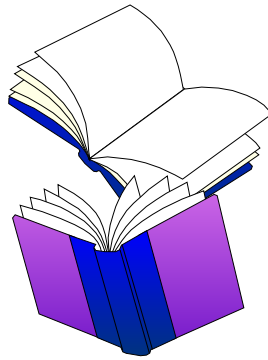




Educational Assistants' Bargaining Unit

New Member's Handbook



OSSTF District 25, Ottawa-Carleton
Ontario Secondary School Teachers' Federation

◆ 67 Jamie Avenue ◆ Ottawa, Ontario ◆ K2E 7Y6 ◆
Tel.: (613) 729-7211
Fax: (613) 729-8565

OSSTF - YOUR FEDERATION

Ontario legislation requires that all teachers become members of a teachers' federation. It further stipulates that teachers in a public secondary school are members of the Ontario Secondary School Teachers' Federation (OSSTF).

In Ottawa-Carleton, all unionized support staff have voted to join OSSTF. Our district has seven Bargaining Units.

However we became members, the strength of OSSTF is in what members voluntarily do on behalf of our Federation and the cause of public education. This is what the OSSTF pledge makes clear:

I solemnly dedicate myself to promote and advance the cause of education.

I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity, and ethical standards of my profession.

I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the Constitution, Bylaws, policies and established practices which govern its members.

OSSTF is an organization of teachers and education workers.

It's your union, your professional organization, your advocate.

The agreements it negotiates are called collective agreements, because we're working on behalf of all the membership.

Hence our motto:

**LET US NOT TAKE THOUGHT FOR OUR SEPARATE INTERESTS,
BUT LET US HELP ONE ANOTHER**

WELCOME TO THE EDUCATIONAL ASSISTANTS BARGAINING UNIT

We are members of the Ontario Secondary School Teacher's Federation (OSSTF). OSSTF represents Teachers and Educational Workers throughout Ontario.

About District 25

Within the Ottawa Carleton District School Board, OSSTF represents many of the employees.

EABU – Educational Assistants

ESP – Educational Support Staff (administrative, clerical and technical workers)

PSSU – Plant Support Staff Unit (custodial and maintenance)

PSSP – Professional Support Staff Personnel (psychologists, social workers, speech therapists, etc)

PECCS – Professional Educators and Child Care Staff (instructors and daycare workers)

TBU – Teacher Bargaining Unit (secondary teachers)

OTBU – Occasional Teachers (secondary occasional teachers only)

Together we make up District 25, Ottawa-Carleton.

About the EABU

Your Bargaining Unit Executive is an elected body of EA members that are here to serve you, you will find their contact information enclosed. We are here to assist and represent you.

On behalf of the Educational Assistant's Bargaining Unit, please accept our sincere welcome and wishes for success in your new position.

How Does the OSSTF Work for YOU?

The Bargaining Unit will assist you with:

- ✎ legal assistance to members
- ✎ assistance for grievances and arbitration
- ✎ advice, guidance and suggestions on a day-to-day basis
- ✎ coaching for career and professional growth
- ✎ training and professional learning opportunities
- ✎ input to the Board on members' behalf regarding working conditions, operational requirements, policies and procedures, budget preparation, etc.
- ✎ funds to members in financial emergencies
- ✎ regular access to information
- ✎ strategies for workplace difficulties
- ✎ assistance in workplace mediation
- ✎ regular communication through a newsletter & President's Updates.
- ✎ protection of membership rights through collective bargaining
- ✎ resources for personal and professional success
- ✎ job protection through negotiation with the Ottawa-Carleton District School Board
- ✎ representation for members at performance and disciplinary meetings
- ✎ assistance in WSIB or LTD claims, appeals and modified work programs

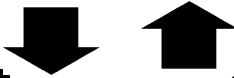
Your Executive & Council members work on your behalf by:

- ✎ meeting regularly to identify work place related issues
- ✎ addressing health and safety concerns in the workplace
- ✎ ensuring equity in working conditions and services/programs provided by our employer, e.g. training programs, professional growth opportunities, etc.
- ✎ tracking job competitions, recalls, trends in labour movement & political actions
- ✎ meeting on behalf of members at Labour Management meetings with our employer
- ✎ organizing member recognition events

YOU and the Big Picture



YOU



Your EA Executive Members

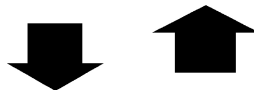
Your Council Members



The EA Bargaining Unit

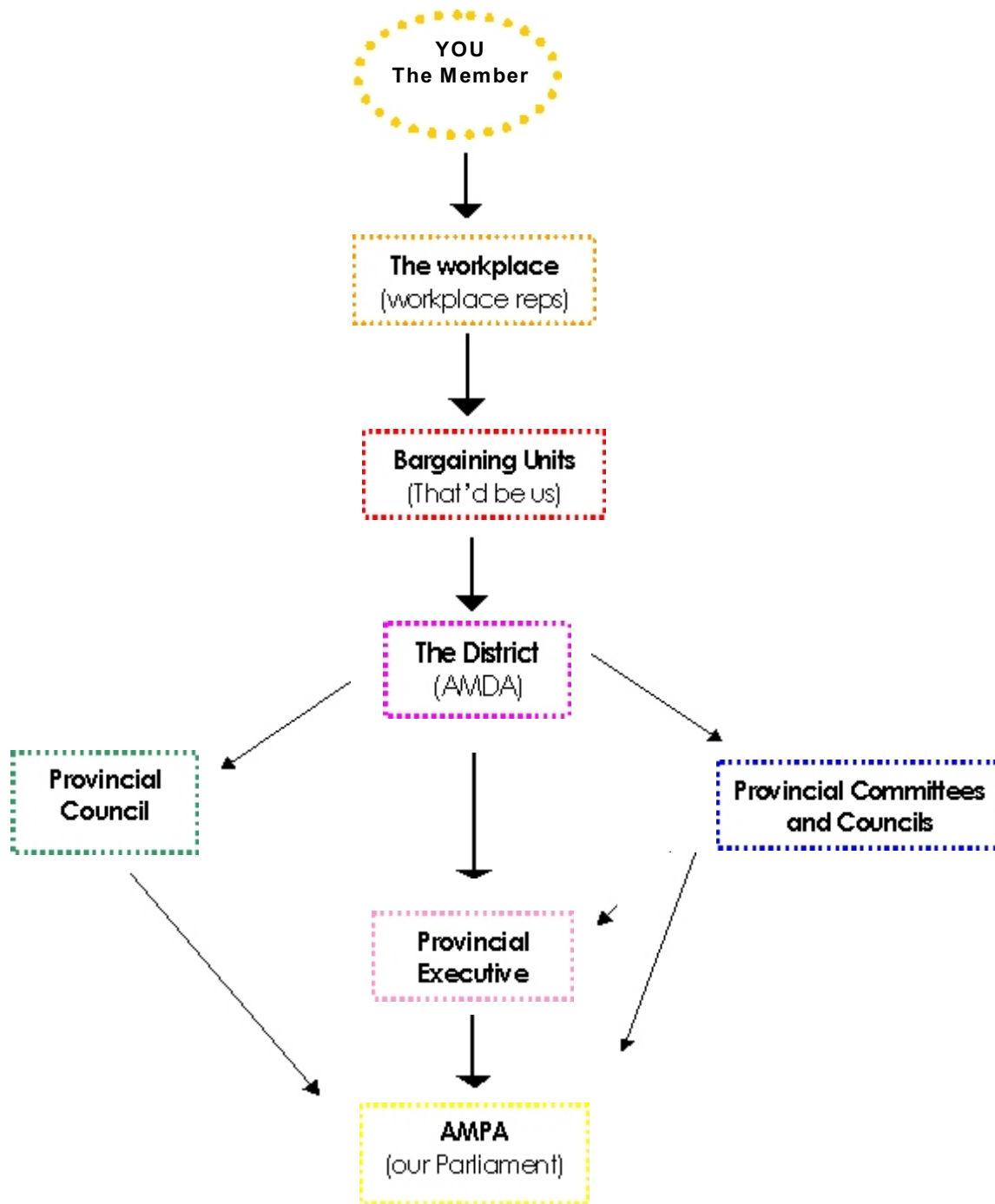


District 25 Council



OSSTF Provincial Office





There is also a full-time Secretariat that serves all levels of the Federation

District 25
District Executive Council

Cindy Dubu 
District President
& President - EA Unit
(Educational Assistants)

Andrew Horwood
President
PSSU
(Plant Support
Staff Unit)

Marion Xhignesse
President
PECS Unit
(Professional Educators
and Child Care Services)

Bonnie Cheung
President
ESP Unit
(Educational Support
Professionals)

Kim Appel
District Treasurer

Tom Bickford
President
PSSP
(Professional Student
Services Personnel)

Kerry Houlahan
President of TBU
(Teachers Bargaining
Unit)

Ron Shewchuk
President
OCTBU
(Occasional Teachers')

Stephanie Kirkey
**Provincial
Councillor**
Teachers' Unit

Bob Hayes
**Provincial
Councillor**
Teachers' Unit

Mary Auger
**Provincial
Councillor**
A & S Staff

Cindy Dubue
**Provincial
Councillor**
District 25

NOTE: Provincial Councillors are elected annually at the Annual Meeting of District Assembly (AMDA).



Educational Assistants' Bargaining Unit 2006-2007 Executive Members				
Executive Member	Role	Work Location	Work Tel. No.	Work Fax
Cindy Dubu�	President	OSSTF District 25	613-729-7211	613-729-8565
Cheryl Cavell	Chief Negotiator	OSSTF District 25	613-729-7211	613-729-8565
Violet Adair	1 st Vice-President	Stonecrest ES	613-832-5527	613-832-5525
Claudia Deigan-Garby	2 nd Vice-President	Featherston PS	613-731-3357	613-731-6353
Sharleen Conrad-Beatty	Secretary	Confederation	613-596-8260	613-596-8239
Valerie Gourlay	Treasurer	Crystal Bay Centre	613- 828-5376	613-828-0713
Sue Graham	Executive Officer	Sir Guy Carleton SS	613-723-5136	613-723-8497
Dennis McMullen	Executive Officer	Sir Guy Carleotn SS	613-723-5136	613-723-8497
Shari Fisher	Educational Services Officer	Elizabeth Park PS	613-523-5406	613-523-7458
Randall Sullivan	Communications Officer	Rideau HS	613-746-8196	613-746-7834

PLEASE NOTE: All of your EA Executive are accessible by phone BEAM or OSSTF e.mail - cdubue@OSSTF25.on.ca or ccavell@OSSTF25.on.ca



By telephone



**by Board mail to:
OSSTF District 25
67 Jamie Avenue**



or by BEAM

OSSTF DISTRICT 25 OFFICE

Our office is located at 67 Jamie Avenue, Nepean, ON K2E 7Y6 one block east of Merivale, one block south of Hunt Club (see map on back cover). Please call ahead of time at **729-7211** to make an appointment if you would like to see a specific person. If you're not sure who exactly to talk to, don't worry - we work as a team. If you would like to drop by for general information, our office hours are Monday to Thursday 8:00 a.m. to 5:00 p.m. & Friday 8:00 a.m. to 4:00 p.m. during the school year. Our fax number is 729-8565.



WHO TO CALL IN A PROFESSIONAL EMERGENCY

If you are called to a meeting with school administration in order to discuss your job performance, including any action that may lead to discipline, you have the right to Federation representation. Contact your president **Cindy Dubue** at 729-7211 **before** attending the meeting. If Cindy is unavailable and you need advice immediately, then you should ask to speak to **Cheryl Cavell**. If both of the Unit officers are unavailable then you should call the **OSSTF Provincial Office in Toronto at 1-800-267-7867** and ask to speak to the duty officer. Whether you just need a few words of advice or to have a lawyer retained to represent you, you will receive the necessary support.

Do not admit to having done anything improper in connection with your job or your profession until and unless you have consulted with OSSTF.

Benefits

Your Collective Agreement negotiated between OSSTF and the Board, entitles you to participate in a number of benefit programs, including:

- Health Insurance
- Group Life Insurance
- Long Term Disability
- Dental Care
- Vision Care

Check your contract and the benefit booklet to learn more about how you're covered.

If you have any question concerning coverage or problems in dealing with Manulife, please contact **Marilyn Farrell**, via Beam, in the Benefits Department at the Board. As well, please consult the Benefits icon on Beam for regular updates. Your President, Cindy Dubue and/or your Chief Negotiator, Cheryl Cavell, will provide federation support if you encounter difficulties.

Employee Assistance

Members may also access a Board-sponsored Employee Assistance Programme if they experience difficulties of a personal, financial, or psychological nature. Free confidential service can be arranged by calling 725-5676. In case of emergency after hours, call 1-800-668-9920.

Long Term Disability

You also have a Long Term Disability Insurance (LTD). This plan is owned and operated by OSSTF. Please contact **Cindy Dubue** at the District Office if you have questions or concerns about the plan. Do not contact the Board regarding LTD. This plan is a compulsory condition of employment and premiums are deducted on your behalf. Termination of coverage can only occur when qualified members have submitted the necessary information to OTIP well in advance of their date of eligibility. Contact the District Office for details.

Leaves

Your Collective Agreement also sets out what leave you are entitled to, how long it may be, whether it is with or without pay, and whether it is automatic or at your Principal's discretion. Leaves include:

- Sick Leave
- Pregnancy/Parental Leave
- Compassionate Leave
- Religious Leave
- Special Leave (for urgent &/or essential business)

Check your collective agreement for details. For further assistance, contact your representatives at the District Office.

GRIEVANCE: Some General Information

The definition of a grievance found in the Collective Agreement between the OCDSB and the EA Bargaining Unit (**Article 29**) is as follows:

A "grievance" is defined as any dispute related to the application, administration, interpretation or alleged violation of the Collective Agreement.

Interpretation	where contract language is subject to more than one interpretation
Application	to whom, in the bargaining unit, does a particular clause apply
Administration	where an employer contracts to handle an aspect of the Collective Agreement and fails to do so
Alleged Contravention	when you think that your employer acts against the language of the Collective Agreement.

As an employee and a Bargaining Unit member, be aware of your rights and entitlements and obligations. Should you feel that the terms of the Collective Agreement have been violated, contact an EA Executive member. In the meantime, keep detailed information on the situation, including "when", "who", "what", "where" and "why". Present these facts to your Executive contact.

The common types of grievances are: individual, group and policy. There is also a fourth type, called a hybrid grievance, which is a combination of the first three.

When you, as an employee of the Board, have a complaint relating to the interpretation, application, administration, or alleged violation of the Collective Agreement, discuss the complaint with your principal or immediate supervisor and attempt to resolve the matter informally. If the discussion does not result in the satisfactory settlement of the complaint within five (5) days, please contact the Bargaining Unit, which may, on your behalf, submit a grievance.

Time lines must be followed. Please consult the Collective Agreement for details.

OSSTF EABU INCIDENT REPORT

Please fill out the information below and forward it to your BU President by Fax: 729-8565 or mail: board mail to 67 Jamie Ave.

If needed, additional pages can be attached or use the back of this form.

First Name: _____ Surname: _____

Date of Incident: _____

Work Location (where incident occurred): _____

Type of Incident/Injury: (put an X on the appropriate lines)

Verbal ___ Kick ___ Bite ___ Scratch ___ Hit ___

Other (specify) _____

Incident caused by:

Intentional Behaviour ___ Unintentional Behaviour ___

Was medical attention needed at the time of the incident? (Medical attention includes cleaning, bandaging, etc.) If yes, explain: _____

Was the incident/injury reported in any other manner than this form.

ie: to supervisor, WSIB, etc. _____

Was a restraint involved at any time during this incident? Yes ___ No ___

Is this student on a Planned Restraint Program? Yes ___ No ___

Was the Boards restraint form filled out? Yes ___ No ___ -

Were there consequences for the student as a result of this incident? _____

Was there a witness? _____

Name of witness: _____

Date form completed: _____

Signature: _____

Committees that look after your interest

EABU & District Committees:

- Labour Management Committee
- Collective Bargaining Committee
- Grievance Appeals Committee
- Communications Committee
- Nominations Committee
- Political Action Committee
- Professional Development Committee

Joint EA and Board Committees

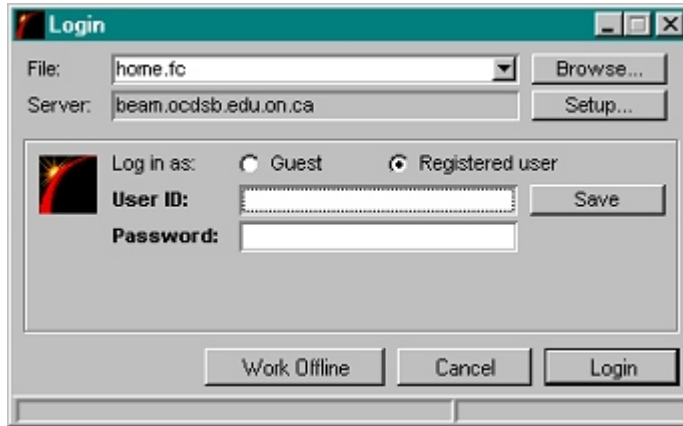
- Health and Safety Committee
- Pay Equity Joint Evaluation Committee

OCDSB Committees with Federation Representation

- Board Budget Committee
- Business Services Committee
- Chair's Committee
- Council of School
- Education Committee
- Human Resource Committee
- Regular Board meetings
- Special Education Advisory Committee
- Ottawa-Carleton Assembly of School Councils (OCASC)



About BEAM: OCDSB E-Mail (Electronic Mail)



Once you become an employee of the OCDSB, you will be issued an EIN (employee Identification Number). Upon sponsorship by your supervisor, you will receive a BEAM account. This will enable you to access BEAM, the OCDSB electronic mail system.

Enter your EIN, select a password and log in to the system.

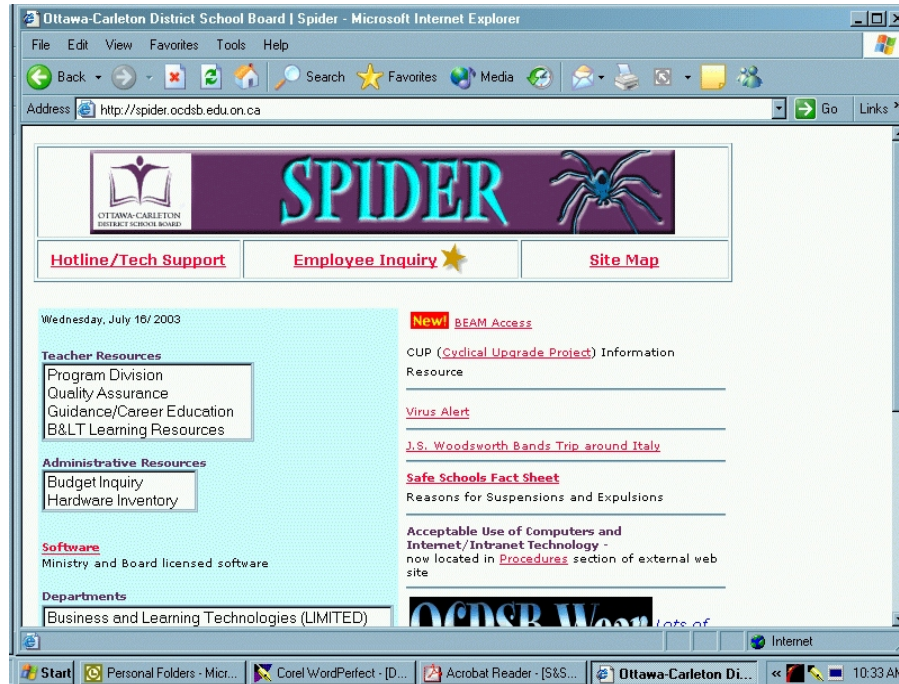
Each employee has a mail box for sending and receiving information. If you are interested in having BEAM installed on your home computer (you must have a modem), click on BEAM help. Download the software and step-by-step installation information in this folder.

This is your BEAM desktop. You will find a folder about the EA Bargaining Unit under **Related Organizations**, inside the OSSTF Notice Board. Check the EA folder regularly and keep yourself informed about EA activities. You can also download the Bargaining Unit's Collective Agreement, Constitution and By-Laws, Updates etc., from this folder.

Used effectively, electronic mail can do wonders! Check in the Staff Development folder for workshops on how to use BEAM effectively.



Spider - The Ottawa-Carleton District School Board Intranet



HOW TO LOG ONTO SPIDER

The OCDSB internal web site can be found at:

<http://spider.ocdsb.edu.on.ca>

USER ID: ocdsbweb
Password web4staff

Please note that the user ID and password are case sensitive.

This will get you into the home page for Spider. The Intranet provides access to a wealth of information, including detailed **job descriptions**, **workshop notes** and employee inquiry. The employee inquiry allows you access to **your personal information**, **your benefit coverage**, **your leave usage** (including sick leave and vacation leave), etc.



PROVINCIAL OFFICE

60 Mobile Drive
Toronto, ON M4A 2P3

Phone: 1-800-267-7867

Fax: 1-416-751-3394

www.osstf.on.ca

DISTRICT OFFICE

67 Jamie Avenue
Nepean, ON K2E 7Y6

Phone: 729-7211

Fax: 729-8565

www.osstf25.on.ca



OTTAWA-CARLETON DISTRICT SCHOOL BOARD

133 Greenbank Road
Nepean, ON K2H 6L3

Phone: 596-8211

Fax: 820-6968

www.ocdsb.ca

HUMAN RESOURCES

Educational Assistant Enquiries
596-8211 Ext. 8317

INFORMATION TECHNOLOGY "HOTLINE"

BEAM Service Enquiries 596-8273

BENEFITS

Telephone:
596-8211 Ext. 8388

CONTACTS

ONTARIO TEACHERS INSURANCE PLAN (LTD)

240 Catherine Street, Suite 206,
Ottawa, ON K2P 2G8

Tel: 567-6847

Fax: 567-6850

www.otip.com

EMPLOYEE ASSISTANCE PROGRAM FAMILY SERVICE CENTRE OF OTTAWA

312 Parkdale Avenue
Ottawa, ON K1Y 4X5

Tel: 725-5676

Fax: 725-5651

After Hours (1-800-668-9920)

Ontario Municipal Employees' Retirement System (OMERS)

1 University Avenue, Suite 700
Toronto, ON M5J 2P1

Tel: 1-416-369-2400

Toll free: 1-800-387-0813

Fax: 1-416-360-0217

Ottawa Carleton Assembly of School Councils

www.ocasc.ca

People for Education

www.peopleforeducation.com

Ottawa and District Labour Council

www.ottawalabour.org

The Ontario Federation of Labour

www.ofl-fto.on.ca

Ontario Ministry of Education

www.edu.gov.on.ca

OMERS

www.omers.com

Canadian Labour Congress

www.clc.ctc.ca

OTG Financial

www.otgfinancial.com

OTIP

www.otip.com

