

LETTER OF UNDERSTANDING #1

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

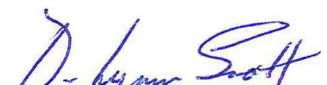
THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

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. The Employer will not change from the current call out process without prior consultation with the bargaining unit.
5. The Parties agree to discuss appropriate uses for Manual Fills.

Signed in the City of Ottawa this *10th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD



Chair of the Board



Director/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #2

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

DESIGNATED OCCASIONAL TEACHER

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

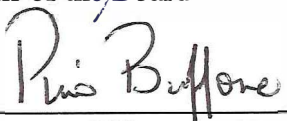
The parties further agree to meet once annually to review and discuss the DOT position as established by the Employer. This meeting will occur prior to 1 May of the preceding school year. Up to two (2) members from OCEOTA and two (2) members of the Employer can attend the meeting. One additional meeting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

Renewal signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD



Chair of the Board

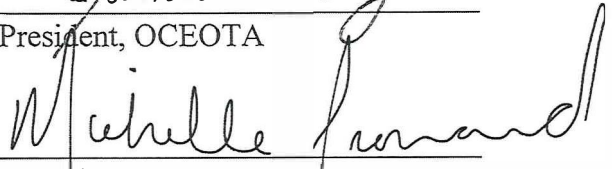


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #3

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

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.

Renewal signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD

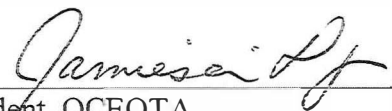


Chair of the Board




Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #4

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

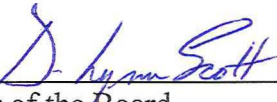
THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

EI HOURS

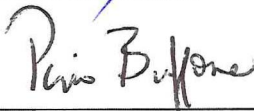
Effective 1 September 2009, it is understood and agreed by the parties that subject to Employment and Social Development Canada (ESDC) rules, the daily hours of work for a full day assignment for EI reporting purposes, shall be recognized as 8.

Signed in the City of Ottawa this *10th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD

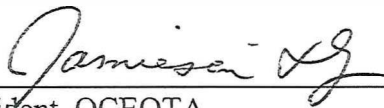


Chair of the Board

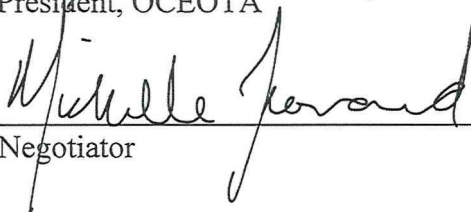


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #5

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

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), **first day worked**, 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.

Signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD

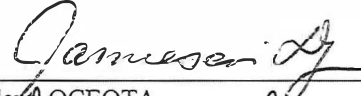


Chair of the Board

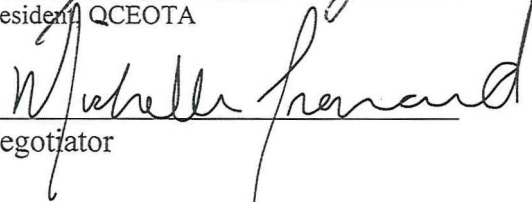


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President QCEOTA



Negotiator

LETTER OF UNDERSTANDING #6

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

PROFESSIONAL DEVELOPMENT FUND

The Employer agrees to provide the bargaining unit with an amount of \$12,000.00 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 31 October of each year, will issue a cheque in this amount to the Bargaining Unit.

Renewal signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD




Chair of the Board

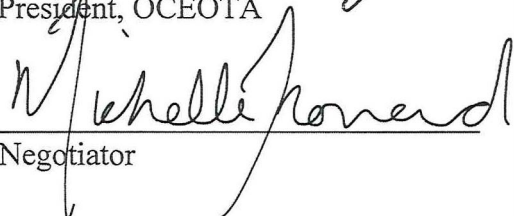


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #7

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

STAFFING PROCESS

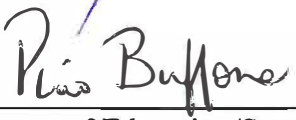
The parties agree to meet once annually to review and discuss the LTO/Contract Teacher staffing process as established by the Employer. Up to two (2) members from OCEOTA and two (2) members of the Employer can attend the meeting. One additional meeting may be scheduled by mutual agreement by the parties.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

Renewal signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD



Chair of the Board



Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #8

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

MINIMUM DAILY ASSIGNMENT

The parties recognize that daily OT assignments of not less than 0.50 per day may be discontinued at the discretion of the Employer.

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, whose FTE status is greater than 0.50 but less than 1.0, to accept partial assignments.

Signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD



Chair of the Board

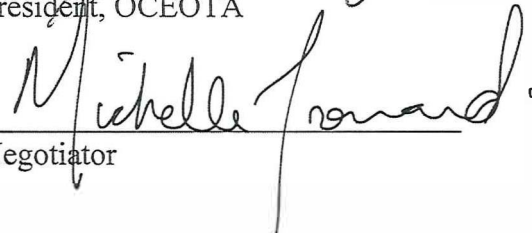


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #9

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

RE: IEP DEVELOPMENT, REVIEW AND UPDATE

IEPs must be prepared within 30 school days of the date the child starts in a special education program. As directed by Regulation 181/98 of the Education Act, as amended from time to time, schools should review a child's IEP at least once every reporting period and update it based on their progress.

Where applicable, Principals shall give Long Term Occasional Teachers notice of deadlines associated with the preparation of initial IEPs as early as possible in September for students who start the year in the school and who require one.

The deadline for Long Term Occasional Teachers to submit IEPs into offices should be no earlier than 5-8 school days before the Ministry-mandated date for distribution of IEPs to families.

It is understood that the IEP is a document that changes as needed and must be adjusted to meet changing student strengths, needs and ability to learn and demonstrate learning. The initial IEP submission deadlines do not apply to additional IEPs that may need to be created for students in the year, or that may need to be adjusted. The initial development or review required of an IEP within the first 30 school days will suffice as the required review for the reporting period for Progress Reports.

Signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD



Chair of the Board

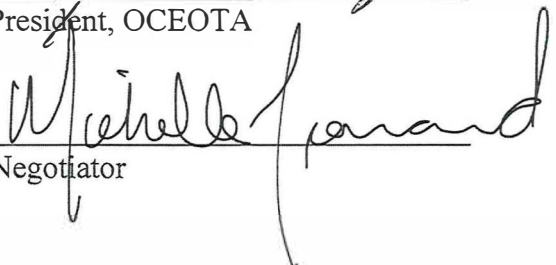


Director of Administration/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #10

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

RE: REPORT CARDS – WORK FROM HOME

The Parties agree that Long Term Occasional Teachers responsible for assessment, evaluation and report card writing shall have the option to work from home to prepare report cards on the professional activity days designated for this activity.

The following expectations are for Long Term Occasional Teachers working from home on report card writing PA Days:

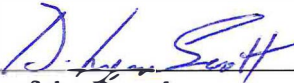
- Long Term Occasional Teachers are required to advise their Principal in advance if they will be working at home or school.
- Long Term Occasional Teachers responsible for assessment, evaluation and report card writing and choose to work from home acknowledge that this day is a paid work day to be used for its intended purpose.
- Working from home should not be used to provide for dependent care (childcare, elder care, family caregiver needs). Long Term Occasional Teachers must inform their Principal of any issues that may affect their ability to carry out their required duties from home.
- Long Term Occasional Teachers must be engaged in duties related to the intended task during their school's regular instructional day or otherwise assigned work day.
- Long Term Occasional Teachers working from home must maintain their regular work hours.
- Long Term Occasional Teachers working from home must be available to be reached by phone or e-mail during the regular instructional day/work day.
- The choice of site should not prohibit Long Term Occasional Teachers from collaborating with colleagues and other educators to complete report cards.
- Regular processes continue to apply for reporting absences and requesting paid and unpaid leaves.
- All other practices, guidelines, expectations, deadlines and collective agreement provisions pertaining to completion of report cards remain in effect.

The OCDSB may not be able to support certain technology issues that arise for a Long Term Occasional Teacher logging in from home. Long Term Occasional Teachers may be required to attend their home school if they encounter technological difficulties that cannot be rectified within a reasonable period of time.

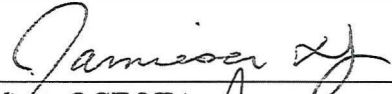
Signed in the City of Ottawa this 20th day of Dec , 2024.

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

LETTER OF UNDERSTANDING #11

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

RE: OCCASIONAL TEACHER ROSTER – CLOSURE PERIOD

Notwithstanding Article L11.01 (b) – Amending the Occasional Teacher Roster of the Collective Agreement, the parties agree as follows:

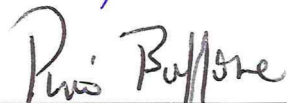
The Occasional Teacher Roster will remain open for the duration of this collective agreement including any statutory freeze period.

Signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD

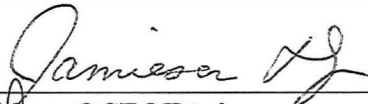


Chair of the Board

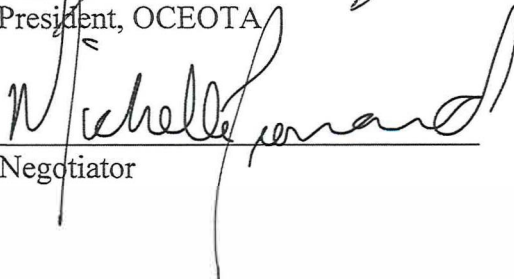


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator

LETTER OF UNDERSTANDING #12

between

THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD

and

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION

RE: LOCAL FEDERATION LEAVE

The Parties agree to meet to discuss the rights and entitlements of release officers under this collective agreement. Any agreed upon changes will be included in the next round of bargaining.

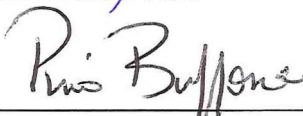
1. The committee shall include up to three (3) representatives from the Local and up to three (3) representatives from the Employer. Either party may invite additional resources as required. The Employer will provide release time for two (2) OCEOTA members.
2. The committee shall meet within 120 days of the ratification of the tentative agreement. The committee shall meet no more than three (3) times.

Signed in the City of Ottawa this *20th* day of *Dec*, 2024.

THE OTTAWA-CARLETON DISTRICT
SCHOOL BOARD

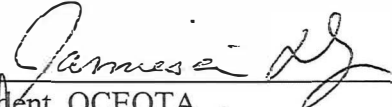


Chair of the Board

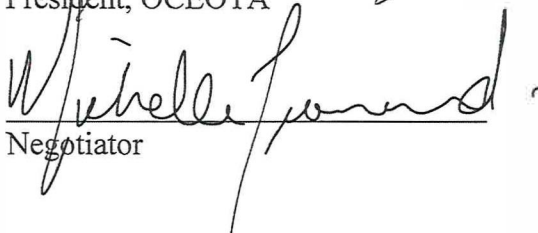


Director of Education/Secretary of the Board

THE OTTAWA CARLETON ELEMENTARY
OCCASIONAL TEACHERS' ASSOCIATION



President, OCEOTA



Negotiator