



OTTAWA CARLETON ELEMENTARY OCCASIONAL TEACHERS' ASSOCIATION

Policies and Procedures

January 2024

OCEOTA
150-1150 Morrison Drive, Ottawa, ON K2H 8S9

Ottawa Carleton Elementary Occasional Teachers' **Association** **Policies and Procedures**

GENERAL

The policies, procedures and position statements adopted by the Federation shall guide the decisions and actions of the Ottawa Carleton Elementary Occasional Teachers' Association. (OCEOTA)

SECTION 1 - OPERATIONS

A. Executive and Committees

Policy: The executive will be responsible for decision making and shall strike committees to assist in the work of OCEOTA.

Procedure:

1. Executive and Committee Chairs are expected to attend all meetings required for their position.
2. All Executive and Committee Chairs shall familiarize themselves with and abide by the current OCEOTA Collective Agreement, Constitution, and the OCEOTA Policies and Procedures document.
3. Any Executive member who is absent for three (3) executive and/or general membership meetings without reasonable cause shall be considered to have vacated the position.
4. Committee Chairs are responsible for the operation of the committee in accordance with the OCEOTA Constitution, By-Laws and Policies and Procedures.
5. Committee Chairs shall report to the executive, take direction from the executive, and will submit a budget proposal for the next year to the Budget Committee by March 10.
6. Executive members shall sign a Confidentiality Agreement as they assume term of office.

B. Forms

Policy: The executive will develop forms as needed to conduct business and to keep records and shall make those forms available to members.

Procedure:

1. Forms for General Expenses, Meterage, Professional Development Fund Conditions and Application Forms, Event Planning, Event Cost Analysis, Requisition for Payment and Dependent Care Expenses will be made available by the President or designate.

2. Forms will be available digitally and attached to copies of the P&P.
3. Forms must be filled out completely, with the appropriate signatures, and with any supporting documents and receipts.

C. Communication

Policy: There will be regular communication with the membership.

Procedure:

1. Members will receive emails from the President on a regular basis. Members must provide a non-board email address to the OCEOTA which will be added to the member mailing list.
2. Notice of meetings and results of elections and votes pertaining to Collective Bargaining or the OCEOTA Budget, at General Meetings, will be posted on the Website in a timely fashion.
3. Staffroom bulletin board materials will be posted under the OCEOTA Heading and will be sent through Board mail to OC ETFO Stewards or by other means established by executive.
4. A Website will be maintained and updated at least once per month during the school year.
5. A calendar of Federation events, meetings, workshops and other dates that are important to Occasional Teachers will be made available to members on the Website.

D. Signing Officers

Policy: The President shall sign all contracts entered into by OCEOTA and all cheques will be signed by two of the three (3) signing officers.

Procedure:

1. Three (3) Signing Officers shall be named at the last meeting of the Executive in June and be in place effective July 1 or following a By-election within 3 weeks. The Signing Officers will be the President, 1st Vice-President, and the bookkeeper.
2. All cheques shall be signed by two (2) signing officers; and when possible by other than the person to whom the cheque is issued.
3. Release forms sent to the OCDSB shall be signed by the President and listed in the monthly report to the Executive.
4. Applications for the Professional Learning/Development Fund shall be processed digitally. Appeals will be adjudicated by the President.

E. Conflict of Interest

Policy: When a situation arises in which someone has competing professional or personal interests that would make it difficult for them to fulfill their duties fairly or where someone stands to profit/benefit personally from the decision, a conflict of interest shall be declared.

Procedure:

1. Should an Executive/Committee member declare a conflict of interest during the business of the Executive or the Committee, the Executive/Committee member shall withdraw at the inception of the process, or immediately upon becoming aware of the conflict, and not participate in any part of that business specifically. The member will withdraw from voting on the matter, investigating, discussing or reporting on the matter and may be excluded from meetings, or portions of meetings, where such matters are on the agenda.
2. Where there is a question or differing opinions as to whether a conflict of interest exists, the Executive shall rule on the matter. The member(s) in question shall be part of the debate but not vote on the decision.

F. Elections

Policy: Elections will be by secret ballot and held at the AGM except when By-elections are required by the Constitution.

Procedure:

1. The Nominating Committee will receive all nominations for OCEOTA Delegation to ETFO Annual Meeting and OCEOTA executive positions and ensure that all timelines guaranteed by the Constitution of OCEOTA are kept.
2. An Elections Officer shall be introduced at the Annual General Meeting and will conduct elections, oversee scrutineers, and announce the results at the meeting.
3. The Elections Officer will ensure that nominations from the floor are received, and candidates are duly introduced to the membership.
4. Each candidate for executive shall be offered an opportunity to address the membership at the Meeting prior to the election of that position. Speeches shall be limited to 5 minutes for President, 3 minutes for 1st Vice-President and 2nd Vice-President, 2 minutes for other executive positions and 1 minute for delegates to the ETFO Annual Meeting.
5. The President will be a delegate to the ETFO Annual Meeting and will not be required to participate in the delegation election. Unsuccessful candidates with the highest number of votes will be named alternates to the ETFO Annual Meeting and the rest may choose to be put on a waiting list ordered from highest vote count to lowest vote count. When replacements are needed the President will use the waiting list. The executive shall determine the number of alternates required prior to the AGM.

G. Documents & Records (Files)

Policy: The executive shall adhere to the current official OCEOTA documents (The Constitution and By-Laws, the Policies and Procedures and the Collective Agreement) as well as the Elementary Teachers' Federation of Ontario (ETFO) Reference Book.

Procedures:

1. Each Executive member shall receive copies of these documents in September or as soon as they become available.
2. Constitution and Policies & Procedures: Current copies will be posted on the OCEOTA website and any amendments updated within 30 days.
3. A copy of the Collective Agreement will be available on the OCEOTA website.
4. Files will be maintained at the Local office. General files will be culled on a five (5) year cycle. Financial information will be culled on a seven (7) year cycle. Files related to grievances or Collective Bargaining will not be culled.
5. The bookkeeper will keep the financial records at the Local office.
6. Minutes of Executive Meetings and General Meetings will be preserved at the OCEOTA office.
7. Committee Reports and working files of the previous years will be preserved at the OCEOTA Office and made available to incoming Chairs.

H. Office and Equipment

Policy: OCEOTA shall maintain a Local Federation office.

Procedure: The Executive shall:

1. equip the office with telephone lines and answering machine, or service.
2. equip the office with an Internet connection and email.
3. engage a competitively priced host provider for the website.
4. provide a fax machine, a photocopier/scanner, and a cell phone for the President.
5. provide an up-to-date laptop computer for each workstation for use outside the office. (Revised 09/11/12)

I. Professional Development

Policy: The executive, through the Professional Learning, the Status of Women Committee, the Social Justice and Equity Committees will ensure ongoing professional development that meets the curriculum needs and professional awareness of members.

Procedure:

1. All three Committees will work in cooperation with each other to coordinate a series of events throughout the school year. Events jointly planned and funded with other Locals, ETFO or other organizations must be pre-approved by the President for consideration.

2. Any Professional Learning events will take place only where full accessibility to rooms and washrooms are present.
3. The Professional Learning Committee will schedule a minimum of three (3) workshops in each school year and events shall be open to all members.
4. The Social Justice and Equity Committee will present a maximum of one event each year open to all members.
5. The Status of Women Committee will present a maximum of one event each year and it may be exclusive to women only if funded in partnership with ETFO.
6. Workshop expenses shall be included in the OCEOTA annual budget.
7. Members may apply to the Professional Learning/Development Fund for reimbursement for approved professional learning as outlined in the Conditions on the OCEOTA website.

J. Joint Event Planning

Policy: OCEOTA may engage in joint event planning with other Locals.

Procedure:

1. When OCEOTA partners with other ETFO Locals on a project, the costs for each Local will be calculated on an FTE basis or on a participation basis.
2. When planning an event, such as a retreat or workshop, for OCEOTA members in partnership with another Local, the minimum number of participants required to make the venture viable will be divided on an FTE basis and each Local will be responsible for those costs, if the event goes ahead. If one Local does not have the required number of members interested, and the other Local has more members interested, those unfilled spots will be offered to the partner local(s) at an additional cost to that Local. If the minimum number of registrants is not met, the event may be cancelled.

If not cancelled, the costs to each Local will be recalculated in accordance with the number of participants from each Local.

If an event is cancelled after some costs have been incurred in the planning, OCEOTA will contribute to that loss on an FTE basis.

3. The OCEOTA executive shall not consider approving an event that is not already in the current year's budget without a detailed cost breakdown for the event.

K. Events

Policy: Events may be held to help foster collegiality and networking amongst members and to build relationships with other community groups.

Procedure:

1. The executive will hold a New Member Orientation each fall, open to all members.

2. Other events may be planned by the executive for the membership.

L. Local Awards

(a) Outstanding Service to OCEOTA (inception: 2019)

Policy: OCEOTA may award a member or up to three members who have given outstanding service to the Local, community, education, or Federation. The recipient(s) shall be recognized at the OCEOTA AGM.

Procedure:

Members may be nominated by any member of the association. Members must nominate by using the OCEOTA Outstanding Service to OCEOTA nomination form, which can be found on the OCEOTA website. Nomination forms must be submitted to the Awards committee by the March executive meeting. The awards committee will include at least one executive member who is not nominated and one non-executive member. The committee will review nominations and/or suggest other candidates. Recommendations will be made at the March executive meeting. The Executive will make a final decision as to whether (a) recipient(s) will be selected at the April executive meeting. This is not an annual award.

The candidate must be a member in good standing, adhere to the ETFO Code of Conduct and support the Objects of the OCEOTA, who is actively engaged in federation activities. The candidate must meet at least three criteria below:

- demonstrates knowledge of federation;
- demonstrates leadership on a committee, or as a volunteer at federation events;
- actively defends the collective agreement;
- demonstrates leadership in the community;
- demonstrates leadership in the school community.

At the May AGM, the recipient will receive an engraved plaque and a cheque for \$100.00

The inscription on the plaque shall read:

The Outstanding Service to OCEOTA Award is presented to ___ in recognition of their significant commitment to the OCEOTA and its members.

(b) President's Award (inception: May 2013)

Policy: The President may recognize an OCEOTA member, or recent retiree from OCEOTA, who has made outstanding contributions to the Federation.

Procedure:

1. The following criteria will be used by the President to select a candidate. All criteria must be met. The candidate:
 - is a member or recent retiree from the OCEOTA;
 - has given outstanding service to the OCEOTA;
 - has given generously of their time and has been an active supporter of the initiatives and objectives of the OCEOTA;
 - has represented OCEOTA at provincial and regional meetings;
 - has made a significant contribution to the Federation at the Local and/or Provincial level.
2. At the May AGM, the recipient will receive an engraved plaque and a cheque equal to the amount of the daily rate.
3. The inscription on the plaque shall read:
The President's Award for Outstanding Service is presented to ___ in recognition of their significant, long-term commitment to the OCEOTA and its members.

(c) Long Service Award (inception: 2019)

Policy: OCEOTA may award a member who has been a verified OCEOTA member for five and/or ten years. The pins will be awarded at the Fall GM.

Procedure:

OCEOTA will recognize members who have served five or ten consecutive years as a member of OCEOTA. They will be invited to the Fall GM. Individuals must attend the Fall GM to claim their award.

The following criteria will be used to select a candidate. The candidate:

- Member in good standing with the OCEOTA for five consecutive years effective Sept.1 of the school year in which they are being awarded.
- Member in good standing with the OCEOTA for ten consecutive years effective Sept.1 of the school year in which they are being awarded.

Following the presentation, recipients will pose for a group photo.

M. Negotiations

Policy: That Executive shall be kept informed and up to date on Collective Bargaining.

Procedure:

1. The President shall appoint a bargaining team before the expiration of the Collective Agreement which will be approved by the executive.
2. The Collective Bargaining Report shall be included in the agenda of all executive meetings during the period of negotiating a new Collective Agreement. The Chief Negotiator Officer will report more frequently to the executive if necessary.
3. The scheduling of a strike vote meeting or implementation of strike action must be discussed by the executive before action is taken and before the membership is notified.
4. A survey of the membership will be conducted to establish member priorities prior to the expiration of the Collective Agreement.
5. It is the right and responsibility of OCEOTA members to approve any local tentative agreement (between ETFO and the OCDSB) through a ratification vote conducted at a duly called general meeting where the tentative agreement will be presented. (New Dec 2015)

N. Executive Meetings

Policy: That the Executive shall be kept informed on the Local's business.

Procedure:

1. The meeting agenda is set by the President and sent to the executive prior to the Meeting. Additions to the Agenda are via executive approval. Additions to the meeting are sent to the President prior to the meeting.
2. Notice of Motions must be discussed and approved by the President to be included in the meeting.
3. Executive solidarity outside of the executive meeting is expected, including General Meetings, on any issue previously passed by executive.
4. The President is the spokesperson of the Local and executive.
5. The current edition of Roberts Rules of Order will guide procedures at Executive Meetings.

SECTION 2 – FINANCIAL BUSINESS

Policy: All financial business of the local shall be public and reported to the members.

A. Banking

Policy: OCEOTA shall maintain bank accounts and use the QuickBooks Program to record and report on all business transactions.

Procedures:

1. A primary account will be set up by the three (3) signing officers to finance the business of the Local.
2. Committee Chairs will submit receipts for Committee expenses to the President for approval within two (2) weeks of the event.
3. Any extraordinary committee expense greater than \$50.00 must be pre-approved by the President.
4. Committee Chairs may not exceed their committee budget line without express approval of the President and must adhere to the intended purpose of the budget line.
5. The 2nd Vice-President will present a written treasurer's report at each executive meeting.

B. Release Time and Honoraria

Policy: That work outside of school hours is voluntary, but members may receive remuneration for work during school hours if assigned by the president.

Executive

Procedure:

1. Release for daily casual OTs may be for a full day (8 hr.) or a half-day (4 hr.) at daily OT rate during school hours.
2. Release time processed through the OCDSB requires a time sheet or release letter signed by the President.
3. Members scheduled to work with release time authorized by the President shall ensure that the President's Assistant has recorded the work in the Release Time Log located at the office and made themselves unavailable to the call-out system by maintaining their ATE calendar and advising their school administration if they are in an LTO. If the member gets a call to teach after the Federation work has been scheduled, they will refuse the teaching assignment because they are already booked.
4. Release time will be authorized by the President for executive members taking ETFO training, ETFO-called meetings, Representative Council, Eastern Region Meetings and any other activity pertaining to the business of the local. Other daytime work not listed in the Constitution or Policies and Procedures shall be considered voluntary.
5. When an LTO is needed for OCEOTA business during the teaching day, the president shall arrange unpaid federation leave with Superintendent of Human

Resources. OCEOTA will reimburse the Board for replacement OT costs. An LTO will continue to receive grid rate from the board.

6. All release time will be reported to the Executive twice yearly by the 1st Vice-President.

Non-executive Members

Procedure:

1. Release may be provided, at the President's request, to perform Federation duties during the working day.
2. Release for daily casual OTs may be for a full day (8 hr.) or a half day (4 hr.) daily OT rate during school hours.
3. Release time processed through the OCDSB requires a time sheet signed by the President.
4. The same procedures as B. Executive #3 & #5 above will be followed.

1st Vice-President

Procedure:

1. The 1st Vice-President will be released $\frac{3}{4}$ time from teaching duties and shall be paid at their grid rate when the President is released 1.0 by ETFO. If ETFO release time exceeds the President's 1.0 release time, the extra will be used to increase the VP to 1.0 and/or to reduce the amount of local levy that is needed. If the President's release time from ETFO is reduced to less than 1.0 the local will top it up to full time and the 1st VP release will be reduced accordingly.
2. The President will arrange for the VP's LTO with OCDSB People Culture and Leadership and Payroll for September of each year.

President

Procedure:

1. The President will receive their grid rate plus a responsibility allowance of 10% at A4 max.
2. The President will arrange for pay with OCDSB People Culture and Leadership and Payroll for September of each year.

Honoraria For Members and Guests

Procedure:

1. That presenters who volunteer at OCEOTA's request to present PD workshops to our members receive a **\$100.00** gift card/cheque and a thank you card. (Revised Nov 2020)
2. That the OCDSB Central Staff members who are authorized by the Board and guest speakers who present or participate in OCEOTA events will receive a \$50 gift card/cheque and a thank you card.

3. Gifts for departing Executive Members shall be expensed from Awards budget line 5.14.

C. Expenses:

Policy: OCEOTA executive members shall be reimbursed for expenses approved by the President. It is OCEOTA Policy that executive members and alternates in the ETFO Annual Meeting Delegation will be reimbursed for approved expenses incurred while performing OCEOTA business.

Meterage & Parking

Procedure:

1. Meterage will be reimbursed at the standard set by ETFO.
2. Executive members may claim meterage incurred by attending executive meetings, committee meetings and for other business as assigned by the president. Meterage may not be claimed for executive Meetings if executive members are granted release time for the meeting, or if the executive member is already at the office with release time.
3. Meterage may not be claimed if the member will receive release time pay for their work. Social events and general meetings, to which all members are invited, will not qualify.
4. Executive claims will be made by submitting a Meterage form to the President's assistant twice a year, in December and again in June. Projected meterage for June executive and committee meetings will be included in the June claim.
5. Approved meterage or other transportation costs will be paid for Eastern Region meetings, Representative Council Observer, ETFO Annual Meeting (for Alternates), at the OC ETFO event at which approved members are working at the OCEOTA booth, and other meetings authorized by the President. (Revised 09/11/12)
6. Parking expenses will be paid by the Local when they are necessary. Only regular parking expenses will be accepted. Valet parking and in and out privileges are not considered regular parking.
7. Carpooling is encouraged whenever practical.

Accommodations

Procedure:

1. Shared accommodations will be the expectation of members representing OCEOTA at ETFO events. Single room supplemental costs will be the responsibility of the member representing OCEOTA.
2. Efforts will be made with other ETFO Locals to match shared-room assignments.
3. The President will be provided with single room supplemental costs.

Meals

Procedure:

1. The meal rate set by ETFO Annual Meeting will be used.
2. Meals are paid, or provided, for all union business that has been pre-authorized by the President.

Dependent Care

Procedures:

1. Dependent care will be paid by the Local when a member is asked to undertake the business of the Local.
2. Dependent care must be pre-approved by the President and will be in accordance with ETFO Policy. Members may apply to exceed the ETFO level of dependent care expenses.
3. Dependent care forms will be available at all general meetings and must be submitted within 14 days of the event for approval by the President.

D. Donations

Policy: That OCEOTA shall support other ETFO Locals and children in the community in time of need:

Strike/Lockout Donations

Procedure:

1. OCEOTA shall donate funds to any ETFO Local on strike or locked out for ten (10) days or more.
2. The Executive shall determine the initial amount to be taken from Reserve Funds following the OCEOTA Reserve Fund Policy and Procedures.
3. In the event of a prolonged labour dispute further financial support may be given.
4. In the event of a province-wide strike, lock out or walk out, no donations will be considered.

Charitable Donations

Procedure:

1. OCEOTA may make a charitable donation to a group or organization working on behalf of children and pertaining to elementary education or children's health and well-being each year.
2. Preference for this donation will be given to a group or organization working within the area covered by the OCDSB but is restricted to Ontario.
3. Donations will be funded from the Charitable Donations Budget line.

4. That the groups considered for receiving a donation will be identified from the previous year prior to additional groups being considered. This includes Christmas Cheer, the Snowsuit Fund, and the Ottawa Food Bank.

OCEOTA Student Fund (inception: 2019)

Policy: The Ottawa Carleton Elementary Occasional Teachers' Association has established the Student Fund to be used to support students from the OCDSB who would not otherwise be able to participate in school and community activities.

Procedure:

Financial support will include the following:

- help with the cost of field trips;
- help with the cost of school supplies;
- help assist in the cost of outside school activities (camps, clubs, sports activities etc);
- help with the cost of clothing for school graduations;
- help new families/refugees to assimilate or adapt (jackets, footwear, skates etc).

How to Apply:

Teachers and principals who have identified a student in need will complete an application form explaining why the student needs the support and how the money will be used. The final application will consist of signatures from both the teacher and the Principal. The application can be for an individual or for more than one student.

Awards are limited to \$100/student and \$300/school per year (from School/Community Promotion line 7.05)

Other Donations

Procedure:

1. The Executive shall determine other donations and overspending of the Charitable Donations Budget Line 1.02

E. Members' Equity Funds

Policy: That surplus funds at the end of the fiscal year will be transferred to Members' Equity Funds.

Procedure:

1. Member's Equity will be made up of \$135,000 consisting of: the Reserves to Operating Fund, Capital Expenditure Fund, the Sick Leave Fund, the Succession Training Fund, the Office Accommodation Fund, and the Unallocated Reserves Fund.
2. The Reserves to Operating Fund of \$50,000 can be accessed by the President to continue doing OCEOTA business when there is a delay in the ETFO rebate and must be replenished when the ETFO rebate arrives.
3. The Capital Expenditure Fund of \$15,000 can only be accessed by executive motion for unbudgeted renewal of office equipment, such as computer upgrades.
4. The Sick Leave Fund of \$10,000 can be accessed by Executive Motion to pay the replacement for the President or Office Administrator when ill for an extended period.
5. The Succession Training Fund of \$10,000 can be used to pay release time at daily rate and other costs involved in training incoming table officers.
6. The Office Accommodation Fund \$40,000 can only be accessed by executive motion and only at the expiry of the office lease for the purpose of moving to and renovating a new rental accommodation or by a General meeting motion for the purchase of an office.
7. The Unallocated Reserves Fund of \$10,000 can be accessed by executive motion in an emergency to support another local, to meet unforeseen, unbudgeted OCEOTA business, or to offset a deficit as determined by the accountant at the end of the fiscal year.
8. There must be a notice of executive motion to use Members' Equity two weeks prior to the executive meeting so that members are aware of the motion and may attend executive as a non-voting member to raise any concerns. Any decision to access reserves must be reported to the membership.
9. Any year end budget surplus will be transferred first to top up the allocated funds to the above prescribed levels. Any more surpluses will be reported in Unallocated Funds.
10. Executive must conduct business without exceeding the total amount contained in the budget. Individual budget lines may be exceeded if there are other underspent lines in the budget.
11. Member's Equity may be reported at the AGM in May and at the Fall General Meeting, but must be presented at these meetings in detail if requested by any member.

F. Budget

Policy: OCEOTA Executive will present a balanced budget to the membership for approval at the Fall General Meeting. A budget of plus or minus one percent (1%) shall be considered balanced.

Procedure:

1. Budget Committee prepares a draft budget with input from the President and Committees and Executive and presents that draft to Executive before the end of March.
2. Executive passes or amends the budget and presents it as an interim budget for passage by the members at the Annual General Meeting in May.
4. Executive finalizes the budget in September, making changes required by factors arising from the ETFO Annual Meeting or other information available at that time.
5. Executive presents the final budget for the current fiscal year to the members for approval at the Fall General Meeting in October.
6. An accounting of the previous year's finances is presented at the Fall General Meeting.
7. Any surplus remaining at the end of the fiscal year shall be kept in reserves. Reserves will be used to cover any deficit that occurs.
8. There will be a budget line to pay President's Responsibility Allowance and 1st VP release time at grid rate for $\frac{3}{4}$ of a year, to supplement the ETFO Released Officer rebate.

G. Annual Meeting

Policy: That it be the policy of OCEOTA that delegates, as a unit, shall oppose resolutions which are new initiatives which will result in a fee increase, a cut in essential services to members, limiting Local autonomy, or a downloading of costs or obligations from the provincial office to the Local.

Procedure:

1. That all delegates accept the obligation to attend the convention and be present at the business meeting to vote on behalf of OCEOTA members.
2. That delegates support any resolutions which will close the gap between the funding of OT Locals and the federation services to the OT members, and the funding and services to permanent contract teacher members. If there should be a cost related to the implementation of such a resolution, the delegates would caucus to discuss if the executive direction should be changed.
3. That delegates oppose any motions to remove or limit the autonomy of the Locals.

4. That OCEOTA commitments to other Locals be respected by delegation members in all voting at the Annual Meeting.
5. That any delegate may request a caucus meeting to discuss support or opposition to a resolution, in contradiction to Executive direction or OCEOTA Policies and Procedures and if the majority of delegates are in favour, the President, as presiding officer, may determine that there be a free vote on the resolution.
6. That all other votes be discussed and that the delegates vote freely for what they feel is in the best interests of OCEOTA members.

SECTION 3 – APPENDICES

A. Forms

1. PL Fund Conditions
2. PL Fund Application
3. PL Fund Application – Resources
4. Student Fund Conditions
5. Student Fund Application
6. OCEOTA Invoice
7. OCEOTA Meterage Claim Form
8. OCEOTA Expense Claim Form

B. Additional Documents

1. OCEOTA Goals
2. Rules of Engagement