

Ontario Secondary School Teachers Federation

District 16 T/OT - York

Branch President Handbook



OSSTF D16 T/OT

www.osstfd16.on.ca

Branch President Handbook 2025-2026

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Acronyms:

ADMIN School Administration

AGM Annual General Meeting

AMPA Annual Meeting of the Provincial Assembly

BP Branch President

BU Bargaining Unit

D16 District 16 (York Region)

DEO District Executive Officer

FT/PT Full Time/Part Time

FTE Full-Time Equivalency

LTO Long-Term Occasional

OT Occasional Teacher

SAC Staffing Advisory Committee (OSSTF/Board)

T/OT Teacher/Occasional Teacher

OSSTF D16 T/OT

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Duties of the Branch President (BP)

The Role of Branch President

As a BP, you are the frontline representative of the Federation to the members in your school. You are the main link between them and the union structure. Your actions affect their opinion of the entire union. Branch Presidents attend bargaining unit Council meetings once a month. You will take back information to members at your school/site. Members may come to you for specific information, for support in redirecting them to an office staff member, or sometimes just to have someone to talk to.

Your willingness to help and counsel your coworkers strengthens their commitment to our union.

What you need to do:

Attend Council Meetings and AGM. As a BP, you will attend Council meetings once a month and the AGM in May. At these meetings, members of the Executive will share updates and this is an opportunity for you to contribute to the conversation and share concerns from your school/branch.

Read email communications. As a BP, you will receive emails in addition to our weekly communications and all member bargaining updates. It is important that you keep up with these communications as we do try to limit the number of emails that go out. Additional emails will include: **BP speaking notes** for Staff meetings, **Council meeting reports** which should be reviewed prior to our Council meeting, and additional **informational emails** relating to special events to promote within your school/branch.

Manage and update your school database: In September, the office will send each BP their school database (spreadsheet). It is important to connect with each member to ensure their data is correct as we are not provided this information by the Board. Any retired teachers, new teachers to your staff, members on leave and/or new LTOs should be updated and the information sent in to d16.office@osstfd16.on.ca ASAP.

Keep members informed. You are the direct line of communication from the Federation to the membership. It is essential that you share important information with your staff and relay school concerns to the District 16 T/OT office. You may find it helpful to set up an email address for union business and to create a distribution list for your staff. (When using email distribution lists, please use BCC for email addresses to ensure privacy.)

Keep lines of communication open. In order to understand school level concerns and to communicate information to members, it is important to be approachable and accessible. Bringing members together across departments can also help build solidarity in the workplace. Let people know how they can be involved with their union.

Some ways to make connections with your colleagues:

- At the Staff meetings, you will be provided with speaking notes, but you can also have an open forum discussion with the full staff or a smaller group that wants to stay to share concerns.
- Take an occasional lunch period to visit some workrooms to check in on different departments.
- Use your branch rebate and/or member engagement money to host breakfasts, snacks, or lunches that colleagues can attend to ask prompting questions that will begin conversations about work conditions and the concerns/issues they may have.

Duties of the Branch President (BP) ... continued ...

Branch President Reports: Each month prior to our Council meetings, you will receive an opportunity to complete a Branch President report. This report should include issues that have been brought to your attention at your school. You can include items that you have already addressed but feel the office should be aware of. This information helps to guide our work at the office. When we see patterns or repeating issues, we can address it with all Branch Presidents at the meeting.

Reach out to new members. Each semester, your school will have new members joining your team. Take the time to seek the new members out, introduce yourself and explain your role. This can be done in person or in an email and is a great time to get their contact information to update your school database (send any updates to d16.office@osstfd16.on.ca). Let your Admin know that you would like to be notified of any new LTOs that are brought in throughout the year so you can also reach out to them as not all Admin keep their BP's in the loop.

Administration (Admin): Developing an effective working relationship with your Admin is helpful. Work cooperatively to solve or avoid conflicts. You may need to ask them to share information with you regularly and in advance if they don't do so willingly. Almost everything pertaining to the working environment – staffing, organization, workload is the legitimate business of the union.

We report to and take direction from the Admin. Do not ask School Support Staff (CUPE members) for advice or information regarding absences, contract, and staff issues. Although support staff are responsible for tracking or reporting, we report to Admin.

A Member Notified of a Meeting with Union Representation: Should a member come to you to tell you they have been notified by Admin that they are having a meeting the following day with union representation, you should:

- a. Let them know that this is normal practice if there was a concern brought to the Admin.
- b. In the case of a concern, Admin will provide the member a brief synopsis of the concern. The member should not respond without union representation present.
- c. Assure the member that there will be a union representative from the D16 office attending with them. They are welcome to contact the D16 T/OT office to confirm and ask questions about the process.
- d. For formal investigations, it is not a typical process for Branch Presidents to be in attendance during any meeting with an Admin and a member as they will be represented by an office staff member.

In-School Staffing Committee (ISC): As per L.D.1.4.1 in our Collective Agreement (CA): “By the end of the June of each year the teaching staff in each secondary school shall elect an In-School Staffing Committee (ISC) of three teachers, one of whom shall be the Branch president or designate from the Branch executive, to assist the principal or his/her designate in collecting and verifying all in-school data and materials pertaining to the staffing of the school for that school year and the following school year. Additionally, the In-School Staffing Committee shall assist the principal in monitoring staffing allocations and the teachers' workload. L.D.1.4.2 The ISC shall specifically: be responsible for reporting to the District 16 T/OT President and/or designate the details of and reasons for any assignments that are contrary to directions from the Staffing Advisory Committee particularly with respect to the equitable assignment of instructional time.” The Branch President and the Branch Vice President automatically hold one spot each on the ISC.

Section L.D.1.4.2.2 of our collective agreement shows a long list of documents the Admin should be sharing with the ISC.

Branch President Month by Month Guide

September

Staffing: On the YRDSB SharePoint, you can find the 'Staffing Timelines'. The timeline changes and is updated regularly and sent via email. The document is also posted on the YRDSB SharePoint in the secondary staffing area. Type "staffing timelines" in the search box.

In-School Staffing Committee (ISC): Coordinate a meeting of the In-School Staffing Committee to get a report from Admin on Semester 1 Staffing. Complete, as a committee, requests for additional staffing or give back of sections, Semester 1 requests for school and system flex.

Confirm details and report any concerns to D16 on the following:

- the number of classes which have been pierced
- confirm that no member has period 1 or 5 lunch (unless approved by SAC)

Faith Days: Submit to the Board SharePoint by the September deadline. This is typically the end of September.

Lunch and APAs: Review with staff and Admin that all members are to be given a 40 min. uninterrupted lunch which cannot be during the first or last periods without SAC approval. Ensure the lunch supervision duties do not impact this contractual right. Staff should not be given (or volunteer) for more than 1 APA/day.

Staff Meetings: All staff are expected to attend staff meetings or let their Admin know if they are unable to make a meeting and catch up on what they missed. Delivering PD during the meetings by staff is VOLUNTARY unless part of their job description. Annually there will be a staff meeting memo released that will go over the dates and times of the meetings.

Update Member Database: D16 will send you your school's database. Check in with each member to ensure accuracy of their information. Identify any teachers who have left/retired, are on leave, and add any LTO's to the bottom of the list. This needs to be returned ASAP. Funding for branch rebate and member engagement will be available after receiving your updated database. **This is very important as we do not receive this information from the Board.**

Branch Executive: Any unfilled positions on your Branch Executive from the elections in June can be filled by asking members in the building.

TPA Notice to Teachers: Admin should advise members in the first 20 school days if they are scheduled for a TPA during that school year. Any teachers who had a one-year period where they were not teaching (i.e mat leave or DSP leave) can potentially apply for an exemption to push their TPA cycle by one year.

Student Achievement Awards (SAA): The SAA are run by OSSTF Provincial. More information can be found on the provincial website. The key to the awards is to highlight student achievement with mentorship from their teachers. There are 11 awards of \$1000 each in a variety of categories. You should receive a package in your mailbox with a poster. Please post in a common staff area and encourage teachers to get students involved.

Oct 5th World Teacher Day: Start planning this day in September as it approaches early in October. This is a great day to host a Member Engagement event with your staff. It can be as simple as a treat with a note in all members' mailboxes or a staff social in the morning or at lunch with snacks/food.

October

Monthly Short Term Occasional (STO)/Alternative Professional Assignment (APA) Meetings: In October, the BP and Admin at schools should attend the STO/APA meeting with the Board to better understand the process for filling absences.

In addition to that, **each month**, BPs should have a meeting with the VP assigned to the portfolio, regarding supply days, and APA usage. This meeting is usually with one Admin, the BP and the Office Assistant in charge of staff absences. The purpose is to review the usage of Supply Teacher days and the APA usage by teacher. As BP, you should be looking to see that the usage is balanced between teachers in the same period. There can often be a +/-5 difference due to a member having just had a week of duty. Be mindful of LTO usage. For example, a full-time, Semester 1 LTO can do up to half of the full year allotment of APAs. Since most staff will be full time members with a full allotment, LTOs sometimes get overlooked due to the smaller APA total.

Database: Reminder to get your database back to the office with all updates ASAP. This is required to get access to branch rebate and member engagement funds.

Branch President Report: Each month you will be sent an email asking for you to complete a BP report prior to Council. This is for you to share any concerns or issues that have come from members in your school. A NIL report is appreciated.

Parents' Night: It is expected that all teachers attend Parent's Night and be available for walk-in meetings twice per school year (once in each semester). In the case that a member is unavailable, they should speak to the Admin.

Annual Learning Plan (ALP): All teachers (unless being evaluated) must submit an ALP to their Principal by Oct 31. Any template can be used. The ALP Generator is available for free on our website: osstfd16.on.ca/alp

Take Your Kids to Work Day: Gr. 9 teachers may be asked to supervise Gr. 8s who are coming into the school on the 1st Wednesday in November. If a supervision schedule is provided for teachers of Grade 9 classes, the BP should review for equal workload, lunch breaks, teaching/duty minutes, etc.

November

Student Achievement Awards: Branch Executive Members are to judge school entries and submit winners in each category to the T/OT BU Office by Late November due date (**for 25-26 this due date is Nov 14th**).

Severe Weather Policy (formerly Inclement Weather Policy): Review Board Policy for more clarity and the most updated information. There are three types of weather days:

1. **Extreme Cold:** Schools operate as normal, except student transportation is cancelled.
2. **Inclement Weather:** Schools operate as normal, except student transportation is cancelled. Staff are expected to attend their regular work location. In the event this is not possible, they should attend an alternate YRDSB school and notify their Admin. If this is not possible, they must contact their Admin to explain their efforts to attend. If, in collaboration with the Superintendent, and Admin it is determined that the member has not made sufficient efforts to report to their regular or an alternate work location, the employee will be informed that there may be a loss in pay. If a member is told they will be losing pay, please ask them to notify the office.
3. **Emergency Weather Day:** This is a system closure. All schools, workplaces and Board offices will be closed due to an extreme weather event.

Winter Warmth Fundraiser: Annually the Status of Women Committee facilitates the Winter Warmth Fundraiser. Each school who wishes to participate needs a Site Liaison (usually the Status of Women Rep) to promote the fundraiser and collect donations. Contact your Status of Women Rep or the office for more information or to help out. Donation due dates are generally in end November/early December.

December

AMPA Delegate Deadline and Motion Deadline: *(Between the months of November & December)* The Annual Meeting of the Provincial Assembly happens every year in March. If you would like to apply to attend AMPA, the deadline is usually early-mid December. If you would like to present a motion(s) for the Executive to consider bringing forth on behalf of the local, it must be submitted to the Bargaining Unit's office by early January. This is the required deadline for the motion to be considered "On Time". Keep an eye on the weekly emails for reminders and dates.

Mid-Year Staffing: Your Admin should initiate an ISC Meeting to discuss needs for Semester 2, if additional sections are required. Any additional contract staffing should be offered in seniority order to current part-time Contract Teachers. Discuss as a committee what vacancies to post for Semester 2. Reminder of Mutual Agreement form requirement for any teacher asked to teach outside of their qualifications.

Provincial Award Submissions: Provincial OSSTF Member Awards can be found on the Provincial OSSTF website. The deadline for many of the Provincial OSSTF Member Awards is in December and many of the awards require Bargaining Unit notification or sign off. Follow the directions under each award.

January

OCT Fee: Each year the Board collects the OCT fee directly from our contract members on the 2nd pay in January. Occasional Teachers and Contract Teachers on unpaid leaves (i.e. pregnancy leave, deferred salary pay) or on Long-Term Disability (LTD) leaves are required to pay this fee directly to the OCT.

Pay Deductions (Canadian Pension Plan (CPP) CPP and Employment Insurance(EI)): Members who are higher on the grid will max out their CPP and EI contributions in the fall. In that case, deductions will come off again in the new year, resulting in a lower net pay amount.

ISC Staffing for Semester 2: Staffing for Semester 2 should be finalized in January. If you have vacancies, they should be posted and filled around this time. Check in with your Admin around any new hires and be sure to introduce yourself when they join your staff in February.

Deferred Salary Plan (DSP) Leaves: Applications for DSPs are due to the Board by January 31st. Maximum 4 in a career. Minimum 2 years between leaves. If you are unaware, these are leaves typically referred to as 4-over-5 or 2-over 3 for example.

February

ISC Meetings in Semester 2: ISC work increases in Semester 2 as we begin to plan for staffing for the next school year. This is a good time to review the Staffing Timelines Document on the YRDSB SharePoint to see what is coming and when you should be contacted by, or in contact with your Admin. This document is open

on the YRDSB SharePoint and could be shared as an FYI with your colleagues. Our Collective Agreement also lists all the information that your Admin should be sharing with you, and your ISC team.

Database Updates: Check out your Staff Database that you updated in the fall and connect with any new Teachers/LTOs in your buildings to ensure they are added and staff that have left are deleted. Send any updates to the D16 T/OT office: d16.office@osstd16.on.ca

Unpaid Leaves: Applications for Unpaid Leaves are due to the Board by March 1st.

Part-Time (PT) to Full-Time (FT) or Full-Time to Part-Time: Teachers wishing to go from PT to FT must advise the principal in writing (can be via email) by the end of February.

March

Status of Women and Human Rights Scholarships: Promote Scholarship applications in schools. Reach out to the Committee Chairs for more information.

AMPA: The Annual Meeting of the Provincial Assembly is held the first weekend of March Break. From Friday evening until Monday.

Provincial Award Submissions: District BU deadline for many of the Provincial OSSTF Member Awards. These can be found on the provincial OSSTF site.

AGM Constitutional Motions: Motions to change the BU Constitution must be submitted to the BU Office by the deadline.

April

Staffing Allocation: As staffing ramps up in April, the BP and Principal will attend the Staffing Allocation meeting. Transparency in the staffing process is ensured by the Principal sharing information and decisions with the ISC. Be sure to share information with your ISC and pre-meetings with your ISC, before meeting with Admin can be helpful. A reminder that a list of items the Admin should provide to the ISC is in our Collective Agreement. Review and/or Print this information to request the information from your Admin if they have not shared. *NOTE: All discussions of ISC are confidential.*

A few key considerations:

- Seniority in buildings is for declaring surplus.
- There is no department seniority.
- Teachers should be assigned in their area of qualifications as per the OCT.
- Teachers may be assigned outside of their teachables with Mutual Agreement. The BP or another teacher on ISC should connect with each teacher being asked about Mutual Agreement to ensure they are okay with the assignment
- Special Education, Technological Education, and French may not be taught by someone unqualified unless a TLA has been applied for by the Principal. This is not the same as a Mutual Agreement and is intended to be a short term solution (1 year max).

Transfers Process: Make sure people are aware of the transfer process, should they be looking to change school locations. The dates for transfers will be on the 'secondary staffing timelines'.

May

Unsung Hero Award Submission: The Branch Executive, along with staff, will select and submit an award recipient by the mid-May deadline to the BU office.

Branch Elections: Every June Staff Meeting, each Site Branch must hold Branch Elections. To support Branch Presidents with this task, resources are available on the D16 website. BPs will remind staff of the elections, the roles available, and give members a reasonable amount of time to submit their interest. Should the BP be re-running, they should seek another member of staff who is not running to help facilitate the elections. BPs must use the Branch Election process as listed and available on the D16 website.

District 16 T/OT AGM: Usually occurs in the middle of May and occurs after the May Council Meeting therefore BP attendance is strongly encouraged. Branch Presidents are strongly encouraged to attend, along with all members of the T/OT Bargaining Unit. The AGM objectives include debate and votes on motions for proposed constitutional change as well as passing of the T/OT Bargaining Unit budget.

OSSTF Graduation Award Winner: The Branch Executive uses criteria from the D16 website to select and submit a graduating student winner by the deadline to the BU office. The deadline for the students name usually comes around mid-May so that the awards can be prepared and sent to schools in time for graduation.

June

Unsung Hero Award: This award should be presented to the receiving Staff member at the June Staff Meeting or end of year Staff Meeting. A certificate and gift card will be sent from the D16 office if we receive your school's recipient by the due date.

Branch Executive Elections: It is required that Branches follow the mandatory Branch Election Procedure for Branch Executive Elections. Resources can be found on the D16 T/OT Website to support you with the elections. A member (or two) who is not seeking a position on the Branch Executive will be required to run the election. Once the results are in, notify all members within 24 hours (if not done at the meeting) and report the results for your new Branch Executive to the D16 office: d16.office@osstfd16.on.ca as soon as possible (any status quo positions and vacant positions must also be reported within this email).

Graduation Duties: Student success and achievement is at the core of our work as teachers, and therefore D16 T/OT encourages members to attend this event. That said, attendance at Graduation is not mandatory.

Funding and Awards

Funding Availability: osstfd16.on.ca/member-engagement

To support the work you are doing in the building you have a few sources of funding

1. **Branch Rebate:** This is \$3 per member (sent once we receive your database). This is for the Branch Executive to use and while your local Branch should maintain receipts, they do not need to be submitted to the office. *Some suggested uses:*
 - a. to purchase an item for OSSTF members (i.e bulletin board for OSSTF messages, coffee maker or urn or kettle for staff room kitchenette labelled courtesy of OSSTF),
 - b. pizza or meal for Branch Executive meetings,
 - c. for photocopying of posters or member materials, etc.
2. **Member Engagement Funding:** This funding can be applied for once per semester - details on our website. The amount ranges from approx \$400-700 per semester depending on # of members. The amount is confirmed once we receive your school database. **Application and Reimbursement Forms are on our website.** Your application must be approved in advance in order to receive reimbursement. When planning an event(s), every effort should be made for an inclusive and accessible activity. Receipts are required and need to be submitted after your event(s) for reimbursement. Gift cards are not an acceptable use of member engagement funds. *Some suggested uses:*
 - a. Staff breakfast or staff lunch
 - b. Pizza lunch and invite D16 T/OT staff to attend
 - c. Lunch and Learn - Collective Agreement Refresher/Scavenger Hunt
 - d. Weekly 'Collective Agreement Trivia Contest'. Leave a weekly question on the OSSTF bulletin board with an answer box where members can write their name and answer for a weekly prize or \$5 gift card
 - e. Snacks or coffee station on parents night, at staff meeting, PA Day, or World Teacher Day (Oct)
 - f. Mailbox snacks with reminder notes of important dates (ie. elections, job action)
 - g. Outing to a local restaurant with free appetizers, maybe after report submission deadline
 - h. Outing to an entertainment centre (i.e. bowling, arcade, axe throwing, escape room)
 - i. Reduced ticket price to movies, sports game, theater
3. **Excellence in Education Grants:** Each school can apply for up to \$250 towards a school event that involves the community. The BP should be notified of any request being made. Some examples of this include: coffee houses, art shows, drama performances etc. osstfd16.on.ca/cpac
4. **Conference Funding:** Each member can apply for up to \$150 towards attending a conference. This is available through the Education Services Committee. This does not apply to courses. More information is on the website. osstfd16.on.ca/ed-services
5. **Additional Qualification (AQ) Funding:** Each member can apply for up to \$150 towards the cost of an AQ. Members can access the funding once per fiscal year (July 1 - June 30). PQP courses are not eligible for this funding. More information is on the website. osstfd16.on.ca/ed-services

Awards: osstfd16.on.ca/awards

1. **Student Graduation Award:** each year the BP in consultation with the Branch executive is to select the graduating student recipient of the \$400 OSSTF Award. The student's name is due to D16 in mid-late May.
2. **Unsung Hero Award:** This award run through the Educational Services Committee is for an OSSTF member at each branch. The member's name is due to the district office in mid-May so that the award can be presented at the June staff meeting. More info can be found on the Educational Services Committee Page.
3. **Student Awards/Bursaries:** Some of our committees have awards for students throughout the year such as Human Rights Poster Competition, Human Rights Bursary, the Status of Women Scholarship, and the Excellence in Education Student Achievement Awards (via Provincial Office.)

Hot Topics for Occasional Teachers (OTs) & Long-Term Occasional Teachers (LTOs)

Minimum and Maximum OT Days:

- OTs must work a minimum of 20 days during a school year and complete the Annual Offence Declaration (AOD) to retain their position on the Secondary Occasional Teacher Roster. These must be full days. Partial days only count as partial credit.
- OTs who are *retired teachers* may work a maximum of 50 days without pension clawbacks. Retired OTs can complete the month of their final OT day. For example, if the 50th day is on April 10th, the retired OT can accept jobs through the month of April.
- OTs must work a minimum of 80 days in a school year to receive a 10% contribution rate to a given benefit plan. This is not the same benefit plan as other education workers.

OT FAQ Facts:

- If you are on route or arrive at a school, they should not cancel a job on you. If the job is in fact cancelled, they should offer you alternative work for the day.
- OTs should be provided with:
 - a key for the day for access to the classroom(s) and for security reasons in case of a 'lockdown'.
 - Truncated safety plans and sign off on them
 - Required technology to support the day (i.e. attendance tracking)
- The OT rate of pay for 2025 is \$293.54. Northern bonus (North of Ravenshoe Rd) is \$30 per day.
 - An OT job of 3 periods, or 3 periods + a half period oncall/duty is paid at 100%. This should include a 40 minute, uninterrupted lunch.
 - An OT job of 2 periods, or 2 periods + a half period oncall/duty is paid at 67%.
 - An OT can voluntarily take a 4 period OT job (with no on-call/duty) and is paid at 133%.
 - OTs are not called for only a single period.
- Severe Weather Days
 - Extreme Cold Weather Days: Schools operate as usual.
 - Inclement Weather Days: OTs should attempt to make it to your school. Be aware that jobs may be cancelled. Check prior to leaving home.
 - Emergency Weather Days: Schools are closed and OT jobs are cancelled.
- On the 10th consecutive day of a job at the same school for the same teacher, the job is considered an LTO.

School Preferred Lists and Call Outs:

- Each school has between 7-10 spots for a preferred OT, it is expected that these all be filled.
- The new STAR call-out procedure regarding the order for OT call-outs is the following:
 - Preferred OT and Qualified for the subject
 - Qualified OT but not Preferred
 - Preferred OT but not Qualified
 - Not Preferred and not Qualified

LTO FAQ Facts:

- Certification Rating Statements for proper placement on the grid are done through QECO. Be sure to have this done as soon as possible to ensure you receive the proper pay based on the salary grid.
- Any past, related experience should be submitted to the Board. Be sure to have this done as soon as possible to ensure you receive the proper pay based on the salary grid.
- If an LTO is for 90 **calendar** days or greater, the member qualifies to be part of the benefit plan. If it is not initially a 90 **calendar** day LTO but extends beyond 90 **calendar** days, the member qualifies to be part of the plan. Contact OSSTF/OTIP once you are eligible.
- Sick Leave Days are prorated based on the % and length of the LTO. The number of accessible days can be accessed on the YRDSB SharePoint under the "My Absences" tab.

Services Available to Members

Certification: Qualifications Evaluation Council of Ontario (QECO) All certification is done through QECO. Contact them directly to receive your Certification Rating Statement for the purposes of placement on the salary grid. You should also reach out to determine what additional qualifications are required for moving across the salary grid. Phone: 416-323-1969 www.qeco.on.ca

Benefits: Ontario Teachers Insurance Plan (OTIP): All questions should be directed to OTIP 1-866-783-6847. OTIP is a non-profit organization directed by a Board of Trustees consisting of two representatives from each of the four education affiliates: AEFO, ETFO, OECTA, and OSSTF. As a non-profit trust, OTIP serves education employees and other union groups, tailoring products and services to meet their specific needs. OTIP has seen tremendous growth, not only in terms of staff and membership, but also in the expansion of the products and services that are offered. These include life, long term care, home and auto, identity theft, retiree health, travel and dental insurance.

OTIP also includes:

1. **CAREpath™** which provides support to those diagnosed with cancer. CAREpath delivers knowledgeable advice, information and support programs. We help individuals to understand their diagnosis, provide information on tests and results and advise and recommend possible treatment options. We guide our clients to the right treatment, at the right time and at the right place. Our team provides the support to reduce the physical and emotional impact of a cancer diagnosis. The CAREpath team follows the most up-to-date guidelines for cancer treatment and care, to ensure the best possible outcomes.
2. **Starling Minds®** is a self-guided digital program that is available 24/7, private, and tailored. Access tools to help better manage your mental health including daily checkups, guided training sessions, and a supportive community. Based on Cognitive Behaviour Therapy, it can be used with medication or in-person therapy. This service can be accessed via the website and/or via the mobile app.

TelusHealth (formerly LifeWorks): TelusHealth is included as an add-on in our long term disability (LTD) plan. LifeWorks provides tools to improve your mental, physical, social and financial wellbeing. You and your family will have access to counselling and resources that are totally confidential, 24/7.

- Up to 12 hours of counselling during the school year (September 1 - August 31)
- Call or chat online to book a service or for immediate clinical consultation, 24/7
- Access to articles, videos, podcasts, assessments, toolkits and so much more

EdVantage - Teacher Discounts: EdVantage offers great rewards and discounts to education employees and their families through partnerships with retailers and businesses throughout Ontario. OTIP administers Edvantage on behalf of your teachers' association. Through continued support from our partners, Edvantage is able to offer great discounts, special offers and contests to you, our valued members. Your Edvantage Card is your OSSTF Membership Card.

HOW DO MY SICK DAYS WORK?

a guide for OSSTF members



Start of the School Year

Each full-time, contract teacher in D16 is given 11 Personal Illness days and 5 Bucket Days at 100% pay.



Log on to the SharePoint to go to Employee Self Serve and click on My Balances to review your Sick Leave and top up **Balances**.



Questions?

Contact your Branch President or call the District 16 T/OT Office.

osstfd16.on.ca/contact

(905) 836-5954



Personal Illness Day

If you are ill, or have a medical appointment, you may use a Personal Illness Day. Each class period of absence uses 0.33 of a day.

> 11

More than 11 days of illness? Continue to use the Personal Illness code. This will automatically start your Short-Term Disability: 120 days at 90% pay.

< 11

Left Over Sick Days?

Any remaining of the 11 Personal Illness days will carry over for *one school year*. These days will be used to top up your 90% salary to 100%. One unused day will top up 10 days of Short-Term Disability.

UNDERSTANDING BUCKET DAYS

a guide for OSSTF members



Bucket Days

Bucket Days include absences such as: funeral, family illness, and moving days. See the Collective Agreement for a full list.



If you use more than 5 Bucket Days, each additional day will be **without pay**. Members should keep track of their bucket day use.



Religious Holidays

Members have access to 3 Religious Holidays, *outside* of the Bucket Days. Up to 2 additional Religious Holidays can be taken from the Bucket Days. After 5 Religious Days, others would be without pay.

Members have access to a MAXIMUM of 5 “Bucket Days”.

Bucket Days are not included in attendance support programs.

1 PERSONAL DAY

One bucket day may be permitted to attend to an important personal matter. Members must apply for the date 3 weeks in advance and adhere to the guidelines in the Collective Agreement.

1 ATTENDING A FUNERAL

One bucket day may be used to attend a funeral. One per occasion, so you may use more than one if you have multiple funerals.

1 CONVOCATION

One bucket day can be used for your, your spouse or your child's convocation. Maximum of one per occasion.

5 FAMILY ILLNESS

Up to five bucket days can be used for the illness or death of an immediate family member (or equivalent).

1 WRITING AN EXAM

One bucket day can be used for writing an examination - one per occasion; it must be your exam day.

1 MOVING DAY

A maximum of one bucket day per occurrence can be used for moving.

5 INCLEMENT WEATHER

An inclement weather bucket day can only be used if the Board declares an Inclement Weather Day and you follow the Board Policy.

DO I HAVE ANY OTHER DAYS?

INJURY

If an injury occurs at work and you need to leave for medical treatment, the remainder of that day does not come out of your bucket days or sick days.

QUARANTINE DAYS

Quarantine days do not come out of your bucket days. Refer to Board policy about what qualifies.

3 RELIGIOUS HOLIDAYS

Members may take up to 3 religious holidays, which do not come from their bucket days. You may take an additional 2 faith days, which would come from your bucket days. Any additional faith days would be a pay deduct.

JURY DUTY

Jury duty does not come out of your bucket days or sick days.

Health and Safety (H & S) Information and Forms

All workers have the three basic rights:

1. Know - about the hazards in the workplace
2. Participate - with the employer (the Board) in health and safety activities, through the Teachers' Joint Occupational Health and Safety Committee (MJOHSC).
3. Refuse - work you believe is dangerous to your health and safety, after ensuring your students are in a safe location.

Your Bargaining Unit H&S Officer:

- completes monthly inspections of your school,
- investigates teacher accidents and workplace concerns,
- reports workplace accidents, hazards, and dangers,
- assists in resolving work refusal cases, and
- recommends corrective actions.

If you have any H&S concerns please contact our H&S Officer.

1. There is a chance that I may encounter a student that has a history of violence that is not in my class. Notification of Risk of Injury

- Students with IEP and Safety Plan:

<https://bwww.yrdsb.ca/boarddocs/Documents/FOR-NotificationofRisk-A.pdf>

- Students with IAP (no Safety Plan):

<https://bwww.yrdsb.ca/boarddocs/Documents/FOR-NotificationofRisk-IAP.pdf>

2. I have injured myself at the workplace.

Employee Accident/Incident Report Form

<https://eforms-yrdsb.msapproxy.net/forms/HRS/AccidentIncident/AccidentIncidentReport/Forms/AllItems.aspx#>

3. A student has committed an act that they could be suspended or expelled for.

Safe Schools Incident Reporting Form- Part I

<https://eforms-yrdsb.msapproxy.net/forms/HRS/AccidentIncident/SafeSchoolsReport/Forms/AllItems.aspx>

4. I know of a H&S concern in my workplace and it is not being followed up on.

OSSTF Accident Concern Form

<https://www.osstfd16.on.ca/health-safety>

5. I have been exposed to a substance and am concerned about my future health.

Worker Exposure Incident Form

<https://www.osstfd16.on.ca/health-safety>

6. Due to a Health and Safety risk I do not feel comfortable completing my job duties.

Your Health and Safety rep will fill out the follow Concern/Work Refusal Form

https://yrdsb.sharepoint.com/:w:/r/sites/BWW-HealthSafety/_layouts/15/Doc.aspx?sourcedoc=%7B672552F6-C1CD-4E21-BA65-2DCB2690FE5F%7D&file=P540-01%20Concern%20or%20Work%20Refusal%20Form.docx&action=default&mobileredirect=true&DefaultItemOpen=1

Guiding/Supporting Members - Including Incidents of Racism and Discrimination

As a BP, you are often responsible for informing, guiding and supporting members who are dealing with incidents or issues of racism, discrimination, and/or hate.

Discrimination is an action or a decision that treats a person or a group negatively for reasons such as their race, age, disability, religion, sexual orientation etc. When an incident or issue of racism and discrimination occurs in our school community it can be extremely upsetting, angering and frustrating.

When members disclose an incident / issue of discrimination to you, refer to the following options (not listed in order of priority):

- Contact the BU Office as soon as possible
- School Admin Team
- Inclusive Schools and Community Services (ISCS) and/or Human Rights Office (HRO)
- Available Resources: Community Organizations and Mental Health Supports

****Please Note:** The information and resources provided in this document are to be used as a reference guide. Each incident/issue of discrimination is distinct, and may require further attention.*

Here are some helpful strategies to consider:

- Respect the urgency and sensitivity of the topic, while validating the experiences of the member(s) who were targeted or involved in the incident.
- Supportive and productive conversations require acknowledging the realities of discrimination and racism.
- Approach the conversation with openness, empathy, and respect.
- Have a willingness to listen actively.
- Discussions on racism, oppression and discrimination can escalate quickly. Stay focussed on having a meaningful discussion, rather than personalizing it. Be constructive in your responses.

Here are some considerations in having conversations on race and discrimination:

- Select a physical environment that would be safe to talk.
- Create some space for all parties to pause, and reflect before responding.
- Commit to keeping conversations confidential by not sharing the names of people contributing to the conversations and what members have said outside of the conversational space.
- Ask follow-up questions to gather additional information, rather than jumping to conclusions or jumping on first impressions.
- Encourage members to document the incident- written records of any incidents, what transpired? Who was involved? What was said? etc. Keep relevant documents as they could be useful information when reporting the incident.
- BPs should also document by keeping their own written records of the incidents/issues.
- Offer members additional mental health support and/or community services.

Additional Resources:

1. Traumatic Occurrences Support Document: Available in the [BP Resources section](#) of our T/OT website.
2. Lifeworks: Support through our LTF plan
3. ComPsych: Employee and Family Assistance Program (EFAP)
4. Health and Wellness Support Resources 2021 (*Community Organizations and Mental Health Supports for equity-seeking groups- Hope for Wellness, Hong Fook, Naseeha, Punjabi Community Health Services, Sikh Family Helpline, TAIBU Community Health Centre (TCHC), Tropicana Crisis Support, Women's Health in Women's hands*)

(Compiled and written by the BU Dismantling Anti-Black Racism Officer and Equity, anti-Racism and Anti-Oppression Officer Carmella Goodridge; carmella.goodridge@osstfd16.on.ca)

OSSTF District 16 T/OT Office Team

Who to Contact When?

GENERAL INBOX & CONTACT INFO	DUTIES SHARED BY ALL STAFF	SCOTT WEST District Executive Officer
d16.office@osstfd16.on.ca OSSTF District 16 - York Region 110 Pony Drive, Unit 6 Newmarket, ON. L3Y 7B6 <u>Office Supervisor:</u> Daniela Miele Follow us on:   	• Member Support • Member Engagement • Progressive Discipline • Branch President Support • Conflict Resolution • Unpaid Leaves • Board Policy & Procedures • Coalition and Community Engagement • CAS • Non Code-based Harassment	scott.west@osstfd16.on.ca • Extended Sick Leave • Benefits • WSIB/Disability Management • Long Term Disability (LTD) • Mat./Pat./Adoption Leaves • Retirement • Benevolent Funding • Office Use and Bookings • Expense/Reimbursements • Grievances • Attendance Management
MUNA KADRI President	MICHELLE ARSENAULT First Vice President	DARRYL NEWBURY Staffing Officer First Negotiator
muna.kadri@osstfd16.on.ca • Deferred Salary • Grievances and Arbitrations • Media Communications • Political and Public Relations • Liaison to Provincial Office • Provincial Council • Mat./Pat./Adoption Leaves • Related Experience • Faith Days • Human Rights Tribunal Inquiries • Staffing Advisory Committee (SAC) • Inter-Union Liaison (local) • GTA Bargaining Unit Liaison	michelle.arsenault@osstfd16.on.ca • Occasional Teachers & LTOs • Teacher Performance Appraisal (TPA) • New Teacher Induction Program (NTIP) • Related Experience • A & E Committee • Staffing Advisory Committee (SAC) • T/OT Constitution & Bylaws • Executive & Council Chair • Adult Day School	darryl.newbury@osstfd16.on.ca • SAC Agenda and Minutes • APAs • Staffing Process and Procedures • ISC Support • Hiring Practices • IB/AP Issues • Student Success • Bargaining Priorities Survey & Brief • CBC Committee Chair & Negotiation Team • Negotiations • Adult Day School
CARMELLA GOODRIDGE DABRO & EARA00	BLAIR VOWLES CPAC	KOREY MCDUGALD Health & Safety Officer
carmella.goodridge@osstfd16.on.ca • Dismantling Anti-Black Racism Steering Committee • Equity, Anti-Racism, & Anti-Oppression Support & PD • Inclusive Schools and Community Services (ISCS) • Staffing Advisory Committee (SAC) • ESL/ELL (MLL) Steering Committee • Black Caucus • A&E Committee • Members in Support of Teachers (MIST) <u>Executive Members at Large</u> Walter Birch, PC Ryan Quigley, PC Jennifer Speiran, PC	blair.vowles@osstfd16.on.ca • Communication: ◦ Weekly Email ◦ Social Media Accounts ◦ Website Updates ◦ OSSTF Meeting Notes • Political Action • Student Achievement Awards • Excellence in Education Grants • Labour Council • Student Success Steering Com • Attendance Management • Members in Support of Teachers (MIST) Adriana DiPietro, SWC Sheila Juma, Human Rights Dawn Fovargue, Ed. Services Zena Karim, Treasurer	korey.mcdougald@osstfd16.on.ca • School Visits ◦ daily visits to site locations ◦ inspections of worksite ◦ address member concerns • Health and Safety Concerns from Members • Safety Plans • MJOSH Ryan Collis, OT President Michelle Benjamin, VP Jo-Ann Mathon, VP Vacancy, VP

