



President's Memo

Lamia Sabbagh, President

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June 11th, 2019

1. **Staffing Update** – The DDSB has agreed to maintain the terms of our collective agreement which currently sets staffing at a ratio of 22:1. This includes posting permanent positions to fill vacancies.

Composite Round 3.1 went live on June 11th at 4pm on Apply to Education and will close on Monday, June 17th at 4pm. This round is open to all permanent teachers looking to transfer schools, any 0.5 permanent teachers looking to increase to full time work and our Con Ed Day School teachers looking for permanent work.

The next round of postings after 3.1 will be internal/external which means more people are eligible to apply – permanent teachers, Article 10, 0.5FTE and LTO's eligible for permanent status. Any permanent jobs leftover after 3.1 will be posted from June 24-28. Hiring will be done July 2-4. Then LTO positions will be posted July 3-9 and hiring will be done July 10-11. The Board is committed to not doing any hiring between July 15 and August 16 so any other positions that come up will be posted on August 29th and onward.

2. **Bargaining Updates** – Bargaining Bulletins will be routinely sent to members through Mailchimp to keep you updated on the bargaining process and how negotiations are proceeding. If you have not already registered for the District 13 email list, email shane.stagg@d13.osstf.ca with a non-board email address. Indicate your school and we will add you to our list. You can also access all bulletins through the provincial website at www.osstf.on.ca. **It is more important than ever that we are able to reach our members over the summer months to update you on negotiations or any other important issues.**
3. **Half-time Leave of Absence Requests** – According to our Collective Agreement, all leave requests must be submitted to the Board by March 1st. However, the Board often grants these requests after the deadline. By then, timetables are well underway for the following school year. Therefore, if you have been granted a leave of absence after the deadline, you must speak with your principal to ensure it will be on the portion of the day you requested. Operations may grant the request but cannot guarantee am or pm if it is after the deadline.
4. **Benefits Premiums** – A reminder that all members received an OTIP bulletin about medi-dent benefits deductions and the Board has confirmed that they are following the OTIP instructions which allow us to pay for our benefits over the summer months on the following schedule:

May 23 pay – double deduction for months of May and July

June 20 pay – double deduction for months of June and August

Sept 19 pay – normal deductions begin again

LTD premiums are paid one month ahead to cover the summer months and will be treated as follows:

May 23rd for June; June 6 for July; June 20 for August; Sept 3 for Sept; Sept 19 for Oct

For those employees retiring in June:

All benefits end on June 30th so premiums deducted for the summer months will be reimbursed.

The July and August deductions for the medi-dent will be refunded by OTIP to the employees. The LTD plan is maintained by the DDSB so if the Board knew of your retirement in time, they stopped the deductions. For all

subsequent retirements, as they become aware, they will end the LTD and refund the deductions through direct deposit to your account.

5. **Pay Increment** – Teachers will be receiving their last pay increment of 0.5% from the Extension Agreement on their first pay check in September which is scheduled to come out on Sept 3rd which follows our Collective Agreement language. The second pay will be Sept 19th and then biweekly as normal after that.
6. **On-calls Max and Study Hall** – Teachers are reminded, at this time of year especially, that they must track their on-calls and if they are reaching their max, they should immediately inform the office to let them know. If you are asked to go above your maximum number of on-calls, please comply, get it in writing and contact the District Office. An emergency on-call, which allows a principal to assign you two on-call periods above max, is only to be used in a true emergency such as a 911 situation. Please contact the office if you think this provision in our Collective Agreement is being abused. The maximum number of students that can be assigned to study hall is 58 for each teacher or students from 4 classes, whichever is lower.
7. **Exam Supervision** – Supervision schedules for final exams should be available to teachers no less than 3 days before the start of the exam period. Please make sure you have been equitably assigned a supervision load (within half an hour of everyone else). Every teacher should be on the supervision schedule including non-classroom teachers such as guidance, library and Spec-Ed. Supervision minutes can only be counted if they fall within the formal exam schedule. An in-class exam during an instructional day cannot be counted as part of a supervision duty.
8. **Timetables for 2019 – 2020** – Article L9.05.11 in our collective agreement states that a tentative timetable will be provided to each teacher by the start of second semester's exam period in June. You should be provided a timetable for next year within these timelines.
9. **End of Year Reporting** – At the end of a semester, in addition to the Ministry report cards, there are reports that a teacher may need to supply to the office. If a student fails a course, the teacher then fills out the Recommended Course Placement Form and attaches a mark print out. If the teacher recommends a student for credit recovery then that teacher would fill out the Credit Recovery Profile sheet.
10. **Mark reporting** – A reminder to members that they should never share marks from another teacher with a student unless they have explicit permission from that teacher. According to our contract, only a principal may share marks after consultation with the teacher.
11. **Summer School Medical or Maternity Leave** - Someone who has the right of first refusal to a summer school course but is not able to teach due to medical issues does not lose their right of first refusal if medical documentation is provided through Disability Management. If on a statutory parental leave, ensure that the leave is officially requested through the Board. The person replacing them is then also considered for first refusal the following year but will be on the bottom of the list in terms of seniority for Con-Ed summer school for that course. A teacher who is approved for medical or statutory parental leave will add one year of seniority for Con-Ed summer school for the year that they are on leave.
12. **Summer Hours at District 13** – The District Office is closed through the summer. However, the Office Manager will open the office every Wednesday morning from 9am to 12pm in order to check mail and pick up voice messages. Our District Officers will occasionally check email through the summer. If there is an emergency, please call the duty officer at Provincial OSSTF at 416-751-8300 or 1-800-267-7867. Have a safe and happy summer!