

NEW MEMBERS'

HANDBOOK

**DISTRICT 25
OTTAWA-CARLETON
OSSTF**

TEACHERS' UNIT



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). So you are a member of OSSTF by law.

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**

PRESIDENT'S MESSAGE

Welcome to the Teachers' Unit of OSSTF District 25, Ottawa-Carleton !

Provincially, the Ontario Secondary School Teachers' Federation represents over 50,000 teachers and educational workers. Since 1920 when OSSTF fought for equal pay for women and men teachers who had the same qualifications, through to the more recent fight to restore a workload of 6 credits, the federation has worked hard to protect teachers.

In Ottawa-Carleton, three teachers work on a full-time basis on your behalf. Many dozen more represent you on our unit executive, at teachers' council, in school branches, and on a variety of committees. Their volunteer work is the basis of OSSTF's success. One of the first things you need to do now that you've been hired, is to say hi to your branch president. He or she is your first contact in terms of assistance from the federation or involvement in its activities.

The primary objective of OSSTF is to protect members, as a group and individually. A collective agreement determining salary, benefits, and working conditions is negotiated. The conditions are vigilantly defended. Professional development, political action, and the promotion of public education are also priorities.

You should have received a collective agreement which will be in force until August 2008. Please keep your copy in a safe place and refer to it often. In conjunction with the Ottawa-Carleton Board of Education, we will be helping to develop the new provincial initiative: the New Teachers' Induction Program (NTIP). as well, OSSTF will be working to ensure the protection of members' rights as this initiative is implemented. This year is a lobbying year as we prepare for elections at both the municipal and provincial levels.

OSSTF is a democracy and therefore, the members, including you, elect officers, determine policy, and establish the budget. Please read provincial publications including "Update" and local publications such as News@25 which will appear in your mailbox; visit the website at www.osstf25.on.ca; attend branch meetings; vote at the Annual General Meeting **Wednesday, May 23, 2007**. Make your voice heard by joining a committee or participating in federation activities. Your involvement also gives you the chance to meet with colleagues from other schools and provides opportunities for leadership.

I look forward to working with you in the upcoming year. Best of luck in your new job!

In solidarity,

Kerry Houlahan

THE OSSTF ORGANIZATION

YOU



YOUR SCHOOL OSSTF BRANCH
AND BRANCH PRESIDENT



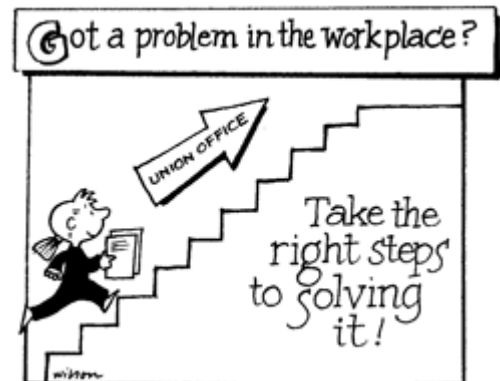
YOUR BARGAINING UNIT and DISTRICT OFFICERS



YOUR PROVINCIAL OFFICE

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 branch president and / or **Kerry Houlahan** at 729-7211 **before** attending the meeting. If Kerry is unavailable and you need advice immediately, then you should ask to speak to **Kerri Ferguson** or **Louise Derry**. If all 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.

TEACHERS' UNIT EXECUTIVE

The elected Bargaining Unit Executive meets regularly to address Unit business. The President, Chief Negotiator and Membership Services Officer are members of the executive who work full time at the District Office. They can be reached at 729-7211.

KERRY HOULAHAN PRESIDENT

Call Kerry if you have questions or concerns of a professional matter, such as performance appraisals, discipline, or other concerns.

KERRI FERGUSON CHIEF NEGOTIATOR

Call Kerri if you have questions or concerns relating to our Collective Agreement, such as assignment of duties and supervisions, timetable, salary, leaves etc.

LOUISE DERRY MEMBERSHIP SERVICES OFFICER

Call Louise if you have questions or concerns relating to pensions, benefits, certification, LTD and health and safety.

The other members of your executive are volunteers who teach during the school day. The best way to reach them is through BEAM.

Stephanie Kirkey (Norman Johnston) 1st Vice-President (Political Action)
Dan Maxwell..... 2nd Vice-President (Education Services)
Danielle Guertin (Sir Robert Borden) Secretary
Graham Satterthwaite (Sir Robert Borden) Treasurer
Stephanie Kirkey (Norman Johnston) Provincial Councillor
Bob Hayes (Sir Robert Borden)..... Provincial Councillor
Margie Barkley (Canterbury) Communication Officer
Susan Rab (Sir Wilfrid Laurier)..... Past President

TEACHERS' COUNCIL

Teachers' Council is the governing body of the Teachers' Unit of District 25 between annual general meetings. It consists of representatives from every school branch, and meets approximately once a month. Each school is represented by the Branch President and a Teacher Council Representative.

If you have a concern, question, or issue that should be raised with the whole bargaining unit, ask your Branch President/Contact to pose it at the next Council meeting.

ADULT	Pat Holloway/Janice Smith	NEPEAN.....	Rick Mellor
A. Y. JACKSON.....	Eleanor Abra	NORMAN JOHNSTON.....	Peter Gormley
BELL	Dianne Langlois	OSGOODE TOWNSHIP.....	Evan Cooper
BROOKFIELD.....	Graydon Almstead / John Coll	OTTAWA TECHNICAL LEARNING CTR.....	Paul Britton
CAIRINE WILSON	Julia Burns	RICHARD PFAFF	Craig MacDonald
CANTERBURY	Eileen Duffin	RIDEAU	Thomas Boyce
COLONEL BY	Graham Corke	RIDGEMONT	Dan Lajoie
EARL OF MARCH.....	Sheryl Adams	SIR GUY CARLETON	Patricia Raymond
ELIZABETH WYN WOOD	Chris Clarke	SIR ROBERT BORDEN	Sherry Shemeniuk
FREDERICK BANTING	Bryce Wilson	SIR WILFRID LAURIER	Ambreen Ihsanullah
GLEBE.....	Richard Seniuk	SOUTH CARLETON	Jamie Bell
GLOUCESTER	Linda Fex/Cathy Bailey	WEST CARLETON.....	Steve Pritchard
HILLCREST.....	William Moon	WOODROFFE	Jaden Lairson
JOHN McCRAE	Nancy Faraday	HOME INSTRUCTION	Angela Davis
LISGAR	Gerry St. Aubin	McHUGH.....	Bill Gibson
MERIVALE	Patrick Butler	OCDsB (Alpha)	Alana Coté

EMAIL

"BEAM" seems to make the world go round in the Ottawa-Carleton District School Board. Your OSSTF Branch President may post items in your school conference. At the same time, there are several OSSTF conferences where information is posted and this should be checked regularly.

To put the OSSTF Teachers' folder permanently on your desktop

- In BEAM, open your Desktop
- double click on Related Organizations
- double click on OSSTF District 25
- double click on OSSTF Teachers' Unit
- go to the menu bar and single click on Collaborate
- drag down to Add to Desktop and release the mouse

It is important to remember that BEAM is provided and managed by the school board; therefore you may be disciplined for violating Board guidelines. Discretion when using e-mail is the number one rule - both for private e-mails and when making use of the conferences. Don't put anything on BEAM that you would not want someone else to read.

To discuss confidential issues with a federation officer, use a non-BEAM email account to contact us. khoulahan@osstf25.on.ca kferguson@osstf25.on.ca lderry@osstf25.on.ca

New Teachers' Induction Program (NTIP) Teacher Performance Appraisal (TPA)

In June 2006, Bill 78 received Royal Assent in the Ontario Legislature, creating the New Teachers' Induction Program and creating a Teacher Performance Appraisal specifically for new teachers. Given that changes are so recent, it is extremely important for new teachers to seek clarification whenever necessary. Principals and experienced teachers may not be aware of new legislative requirements.



The Ontario Teacher Qualifying Test and the provisional teaching certificate with the College of Teachers have been eliminated.

School Boards are required to provide a New Teachers' Induction Program and new teachers are required to participate in it. The program must include:

- a form of school and board orientation;
- professional development specific to the needs of new teachers, delivered in a relevant, timely and manageable fashion; and,
- a non-evaluative mentoring program which includes time release.

Criteria for teacher participation have not been established however teachers are strongly encouraged to take advantage of all opportunities which suit their needs.

OSSTF will sit on the Board's NTIP committees and work as a partner in developing programs for new teachers. Your feedback would assist us in representing members effectively.

OSSTF will work to ensure that:

- PD meets your needs and is delivered appropriately
- you have been offered a choice of mentors and mentorship arrangements and that a safe, non-judgemental exit procedure is available in case you are not happy with your mentorship arrangement
- it has been made clear to all involved that your mentor will not be involved in evaluating you in any way.
- Time release is provided for NTIP professional development activities and meetings with your mentor.
- The principal or VP meets with you in advance of the TPA to explain the 8 competencies for evaluation, the rubric / ratings to be used, how dates will be confirmed in advance for classroom observations, and what information will be used to write the summative report.



We expect to offer a Teacher Performance Appraisal workshop in the fall. Please look for advertisements and be sure to attend.

**For more information on all topics introduced in this handbook,
call 613-729-7211, or visit:**

www.osstf25.on.ca/teachers



All teachers, upon signing a contract, are responsible for ensuring that they are placed in the proper salary grid category. Article 10 of the Collective Agreement outlines the placement on the salary grid. New teachers with previous teaching or related experience must ensure that the Board is aware of the specifics within 90 days and that prior experience is properly credited. Teachers from other Ontario school boards have 90 days to provide the Board with documentation regarding the transfer of their accumulated sick leave.

All teachers must provide the Board with an OSSTF Certification Rating Statement.

Failure to complete the proper paperwork, by the deadlines, can result in forfeiting thousands of dollars! There are several large bureaucracies involved but the payoff for following all the steps is definitely worth the effort.

Steps regarding Certification Rating Statement

1) Obtain an application form from your OSSTF Branch President, OSSTF District Office or www.osstf.on.ca.

2) Submit it to OSSTF at the above address, together with:

- a copy of your Ontario Teacher's certificate
- a copy of your certificate of Qualifications issued by the College of Teachers (Take the time to verify all the information is correct!)
- originals of official university transcript(s)
- originals of any courses taken
- proof of OSSTF membership (copy of contract or pay stub, or a letter from Branch President or Principal)



NOTE: Faculty of Education Students in Ontario normally submit an application for appraisal before they graduate. Remaining documents must be submitted once you have a job in order to get an actual rating statement.

3) Provide the Board's Human Resources Department with your Certification Rating Statement and the accompanying letter. Get proof of delivery (ie. a signature for hand delivery, confirmation from the fax machine, a BEAM message). The



deadline for receipt of the rating statement for retroactive pay to September 1 is **December 31**. The deadline for retroactive pay to January 1 is **March 31**. Check your pay stub to ensure the correct changes are made.

4) Make a plan, using the letter attached to your rating certificate, for the best way for you to get to category 4, the highest pay category. **Before** you take a course for the purposes of changing categories, get prior written approval from the OSSTF Certification Department. **After** the course, follow all the steps again!



PROFESSIONAL DEVELOPMENT

As a new teacher, you will be upgrading your credentials over the next several years in order to raise your certification and improve your skills and knowledge base. This is an expectation of you as a professional. This you will do through summer and evening courses taken through one of the Faculties of Education. If you are taking courses to get into another pay category, be sure to contact the OSSTF Certification Department to get prior approval for the course.

In addition, you will probably want to participate in workshops and conferences in your subject area, to enhance your curriculum awareness and sharpen your instructional skills. OSSTF sponsors such professional development activities - through a Board-wide PD in February, through funding for individuals to attend conferences, and through funding of subject councils to organize workshops and seminars at the local level in their area.

OSSTF also funds school-based PD activities, and promotes further PD activities with the Board through its programs. If you are interested in any of these areas, please see your Branch's Professional Development representatives. Applications for \$200 (or more) to help defray conference costs are also available on the OSSTF conference on BEAM.



OSSTF also has an excellent selection of resource books on a wide variety of topics of immediate use to teachers. Recent titles include *Learning Labour*, *Common Threads* (dealing with sweatshops in Guatemala), *Coping with the New Curriculum*, *School Law* and *Students at Risk*. Check with your Branch President or www.osstf.on.ca for a full list of titles.

Survive and Thrive, is an interactive virtual conference for beginning teachers. It is a product of the Ontario Teachers' Federation, to which OSSTF is affiliated.

The conference has been specifically designed for Ontario teachers in their first five years of professional practice, occasional teachers and teacher candidates. All others are welcome to access the non-interactive portions of the site as guests.

The following topics have been covered:

Your Federation and You
Assessment and Reporting
Professional Issues
Classroom Management
Literacy
Special Education
Managing Stress
Working with Parents and Families
Occasional Teaching
Reflective Practice
Relationships: Appropriate and Professional
Working with Adolescents

Teaching Social Sciences
Teaching Math

www.survivethrive.on.ca



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 OSSTF benefits representative at your school, or Louise Derry, the Membership Services Officer, will provide federation support if you encounter difficulties.

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

You also have a Long Term Disability Insurance (LTD). This plan is owned and operated by OSSTF. Please contact **Louise Derry**, Membership Services Officer 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

LEAVE

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



An updated pregnancy/parental leave package is available through the Collective Bargaining and Benefits Committee representatives in each school, or through the District Office.

Again, check your collective agreement for details. For further assistance, contact Kerri Ferguson, the teachers' chief negotiator at District Office. Understanding your rights and responsibilities BEFORE you request leave can save time and worry.



PROVINCIAL OFFICE

60 Mobile Drive
Toronto, ON M4A 2P3

Phone: 1-800-267-7867

Fax: 1-416-751-3394

www.osstf.on.ca

CERTIFICATION DEPARTMENT

60 Mobile Drive
Toronto, ON M4A 2P3

Phone: 1-800-267-7277

Fax: 1-416-751-0910

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

Secondary Teacher Enquiries
596-8211 Ext. 8339/8396

INFORMATION TECHNOLOGY "HOTLINE"

BEAM Service Enquiries 596-8273

BENEFITS

Telephone:
596-8211 Ext. 8388

CONTACTS

ONTARIO COLLEGE OF TEACHERS

121 Bloor Street East, 6th Floor,
Toronto, ON M4W 3M5

Tel: 1-888-534-2222 (Toll Free)

Fax: 1-416-961-8822

www.oct.ca

Email:

info@oct.on.ca

ONTARIO TEACHERS INSURANCE PLAN

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)

www.familyservicesottawa.org

ONTARIO TEACHERS' FEDERATION

1300 Yonge Street, Suite 200
Toronto, ON M4T 1X3

Tel: 1-800-268-7061 (Toll Free)

Fax: 1-416-966-5450

www.otffeo.on.ca

ONTARIO TEACHERS' PENSION PLAN BOARD

5650 Yonge Street,
Toronto, Ontario M2M 4H5

Tel: 1-800-668-0105 (Toll Free)

Fax: 1-800-949-8208 (Toll Free)

www.otpp.com

Email:

member_inquiry@otpp.com

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

TV Ontario (Educational)

www2.tvo.org/TVOntario

Ontario Ministry of Education

www.edu.gov.on.ca

Teachers' Life

www.teacherslife.com

Education Network of Ontario

www.enoreo.on.ca

Education Canada Network

www.educationcanada.com

FACULTIES OF EDUCATION

Brock University

www.brocku.ca

Lakehead University

www.lakeheadu.ca

Niipissing University

www.nipissingu.ca

University of Ottawa

www.uottawa.ca/academic/education/

Queen's University

[www.queensu.ca/~conted/cont.ed./](http://www.queensu.ca/~conted/cont.ed/)

University of Toronto

www.oise.utoronto.ca/conted/

UOIT

www.uoit.ca

University of Windsor

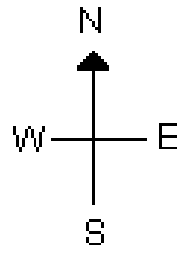
www.uwindsor.ca

Western Ontario

www.uwo.ca

York University

www.yorku.caT



Merivale

West Hunt Club

Sunderland

OSSTF 67 Jamie

Jamie Avenue