

OECTA WEOT Collective Agreement

September 2019 to August 2022

OECTA WEOT Collective Agreement

PART A: Central Terms

September 2019 to August 2022

1. Term, Notice and Renewal of CA

- CA in place for 3 years
- CA ends on August 31, 2022
- Amendment of terms must be mutual
- Notice to bargain is governed by the *School Boards Collective Bargaining Act, 2014*
- Notice to bargain centrally constitutes notice to bargain locally

2. Salary, Wages, Allowances

- Compensation will increase as follows:
 - 1.0% starting September 1, 2019
 - 1.0% starting September 1, 2020
 - 1.0% starting September 1, 2021

3. Sick Leave/STLDP (Permanent)

- Not relevant for OTs

4. Sick Leave (LTO Teachers)

- OTs in LTAs receive sick days according to the formula:
$$(\text{Length of LTA in days}) \times (\text{FTE of LTA}) \times 11 \div 194$$
- Sick Leave and STLDP days accrued carry over to another LTA in the same school year
- Sick Leave and STLDP days are applied on the first day of an LTA

4. Short Term Leave Disability Plan (LTO Teachers)

- OTs in LTAs receive STLDP days according to the formula:
$$(\text{Length of LTA in days}) \times (\text{FTE of LTA}) \times 120 \div 194$$
- STLDP days are paid out at 90% of salary
- WECDSB may request medical form (see Appendix B), cost to complete form will be reimbursed up to \$45

5. Retirement Gratuities and Voluntary Early Payout Plan

- Not relevant for OTs

6. Professional Judgment and Effective Use of Diagnostic Assessment

- Boards shall provide a list of assessment tools
- Teachers shall use their professional judgment to determine which tools to use, as well as how often and when

7. Benefits

- The OECTA Employee Life and Health Trust (ELHT) will administer benefits to teachers
- The Board shall provide information necessary to enroll and process changes in members' status

8. Earned Leave Plan

- Not relevant for OTs

9. Return to Bargaining Unit for Permanent Teachers

- Not relevant for OTs

10. Return to Bargaining Unit for Principals and Vice-Principals

- Not relevant for OTs

11. Board-Level Joint Staffing Committee

- Not relevant for OTs

12. Recall Rights

- Not relevant for OTs

13. WSIB Top-Up

- Not relevant for OTs

14. Pregnancy Leave SEB Plan

- An OT in an LTA will receive 100% of their salary for 8 weeks immediately following the birth of their child
- If the OT is eligible for EI, the Board will top-up the EI payments to 100% of the teacher's salary for the first to the 8 weeks. If the OT is not eligible to receive EI, the Board will pay 100% of the teacher's salary
- SEB payment is limited to the term of the LTA

15. Statutory Leaves of Absence / SEB

- Family Medical / Critically Ill Child Care Leave is available to teachers who meet the requirements for such leaves as per the ESA
- OTs in LTAs of at least 97 days are eligible for the SEB
- If an OT qualifies for EI, the Board shall top-up the teacher's salary to 100% through the SEB with the length of the benefit limited by the term of the LTA

16. Paid Leaves of Absence

- Local terms may include paid leaves of absence for reasons other than illness or injury

17. Hiring Practices (OT Roster)

- Seniority shall be organized by most recent hire date to the OTBU
- Ties shall be broken for members with equal hire dates as follows:
 - Experience accrued in the bargaining unit
 - Experience accrued as a teacher in Ontario
 - Random lot
- The Seniority Roster shall be provided by September 30 of each school year

17. Hiring Practices (OT Roster)

- Hiring cycles to the OT Roster shall occur a minimum of twice a year
- Where the Board is unable to fill daily assignments on a regular basis, the Board shall interview more frequently, subject to Roster cap in local agreement

17. Appointment to LTAs

- LTAs shall be posted for at least 3 weekdays
- OTs are to maintain their Apply to Education profile
- The Board shall identify the 5 most senior qualified applicants available for the LTA
- An OT shall be considered available for the LTA if not in another LTA during the term of the LTA being filled
- The Board will access and consider the Apply to Education portfolio of the applicants and select the successful applicant
- If there are less than 5 qualified applicants, the Board will select the successful applicant from the qualified
- If no qualified OT applies, the Board shall hire a qualified teacher (to fill the position)

17. OT Evaluation

- All OTs in a LTA of 4 months or greater shall receive an evaluation
- If an OT receives an unsatisfactory evaluation, an evaluation shall happen in next LTA of 2 months or more duration
- If an OT receives a satisfactory evaluation, additional evaluations may occur where a principal has reasonably identified concern in the OT's performance

17. OT Evaluation cont'd

- If an OT receives an unsatisfactory evaluation, the Board shall arrange a meeting with the OT and the Association within one month of the evaluation
- The OT shall be debriefed and provided a written improvement plan that identifies recommendations and timelines. The OT is still eligible to apply and be considered for other LTAs

17. OT Evaluation cont'd

- If an OT receives a second unsatisfactory evaluation during a subsequent LTA, the Board will arrange a meeting with administration, the OT and the Association within one month of the evaluation
- The OT shall be debriefed and provided a written improvement plan that identifies recommendations and timelines. The OT will not be eligible to apply other LTAs until the improvement plan has been successfully completed

17. OT Evaluation cont'd

- If an OT receives 3 unsatisfactory evaluations, the Board may suspend the OT's eligibility for additional LTAs
- The Association may refer the matter of the OT's eligibility for future LTAs to an arbitrator

17. Postings for Positions – LTA & Perm

- Each posting shall identify the posting number, school, division (s) or grades, subject(s), and dates (posting, start and end)
- Each posting shall identify the 2 subjects for which qualifications are required
- Positions are to be posted for at least 3 weekdays
- LTA of 10 days or greater shall be posted

17. Hiring Practices (65% of Permanent)

- All permanent vacancies shall be posted to teachers on the OT Roster for at least 3 weekdays
- Each school year a minimum of 65% of all vacancies, including 65% of full-time (1.0 FTE) shall adhere to the following procedure:

The top 3 most senior qualified applicants that have completed at least one LTA of 4 months or more and received a satisfactory evaluation shall be interviewed

17. Hiring Practices (35% of Permanent)

- All permanent vacancies shall be posted for at least 3 weekdays
- Each school year a maximum of 35% of all vacancies, including 35% of full-time (1.0 FTE) shall adhere to the following process:

The Board shall interview 3 applicants who hold the required qualifications of the posting

**** In addition to applicants from the OT Roster, the Board may choose as 1 of the applicants to be interviewed, a teacher employed as a permanent teacher elsewhere in the province that applied. Should the Board hire the permanent teacher, the Board shall provide the name of the District School Board to the Association.*

17. Hiring Practices (Permanent)

- The Board shall ensure the 65% : 35% ratio of hiring procedures outlined is maintained throughout the school year
- The OT Evaluation is found in Appendix A of the local terms of the collective agreement
- If no qualified OT applies, the Board may hire an external qualified teacher who is not on the OT Roster

17. Hiring Practices (Permanent)

- Unsuccessful candidates may request a debrief
- The Board shall arrange for a meeting involving a member of the interview team, the OT and the Association
- The OT will be provided recommendations in writing

17. Hiring Practices (LTA & Permanent)

In addition to the required qualifications for LTAs and Permanent positions, the following positions have additional requirements:

1. Special Education Classrooms – at least 2 yrs experience as a Special Ed Resource Teacher or hold a Special Education Specialist qualification
2. French Immersion – applicants may be required to demonstrate French fluency

18. Disclosure to the OTBU

- The Board shall provide the following information to the OTBU for each LTA or permanent posting:
 - The posting when it is circulated in the system
 - The applicants for each position
 - The interviewed applicants for each position
 - The name of the successful candidate

18. Disclosure to the OTBU

- The Board shall provide on a semi-annual basis to the OTBU the following LTA information:
 - Absent teacher's name, assignment and school
 - Start date and duration of the LTA
 - Name of the OT filling the absence
 - Date/Time the LTA was posted
 - Date/Time the LTA was filled
 - Names of any teachers not on the OT Roster that filled an LTA

18. Disclosure to the OTBU

- The Board shall provide on a semi-annual basis to the OTBU:
 - Names of any teachers on a Temp Letter of Approval
 - Names of any teacher on a Letter of Permission
 - Names of any uncertified person employed to replace an absent teacher
 - The current seniority list

19. Access to Information

- The Board shall respond to requests for information and data in a timely manner
- By August 15, the Board shall provide sick leave and paid leave usage to OECTA

20. Central Dispute Resolution Process

- OCSTA and OECTA may seek binding arbitration to resolve differences arising from the interpretation of the CA's central terms
- They shall agree on the arbitrator
- They shall have four arbitration days per year
- A Dispute Resolution Committee consisting of OECTA and OCSTA members shall consider the grievances
- If the DRC cannot agree, the matter will go to arbitration

20. Central Dispute Resolution Process

- Arbitration decisions are final and binding to all school boards
- Decisions made by the DRC or through CDR arbitration shall be communicated to all OECTA units and all school boards

21. Health and Safety

- All incidents of workplace violence are to be reported using the Board's online reporting tool
- Following an incident and to prevent future injury or reoccurrence, the Board shall conduct a risk reassessment and revise measure and procedures
- As per OH&SA, the Board shall provide teachers access to safety-relevant info at a worksite with a history of violent behaviour

22. Changes in Full-Time Equivalent (FTE)

- A part-time teacher seeking to increase their assignment to full-time the following school year shall notify the Board in writing, by February 28

23. E-Learning

- E-Learning course offered by the Board shall be delivered by a Secondary Unit member
- Where no Secondary Teacher expresses interest, the Board shall solicit all Board Teachers before assigning a teacher

Letters of Agreement

- 1. Retirement gratuity – grandfathered
- 2. Health and Safety Committees
- 3. Existing Provisions for Sick Days
- 4. Acting Administrators
- 5. Benefits
 - Appendix A: Information Disclosure
 - Appendix B: STLDP Medicate Certificate
- 6. Wellness and Attendance Review Comm.
- 7. OTBU Amalgamation
- 8. Status Quo Board Imposed Fees
- 9. Supplementary Employee Benefits

Letters of Agreement

- 10. E-Learning
- 11. Effective Implementation of Changes to Class Size
- 12. E-Learning Implementation Committee
- 13. ELHT Benefit Matters – Retirees
- 14. OECTA's Court Challenge
- 15. Support of Students Fund
- 16. Domestic and Sexual Violence
- 17. No Reprisals
- 18. Class Size Local Language

OECTA WEOT Collective Agreement PART B: Local Terms

September 2019 to August 2022

1. Definitions

- 1.01. Board / 1.02. Association / 1.03. BU
- 1.04. OT as defined by Ed Act and is OCT qualified and employed to replace a teacher
- 1.05. Casual OT, teaches on a day-to-day basis
- 1.06. LTOT, OT that teaches for 10 or more consecutive days for the same teacher
- 1.07. Teacher, member of Elem or Sec unit
- 1.08. OT Roster, all OTs hired by board to teach

1. Definitions

- 1.09. Predetermined LTA - an LTA in which the Board has advance notice
- 1.10. Intermittent predetermined LTA - an LTA in which the Board has advance notice that a teacher will be away for 10 or more non-consecutive days
- 1.11. Non-scheduled LTA - an LTA where a teacher continues to be absent for 10 or more days where no advance notice was provided to the Board
- 1.12. Emergency person - an unqualified person not on the OT Roster hired to replace a teacher when no OT was available
- 1.13. Working Day

1. Definitions

- 1.14. Secondary Schools

- a) Full Day Assignment

- i) Full day is 3 periods plus supervision or 4 if that is the schedule of the teacher being replaced
 - ii) Unscheduled lunch duty is compensated at \$20
 - iii) An OT may be assigned an on-call on the first day of the assignment. If an OT does more than 6 on-calls in a semester, the OT shall be paid 0.33 for each additional on-call

1. Definitions

- 1.14. Secondary Schools
 - b) Part Day Assignment, Morning or Afternoon
 - i) A one (1) period partial day assignment shall be compensated at $\frac{1}{3}$ the daily rate for the first day and $\frac{1}{2}$ the daily rate for subsequent days
 - ii) A two (2) period partial day assignment plus lunch duty shall be compensated at $\frac{1}{2}$ of the daily rate
 - iii) Unscheduled lunch duty is compensated at \$20
 - iv) When an on-call is assigned for a one period assignment, the OT is compensated at $\frac{1}{2}$ the daily rate
 - v) Any additional supervision is compensated at \$20

1. Definitions

- 1.14. Secondary Schools
 - c) OTs with two partial day assignments on the same day at different schools shall not do lunch supervision at either school

1. Definitions

- 1.15. Elementary Schools

- a) Full Day Assignment

- i) A full day assignment starts at the commencement of the school day and ends with the finish or regularly scheduled afternoon classes subject to Article 23
 - ii) An OT shall teach according to the schedule of the replaced teacher and supervise the duties assigned to the replaced teacher. On the first day of an assignment, an OT is not required to perform supervision prior to the commencement of the instructional day. The principal may assign an alternate supervision subject to Article 23
 - iii) If the prep period of the teacher is 40 minutes, it will serve as the lunch block. The OT shall supervise 20 minutes of lunch. The remaining 40 minutes of lunch is prep time

1. Definitions

- 1.15. Elementary Schools
 - b) Partial Day Assignment – Morning / Afternoon
 - i) A morning partial day assignment starts at the commencement of the school day and ends after the first 20 minutes of lunch subject to Article 23. If an OT performs an unscheduled lunch duty, the OT is compensated at \$20
 - ii) An afternoon partial day assignment starts at the end of the student lunch interval and ends with the finish or regularly scheduled afternoon classes. Lunch supervision is subject to Article 23. If an OT performs an unscheduled lunch duty, the OT is compensated at \$20.
 - An OT that has two half-time assignments on the same day at different schools shall not supervise during lunch

1. Definitions

- 1.16. The context of singular or plural and masculine or feminine language shall be considered in this CA with the converse being applied equally

2. Recognition

- 2.01. OECTA is the Bargaining Agent
- 2.02. Board recognizes up to 5 union stewards and 1 chief steward
- 2.03. The Bargaining Committee shall consist of four members plus the OTBU president
- 2.04. Board will pay the Bargaining Committee for up to 5 days of bargaining at each OT's rate during bargaining

2. Recognition

- 2.05. WEOT president shall be released from teaching duties. The Board shall pay 0.5 of the salary of the WEOT president at the president's LTO rate. These release days count as teaching days
- 2.06. Release days for WEOT members count as teaching days
- 2.07. The Labour-Management Liaison Committee shall meet three times per year

2. Recognition

- 2.08. Liaison meeting agenda items shall be provided 5 days prior to the meeting
- 2.09. The Labour-Management Liaison Committee shall consist of 3 WEOT members and 3 representatives of the Board
- 2.10. The WEOT president and the superintendent of HR shall be at liaison meetings

2. Recognition

- 2.11. Attendance at liaison meetings shall be compensated at $\frac{1}{2}$ the daily rate for each OT
- 2.12. Superintendent of HR shall approve timesheets for liaison meetings

3. Separate School Rights

- This CA does not abrogate the rights of the Board under the Constitution Act

4. Association Security

- 4.01. OTs become members of OECTA on the first day worked for the Board
- 4.02. The OT Roster shall be provided by October 31 and every two months thereafter, OTs shall notify the Board of changes in name, address, phone number or qualifications
- 4.03. The names of emergency persons employed to replace teachers shall be provided to WEOT

4. Association Security

- 4.04. Board shall provide the names of all OTs in LTAs
- 4.05. Newly hired OTs shall receive relevant information for their position as an OT
- 4.06. Board shall inform WEOT of any LOAs
- 4.07. Board shall deduct dues from OTs
- 4.08. Dues shall be forwarded to the Association

4. Association Security

- 4.09. The Board shall deduct a levy from OTs
- 4.10. The levy shall be provided to WEOT
- 4.11. The Association shall avoid claims or suits related to deductions
- 4.12. Each school shall have an Association mailbox
- 4.13. WEOT shall have bulletin board space at each school
- 4.14. WEOT shall participate in OT orientation

5. Management Rights

- 5.01 - 5.03. Management rights of the Board
- 5.04. No OT shall be disciplined without just cause, there is a 60 day probationary period for newly hired OTs
- 5.05. Board can hire a suitably qualified person who is not on the OT Roster to take charge of an instructional unit if no OT is available

6. Grievance Procedures

- 6.01. Time limits are mandatory
- 6.02. Policy grievances start at step 2
- 6.03. Individual grievors may be accompanied or represented by the Association
- 6.04. Grievance procedure: Step 1 – verbal discussion with superintendent of HR within 10 school days; Step 2 – Board has 2 days to reply, after the 2-day period the Association has 5 days to respond in writing, Board shall reply within 5 days

6. Grievance Procedures

- 6.05. Policy grievances are grievances that affect more than one OT. Policy grievances start at step 2 of the grievance procedure and must be filed within 10 days.
- 6.06. Notice requirements

7. Arbitration

- 7.01. If a grievance is not settled in Step 2, the grievance may be referred to arbitration within 10 days after the decision in Step 2
- 7.02. Grievances must follow the process in Article 6 before going to arbitration
- 7.03. If no arbitrator is assigned within 14 days, the parties may apply to the MOL for an arbitrator

7. Arbitration

- 7.04. Expedited arbitration is available under section 49 of the OLRA
- 7.05. Arbitration decisions are final
- 7.06. Arbitrator shall not change provisions of the CA or give a decision inconsistent with CA
- 7.07. Each party will pay half the cost of the arbitration

8. Leave of Absence

- 8.01. Board will pay for medical certificate
- 8.02. Bereavement Leaves for LTO teachers: 3 days for parent, spouse, child or sibling; 1 day for aunt, uncle, in-law, grandparents or grandchild; an additional day may be allowed
- 8.03. one day for paid leave for LTO teachers for an exam or for graduation

8. Leave of Absence

- 8.04. Up to 10 days for jury duty for an LTO teacher, paid leave for medical quarantine
- 8.05. OTs can request pregnancy leave without pay, the Board shall grant an extension of parental leave for up to one year if requested
- 8.06. Board shall grant a leave up to six months, the Board may up to another year
- 8.07. OT president shall be full time release

9. Benefits

- This article is no longer in effect as of June 1, 2017
- Benefits are now under OECTA ELHT
- OTs who choose to enroll in the OTBP shall be responsible for the monthly premiums. Premium remittance shall occur by direct withdrawal from the OT's bank account

10. Access to Records

- 10.01(a). OTs shall have access to their personnel files
- 10.01(b). Negative material placed in a personnel file must be reviewed by the OT first
- 10.01(c). OTs may rebut any information in their personnel file
- 10.01(d). Negative reports shall be removed after 3 years

11. Occasional Teacher Roster

- 11.01(a). “A” List shall be 15% FTE of Board
- 11.01(b). “B” List limit is 21% FTE of Board, B list members move to A list by seniority
- 11.01(c). If an OT on the A list takes a leave, a B list person will be temporarily moved to the A list
- 11.01(d). OTs stay on A list during a leave

11. Occasional Teacher Roster

- 11.02. OTs that are in excess of the A list compliment shall be moved to B list on Oct 30
- 11.03(a). The Association must be informed 5 days before the Board attempts to remove an OT from the OT roster. OTs can be removed due to just cause, two unsatisfactory performance reviews by two principals, if the OT refuses 2 or more assignments in 20 days, if the OT cannot be contacted on 2 occasions within 20 days, if the OT does not submit a renewal form, if the OT resigns

11. Occasional Teacher Roster

- 11.03(b). OTs may be suspended if they do not complete mandatory training
- 11.04. Before removing an OT, the Board must: inform the OT and Association 5 days prior, the Association has 5 days to request a meeting to resolve the matter, the meeting shall be held within 5 days, the OT may still grieve the matter

12. Central Dispatch System

- 12.01. Job offers must be made through the Central Dispatch System (EasyConnect)
- 12.02(a). Job offers shall rotate through qualified A list members, then qualified members on the B list. If no qualified members are available, unqualified A list members will be contacted before unqualified B list members

12. Central Dispatch System

- 12.02(b). OTs shall rotate through lists of division/qualification, geographic preference, and availability. Assignments will be offered to the OT that has gone the longest without receiving an offer for that division/rotation.
- 12.02(c). Job offers shall indicate if the assignment is a full day or partial day
- 12.02(d). Multiple subject assignments shall be offered to OTs with all the required quals

12. Central Dispatch System

- 12.03(a). OTs will be called between 6 and 10 PM and 6 and 8 AM. Jobs offered at 6 PM shall be held until 8 PM. Jobs continue to be offered to occasional teachers until the assignment is filled.
- 12.03(c). A message detailing the offer will be left if no direct contact is made with the OT
- 12.03(d). Jobs made after 12 PM are outside rotation
- 12.03(e). Board shall inform about Fifth's Disease

12. Central Dispatch System

- 12.04. On days of an anticipated high number of assignments, OTs may be offered two jobs per contact, OTs may decline a second assignment without it counting as a refusal
- 12.05. Job offers between 8 AM and 4 PM shall not constitute a refusal
- 12.06. OTs continue in an assignment unless told otherwise

12. Central Dispatch System

- 12.07. The Board and Association recognize that in emergency situations the callout process can be by-passed, but no unqualified person shall be contacted until all OTs have been called
- 12.08. OTs may adjust their availability using the calendar provided by the CDS
- 12.09. The Board shall provide the Association with weekly and monthly reports and with the names of all emergency persons used to fill assignments

12. Central Dispatch System

- 12.10. Board agrees to meet with the Association and the CDS provider
- 12.11. Within 5 working days, the same qualified OT shall be offered a recurring assignment. Recurring assignment job offers shall be held until 6 AM.

13. Occasional Teacher Renewal Form

- 13.01. OTs must submit a renewal form by June 1 otherwise they will be deemed to have resigned
- 13.02. The Board and Association must agree to changes to the renewal form
- 13.03. The Board shall forward the renewal form to OTs by May 1

14. Seniority

- Reference to Part A
- OTs offered employment and accepted between July 1 and August 31 of each year shall have the first day of the next academic year as date of hire
- Years of continuous employment shall not be interrupted for OTs on a Board approved leave

15. Long-Term Occasional Assignments

- 15.01. OTs shall not be prejudiced for refusing a LTA
- 15.02. OTs shall receive 2 days notice of a LTA ending
- 15.03. OTs must provide 3 days notice prior to withdrawing from a LTA
- 15.04. OTs shall not be prejudiced for withdrawing from a LTA

16. Postings for Long-Term Assignments

- 16.01. OTs in secondary LTAs shall continue the assignment in the second semester if they have the qualifications
- 16.02. If the Board receives notice that a day-to-day absence will become a long-term, the Board shall post

16. Postings for Long-Term Assignments

- 16.05. In the event a classroom teacher begins a short-term absence and the OT is assigned by EasyConnect, the OT shall remain in the assignment as long as the teacher's absence remains day-to-day
- If the Board receives notice that a day-to-day absence will become a long-term, the Board shall post the position, in which case the Casual OT shall remain in the assignment until the posting is filled

17. New Teaching Positions

- Reference to Part A
- 17.01. OTs shall only be required to provide a new pastoral reference letter upon being hired into a full time position

18. Remuneration

- 18.01(a). The OT daily rate is determined as 95% of an A1-0 year experience elementary teacher's salary divided by 190 plus \$87,000 divided by the number of casual days worked by all OTs in the previous school year, with a 1% raise on September 1
- 18.01(b). The daily rate includes holiday and vacation pay

18. Remuneration

- 18.02. LTO teachers are paid at their grid salary divided by 194, LTO pay is retroactive to the first day of the assignment, salary grid is based on QECO category placement and teaching experience
- 18.03. LTO teachers in part-time LTAs shall have their pay prorated
- 18.04. OTs are paid by direct deposit

19. Experience

- 19.01(a). New hires can provide previous teaching experience with 190 days representing a full year of work for the purposes of grid placement
- 19.01(b). 80 to 159 residual days counts as 0.5 years experience, 160 to 190 residual days counts as one year experience
- 19.02. The Board shall forward the number of days worked in the previous year to all OTs

20. Reporting Pay

- 20.01. OTs that report to assignments as a result of an error shall remain at the school and be paid for the day and may be assigned alternate teaching duties. OTs may be sent to another school and will receive mileage.
- 20.01(e). When buses are cancelled in Essex County Secondary Schools, OTs will not be paid

21. Travel Allowance

- 21.01. OTs will be paid mileage for assignments that require travel
- 21.02. OTs that are replacing two teachers in half-day casual assignments at different schools on the same day will receive mileage

22. Professional Activity Days

- 22.01(a). LTO teachers shall be paid for PD days, daily OTs may request to participate in PD days without pay
- 22.02. The Board shall inform the Association of the date and content of PD days
- 22.03. The Board shall hold a half-day PD day for OTs and shall consult with the Association as to the agenda for the day

23. Working Conditions

- 23.01. OTs may be assigned alternate duties if the teacher being replaced has admin periods
- 23.02. OTs shall not do supervision prior to the start of class on the first day of an assignment
- 23.03. OTs shall receive all information needed to effectively fulfill their assignment
- 23.04. LTO teachers shall receive support and shall complete reports if required

23. Working Conditions

- 23.05. LTO teachers whose LTAs end two weeks prior to a reporting period shall not be required to solely complete report cards
- 23.06. If an OT is requested to complete reports, the OT shall be compensated at the daily rate
- 23.07. LTO teachers shall have access to computers and photocopiers

23. Working Conditions

- 23.08. If a daily plan is not available, OTs shall notify the principal
- 23.09. OTs shall be assigned only the supervision and workload of the scheduled teacher
- 23.10. Casual OTs shall not do more than 2 duties per day
- 23.11. Interviews can be scheduled outside the school day
- 23.12. Boards are to provide the Association with the list of OTs interviewed and the time
- The length of the workday for OTs shall be 8 hours for EI reporting

24. Health and Safety

- 24.01. The Association shall designate a member to sit on the Joint Occupational Health and Safety Committee

25. Criminal Background Checks

- 25.01. Existing and new OTs must provide CBC
- 25.02. OTs can perform an annual offence declaration
- 25.03. Board shall keep all CBCs
- 25.04. CBCs are a condition of employment
- 25.05. OTs returning from a leave has 10 days to complete their offence declaration

26. Duration of Agreement

- 26.01. The agreement has been extended to August 31, 2022
- 26.02. Notice provided as a result of the CA shall be deemed received on the next working day

27. Distribution of Agreement

- 27.01. The CA shall be provided electronically
- 27.02. New OTs shall receive the CA
- 27.03. Each school shall receive the CA

Appended Material

- Appendix A: OT Evaluation
- Letter of Intent: BLOC Assignments
- Letter of Understanding: NTIP
- Schedule A: Renewal Form