



OSSTF DISTRICT 26 MEMBERSHIP INFO-LETTER



A Message from District 26

We hope all our members have had a restful summer vacation. On behalf of the District 26 Office and elected representatives, we would like to welcome everyone back. Members can reach their three OSSTF Officers, Dina van den Hanenberg, Danny Thomas, or Rob Shaheen at the District Office, by e-mail, or by cell phone.

PD Notes

All secondary OSSTF teachers are eligible for a **one-time** Professional Development amount in the 2006-2007 school year. Pre-approval must be sought **before** the event from the SPDF Committee. Note: there are limited funds available for semester 1 activities. Guidelines and application forms are available at www.osstf26.com, "Teachers" menu, "PD Info" sub-menu.

- **Workshops/Conferences:** up to \$350 + max 1 day release
- **Job Shadowing/In-service:** up to \$150 + max 1 day release
- **School based Activities:** up to \$500 max for innovative PD activities for members

Remember to...

- Apply before the event, have principal sign the 2006-2007 form.
- Fax the application to **Dina** at 1-800-513-8574.
- Wait for confirmation after the next SPDF Committee meeting.
- Submit, by Board Courier, the Expense Claim Form (from the web site) with **original** receipts to:
Shelba Dalock, SPDF Committee, Board Office, Brockville
- KEEP COPIES OF ALL FORMS.

Grievance & Membership Appeals Committees

In accordance with the TBU By-laws, your **Grievance Committee** members are Danny Thomas, Carson Kilpatrick and Robert Shaheen. Your **Membership Appeals Committee** members are Dave Weckwerth, Brent Brown, Dina van den Hanenberg, Rick Zeilstra and Phil Stover.

Refer to the TBU constitution "Teachers" menu for specifics regarding the scope and roles of these committees

Awards, Scholarships, and Bursaries

The "Awards & Bursaries" link can be found on the District 26 website home page. It shows all awards, scholarships and bursaries offered during the entire year by many organizations, including OSSTF, and provides links to details and application forms.

Of note, October 2006 is the deadline for the OSSTF Comité des Services en Langue Française (CSLF) Award of Merit.

Class Caps and Workload – Teachers

Your Branch Steward will be distributing three documents:

- **Class Cap Calculation Sheet:** Members must ensure that their class sizes do not violate the appropriate class caps, including the criterion in effect as of October 1st. Complete and review your personal Class Cap Calculation sheet and report any violations to your local Steward, immediately.
- **Workload Info Sheet.** This sheet outlines workload obligations based on the Collective Agreement.
- **Tally Sheet.** Members must keep track of APA assignments (supervision, on-call, mentoring) and MSIP assignments to ensure they do not exceed their limits per week and per year.

TR Leger teachers - visit www.osstf26.com, "Workload Description" link in the *Teacher* menu, to download these documents.

World Teachers' Day - Oct 5

The theme of this year's World Teacher's Day is once again "Quality Teachers for Quality Education". World Teachers' Day 2006 is the occasion to reaffirm this theme. Please take time out of your day to celebrate your colleagues and their contributions.

International Day for the Eradication of Poverty – Oct 17

Make Poverty History National Day of Action is a campaign to demand that world leaders take meaningful action to end poverty now. For more info or to purchase a white wristband, contact your branch CPAC rep or visit www.makepovertyhistory.ca.

PSSP Members

New hires should advise the HR department of any related experience you may have. This will affect your salary level. A sample letter can be found at www.osstf26.com, link in the "PSSP" menu, "Related experience" sub-menu.

The Employer will be distributing a copy of the new PSSP Collective Agreement early this school year.

Teachers - Annual Learning Plan (ALP)

It remains OSSTF's position that administration may discuss the creation and content with a teacher, but they may not "direct" what must be included. If this situation occurs, contact the District Office immediately.

Teachers asked to work prior to September 5, 2006

Remember that article 14 of the Collective Agreement states that if you were asked, in writing, by your administration to work (staff meetings, orientation days, guidance etc.) prior to the beginning of the school year, you are entitled to compensating days, if you choose to accept the written request.

Calendar of Events

September

- 14th** TBU Council & CBC Training + Meeting
- 19th** Educational Services Committee meeting
- 21st** PSSP & TBU Executive meetings
- 28th** Communication & Political Action Committee meeting

October

- 3rd** AdHoc Committee meeting
- 5th** Building Committee meeting, District Executive meeting
- 17th** Status of Women & Human Rights Committee meeting
- 19th** Health & Safety Committee meeting
- 25th** Services Review Committee meeting
- 26th** PSSP & TBU Executive meeting

Your OSSTF District website ... WWW.OSSTF26.COM ... information is one click away!

MEMBERS FREQUENTLY ASKED QUESTIONS (FAQ)

I am a brand new teacher – how can I ensure I am being paid correctly? Congratulations and welcome to OSSTF District 26. Visit www.osstf26.com, “New Teachers – Important Info” link in the “Teachers” menu for important information on Pay, OSSTF Group Rating Statements, Related Experience, and Allowances.

I am a teacher who has completed courses to upgrade my category (group) – what must I do to be paid correctly? Detailed information on applying to OSSTF Certification, advising the Board, etc. is available at www.osstf26.com, “Teacher” menu, “Cert/Exper/Qual/Pay” sub-menu, “Upgrading Category” link.

Are there new rates of pay and allowances? YES. New salary grids, rates and allowances for all teachers, OT, and/or PSSP members are in effect. Verify your pay stub and respective Collective Agreements.

What can I be assigned as workload? All full-time teachers, regardless of their assignment or school, are assigned 6 of 8 periods, plus Alternative Professional Assignments (APAs). APAs are supervision, on-calls, student mentoring and teacher mentoring. Part-time teachers are prorated.

Can I be assigned more than 3 of 6 periods of assignment in a semester? NO, unless there is mutual agreement between the Principal, Teacher, and Bargaining Unit.

My class cap has been exceeded or I have more students than allowed after October 1 – what do I do? Inform your Branch Steward immediately, who will, in turn, advise your Principal and District Office. Class caps must never be exceeded. As well, as of October 1st, there are limits as to the total number of students you are allowed. All teachers must complete the “Class Cap Calculation” and compare these values with the actual number of students in their classes.

I teach in an MSIP school – is there a limit on the number of students and number of MSIP periods I am assigned? MSIP periods are capped at 33 students. For every period you are assigned, you are expected to cover 22.5 MSIP periods in that semester. The Principal may, for periods assigned to non-credit areas, assign the member to 22.5 periods in that non-credit area in that semester. Advise your Branch Steward immediately if there are issues.

Why must I keep track of MSIP and APA assignments? The collective agreement is clear as to the number of MSIP assignments and APA (supervision, on-call, student/teacher mentoring) that must be done in a semester or school year. Members are not obligated, and should not, do more than they are supposed to do. Keep track of these assignments using the **Tally Sheet** provided by OSSTF. Advise your Branch Steward immediately if you are approaching your limits.

Are Supervisions and On-calls limited per week? YES. A teacher should have no more than 1 half-period of supervision and on-call per day. On mutual consent, a teacher may have 2 half-periods of on-calls in one day. No teacher shall have more than 2 half-periods of supervisions and on-calls per week. Supervisions and On-calls are assigned in half-period increments (37.5 minutes non-MSIP schools, 30 minutes MSIP schools). No more than 60% of APA assignments can be given as on-calls.

Is Student Mentoring or Teacher Mentoring limited per week? NO. A teacher can be assigned any number of these half-period assignments in a week – however, teachers **are guaranteed** a minimum of 4 unassigned periods in a 5-day workweek (see next FAQ).

How many unassigned periods am I guaranteed in a 5-day work week? All teachers are guaranteed at least 4 unassigned periods per a 5-day workweek, free from assigned duties (assigned duties are classes, guidance, library, Spec. Ed., APAs). These unassigned periods are for preparation, marking, and related professional duties. This does not include your 40-minute lunch.

What about Lunch? Each Teacher shall have a scheduled interval between classes for a lunch break, which shall be not less than forty (40) consecutive minutes every day and which shall be free of any assigned duties and between the hours of 10.30 a.m. and 2:00 p.m.

Should OSSTF members participate in Job interviews? NO. This is a management function. However, OSSTF have no objection to members providing questions that management may ask in an interview.

I am an OSSTF part-time teacher who has applied to an internal secondary teacher vacancy to increase my entitlement... I was not the successful candidate – what do I do? Contact the District Office immediately. We will investigate the particulars to ensure your rights, under the Collective Agreement, were not violated.

Mid-term reports will be soon approaching. I am a PAR Leader. What is my role with respect to “assessing teacher comments made on student formal report cards”? This issue was not resolved in the last round of negotiations. The OSSTF position remains - PAR leaders **should not** “assess teachers’ comments made on students’ formal reports”. This means reviewing such comments (grammar, syntax, format, etc.), making a determination as to the appropriateness of the comment, making such corrections or advising the teacher or administration that such a comment is either acceptable or not acceptable. However, OSSTF has no objection to: PAR leaders, in their respective program area meetings, informing members regarding the administration’s expectations of report card comments (grammar, syntax, format, curriculum links, appropriateness etc); PAR leaders mentoring teachers who request aid in developing report card comments; or PAR leaders reviewing the spread of marks for classes in their program areas.

Must I give consent, in writing, to be assigned periods below the Grade 9 level (Mixed schools) or to be assigned more than 2 half-credit assignments per year? YES. Read article 13.01.02 and 13.11 in the Collective Agreement.



OSSTF District 26 represents approximately 1000 teachers, occasional teachers and PSSP members

