees to provide the bargaining unit with an amount of \$10,000.00 annually to be used for professional development opportunities for members of the Bargaining Unit.

The Bargaining Unit will provide an annual written report and account to the Employer as to the use of these funds not later than 30 June of each year. Any funds that remain unused at the end of the school year shall be returned to the Employer.

If all conditions as outlined above are met, the Employer by October 31 of each year, will issue a cheque in this amount to the Bargaining Unit.

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**STAFFING PROCESS**

The parties agree to meet once annually to review and discuss the LTO/Contract Teacher staffing process as established by the Employer. Up to two (2) members from OCEOTA and two (2) members of the Employer can attend the meeting. One additional meeting may be scheduled by mutual agreement by the parties. The initial meeting will be scheduled by April 1 of each year.

Signed in the City of Ottawa this            day of            , 2022.

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### **MINIMUM DAILY ASSIGNMENT**

The Employer will operate a pilot project during the 2022-2023 school year regarding posting daily OT assignments of not less than 0.50 per day. The purpose of the pilot project is to determine whether it has a positive impact on filling daily OT assignments.

The parties agree to create a joint committee to discuss the implementation of this pilot project. The committee will meet within 30 days of the ratification of this agreement.

During the course of the pilot project the parties agree that the school administration team will assign the OT professional duties for any part of the assignment that is over and above what is required to replace the absent teacher. The additional professional duties may include a duty adjacent to or within the position, or as a result of an unfilled absence, the repayment of preparation time to other teachers, support to another class or group of students, etc.

The parties recognize that there may be situations whereby assignments can be posted in less than 0.50 increments, for example to allow a part time LTO or teacher, who's FTE status is greater than 0.50 but less than 1.0, to accept partial assignments. Situations like this will be discussed by the committee.

The parties shall meet up to three (3) times during the 2021-2022 school year, unless mutually agreed otherwise, to discuss the implementation of the pilot project and will meet up to three (3) times during the pilot project to make any necessary adjustments and review its effectiveness. Up to two (2) members from OCEOTA and two (2) members of the Employer may attend the meeting.

Signed in the City of Ottawa this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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