

NEW TEACHERS OF DISTRICT 21

We would like to personally congratulate you on your appointment and welcome you as a member of OSSTF District 21 Teachers' Bargaining Unit.

YOU HAVE THE RIGHT TO FEDERATION REPRESENTATION AT ANY MEETING CALLED BY ADMINISTRATION. NEVER ATTEND A MEETING THAT YOU THINK MAY LEAD TO DISCIPLINE WITHOUT FEDERATION REPRESENTATION.

If you ever find yourself in a meeting and feel uncomfortable with the proceedings you have the right to stop the meeting and contact your Branch Representative for assistance and/or contact the District Office immediately at 905-574-8285.

As a new hire there are several items within the collective agreement that you need to be aware of. Ask your Branch President for a copy of the current Collective Agreement.

OSSTF Certification Rating Statement

Determines the category on the salary grid from which you will be paid. If you do not have an OSSTF rating statement, you will be paid Category 1 until you provide a Rating Statement to the Board. If you need to apply, applications are available on-line at osstf.on.ca. Apply early to OSSTF as it often takes a few months to process. You will qualify for retro to the beginning of the semester if you provide the HWDSB with a copy of the statement by December 31st. If it is getting close to this deadline and you have not received a rating statement call the district office, sometimes we can help speed the process and or we can send a letter to the board explaining the delay. See ARTICLE 11.05

Note: for future changes of category article 11.04 would apply. Retro will only be paid if you notify the Manager of Human Resources that you are applying for a new rating statement within 30 days of the completion of the course. You would then need to submit your new rating statement to the HWDSB within 4 months of the completion of the course.

Grid Placement

Grid Placement is determined by your teaching experience. See Article 11.06. If you have taught outside of Ontario or at private schools within Ontario and the Board does not recognize these years as experience call the district office immediately.

Note: for future changes of category article 11.04 would apply. Retro will only be paid if you notify the Manager of Human Resources that you are applying for a new rating statement within 30 days of the completion of the course. You would then need to submit your new rating statement to the HWDSB within 4 months of the completion of the course.

Related Experience

Related Trade, Business and Work/Education Experience can also be used to count towards years of teaching experience on the grid. See Article 11.09. Such things as Trade, Business, and work experience can count towards years on the grid as well as teaching at the college or university level or other teaching experience that was not counted under article 11.06. You must write a letter to Darlene Steele at the HWDSB outlining your experience. You must provide the complete documentation before

the end of the year to receive retro. Contact the District Office with any questions regarding related experience.

Employee Benefits

As a new hire the Board should have provided you with a benefit package. The coverage available to you is listed in Article 14. Part-time teachers pay a pro-rated amount based on the number of lines you teach. If you have any question regarding your coverage call Anthony Marco (1st Vice-President) at the district office.

Expansion of Timetable

Expanding to full time Article 26.02 When you were hired you signed a document that states your F.T.E. (full time equivalent) status. If your contract states a number less than 1 FTE you are considered to be part time. If you wish to become a full time teacher you must write a letter to Ken Bain, Superintendent of Secondary Staffing, cc the letter to Darlene Steele, Human Resources Officer and to the Carl Chopp at the District Office, by April 1 for expansion for the next school year and again in semester 1 by November 1. This letter will greatly enhance your chances of obtaining a full time contract as the board is then obligated to increase your FTE before hiring outside of the board based on seniority and qualifications. The letter should state that you wish to expand to full time and your qualifications.

Seniority List

A seniority list is posted in the staff room. It is extremely important that you check it to verify that the information on the seniority list is correct. Report any discrepancies to Darlene Steele at the HWDSB and the District Office. Failure to do so could result in being incorrectly declared surplus or redundant. Seniority is based on the date you began teaching for this board of education. Many teachers start on the same day hence there are several tiebreakers when looking at seniority, they are listed in article 20.01. Note if you were hired directly from an LTO position with the Board with no break in service the LTO time would count towards your seniority placement.

Teacher Performance Appraisal

Under NTIP legislation newly hired teachers are supposed to have two "satisfactory" evaluations in their first twelve months. If you receive an unsatisfactory performance appraisal call the district office immediately.

Sick Days

Each year your sick-leave account will be credited with 20 sick days pro-rated for part time teachers. Teachers starting at the beginning of second semester would only be credited with 10 days. Days can be saved from year to year to a maximum of 260 days. If you are absent for more than 5 consecutive days you will be required to produce a medical certificate.

Personal Leave Days

Personal Leave Days (Article 7.06) Each year a teacher is entitled to take up to two days to conduct personal business. These days may not abut a holiday. Except in an emergency you must give the Principal at least 3 days notice. When asking for the leave you simply state it is for personal business, no explanation needed. In schools under 50 teachers only one teacher per day per school will be granted the leave, schools with 50 or more teachers, only two teachers per day per school will be granted the leave. Note: these days will be deducted from your sick leave account.

Bereavement Leave

Spouse, son, daughter, mother, father, sister or brother of teacher or teacher's spouse: 4 consecutive working days (Article 7.01)

Other relatives: 3 consecutive working days (Article 7.02)

Note: for each of the above one additional day may be granted where extended travel is required. Also note in all cases the day of death does not count as part of the bereavement entitlement.

Close Friend: 1 day (Article 7.03)

Short Term General Leaves

Leaves without pay may be applied for. Send your requests to Ken Bain, Superintendent of Secondary Staffing.

Long Term Leaves

They are two types of long terms leaves General and Teacher Funded, before applying for either call the district office for advice regarding the type of leave for which you should apply.

Pregnancy, parental, paternity leaves

(Article 8) After the birth of a child a female is entitled to full salary top up for eight weeks provided she qualifies for E.I. if not she may use up to six weeks of sick leave. For more information contact the district office.

KNOW YOUR RIGHTS

You have the right to Federation Representation at any meeting called by administration. NEVER attend a meeting that you think may lead to discipline without Federation representation. If you ever find yourself in a meeting and feel uncomfortable with the proceedings you have the right to stop the meeting and contact your Branch Representative for assistance and or contact the District Office immediately.

ARTICLE 27.20

"A teacher shall be accompanied by a representative of the Bargaining Unit at any meeting which may lead to discipline that may be called by management to which the teacher is invited. The representative of the bargaining unit may represent the teacher subject to the teacher's approval."

If you are called to a meeting to discuss your attendance (including informal meetings) call the district office immediately and a release officer will attend the meetings with you. You have the right to stop or postpone the meeting until one of the release officers can attend.

WHEN IN DOUBT CALL THE DISTRICT OFFICE!

OTHER IMPORTANT INFORMATION

New Members' Meeting: We would like to personally invite you to the New Members Meeting. It is very important that you attend this meeting, watch for a flyer in your staff room.

TGIF events occur on various Fridays throughout the school year at a different locations. Watch for the posters every month showing the location of the next TGIF.

Contract Negotiations: The current contract will expire August 31, 2008. Negotiations likely to begin in Spring 2008.

DEADLINES TO REMEMBER:

Request to expand to full time November 1 and again in second semester April 1.

OSSTF Rating Statements for teachers newly hired in first semester: December 31.

If you have any questions please do not hesitate to call or e-mail us at the District Office at 905-574-8285.

Chantal Mancini: osstf21pres@quickclic.net

Anthony Marco: osstf21vp1@quickclic.net

Carl Chopp: osstf21cn@quickclic.net