



COLLECTIVE AGREEMENT

BETWEEN

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

AND

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

REPRESENTING

THE TEACHERS AND OCCASIONAL TEACHERS' BARGAINING UNIT

OF

OSSTF DISTRICT 29, HASTINGS - PRINCE EDWARD

SEPTEMBER 1, 2002 TO AUGUST 31, 2004



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ARTICLE 1 **RECOGNITION**

- 1.01 The Employer recognizes the Ontario Secondary School Teachers' Federation ("OSSTF") as the bargaining agent authorized to negotiate on behalf of its members employed to teach by the Employer and assigned as Teachers to one or more secondary schools or to perform duties in respect of such schools all or most of the time, (or who are on the Employer's roster of occasional Teachers who may be assigned to a secondary school.)
- 1.02 The Employer recognizes the negotiating team of the Bargaining Unit as the group authorized to negotiate on behalf of the Union.
- 1.03 The Employer recognizes the right of the Bargaining Unit to authorize OSSTF or any other advisor, agent, counsel, solicitor or duly authorized representative to assist, advise, or represent it in all matters pertaining to the negotiation and administration of this Collective Agreement.
- 1.04 The Employer further recognizes the right of OSSTF to represent a member at any disciplinary meeting.

ARTICLE 2 **STRIKES AND LOCKOUTS**

- 2.01 There shall be no strike or lock-out during the term of this Agreement. The terms "strike" and "lock-out" shall be as defined in the *Ontario Labour Relations Act*.

ARTICLE 3 **DEFINITIONS**

- 3.01 "**Average Daily Enrolment**" **ADE** refers to pupils enrolled in grades 9 through OAC, excluding students 21 years of age and older.
- 3.02 "**Bargaining Unit**" refers to OSSTF District 29.
- 3.03 "**Bona fide opening**" is an available teaching position.
- 3.04 "**Education Centre - Secondary Branch**" includes contracted secondary school Teachers assigned to the Board Office.
- 3.05 "**Federation**" refers to District 29 OSSTF.
- 3.06 "**Home School**" is the school at which a Teacher is deemed to be a permanent employee.
- 3.07 "**Immediate Family**" shall be deemed to include the Teacher's father, mother, step-father, step-mother, spouse, brother, sister, child, grandparents, grandchildren, corresponding in-laws and others as recognized by Government of Ontario legislation.
- 3.08 "**Occasional Teacher**" shall bear the meaning given it in the Education Act, as amended from time to time.
- 3.09 "**OPE**" or "**O.P.E.**" is the Official Projected Enrollment
- 3.10 "**Part-Time Teacher**" is a Teacher employed by the Board on a regular basis for other than full-time duty.
- 3.11 "**Qualified**" means that a Teacher is given permission to teach a subject or course as defined by the Minister of Education and is a member in good standing with the Ontario College of Teachers.

- 3.12 “**School Year**” is the year as defined by the Minister of Education.
- 3.13 “**Joint Staffing Committee**” is the body which manages the process for the interschool movement of Teachers.
- 3.14 “**Staffing Formula**” is the instrument used to calculate the number of Teachers on the staffs of the secondary schools of the Hastings and Prince Edward District School Board.
- 3.15 “**Support Staff**” are Teachers who are assigned to the Education Centre Secondary Branch for all or part of their contractual time to assist with program development, implementation and review.
- 3.16 “**Unit of Administrative Strength**” is an amount of money or time allocated to a Teacher who assumes a leadership responsibility at his/her school.

ARTICLE 4 DEDUCTION AND REMITTANCE OF UNION DUES

- 4.01 On each pay date that a Teacher receives a pay cheque, the Employer shall deduct from each Teacher the OSSTF dues and any dues chargeable by the Bargaining Unit or an equivalent amount. The amounts of dues shall be determined by OSSTF and/or the Bargaining Unit in accordance with their respective constitutions and forwarded in writing to the Employer at least thirty (30) days prior to the expected date of change.
- 4.02 The OSSTF dues deducted in accordance with 4.01 shall be remitted to the Treasurer of OSSTF at 60 Mobile Drive, Toronto, Ontario M4A 2P3 no later than the fifteenth of the month following the date on which the deductions were made. Such remittance shall be accompanied by a list identifying the Teachers, the amounts deducted, and the number of days worked.
- 4.03 Dues specified by the Bargaining Unit in accordance with 4.01, if any, shall be deducted and remitted to the Treasurer of OSSTF District 29 at 114 Victoria Avenue, Belleville, Ontario, K8N 2A8, no later than the fifteenth of the month following the date on which the deductions were made. Such remittance shall be accompanied by a list identifying the Teachers, the amounts deducted, and the number of days worked.
- 4.04 OSSTF and/or the Bargaining Unit, as the case may be, shall indemnify and hold the Employer harmless from any claims, suits, attachments and any form of liability as a result of such deductions authorized by OSSTF and/or the Bargaining Unit.

ARTICLE 5 TERM OF COLLECTIVE AGREEMENT

- 5.01 This Agreement shall be in effect from September 1, 2001 and shall continue in force up to and including August 31, 2004 and shall continue automatically thereafter for annual periods of one year unless either party notifies the other, in writing, within ninety (90) days prior to the expiration date that it desires to negotiate with a view to renewal, with or without modifications of this Agreement, in accordance with the *Ontario Labour Relations Act*.
- 5.02 Notwithstanding the period of notice cited in 5.01, either party may notify the other, in writing within the period commencing April 1 prior to the expiration date that it desires to negotiate with a view to renewal, with or without modifications of this Agreement, in accordance with the *Ontario Labour Relations Act*.
- 5.03 If either party gives notice of its desire to negotiate amendments in accordance with Section 5.01, the parties shall meet within fifteen (15) days from the giving of notice to commence negotiations for the renewal of the Agreement in accordance with the *Ontario Labour Relations Act*.
- 5.04 No changes can be made to this Agreement without the mutual written consent of the parties; nor can any changes be made to this Agreement without submitting the changes for ratification by the parties, as determined by their respective bargaining procedures.

ARTICLE 6 GRIEVANCE AND ARBITRATION

6.01 Definitions

6.01.01 A "grievance" shall be defined as any matter arising from the interpretation, application, administration, or alleged violation of this agreement, of any relevant legislation, or of an existing practice, including any question as to whether a matter is arbitrable.

6.01.02 A "party" shall be defined as:

6.01.02.01 the Bargaining Unit (or Union);

6.01.02.02 the Board (or Employer).

6.01.03 "days" shall mean regular work days unless otherwise indicated.

6.02 A member shall have the right to have present a representative from OSSTF to assist the Member at any stage during this grievance and arbitration procedure.

6.03 Informal Stage

A Member, with the concurrence of the Bargaining Unit, may initiate a complaint with the immediate supervisor (the Principal in the case of all Teachers) who shall answer the complaint in writing within five (5) days after receipt of the complaint.

6.04 Grievance Procedure - Individual

In the case of a grievance by the Bargaining Unit on behalf of one of its Members, the following steps may be taken in sequence where informal attempts to resolve the matter with the immediate supervisor have failed.

Step 1

If the reply of the immediate supervisor of the grievor at the Informal Stage is not acceptable to the Bargaining Unit, within ten (10) days the Bargaining Unit may initiate a written grievance with the Superintendent of Human Resources or designate, who shall answer the grievance in writing within five (5) days after receipt of the grievance.

The grievance shall contain:

- i) a description of how the alleged dispute is in violation of the Agreement; and
- ii) the clauses in the Collective Agreement alleged to be violated; and
- iii) the relief sought (remedy); and
- iv) the signature of the duly authorized official of the Bargaining Unit.

Step 2

If the reply of the Superintendent of Human Resources or designate is not acceptable to the Bargaining Unit, the Bargaining Unit may make a written request within five (5) days to the Director of Education (or the Secretary of the Board) or designate who shall answer the grievance in writing within five (5) days after receipt of the grievance.

Step 3

If the reply of the Director of Education (or the Secretary of the Board) is unacceptable to the Bargaining Unit, the Bargaining Unit may then apply for arbitration within twenty (20) days of the receipt of the reply.

6.05 **Grievance Procedure - Party**

In the case of all other grievances by a party, (including those on behalf of a group of Members, an individual Member, a retired Member or a deceased Member), the party making the grievance may take the following steps in sequence to resolve the matter.

Step 1

The party making the grievance may make a written grievance to the Director of Education (or the Secretary of the Board) or President of the Bargaining Unit, as the case may be, who shall answer the grievance in writing within five (5) days.

The grievance shall contain:

- i) a description of how the alleged dispute is in violation of the Agreement; and
- ii) the clauses in the Collective Agreement alleged to be violated; and
- iii) the relief sought (remedy); and
- iv) the signature of the duly authorized official of the party making the grievance.

Step 2

If the reply of the President of the Bargaining Unit or the Director of Education (or the Secretary of the Board), as the case may be, is not acceptable to the party making the grievance, that party may then apply for arbitration within twenty (20) days of the receipt of the reply.

6.06 **Grievance Mediation**

At any stage in the grievance procedure, the parties by mutual consent in writing may elect to resolve the grievance by using grievance mediation. The parties shall agree on the individual to be the mediator and the time frame in which a resolution is to be reached.

The timelines outlined in the grievance procedure shall be frozen at the time the parties mutually agreed in writing to use the grievance mediation procedure. Upon written notification of either party to the other party indicating that the grievance mediation is terminated, the timelines in the grievance procedure shall continue from the point at which they were frozen.

6.07 **Arbitration**

The party desiring arbitration shall notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall, within five (5) days, inform the other party either that it accepts the other party's appointee as a single Arbitrator or inform the other party of the name of its appointee to the Arbitration Board. Where two appointees are so selected, they shall, within five (5) days of the appointment of the second of them, appoint a third person who shall be the Chairperson. If the recipient of the notice fails to appoint an Arbitrator or if the two appointees fail to agree upon a Chairperson within five (5) days, the appointment shall be made by the Minister of Labour upon the request of either party.

6.08 The single Arbitrator or Board of Arbitration shall have the power to amend the grievance, relieve against timelines, modify penalties, including discharge and disciplinary penalties, and take whatever action, or make whatever decision, it considers just and equitable in the circumstances.

6.09 **Cost**

The fees for grievance mediation, a single Arbitrator, or a Chairperson of a Board of Arbitration, shall be shared equally by the parties.

- 6.10 Time restrictions may be extended if mutually agreed in writing.
- 6.11 There shall be no reprisals of any kind taken against any Member because of participation in the grievance or arbitration procedure under this agreement.
- 6.12 Should the investigation or processing of a grievance require that an involved Member or Bargaining Unit representative be released from regular duties, the Member shall be released without loss of salary or benefits.
- 6.13 Nothing in this procedure shall be deemed to preclude the individual's right to seek redress in law.

ARTICLE 7 PROBATIONARY PERIOD

- 7.01 A newly-hired Teacher shall serve a probationary period of one (1) year.
- 7.02 The Board in consultation with the Federation shall develop and implement an evaluation policy for all Teachers.
- 7.02.01 Newly hired Teachers shall be given a copy of the Board evaluation policy at the time of hiring.

ARTICLE 8 CERTIFIED TEACHERS

- 8.01 For the life of this agreement, where the *Education Act* permits employers to employ persons without teaching certificates to provide services previously required to be provided by certified Teachers, the employer agrees to continue to employ certified Teachers to provide such services, subject to any other applicable provisions of this Collective Agreement.

ARTICLE 9 RETIREMENT AND RESIGNATION DATES

- 9.01 The Teacher, other than in a case of Occasional Teachers, shall provide written notice by November 30 of the intention to resign or retire effective December 31 or January 31 (end of semester 1), and by April 30 of the intention to resign or retire effective June 30 or August 31. This Article shall not apply to Teachers surplus to the system which is governed by Articles 53 and 54.
- 9.02 Nothing herein prevents a Teacher, other than an occasional Teacher, and the Board from mutually agreeing to the Teacher's resignation at any time.

ARTICLE 10 SICK LEAVE

- 10.01 The employer shall maintain a sick leave plan for every Teacher who is a member of the Bargaining Unit.
- 10.02 The employer shall do all things necessary for the proper administration and conduct of the plan.
- 10.03 The employer shall maintain a record of each Teacher's credited and accumulated sick leave and shall inform the Teacher in writing on or about September 1 of each year as to the crediting and accumulation of the Teacher's sick leave.
- 10.04 Each full-time Teacher shall be credited with twenty (20) or more days sick leave on the first working day of the work year, the unused balance of which shall be accumulated to the Teacher's sick leave account.

- 10.05 Teachers who commence employment or who take a leave during the work year shall be credited with a pro-rated number of sick leave days rounded up to the nearest one-half of a day.
- 10.05.01 Teachers who work a part-time schedule shall be credited with a pro-rated number of sick days in accordance with Section 32.01.
- 10.06 Teachers shall be entitled to accumulate 240 sick leave days to their account. The Teacher's accumulated sick leave credits in this account shall be referred to as "Bank A".
- 10.07 For any school year in which a Teacher's sick leave credits, as described in 10.06 above, are maintained at 240 days, the unused sick leave days not required for the purpose of maintaining the Teacher's "Bank A" at 240 days, will be credited to a supplementary sick leave account, which shall be referred to as "Bank B", to a maximum of 240 days.
- 10.07.01 On September 1, 2000 for Teachers with 240 days in "Bank A" as of June 30, 2000, "Bank B" will be credited with the Teacher's unused sick leave credits for the 1999-2000 school year.
- 10.07.02 "Bank B" Sick Leave Credits will be used for the purposes of Article 11 where the Teacher does not have 200 Sick Leave Credits in "Bank A".
- 10.08 A Teacher who has been credited with sick leave by the employer under the sick leave provisions of a predecessor board or another collective agreement with this board shall be entitled to have such accumulated sick leave credited to the Teacher's current sick leave account.

ARTICLE 11 SICK LEAVE CREDIT PAYMENT

- 11.01 The Employer shall pay to a Teacher who resigns for the purpose of retiring to a pension (including commuted value under the TPP Act) an amount equal to the Teacher's rate of salary, wages or other remuneration for one-half the number of days standing to the Teacher's credit in the Teacher's accumulated sick leave credit account.
- 11.01.01
$$\text{SLCP} = \frac{1}{2} \text{ of } \frac{\text{CSL}}{200} \times \text{S} \times \text{N}$$
- 11.01.02 Where SLCP is the amount of sick leave credit payment; CSL is the number of accumulated Sick Leave Credits accrued in 10.06 ("Bank A"), and the balance of supplementary Sick Leave Credits accrued in 10.07 ("Bank B") to a maximum of 200 days; S is the Teacher's salary at the time of retirement; N is the number of years of contracted service to a maximum of twenty (20).
- 11.01.03 The salaries of Teachers bridging to retirement shall be equal to the grid salary including all allowances except for responsibility allowances they would be receiving if they had not been participating in the plan.
- 11.01.04 For retiring Teachers receiving LTD insurance benefits, the waiting period for insurance purposes shall not be subtracted from the number of cumulative sick days. These Sick Leave Credits shall be deposited in the Teacher's "Bank B".
- 11.02 A Teacher who has elected to accept a part-time assignment as prescribed in The Education Act, Section 180 (3), shall be entitled to a sick leave credit payment as if the Teacher were full time.
- 11.03 The Employer agrees to pay the sick leave credit payment in the next calendar year, if the Teacher so requests.

11.04 Where a Teacher is retired compulsorily from the Board's service at the end of the school year in which the Teacher attains the age of 65 years and where because of this the Teacher would not be able to complete the required minimum of five (5) consecutive years of contracted service with the Board, or for other reasons acceptable to the Board, the Director of Education may authorize the granting of a sick leave credit payment in accordance with the other conditions contained in this plan.

11.05 In the case of the death of a Teacher prior to retirement, his/her estate shall be entitled to a payment equal to the number of sick leave credits accumulated at the date of death to a maximum of one-half year's earnings at the rate received by the Teacher immediately prior to his/her death.

ARTICLE 12 VOLUNTARY EARLY LEAVING PROGRAM

12.01 The Board and the Federation must be satisfied that any plan offered is financially viable.

ARTICLE 13 STAFF DEVELOPMENT

13.01 The Joint Staff Development Committee shall consist of:

- 13.01.01 The Educational Services Officer, District 29 OSSTF
- 13.01.02 A member of the OSSTF District 29 Educational Services Committee
- 13.01.03 A Superintendent or designate assigned by the Board
- 13.01.04 A representative of Curriculum Services
- 13.01.05 A Secondary School Principal

13.02 The Joint Staff Development Committee shall establish a process for:

- 13.02.01 the planning of staff development activities
- 13.02.02 the use of funds allocated to the Committee.

13.03 The Board shall provide a fund of \$40,000 per year to be used by the secondary schools for staff development activities during the year that are focussed on instructional practices and curriculum needs.

- 13.03.01 These funds shall be administered by the Joint Staff Development Committee.
- 13.03.02 Money will be allocated to the schools on a prorated basis according to the school's FTE teaching staff to system FTE teaching staff.
- 13.03.03 The Board will rebate the \$40,000 fund to District 29 by November 15th and the Union will provide an accounting of the use of the funds upon request of the Board.
- 13.03.04 Any funds remaining in the Staff Development fund after August 31st of each school year shall be added to the allocation for the subsequent year and shall be administered by the District 29 Educational Services Committee.

13.04 The Branch Staff Development Committee in each school shall consist of:

- 13.04.01 The Principal (or designate)

- 13.04.02 The OSSTF District 29 Educational Services Committee representative
 - 13.04.03 The Branch President
 - 13.04.04 Additional resource members as needed. Decisions and recommendations shall be made by the Committee as outlined above.
- 13.05 The Branch Staff Development Committee shall:
- 13.05.01 administer staff development funds allocated directly to the school.
 - 13.05.02 plan school staff development activities.
 - 13.05.03 present a written report to the school's teaching staff on its activities and expenditures.

ARTICLE 14 LEAVES AND ABSENCES

14.01 Absence with pay due to illness with deductions from Sick Leave Credit Account

- 14.01.01 Absence through illness of the Teacher for a period of five (5) consecutive working days or less may be certified by the School Principal or by the official of the Board in charge of the appropriate Department.
- 14.01.02 Absence for illness over five (5) consecutive working days must be certified by a licensed medical practitioner or certified by licentiate of dental surgery.
- 14.01.03 Where a Teacher is absent for illness for more than twenty consecutive working days, the Superintendent of Human Resources - Teaching Staff may require that a certificate be submitted monthly by such medical practitioner or licentiate of dental surgery before the Teacher shall be entitled to payment under the Plan.
 - 14.01.03.01 The Superintendent of Human Resources - Teaching Staff may at any time require that a certificate be submitted by a medical practitioner or licentiate of dental surgery appointed by the Board.
 - 14.01.03.02 The Board shall reimburse the Teacher for the direct cost of issuing of the certificate required under Clause 14.01.03.01.
- 14.01.04 Teachers may be absent for dental/medical examinations.

14.02 Absence with pay - items not chargeable to Sick Leave Account

Leave with pay and without loss of benefits, experience or seniority shall be granted to a Teacher:

- 14.02.01 for a period of quarantine when declared by the Medical Officer of Health or designate.
- 14.02.02 to serve as a juror or by reason of a subpoena being a witness in any proceeding to which he/she is not a party to one of the persons charged, provided that the Teacher pays to the Board any fee exclusive of travelling allowances and living expenses that he/she receives as a juror or as a witness.
- 14.02.03 for a funeral in the immediate family, up to a maximum of three (3) days for each bereavement; an extension may be granted by permission of the Superintendent of Human Resources - Teaching Staff.
- 14.02.04 for funerals other than immediate family up to one (1) day for each bereavement.

- 14.02.05 to write the Teacher's post-secondary or university examination.
- 14.02.06 for the purpose of attending his or her own graduation, or the graduation of a member of the immediate family.
- 14.02.07 to attend the Teacher's own wedding/weddings in the immediate family (one day only).
- 14.02.08 illness in the immediate family, three (3) days/school year
- 14.02.09 concerns related to board chemicals (ie. paint)
- 14.02.10 non-attendance because of inclement weather
- 14.02.11 to attend the birth of a child/grandchild (one day only)
- 14.02.12 special circumstances as approved by the Superintendent of Human Resources - Teaching Staff.

14.03 Absence without Pay - items not chargeable to sick leave account

Up to a maximum of five days per year shall be granted as follows:

- 14.03.01 Moving to a new place of residence. Leave granted for moving shall not exceed one (1) day in any one year which shall be the actual day of moving.
- 14.03.02 Weddings other than the Teacher's immediate family (one day only).
- 14.03.03 Personal reasons - Absence will not be approved immediately preceding or following Christmas or winter breaks except by approval of the Superintendent of Human Resources - Teaching Staff.
- 14.03.04 Special circumstances for reasons approved by the Superintendent of Human Resources - Teaching Staff.

ARTICLE 15 PREGNANCY AND PARENTAL LEAVE

15.01 Definitions

- 15.01.01 **"Parent"** includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own;
- 15.01.02 **"Parental leave"** means leave taken for the care of a child following:
 - 15.01.02.01 the birth of the child ; or
 - 15.01.02.02 the coming of the child into the custody, care and control of a parent for the first time.
- 15.01.03 **"Pregnancy leave"** means leave taken for purposes related to giving birth and/or recovering therefrom.

15.02 Pregnancy Leave

Pregnancy Leave shall be granted upon written request provided that:

- 15.02.01 the Teacher provides a certificate from a legally qualified medical practitioner stating the expected birth date;
- 15.02.02 the Teacher has been in the employ of the Board for a period of at least thirteen (13) weeks immediately preceding the expected birth date;
- 15.02.03 the Teacher notifies the Board in writing at least two (2) weeks immediately preceding the date the leave is to begin.
- 15.02.04 Pregnancy Leave may commence up to seventeen (17) weeks preceding the expected birth date and ends seventeen (17) weeks after the pregnancy leave began if the Teacher is intending to take parental leave for an additional thirty-five (35) weeks.
- 15.02.05 Nothing in this Article precludes a Teacher from:
 - 15.02.05.01 entitlement to sick leave pay if the Teacher's absence is due to illness arising out of the pregnancy prior to the maternity leave; or
 - 15.02.05.02 the provisions of the Employment Standards Act

15.03 **Parental Leave**

- 15.03.01 A Teacher who has been in the employ of the Board for at least thirteen (13) weeks shall be granted a parental leave without pay of up to thirty-five (35) weeks.
- 15.03.02 The Teacher must give at least two (2) weeks written notice of the date on which the leave shall commence.
- 15.03.03 The parental leave of a Teacher who takes a pregnancy leave shall begin when the pregnancy leave ends unless the child has not come into the custody, care and control of the parent for the first time.
- 15.03.04 Parental leave shall begin no more than thirty-five weeks after the day the child is born or comes into the custody, care and control of the parent for the first time.

15.04 **General Provisions for Pregnancy and Parental Leave**

- 15.04.01 During the fifty-two (52) weeks of pregnancy and/or parental leave the Teacher shall be entitled to all rights, benefits and privileges which would have been received had the Teacher been actively employed, including, but not limited to:
 - 15.04.01.01 accumulation of credit for seniority and experience for grid purposes;
 - 15.04.01.02 the benefits plan of this Agreement .
- 15.04.02 Pregnancy and/or parental leave may be extended through Article 16.
- 15.04.03 Upon return from the pregnancy and/or parental leave the Teacher shall be reinstated to the position the Teacher held prior to the leave if it still exists or to a comparable position if it does not exist subject to the staffing process (see also Article 45).
- 15.04.04 A Teacher on pregnancy and/or parental leave shall be credited with seniority during the leave in the same manner as that credited for any other leave (see also Section 47.04.01).
- 15.04.05 Sick leave credit accumulated under the Board's plan at the time of commencing the

unpaid pregnancy or parental leave shall not be augmented during the period of the leave but shall remain standing to the Teacher's credit upon resumption of teaching service subject to the conditions of the sick leave plan.

15.05 Supplemental Employment Insurance Benefit Plan

- 15.05.01 The plan is to supplement the Employment Insurance benefits received by Teachers for temporary unemployment caused by Pregnancy and/or Parental Leave.
- 15.05.02 Teachers must prove that they have applied for and are in receipt of Employment Insurance benefits in order to receive payment under the plan.
- 15.05.03 The Supplemental Employment Insurance Benefit is payable for a period during which a Teacher is not in receipt of Employment Insurance if the only reason for non-receipt is the claimant is serving the two week Employment Insurance waiting period.
- 15.05.04 The benefit level paid under this plan is set at 100% of the Teacher's allowable Employment Insurance benefit.
- 15.05.05 In any week, the total amount of the Supplemental Employment Insurance Benefit payments and the weekly rate of Employment Insurance benefits will not exceed 95% of the Teacher's weekly earnings.
- 15.05.06 This Supplemental Employment Insurance Benefit will be paid for the two (2) week waiting period.
- 15.05.07 The plan is financed by the employer's general revenues.
- 15.05.08 Supplemental Employment Insurance Benefit payments will be kept separate from payroll records.
- 15.05.09 The duration of the plan is for the period covered by the Collective Agreement.
- 15.05.10 The employer will inform Human Resources Development Canada in writing of any changes to the plan within thirty (30) days of the effective date of the change.
- 15.05.11 Teachers do not have a right to Supplemental Employment Insurance Benefit payments except for supplementation of Employment Insurance benefits for the unemployment period as specified in the plan.
- 15.05.12 Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

15.06 Return to Employment

A Teacher who is returning from Pregnancy or Parental Leave as defined in the Employment Standards Act, shall give the Board at least four (4) weeks written notice of the date of return.

ARTICLE 16 EXTENDED LEAVES OF ABSENCE

- 16.01 An Extended Leave of Absence may be granted by The Hastings and Prince Edward District School Board to a Teacher.
- 16.02 Seniority will accrue on a full-time basis to all Teachers during the period of any leave granted by the Board.

- 16.02.01 Where a Teacher reduces teaching assignment from full-time to part-time, seniority will accrue to the Teacher on a full-time basis. The reduction in time, if approved by the Board, will be considered a part-time leave of absence.
- 16.03 Leaves of absence will be rescinded if the Teacher's employment is terminated prior to the commencement of the leave due to Transfer & Surplus procedures.
- 16.04 Applications for extended leaves of absence must be made in writing to the Superintendent of Human Resources.
- 16.05 Every effort should be made to apply by September 30 or March 1 prior to the leave.
- 16.06 Following the expiry of the agreed leave period, if that leave period is two (2) consecutive school years or less, the Teacher will be returned to a position with the Board in the same school, subject to the procedures of the Transfer and Surplus Policy. Following the expiry of the agreed leave period of beyond two (2) consecutive school years, the Teacher will be returned to a similar position with the Board within a secondary school, subject to the procedures of the Transfer and Surplus Policy. In no case will a leave under this Article be greater than three (3) consecutive school years.
- 16.07 No salary will be paid by the Hastings and Prince Edward District School Board except where otherwise stated in the leave plan.
- 16.08 All Board administered benefits become the responsibility of the Teacher except where otherwise stated in the leave plan.
- 16.08.01 Teachers may continue benefit coverage through the Board at their own cost. Payment for benefits is to be as mutually agreed by the Teacher and the Board.
- 16.08.02 The number of days credited to a Teacher in the Cumulative Sick Leave Plan shall not be reduced by the granting of leaves, nor shall the Teacher be entitled to any accumulation of sick leave credits during the period of leave nor shall the period of leave be eligible for calculations for sick leave credit payment.

ARTICLE 17 SHORT TERM LEAVE PLAN

17.01 Short Term Leaves

Short Term Leaves are designed to allow permanent Teachers to apply for short term personal leaves of absence not otherwise covered by this Collective Agreement.

17.02 Short Term Leave Conditions

- 17.02.01 Those applying must have successfully completed their probationary period.
- 17.02.02 Approved Short Term Leaves will be without pay.
- 17.02.03 Benefits will continue to be paid by the Board while the Teacher is on a Short Term Leave.
- 17.02.04 The Board will reimburse the Teachers' Pension Plan contributions
- 17.02.05 Teachers may apply at any time for this leave during the year.
- 17.02.06 Applications must be made in writing to the Superintendent of Human Resources with a copy to OSSTF. Approval will be at the sole discretion of the Board.

17.02.07 Applications must be received at least a month in advance of the anticipated leave, unless unforeseen circumstances arise. Applications should outline the reason for the leave, (which will be kept confidential), duration of the leave and educational program plan for coverage of the responsibilities while on leave.

17.02.08 An Occasional Teacher will be hired to replace a Teacher on a Short Term Leave.

ARTICLE 18 SUBSIDIZED EDUCATIONAL LEAVE PLAN

18.01 The Board may grant to a Teacher, who has completed the probationary period in the employ of the Hastings and Prince Edward District School Board, a Subsidized Educational Leave.

18.02 A Teacher desiring a Subsidized Educational Leave shall apply in writing to the Superintendent of Human Resources, outlining the goals of the leave.

18.03 The Superintendent may refuse to recommend the application and advise the Teacher of the reasons, or the Superintendent may endorse the application for consideration by the Director of Education, who may make recommendations to the Board.

18.04 The Board's decision in this matter shall be final. The Teacher may request a review through the grievance procedure.

18.05 An amount equal to 37.5% of the average secondary Teacher's salary at the date of the commencement of the leave shall be paid to the Teacher granted a Subsidized Educational Leave.

18.06 A Teacher granted leave shall, before going on such leave, execute an agreement with the Board to remain in the employ of the Board for a minimum of two (2) years following the Teacher's return from the leave.

18.07 Leaves shall not be granted for the purpose of upgrading salary. Leaves may be granted so that Teachers may broaden qualifications.

18.08 Required deductions, i.e. Teachers' Pension Plan, Income Tax, Employment Insurance will be made on the basis of actual salary paid. The cost of other benefits, i.e. Dental, Life Insurance, etc., will be pro-rated based on percentage of actual salary paid.

18.09 Cumulative sick leave shall not be reduced by the granting of the leave nor shall the Teacher be entitled to accumulate sick leave credits during the leave, nor shall the leave period be counted toward calculations for sick leave credit payment.

18.10 The leave, should it occur within the five (5) years previous to retirement, will not be considered as disrupting consecutive years of experience.

18.11 Applications are to be received on or before January 15.

18.12 Applications are to be approved (or not approved) on or before March 1, and the applicant notified in writing by the Director.

18.13 Leaves will be administered in such a way that there will be no cost to the Board.

ARTICLE 19 DEFERRED SALARY LEAVE PLAN

19.01 The Deferred Salary Leave Plan provides Teachers with the opportunity to take a Leave of Absence for a specified period of time and to finance the leave by means of salary deferral.

- 19.02 Any Teacher who has completed the probationary period is eligible to participate in the Plan.
- 19.03 Applications for participation in the Plan should be made in writing to the Superintendent of Human Resources by March 31 of each school year.
- 19.04 Participation in the Plan shall not be unreasonably denied by the employer.
- 19.05 In each year of the Plan preceding the year of leave, a Teacher will be paid a reduced percentage of salary. The remaining percentage, which shall not exceed 33 1/3% of the Teacher's annual salary, will be deferred and shall be retained by the employer to finance the year of leave.
- 19.06 The employer shall deposit the retained percentage of the Teachers' annual salary in an account in the name of the Teacher and shall pay any interest earned to the Teacher each year it is earned.
- 19.07 While a Teacher is participating in the deferral period any benefits tied to salary level shall be based on the salary the Teacher would have received had the Teacher not been participating in the Plan.
- 19.08 During the Teacher's leave of absence the employer shall continue to pay its share of premium costs for any benefits which the Teacher elects to maintain. The Teacher shall be responsible for remitting his/her share of applicable premium costs.
- 19.09 During the Teacher's leave of absence the Teacher shall be paid according to the method of payment outlined in Article 38.
- 19.10 **Conditions of Leave**
- 19.10.01 The leave of absence may be for one (1) semester (if in full-time attendance at a designated educational institution) or one (1) year.
- 19.10.02 The leave shall commence no later than five (5) years after the date of the first deferral of salary.
- 19.10.03 A Teacher may not receive any compensation from the employer during the period of leave other than the deferred salary plan's salary plus accumulated interest.
- 19.10.04 A Teacher returning from leave shall remain in the employ of the employer for a period of time at least equal to the period of time that the Teacher was on leave.
- 19.10.05 Deferred salary plus any accumulated interest shall be paid to the participating Teacher not later than the end of the first taxation year after the expiration of the five-year period notice in Section 19.10.02.
- 19.10.06 A Teacher may withdraw from the Plan any time prior to March 1 of the calendar year in which the leave is to be taken. Payment of deferred income plus accumulated interest shall be made to a Teacher withdrawing within sixty (60) days of receipt of the notice of the Teacher's wish to withdraw.
- 19.10.07 Sick leave credits shall not accumulate during the leave period.
- 19.11 During the leave period, Teachers will have the option of having pension deductions made.
- 19.12 Should a Teacher die while participating in the Plan, any monies accumulated, plus interest accrued, at the time of death shall be paid to the Teacher's designated beneficiary or alternately, to the Teacher's estate.
- 19.13 Teachers participating in the Plan shall be required to sign an agreement with the employer setting out the conditions of the Plan. A copy of the agreement shall be provided to OSSTF District 29.

19.14 On return from leave a Teacher will be assigned the same position held prior to taking leave or to a comparable position subject to the Staffing process.

19.15 A Teacher returning from leave shall receive credit for seniority for the period of the leave.

ARTICLE 20 FEDERATION LEAVE

20.01 Commencing in the 2002-2003 school year, the Federation shall reimburse the Employer at the salary rate for a member in Category 1, Step 0. The Board agrees to pay to the Federation the Teacher's share of the EI rebate.

20.02 The Board agrees to pay to the Federation the Teacher's share of the EI rebate no later than March 31st of each school year.

20.03 Additional Federation Leave shall be granted to a maximum of 2.0 FTE teaching positions. The Board shall be notified no later than May 31 prior to the leave.

20.03.01 OSSTF District 29 shall reimburse the Board for any additional Executive Officer(s) at the salary rate for a member in Category 2, Step 0.

20.04 Additional days of Federation Leave, granted at the request of OSSTF District 29 and subject to the approval of the Principal, shall be reimbursed at the cost of the occasional Teacher's daily rate.

20.05 Days spent on Federation Leave shall be deemed to be time worked and the Teachers shall be entitled to all rights and privileges of the Collective Agreement, including but not limited to, full salary including benefits, experience and sick leave accumulation.

ARTICLE 21 BENEFITS PLAN

21.01 Master Policy

A copy of the master policy or policies of the insured benefits plan shall be given to the Union. In the event of a decision to change carriers, the Board agrees to implement the same coverage described in the master policies or such other plan that the Union agrees is an appropriate substitution. No amendment of any plan by either party shall be made without the written consent of the other party.

21.02 Benefit Participation During Lay-Off

A Teacher who is laid off may continue to participate in one or more of the benefit plans, until the right to recall expires, provided the Teacher pays the total cost of such plans.

21.03 Benefits for Part-Time Teachers

The Board's contributions to benefit premiums will be pro-rated for part-time Teachers.

21.04 Benefits While on a Leave of Absence

A Teacher who has been granted a leave of absence under the terms of this Collective Agreement shall have the right to continued participation in any of the benefit plans at the Teacher's expense, unless otherwise specified.

21.05 Group Life Insurance Plan

- 21.05.01 This plan provides basic coverage of \$25,000 or \$100,000.
- 21.05.02 The Board agrees to contribute one hundred percent (100%) of the assessed premium for the coverage of \$100,000 under the plan for full-time employees. The premium is prorated for part-time Teachers.
- 21.05.03.01 If a part-time employee does not want to pay the difference in premium, he/she may elect coverage of \$25,000, which is paid in full by the Board.
- 21.05.03 Optional amounts in multiples of \$25,000.00 may be elected by the Teacher.
- 21.05.04 The maximum amount of Basic and Optional Insurance combined is \$200,000.
- 21.05.05 The Group Life Insurance Plan shall be available to all regularly employed Teachers in accordance with the eligibility requirements of the plan.
- 21.05.06 There shall be compulsory participation in the Group Life Insurance Plan.
- 21.05.07 In addition, the Board agrees to pay the cost of \$100,000.00 Accidental Death Coverage.

21.06 **Extended Health Care Insurance Plan**

- 21.06.01 The Board agrees to pay one-hundred percent (100%) of the premium cost of an Extended Health Care Plan which includes Private and Semi-Private coverage.
- 21.06.01.01 The Extended Health Care Plan shall not provide coverage for Over the Counter drug claims. The dispensing fee cap shall be \$7.00.
- 21.06.02 The Board agrees to pay 100% of the cost of the premium for the Vision Care Rider.
- 21.06.03 The Extended Health Care Insurance Plan shall be available to all regularly appointed Teachers on a voluntary enrolment basis, in accordance with the eligibility requirements of the Plan.
- 21.06.04 The Extended Health Care Insurance Plan will include the Deluxe Travel Plan.

21.07 **Dental Plan**

- 21.07.01 The Board agrees to pay 100% of the premium cost of a dental plan at the current minus one year Ontario Dental Association schedule of fees with rate changes effective September, coverage effective September 1.
- 21.07.02 The Dental Plan shall be available to all regularly appointed Teachers on a voluntary enrolment basis, in accordance with the eligibility requirements of the Plan.
- 21.07.03 Pit and Fissure Sealants. The Board agrees to administer a Pit and Fissure Sealants Plan and pay 100% of the premium.
- 21.07.04 The Board agrees to pay 75% of the premium cost of Dental Rider #3, Orthodontic Services.
- 21.07.05 The Board agrees to pay 75% of the premium cost of Dental Rider #4, Restorative Services.

21.08 **Long Term Disability Insurance Plan**

- 21.08.01 The Teachers agree to pay 100% of the premium cost of a Long Term Disability Insurance Plan.
- 21.08.02 The Long Term Disability Insurance Plan shall be available to all regularly employed Teachers (excluding occasionally employed Teachers) in accordance with the eligibility requirements of the plan.
- 21.08.03 The conditions of enrollment in the Long Term Disability Plan for all Teachers transferred from the predecessor boards on January 1, 1998 shall prevail.
- 21.08.03.01 Conditions for those transferred from Hastings County: There shall be compulsory participation in the Long Term Disability Plan for all Teachers hired after 1985 September 01.
- 21.08.03.02 Conditions for those transferred from Prince Edward County: Participation is voluntary.
- 21.08.04 There shall be compulsory participation in the Long Term Disability Plan for all Teachers hired by this Board or its predecessor boards after 1998 September 01.
- 21.09 The Board agrees to provide 100% of the Extended Health Care Insurance Plan and the Dental Plan as outlined in Sections 21.06 and 21.07 for a Teacher claiming Long Term Disability Insurance benefits to a maximum of two (2) years.

ARTICLE 22 WORKPLACE SAFETY AND INSURANCE

- 22.01 For absences due to injuries or accidents covered by the Workplace Safety Insurance Board, the Hastings and Prince Edward District School Board shall pay full salary, deducting from cumulative sick leave the number of days equivalent to the fraction of salary between compensation payments and full salary. Payments by the Workplace Safety Insurance Board shall be made to the Board. If such Teacher is unable to be further employed by the Board owing to such injury or accident, the Teacher shall thereafter receive full salary up to the limit of his/her cumulative sick leave credits.

ARTICLE 23 CANADA SAVINGS BONDS PLAN

- 23.01 The Board agrees to administer a Canada Savings Bond payroll deduction plan for the Teachers covered by this Agreement.

ARTICLE 24 R.R.S.P. PAYROLL DEDUCTION

- 24.01 The Board agrees to administer RRSP payroll deduction plans.

ARTICLE 25 SAFETY EQUIPMENT

- 25.01 If a Teacher is required to have safety equipment, as determined by the Joint Health and Safety Committee, the Board shall provide such equipment or shall reimburse the Teacher for the cost of the equipment. The expenditure must be approved prior to purchase.

ARTICLE 26 SECONDARY PANEL GRID

26.01 Effective September 1, 2003, the salary grid shall be increased by 2.6% (Maximum Category IV = \$74,965.)

Yrs of Exp.	Category 1	Category 2	Category 3	Category 4
0	36,613	38,105	41,718	45,230
1	38,440	39,819	43,669	47,266
2	40,659	41,611	45,663	49,392
3	42,446	43,484	47,655	51,847
4	44,189	45,440	49,799	54,337
5	46,385	47,485	52,040	56,375
6	48,173	49,622	54,382	58,911
7	49,690	51,855	56,829	61,562
8	51,639	54,189	59,386	64,333
9	53,634	56,627	62,059	67,228
10	55,850	59,175	64,851	70,253
11	59,028	61,766	69,485	74,965

Effective August 31, 2004, the salary grid shall be increased by 1.4% (Maximum Category IV = \$76,014.)

Yrs of Exp.	Category 1	Category 2	Category 3	Category 4
0	37,125	38,638	42,302	45,863
1	38,978	40,377	44,280	47,927
2	41,229	42,194	46,302	50,084
3	43,040	44,092	48,322	52,573
4	44,807	46,077	50,496	55,098
5	47,035	48,150	52,769	57,164
6	48,847	50,317	55,143	59,736
7	50,386	52,581	57,625	62,424
8	52,362	54,947	60,218	65,233
9	54,385	57,420	62,928	68,169
10	56,632	60,004	65,759	71,237
11	59,854	62,631	70,458	76,014

ARTICLE 27 INCREMENTS

27.01 Increments shall be as contained in the Salary Schedule to, but not exceeding, the maximum of each level, the incremental date being September 1 each year.

ARTICLE 28 CERTIFICATION

28.01 Throughout this agreement references to OSSTF Certification Rating Statements or OSSTF Certification Rating Categories are related only to the current OSSTF Certification Rating Plan.

ARTICLE 29 SALARY LEVEL PLACEMENT

29.01 Category classification shall be those established by the Ontario Secondary School Teachers' Federation. For the purpose of salary categorization the Board recognizes that, except for errors and omissions, the Certification Rating Statement issued by the OSSTF Certification Board shall be final.

29.02 It shall be the responsibility of a Teacher to provide the Board with documentary proof in the form of an OSSTF Certification Rating Statement as to his/her appropriate category rating.

29.03 Where no OSSTF Certification Rating Statement is available, that secondary school Teacher shall be placed in Category 1 of the salary schedule.

ARTICLE 30 SALARY LEVEL ADJUSTMENT

30.01 For secondary school Teachers the OSSTF Certification Rating Statement endorsed with a category rating is the document accepted by the Board for the purpose of making salary level adjustments.

30.02 Upon receipt of an OSSTF Certification Rating Statement, a newly hired Teacher shall be paid retroactively to the first day worked at the salary level appropriate to the higher category rating. Notwithstanding the foregoing, retroactive adjustments shall not be made beyond one school year

worked.

30.03 A Teacher qualifying for category change under the OSSTF Certification Plan in effect on the date of the Teacher's application shall be entitled to the salary rate reflected in the higher category commencing with the month worked following the month in which the requirements for the category change were satisfied. Notwithstanding the foregoing, retroactive adjustments shall not be made beyond one school year worked.

30.04 A Teacher requesting a change in category by OSSTF under the OSSTF Certification Plan shall file a copy of the application for certification change with the Human Resources Officer, Teaching Staff, coincident with the application to OSSTF.

30.05 A Teacher who fails to file a copy of the application for certification change with the Board shall be entitled to the salary rate reflected in the higher category commencing with the month following the date on which the OSSTF Certification Rating Statement was submitted to the Board.

ARTICLE 31 DETERMINATION OF SALARIES

31.01 Establish the correct Level on the Salary Schedule according to OSSTF Certification Rating Statement category or as otherwise provided for in this agreement.

31.02 In the Level decided according to Clause 31.01 above, establish the correct number of full years of approved and certified teaching experience, such placement not to exceed the number of years of experience provided for in the Level concerned.

31.03 Add to the salary arrived at in Clauses 31.01 and 31.02 above, any related experience allowance to which the Teacher may be entitled under this agreement, provided that the combined teaching and related experience allowances do not exceed the maximum salary provided for in the Level concerned.

31.04 Add to the salary arrived at in Clauses 31.01, 31.02 and 31.03 above, any responsibility or additional degree allowances provided for in this agreement.

ARTICLE 32 PART-TIME TEACHERS

32.01 Except as otherwise provided in this Agreement, the salary, sick leave credits and other entitlements of a part-time Teacher shall be prorated in the ratio that the Teacher’s assignment bears to a full-time assignment as defined in Article 60. Such prorating shall be administered in accordance with the following chart:

FTE Status	Sick Leave Credits per Year	Classroom Periods Assigned	Maximum Half-Periods (37.5 min.) of Equivalent TAP	Maximum Half-Periods of On Calls	Minimum Half-Periods of Remedial/ Supervision/ Special Duties and Additional On Calls (½ period)	Total Half-Periods Per Year
0.167	3.3	1	5	6	4	15
0.333	6.6	2	9	12	7	28
0.5	10	3	14	18	11	43
0.667	13.3	4	19	23	15	57
0.833	16.6	5	23	29	18	70
1	20	6	28	35	22	85

32.02 For a full or part-time fully assigned Teacher as specified in Section 60.01, or a Teacher with a combination of classroom and fully assigned duties, workload shall be administered in accordance with the following chart:

Classroom Periods Assigned	FTE					
	1	0.833	0.667	0.5	0.333	0.167
6	0	0	0	0	0	0
5.5	50	0	0	0	0	0
5	100	0	0	0	0	0
4.5	150	50	0	0	0	0
4	200	100	0	0	0	0
3.5	250	150	50	0	0	0
3	300	200	100	0	0	0
2.5	350	250	150	50	0	0
2	400	300	200	100	0	0
1.5	450	350	250	150	50	0
1	500	400	300	200	100	0
0.5	550	450	350	250	150	50
0	600	500	400	300	200	100

32.03 Part-time Teachers are eligible for all benefits. The amount of premium paid by the Teacher and the Board will be pro-rated according to the percentage of teaching assignment.

32.04 Part-time classroom Teachers shall be required to perform duties on a proportionate basis expected of a full-time classroom Teacher in accordance with the chart set out in Section 32.01 above.

32.05 Any required proration of grid salary shall be based on the chart set out in Section 32.01 above.

Teachers who leave during the semester in a semestered school shall have their salary prorated based on the number of days worked in each semester multiplied by their FTE in that semester divided by the total number of days within the semester.

32.06 Full-time Teachers who retire, resign, or take a leave of absence during the school year shall be deemed to have their full-time entitlement for the purpose of benefits and other entitlements under the Collective Agreement up to the date of retirement/resignation or commencement of the leave.

ARTICLE 33 TEACHER IN CHARGE - TERMS AND CONDITIONS

33.01 The Parties agree that a Teacher who is a member of the Bargaining Unit may substitute for an absent principal/vice-principal on a temporary basis not to exceed forty (40) days in a school year.

33.02 The Teacher in Charge shall be paid a per diem rate of \$50 in addition to the employee's regular salary. Payment will be made in full or half days. The Teacher in Charge will receive this extra payment on the last pay date in December and the last pay date in June.

33.03 The Teacher will continue to be subject to all terms and conditions of this collective agreement, and shall not discipline or evaluate other members of the Bargaining Unit.

33.04 Nothing in this Article prevents the Teacher from resuming the Teacher's Bargaining Unit duties subject to forty-eight (48) hours written notice to the appropriate supervisor (Principal/Superintendent).

33.05 An Occasional Teacher employee shall be hired to replace a member of the Bargaining Unit who is acting to replace a Principal/Vice-Principal who is absent for a period of not less than a day.

ARTICLE 34 RESPONSIBILITY ALLOWANCES

34.01 A Teacher in charge of an organizational unit referred to in this agreement shall be paid the appropriate responsibility allowance. One (1) Unit of Administrative Strength (U.A.S.) is equal to \$1,231.00 effective September 1, 2003, and \$1,248.00 effective August 31, 2004.

34.02 Where the Board establishes a new position of responsibility to be filled by a Teacher who comes within the scope of this Agreement, the Board and District 29 OSSTF agree to establish a responsibility allowance or salary consistent with established responsibility allowances or salaries.

34.02.01 The final rate established shall be effective from the time the position was originally introduced.

34.03 The salary of a Co-ordinator/Consultant, if a member of OSSTF and covered by this Collective Agreement, will be his/her salary grid placement and a responsibility allowance allocation equal to three (3) Units of Administrative Strength.

ARTICLE 35 RELATED TRADE OR PROFESSIONAL EXPERIENCE ALLOWANCE

35.01 At the discretion of the Superintendent of Human Resources - Teaching Staff, related trade or professional experience may be given for previous employment subject to the following:

35.01.01 A year of related or professional experience consists of twelve (12) months of such

experience.

- 35.01.02 A Teacher shall receive credit for technical/related experience year for year, up to a maximum of five (5) grid steps.
- 35.01.03 Grid steps for trade or professional experience will be granted in the same manner as other teaching experience.
- 35.01.04 In no case may the combined experience for related trade or business or professional experience exceed five (5) years.

35.02 In no circumstances may recognition of related trade or professional experience result in the appropriate salary for a Teacher exceeding the salary level maximum in the salary schedule.

ARTICLE 36 GRADUATE AND POST-GRADUATE DEGREE ALLOWANCES

36.01 Definitions

- 36.01.01 A post-graduate degree is an earned degree at the doctoral level.
- 36.01.02 A graduate degree is an earned degree at the Master's level.
- 36.01.03 An additional degree is an earned degree not at the Doctoral or Master's level but is a degree (usually a Bachelor's Degree) conferred after the first undergraduate degree.

36.02 All degrees for which additional allowances are made are to be degrees from a Canadian University. Where degrees have been conferred by other than Canadian Universities, the holder is responsible for providing equivalence to a Canadian Degree at the same level.

- 36.02.01 Any Teacher who was employed with this Board or its predecessors prior to this agreement and had this allowance paid will continue to have the allowance paid .

36.03 Where a second degree or part of that degree is used for the purpose of obtaining a higher OSSTF Certification Rating Statement category, the degree shall not qualify for any additional allowance.

36.04 Allowances

- 36.04.01 For a Master's Degree (or B. PaEd.) the allowance shall be \$667.00 effective September 1, 2003, and \$676.00 effective August 31, 2004.
- 36.04.02 For a Doctoral Degree, the allowance shall be \$1,293.00 effective September 1, 2003, and \$1,311.00 effective August 31, 2004 (only one of 36.04.01 or 36.04.02 may be claimed).
- 36.04.03 For certain second degrees (such as B.L. Sc., B.PhM.) where the degree is specifically related to the teaching assignment, an allowance of \$350.00 will be made.
- 36.04.04 Only one additional degree allowance is payable to an eligible Teacher.
- 39.04.05 No allowance will be paid for a Bachelor of Education.
- 36.04.06 Allowance for a Master's Degree or better will be paid to all instructional staff, and shall be permitted to pierce salary maxima.

36.05 Salary adjustment occasioned by the acquisition of a second, graduate or post-graduate degree will be made in the same manner as a change in salary level (see Articles 30 and 31), the document

required being official notification from the Registrar of the University concerned.

ARTICLE 37 GRID SALARY LEVEL PLACEMENT

37.01 All Teachers shall be entitled to a salary allowance for all previous certified teaching experience approved by this Board and its predecessor Boards up to and including, but not exceeding, the maximum salary in the salary level appropriate to their qualifications.

37.02 The amount of teaching experience to be allowed for new appointees to the teaching staff shall be as in Section 37.01.

37.03 Approved and certified teaching experience is defined as teaching experience in a publicly supported school, or at the discretion of the Director of Education, in a privately supported school.

37.04 Teaching experience in a College of Applied Arts and Technology or similar institution maintained by public support and under the Ministry of Education and Training of Ontario, or in a Teachers' College or College of Education under the Ministry of Education and Training of Ontario, in a University, or with the Human Resources Development Canada Retraining Program in a regular certified program will be admitted as approved and certified teaching experience for purposes of grid placement.

37.05 Approved and certified teaching experience includes Occasional Teacher assignments, night school or summer school credit courses, and other continuing education credit courses for purposes of initial grid placement.

37.06 Fractions of increments for approved and certified teaching experience are not paid, but where such teaching experience accrued under a regular Teacher's contract (probationary or permanent) or under a temporary or short-term Teacher's contract or agreement and includes a fraction of one-half of a school year (five school months) or more, a full increment shall be paid therefor.

Examples:

A Teacher has accrued the following teaching service as provided for above:

- i) 6 mo. + 4 mo. + 20 mo. + 7 mo. = 37 mo. = 3.7 yr.
- ii) 20 mo. + 3 mo. + 10 mo. + 1 mo. = 34 mo. = 3.4 yr.

The Teacher would be entitled to an experience allowance on the salary schedule for 4.0 yr. in example (i) but for only 3.0 yr. in example (ii).

37.07 Approved and certified teaching experience for the purpose of establishing entitlement to allowance under this Section is that total accrued as at August 31 immediately preceding the September 1 date from which salary adjustments become effective.

ARTICLE 38 PAYROLL PROCEDURES

38.01 Teachers and part-time Teachers on a pro-rated basis, will be paid all salaries owing or accruing due, during time worked as follows:

38.01.01 twenty-six equal installments to be paid every second Friday commencing with the last Friday in August. Payment shall be made on the Thursday where Friday is a holiday.

38.02 Part-time Teachers whose service commences at the beginning of Semester 2 shall be paid all salaries owing or due, commencing with the last Friday which is a pay date in semester one.

38.03 Teachers who leave the Board's employ will be paid any salary owing up to the last day worked.

ARTICLE 39 SEVERANCE ALLOWANCE

39.01 The Board shall pay to any Teacher covered by this Collective Agreement who leaves the employ of the Board, for reasons of redundancy, a severance allowance calculated as follows: 4% of the Teacher's grid placement. The Teacher shall also have the right to purchase his/her benefits for up to two years while on the Surplus/Recall Lists.

ARTICLE 40 JUST CAUSE

40.01 No Teacher shall be discharged, demoted or disciplined, without being given just and sufficient cause.

ARTICLE 41 PERSONNEL FILES AND MEDICAL FILES

41.01 There shall be one official personnel file respecting a Teacher.

41.01.01 Medical files shall be maintained at the Board Office separately from personnel files.

41.02 Teachers shall receive copies of any materials placed in their personnel files within (3) calendar days of the material being filed.

41.02.01 The signature of a Teacher on any document respecting the performance or conduct of that Teacher shall be deemed to be evidence only of the receipt thereof and shall not be construed as approval of, consent to, or agreement with the contents.

41.02.02 A Teacher shall have the right to place material in his/her personnel file.

41.03 A Teacher, either alone or accompanied by one (1) other person, shall have access to the Teacher's personnel file under the supervision of a Principal or the Superintendent of Human Resources -Teaching Staff. Such access shall be upon prior arranged appointment. At the request of the Teacher, any person accompanying the Teacher shall also have access to the Teacher's personnel file.

41.03.01 No material may be removed from the file except by mutual agreement of the Board and the Teacher. One (1) copy of material in the file shall be provided to the Teacher upon request.

41.03.02 If the Teacher disagrees with any information in the Teacher's personnel file, the Teacher may place a letter in the file identifying the disputed material and stating the Teacher's position on the material.

41.04 Documents contained in a Teacher's personnel file which are of a disciplinary or negative nature, including evaluation reports which the Teacher considers negative, shall be removed from the file and returned to the Teacher no later than two (2) years after their date of issue provided no further incidences of the same nature have occurred during the two-year period and no continuing reference to the documents removed shall remain in the file.

ARTICLE 42 IN-SCHOOL MEDICAL PROCEDURES

42.01 No Teacher will be required to carry out on a regular basis any medical/physical procedures.

42.02 The Board recognizes the right of any Teacher to refuse to be designated to administer medication or perform any medical/physical procedures. In the event of a medical emergency, a Teacher may perform such procedures as are necessary for the safety and well-being of a student.

42.03 The Board shall, through existing or supplementary insurance coverage to the limit of Board liability insure Teachers against claims arising from regular or emergency medical/physical procedures. The Board shall supply copies of master policies to the Executive of OSSTF District 29, as they become available from the insurance companies.

ARTICLE 43 SCHOOL YEAR

43.01 Teachers shall not be required to work any days preceding the official start of the school year for students.

43.02 The length of the school year shall be the minimum required under the Education Act.

43.03 Teachers who agree with a request from the Board to work outside the designated school year shall receive compensating days equal to the number of days worked, to be scheduled by mutual agreement of the Teacher and the Principal during the course of the school year. These compensating days shall not result in on-calls or supervision being assigned to another Bargaining Unit member.

ARTICLE 44 EXISTING PRACTICES

44.01 Copies of new Board Policies and Practices and updates of current ones shall be forwarded to the President of OSSTF District 29

ARTICLE 45 STAFFING

45.01 General Guidelines

45.01.01 Humaneness is important in the staffing process. At all times every effort shall be made to accommodate geographical, academic and personal concerns

45.01.02 A Teacher's signature on a Memorandum of Mobility during the Voluntary Mobility Process or a Teacher's acceptance of a Placement or Offer during the Transfer Process is deemed to be a commitment by the Teacher to his/her new school and is a mutually binding agreement between the Teacher and the Board.

45.01.03 Subject to Ministry qualifications, Teachers remaining Surplus to the System are those Teachers with the least teaching experience.

45.01.04 Staff assignments are based on the best fit of student and program needs, Teacher qualifications and the professional needs of Teachers.

ARTICLE 46 STAFF RECORDS LIST

46.01 Upon request, the Board shall provide to the Local President, or designate, the names, home addresses, and work locations, telephone numbers, FTE, OCT registration numbers, credit for teaching experience for grid purposes, and any other information deemed necessary for the bona fide purpose of the Union within its duty as the collective bargaining representative of the

employees.

ARTICLE 47 BOARD SENIORITY LIST

47.01 Seniority shall be defined as the length of continuous service with the Hastings and Prince Edward District School Board or its predecessors as an OSSTF member from the first day worked after last being hired.

47.02 The list shall be rank ordered so that the most senior Bargaining Unit member is at the top of the list and the most junior is at the bottom.

47.03 The list shall be posted in all secondary schools and copies forwarded to the President of the Bargaining Unit no later than October 31 and March 31 of each school year.

47.04 Guidelines for Sequencing Names on the Seniority List

47.04.01 One full year of seniority accrues to full-time Teachers, to part-time Teachers, and to all Teachers granted a leave of absence.

47.04.02 Secondary Teachers who have accepted placements in the Elementary Panel may return to the Secondary Panel after an absence of up to two (2) years from the Secondary Panel. The Teacher's name remains on this list during the absence. The Teacher notifies Human Resources or the Co-Chairs of the Joint Staffing Committee of his/her intention concerning the return by March 31. If the Teacher is returning, his/her name is added to the list of Teachers at the Education Centre Secondary Branch and he/she is subject to the regular staffing process from there. Teachers returning to the Secondary Panel following an interpanel transfer are considered to have the same seniority in the Secondary Panel as if they had remained in the Secondary Panel for the two years. Teachers remaining in the Elementary Panel shall be deemed to have ended their secondary affiliation.

47.04.03 Teachers hired on or after January 1, 1998 shall be added to the Seniority List based on their first day of work.

47.04.04 Should a tie in rank ordering occur based on the first day of work, the following criteria shall be used to break the tie:

47.04.04.01 total teaching experience in the Hastings and Prince Edward District School Board and its predecessor boards' public secondary schools.

THEN

47.04.04.02 total teaching experience as an OSSTF member

THEN

47.04.04.03 teaching experience outside the bargaining unit recognized for payroll purposes

THEN

47.04.04.04 lot conducted jointly by the Parties.

47.04.05 The Staff Records List and the Seniority List shall be available to the Joint Staffing Committee by March 1.

ARTICLE 48 RETURN OF TEACHERS AND TEACHERS IN CHARGE OF ORGANIZATIONAL UNITS FROM LEAVES OF ABSENCE AND SUPPORT STAFF

48.01 A Teacher who accepts a Support Staff position of Co-ordinator at the Board Office shall be given a term appointment of 3 years. The positions of Co-ordinator shall be advertised every 3 years. The incumbent may re-apply at the end of his/her term. The Teacher on return from a Support Staff position of Co-ordinator shall retain the right to a teaching assignment similar to the assignment he/she held in his/her home school, subject to the staffing processes and the recommendations of the Steering Committee.

48.02 A Memorandum of Understanding between OSSTF and the Board specifies the agreed conditions of the Support Staff assignment and of the re-entry into a secondary school staff. Changes to this Memorandum must be mutually acceptable.

48.03 For a Teacher in charge of an organizational unit immediately prior to taking a leave of absence of up to one year that position in charge of an organizational unit shall be returned to the Teacher at the end of the leave period from the Board, subject to the staffing processes and the recommendations of the Steering Committee (see also Articles 52 and 61).

48.04 A Teacher who is granted a Federation Officer Leave and who requests the right to return to his/her school of origin and to an equivalent position of responsibility, submits a written notice to the Joint Staffing Committee within seven (7) days of the granting of the leave. In instances where the notice is not made, the Teacher is added to the Education Centre Secondary Branch List.

ARTICLE 49 JOINT STAFFING COMMITTEE

49.01 Composition of the Joint Staffing Committee

49.01.01 The Joint Staffing Committee is composed of two secondary principals, two members of OSSTF, one Superintendent, the Bargaining Unit President, and the Human Resources Officer, Teaching Staff (non-voting).

49.01.02 The Superintendent and the Bargaining Unit President or designate shall be co-chairs of the Joint Staffing Committee.

49.01.03 The Human Resources Officer, Teaching Staff, acts as recording secretary.

49.02 Responsibilities of the Joint Staffing Committee

49.02.01 The Joint Staffing Committee reviews the calculations of the staffing requirements of the secondary system in accordance with Article 58 and allocates the system's "minimum eligible course obligations" for classroom Teachers and the FTE Guidance and Library Teachers to each secondary school.

49.02.02 The Joint Staffing Committee shall review the distribution of the "minimum eligible course obligations" to classroom Teachers within schools at least twice during the school year.

49.02.03 The Joint Staffing Committee manages the processes for the interschool movement of Teachers to ensure that each has the best fit to meet the learning needs of students, in accordance with Articles 52 and 53.

49.03 Procedures of the Joint Staffing Committee

49.03.01 The Joint Staffing Committee develops, reviews and alters such operating practices as it deems necessary for the efficient implementation of its mandate, provided that no practice contravenes the provisions of the Collective Agreement.

- 49.03.02 One of the Federation representatives on the Joint Staffing Committee shall be responsible for Mobility.
- 49.03.03 The Joint Staffing Committee meets at the call of either of the Co-chairs.
- 49.03.04 As information on the status of staffing becomes available, it will be released by agreement of the Joint Staffing Committee.
- 49.03.05 Minutes of each meeting of the Joint Staffing Committee shall be delivered to each member of the Committee three days following the meeting of the Joint Staffing Committee.
- 49.03.06 Signed Memoranda of Mobility shall be kept on file by the Human Resources Department of the Hastings and Prince Edward District School Board. Copies shall be forwarded to the OSSTF District Office.

ARTICLE 50 DETERMINATION OF STAFFING NEEDS

- 50.01 The Principal in consultation with the Staff Advisory Committee shall estimate staffing, program and school organization leadership needs. The Principal shall share the staffing needs information with the Staff Advisory Committee prior to submitting the information to the Joint Staffing Committee in writing. Information provided may be subject to later revision.
- 50.02 The Joint Staffing Committee establishes timelines for the secondary school system staffing processes. The Principal publishes it in the schools.
- 50.03 Senior Administration submits information pertinent to re-entry of Teachers from the Education Centre Secondary Branch into secondary schools and information on external hiring to the Joint Staffing Committee in writing as it becomes available.
- 50.04 The Joint Staffing Committee monitors all aspects of the staffing process to ensure fairness and adherence to the Collective Agreement.

ARTICLE 51 NEW POSITIONS AND VACANCIES

- 51.01 No Teacher will lose his/her employment entitlement with the Hastings and Prince Edward District School Board as a result of external hiring.
- 51.02 All teaching vacancies available for the next school year shall be advertised to all OSSTF members in the Board for at least five (5) school days before they are advertised externally, except as agreed through mutual consent of the Board and the Bargaining Unit.
- 51.02.01 A copy of each job posting shall be sent to the President, OSSTF District 29, at the same time as the job is posted.
- 51.02.02 If a fractional position becomes available in a school during a semester, the additional time shall be offered to part-time Teachers in that school, who are available for scheduling and who are qualified, in order of seniority.
- 51.02.03 For vacancies, consideration shall be given first to Teachers requesting Mobility in accordance with Article 52.
- 51.03 Vacancies for the position of a Teacher in charge of an organizational unit and for the position of Co-ordinator, which may be filled by an OSSTF member, shall be posted for at least five (5) school days to all OSSTF members in the Board, except as agreed through mutual consent of the Board and the Bargaining Unit.
- 51.03.01 When a vacancy occurs for a department head/Teacher in charge of an organizational

unit, the Principal of the school where the vacancy exists shall notify the Co-Chairs of the Joint Staffing Committee. The vacancy shall be advertised to the system at the time when it occurs. Candidates will be interviewed for the position after the date for closure of applications. If the successful candidate is a member of the staff of the school where the vacancy occurred, he/she shall assume the position immediately. If the successful candidate is a member of a different school staff, an interim appointment shall be made from within the school and the successful candidate shall assume the position at an appropriate break as determined by the Joint Staffing Committee.

51.04 In the event that the Board creates a new position which may employ a member of OSSTF , the Board and OSSTF shall meet before the position is advertised to determine the terms of employment.

51.04.01 All newly created positions, which may employ a member of OSSTF, shall be advertised to all OSSTF members in the Board for at least five (5) school days, except as agreed through mutual consent of the Board and the Bargaining Unit.

51.05 Prior to external hiring, vacancies shall be filled first by candidates in the following order:

Teachers on the Surplus List
THEN
Teachers on the Recall List
THEN

Consideration shall be given to Part-Time Teachers, in seniority order, who are qualified and who have requested in writing an increase in FTE status. All Part-Time Teachers shall be notified of these positions.

51.06 In the event that the Board anticipates the need to offer employment to applicants prior to the staffing processes described in this Collective Agreement, following consultation with the OSSTF District President, the Board may advertise externally for an advanced pool of Teachers. Offers to advanced pool candidates will not interfere with the rights of any current members as described in this Collective Agreement.

51.06.01 Teachers hired externally are added to the Staff Records List and are assigned to the Education Centre Secondary Branch until such time as they are assigned to a secondary school by the Joint Staffing Committee.

ARTICLE 52 MOBILITY AND REASSIGNMENT

52.01 Postings and Applications for Mobility

52.01.01 Each January, the Principal and the OSSTF Staffing Committee Representative review the staffing procedures with the Teachers of that school.

52.01.02 The Joint Staffing Committee publishes the staffing requirements by posting numbered "Pink Sheet Staffing Bulletins" in each school.

52.01.03 Staffing requirements will be published each year as close to the beginning of February as practicable and updated continuously. No secondary school publishes its requirements independently.

52.01.04 The Human Resources Officer, Teaching Staff, in consultation with the Principals and the Executive Officer OSSTF, coordinates the wording of the advertising in such a way that positions in different schools (if identified) are worded consistently and that special Ministry requirements are indicated.

- 52.01.05 Teachers may apply for Mobility to a:
- 52.01.05.01 posted position in a school, or
 - 52.01.05.02 school which has not posted any positions which the Teacher deems to be suitable, or
 - 52.01.05.03 school which has posted no positions,
 - 52.01.05.04 by submitting an application for Mobility and such other information as the Joint Staffing Committee requires to the District Office.

The process is not to exceed a May 31 deadline unless the parties mutually agree to extend that date.

52.02 Factors Related to Mobility and Reassignment

- 52.02.01 Mobility is a voluntary process and must be attempted first to address all staffing needs.
- 52.02.02 The Joint Staffing Committee finalizes moves at such times as it may deem appropriate, subject to the following terms.
- 52.02.03 A Teacher's Mobility is deemed to be complete when agreed to by the Joint Staffing Committee and the Teacher. The Memorandum of Mobility, signed by the Teacher and the Superintendent of the Board, specifies the nature, the term and any other conditions of the move.
- 52.02.04 A Teacher may serve two consecutive years on Mobility to the same school. At the end of two years, a Teacher must return to his/her home school or become a permanent member of the school to which the Teacher is on Mobility assignment, subject to the Transfer and Surplus process and the approval of the receiving principal.
- 52.02.05 The Principals and Senior Administration, in consultation with the Joint Staffing Committee, retain the right to use a process of reassignment to address program and staffing needs which may not have been met through the mobility process.
 - 52.02.05.01 Administrative reassignments are confirmed in a Memorandum of Reassignment from Senior Administration to the Teacher.
 - 52.02.05.02 When, as a result of the deliberations of the Joint Staffing Committee, the possibility of the need for a reassignment of a Teacher appears likely, the Teacher is informed by the Principal of his/her current school that a move is being considered. The reasons for the reassignment are listed. This information is given in the presence of the Branch President. The Teacher may provide information pertinent to the proposed reassignment to the Principal and the Branch President within twenty-four hours of receipt of this notice.
 - 52.02.05.03 As a result of the administrative reassignment, no Department Head/Teacher in Charge of an Organizational Unit receives a reduction in Units of Administrative Strength.
 - 52.02.05.04 Teachers who have been reassigned may apply for Mobility to an alternate school from their new school.
- 52.02.06 If a Teacher's percentage of time is altered during any staffing process, the Teacher retains entitlement to his/her highest percentage of teaching time. Other reductions or increases in teaching assignments may only be effected by the mutual consent of the parties.
- 52.02.07 Except by mutual agreement, part-time positions are designed in such a way that a

part-time Teacher who is moved does not spend more than one period between scheduled classes.

- 52.02.08 In instances where a Teacher is moved to a teaching assignment in two schools in a day, the Teacher is given adequate traveling time between the two schools.
- 52.02.09 A Teacher shall not be moved nor reassigned to a school which is more than 65 km distant from his/her current school without that Teacher's consent.
- 52.02.10 Any Teacher who consents to relocate as a result of an administrative reassignment to a school more than eighty (80) kilometers distant from his/her current school and who finds it necessary to change the location of his/her residence within one year of assuming the new position is reimbursed for moving expenses up to a maximum of \$750.00. Payment is made on the effective date of relocation.
- 52.02.11 At least one Teacher from North Hastings High School is given an opportunity for Mobility each year subject to available positions.
- 52.02.12 Federation Officers on Federation leave are given top priority for Mobility, if requested.
- 52.02.13 Each Principal and the Staff Advisory Committee develops school and departmental plans to facilitate the entry of Teachers new to the school.
- 52.02.14 The receiving Principal contacts the Teacher and discusses the teaching assignment and the roles that the Teacher will play in the new school as soon as it is practicable to do so.
- 52.02.15 Teachers who are moved by any staffing process are subject to the Transfer and Surplus process in the schools at which they have been relocated.

ARTICLE 53 TRANSFER AND SURPLUS

53.01 For the purposes of this section:

- 53.01.01 **Available for Transfer** means after the application of the Staffing Formula and a consideration of program needs indicates a position is no longer available for a Teacher at his/her school, that Teacher is declared available for transfer from that school.
- 53.01.02 **Offer** refers to a commitment by the Board to provide positions for Teachers affected by Transfer and Surplus. An Offer occurs during the Transfer and Surplus process when there is:
- 53.01.02.01 an alteration of the entitled percentage of time, OR
- 53.01.02.02 a relocation to a school which is more than 65 km from the Teacher's current school.
- 53.01.02.03 Rejection of an Offer does not jeopardize the Teacher's position on the Teachers Available for Transfer List, the Surplus List, the Recall List and the Board and School Staff Records List.
- 53.01.03 **Placement** refers to commitments by the Board to provide positions for Teachers affected by Transfer and Surplus. It occurs during the Transfer and Surplus process when:
- 53.01.03.01 the Teacher is qualified, or will become qualified, to teach in the position;
- 53.01.03.02 there is no alteration of percentage of teaching time; and

- 53.01.03.03 the relocation to a school is less than 65 km from the Teacher's current school.
- 53.01.03.04 Rejection of a Placement ends the Board's commitment to the Teacher and he/she loses his/her position on the Teachers Available for Transfer List, the Surplus List, the Recall List, and the Board Seniority List. If the Teacher is rehired "continuous experience" is deemed to be broken.
- 53.01.04 **Surplus to the System** occurs during the Transfer and Surplus process when it becomes known that there are more Teachers on staff in the Hastings and Prince Edward District School Board secondary schools than there are positions available after the application of the appropriate Staffing Formula and the Transfer and Surplus process. A Teacher for whom no position exists is then declared Surplus to the System.

ARTICLE 54 INAUGURATION OF TRANSFER AND SURPLUS

54.01 Where the application of the Staffing Formula on May 29 (or the last school day prior to May 29) indicates that a Teacher may be available for transfer from any secondary school or from the Education Centre Secondary Branch or that any Teacher may be surplus to the system, the Co-Chairs of the Joint Staffing Committee inaugurate the following provisions of Transfer and Surplus.

- 54.01.01 Termination letters shall be delivered on or before May 31 to the Teachers who may be surplus to the system. The letters shall be distributed by the principals in the presence of the Branch President.
- 54.01.02 Termination letters shall state the effective dates of termination and the reasons for the termination.

54.02 Guidelines Used to Determine Who May Be Available for Transfer From a School

- 54.02.01 In consultation with the School Staff Advisory Committee, the Principal of each secondary school will identify Teachers available for Transfer by applying the following guidelines to the sequence of Teachers on the Seniority List who will be assigned to his/her school in the following September:
- 54.02.01.01 When it is known through the application of the seniority process, that an individual Teacher who is a Teacher in Charge of an Organizational Unit has retained his/her position with the Hastings and Prince Edward District School Board, he/she shall be removed from consideration before applying the criteria for identifying Teachers available for transfer from a school. If a Teacher in Charge of an Organizational Unit, takes a leave of absence from his/her position of responsibility, the replacement is removed from consideration as well as the incumbent.
- 54.02.01.02 Teachers available for transfer from the school are the most junior Teachers in the school (subject to Sections 54.02.01.01 and 54.02.01.03).
- 54.02.01.03 In instances where special Ministry requirements are needed to teach a program, a more junior Teacher may be retained if no Teacher who is more senior is qualified to teach the course or will qualify before his/her teaching duties in the program begin. The next more senior Teacher may then be placed on the Available for Transfer List.
- 54.02.01.04 A Teacher may not voluntarily put himself/herself on the Teachers Available for Transfer List.

54.03 Reduction of Time Due to Unavailable Program During the Transfer Process

If limited qualifications indicate that a senior Teacher's percentage of time may be reduced, the Principal consults the Joint Staffing Committee to determine if unassigned sections (which can be timetabled) are available at any other school. If this is unsuccessful, the Teacher may select one of the following options:

- 54.03.01 he/she may accept the reduced percentage and retain existing entitlement, or
- 54.03.02 he/she may accept his/her placement on the Teachers Available for Transfer List for the full percentage of time to which he/she is entitled.

54.04 Description of Positions Available to Teachers Available for Transfer

- 54.04.01 The Staffing Formula is applied in each school in such a way that every Teacher has a complete timetable for the subsequent year according to his/her entitlement until the staffing allotment is exhausted. All available sections are assigned to present Teachers or indicated as "openings".
- 54.04.02 Each Principal delivers the descriptions of the positions available in his/her school to the Co-Chairs of the Joint Staffing Committee. "Position descriptions" are written in such a way that special Ministry qualification requirements are indicated.
- 54.04.03 The Co-Chairs of the Joint Staffing Committee co-ordinate the wording in such a way that positions in different schools are worded consistently.
- 54.04.04 Positions are designed in the timetable so that a part-time Teacher is not expected to spend more than one period between scheduled classes. Part-time positions in a school which may be combined are indicated.

54.05 Compiling of Selection Sheets for Transfer

- 54.05.01 The Co-Chairs of the Joint Staffing Committee provide guidelines and instructions for the Teachers involved in the completion of the selection sheets.
- 54.05.02 The Co-Chairs of the Joint Staffing Committee compile the information into a Teacher selection sheet which contains a description of all junior positions, the openings and the Ministry qualifications required for each position. Teachers are instructed to indicate their preferences in order of priority.

54.06 The Selection Process for Transfer

- 54.06.01 All Teachers identified as Available for Transfer shall be asked to give a priority ranking to all available teaching positions on the selection sheets.
- 54.06.02 A Teacher has the option of giving a priority of zero (0) to a position which is more than 65 km from his/her current school. The Teacher no longer has any claim to that position.
 - 54.06.02.01 The Teacher is not placed in that position and maintains his/her position on the Available for Transfer List. However, the Joint Staffing Committee may offer the position to the Teacher and his/her refusal will not jeopardize his/her position on the Available for Transfer List.
- 54.06.03 If a Teacher gives a priority higher than zero (0) or does not rank a position he/she may be placed in that position.
- 54.06.04 Teachers may combine a number of part-time jobs to make up their entitled time provided that the jobs fit together into an acceptable timetable and do not exceed one

hundred per cent (100%)

54.07 The Offer and Placement Procedure in Transfer

- 54.07.01 Teachers who are involved in the process and the Principals are responsible for being available to be contacted during the entire process period.
- 54.07.02 The completed selection sheets are forwarded to the Joint Staffing Committee.
- 54.07.03 Consideration proceeds in order from the most senior to the most junior Teacher. Teachers may be placed in, or offered, their highest rated position which is still available.
- 54.07.04 Qualifications of Teachers are checked to determine that they are indeed qualified or could qualify to teach the program in which they are being placed or which they are being offered.
- 54.07.05 The Joint Staffing Committee will contact Teachers to determine whether they would or could take qualifying course(s) for particular positions. When a situation arises that a Teacher may be without a position if he/she does not become qualified, a last inquiry call is made to determine if the Teacher will consider taking the qualifying course(s).
- 54.07.06 The receiving Principal notifies the Teacher of his/her Placement or Offer in the presence of the OSSTF Branch President and advises him/her that he/she has forty-eight (48) hours from that time to accept or reject the Placement or Offer. Failure to accept or reject is deemed to be a rejection.
- 54.07.07 A rejection by the Teacher of a position in which he/she was placed ends the Board's commitment to the Teacher. If the Teacher is subsequently rehired, continuity of service is deemed to be broken and percentage entitlement for the following year will equal the new percentage under contract.
- 54.07.08 After accepting a Placement or Offer, a Teacher who has completed the probationary period may be granted a Leave.

54.08 Interpanel Transfer

- 54.08.01 No interpanel placement of Teachers can take place until all Teachers Available for Transfer and Teachers Surplus to the System in the receiving panel with qualifications for the placement position are placed.
- 54.08.02 Provided that the Secondary Panel has vacancies after part-time Teachers have been offered an increase in entitlement and the Elementary Panel has qualified Teachers Surplus to the System, these procedures are followed.
- 54.08.02.01 Elementary Teachers who are qualified to teach in the secondary panel and who are surplus to the Elementary Panel, will be considered for any available secondary vacancies. OSSTF and the Board will jointly decide the point at which Elementary Teachers can be considered.
- 54.08.02.02 Secondary principals will identify vacancies and describe the subject and qualifications requirements for each position.
- 54.08.02.03 A Placement Committee made up of representatives of the Elementary and Secondary affiliates, the Human Resources Department and the Secondary principals will consider the available vacancies and the list of surplus Teachers, in seniority order, to determine if any Teachers can be "matched" to positions.
- 54.08.02.04 In cases where people and positions are determined to be compatible, an offer will be

made to the surplus Elementary Teacher.

54.08.02.05 A refusal of an offer by an Elementary Teacher will not be considered a rejection under the terms specified under the Elementary Collective Agreement.

54.08.02.06 Acceptance of an offer to teach in a secondary school program by an Elementary Teacher will be subject to the following conditions:

54.08.02.06.01 The teaching position is for a one year period only and may only be extended by mutual consent of Teacher, Principal the Ont Secondary School Teachers' Federation.

54.08.02.06.02 The Teacher will retain his/her Elementary Federation affiliation.

54.08.02.06.03 The Teacher will accrue one year of seniority on the Elementary seniority list.

54.08.02.06.04 The Teacher will return to the Elementary staff through the pink-sheet process or be placed by Elementary Transfer ; Surplus Committee ; "system responsibility

54.08.02.06.05 Membership affiliation of a Teacher transferred into the Secondary Panel is governed by Ontario Teachers' Federation (OTF) policy

54.08.02.06.06 This process must be completed by August 31.

54.09 **Summer Break Procedures**

54.09.01 Principals accommodate the expertise and interests of incoming Teachers as much as possible and members of the Joint Staffing Committee are notified in writing through the Co- Chairs of the Joint Staffing Committee of any changes in a transferred Teacher's timetable.

54.09.02 During the months of July and August, Placements and Offers are centrally co-ordinated by the Co-Chairs of the Joint Staffing Committee or their designates and by Human Resources. The OSSTF District 29 President or his/her designate is involved in all Placements or Offers during the summer break.

54.09.03 Teachers who are Surplus to the System at the end of June shall file with the Board and OSSTF their most recent address and telephone number and update these when necessary.

54.10 **Teachers Not Placed by September 1**

54.10.01 Teachers who are Surplus to the System and who have not rejected a Placement remain on the Surplus List until May 31 of the year immediately following. They are

Placed or Offered positions which become available. Teachers so placed retain continuous teaching experience and contract status.

54.10.02 Teachers who are not placed, remain on a Recall List for the second year following the year that they were declared surplus provided that they do not reject a Placement. Teachers who are recalled from the Recall List are considered not to have continuous experience.

54.11 September Procedure

54.11.01 In September, the Joint Staffing Committee examines and addresses the staffing needs of the Board. The Joint Staffing Committee fills positions that become available in any school in the following order:

54.11.02 by Placement in, or Offer of, positions to Teachers on the Surplus List in order of seniority;

54.11.03 by Placement in, or Offer of, positions to Teachers on the Recall List in order of seniority;

54.11.04 then, by increasing the entitlement of current Teachers, wherever possible.

54.12 Offer to Surplus Teachers of Teaching Positions in Summer School and Night School

54.12.01 The Board will use its best efforts to offer to surplus Teachers teaching positions in summer school and night school credit courses. It is understood that the terms and conditions of employment with respect to such positions are determined by the appropriate sections of this Collective Agreement.

ARTICLE 55 APPEALS

55.01 Appeals to reverse reassignments are made in writing to the Director. Teachers may cite undue hardships, lack of due process and lack of procedural fairness as reasons for this appeal.

ARTICLE 56 REVIEW OF STAFFING PROCEDURES

56.01 Annually in October the Joint Staffing Committee reviews its staffing policies, processes and procedures. Recommendations from this review agreed to by OSSTF District 29 and the Board shall become part of the operations of the Joint Staffing Committee for that year.

ARTICLE 57 SCHOOL STAFF ADVISORY COMMITTEE (SAC)

57.01 There shall be a Staff Advisory Committee in each school.

57.02 The Staff Advisory Committee shall be composed as follows:

57.02.01 the Principal

57.02.02 the OSSTF Branch President

57.02.03 the OSSTF Staffing Committee Representative

57.02.04 3 elected OSSTF members.

57.03 The Principal is in charge of the deployment of staff within the school.

57.04 In the matter of staffing, the Staff Advisory Committee shall:

- 57.04.01 have access to the calculations of the school's staffing needs in accordance with the staffing formula;
- 57.04.02 review the allocation to the school by the Joint Staffing Committee of the secondary system's "minimum eligible course obligations" for classroom Teachers, including non-credit Special Education and Guidance and Library Teachers for the school year and provide feedback to the Joint Staffing Committee on the matter;
- 57.04.03 provide input to the Principal with respect to the allocation of the school's "minimum eligible course obligations" to each classroom Teacher;
- 57.04.04 monitor compliance with the guidelines for timetabling;
- 57.04.05 recommend to the Principal, if necessary, any modifications made to in-school timetabling at any time during the school year;
- 57.04.06 monitor that the school's allocation of instructional and non-instructional time is distributed equally to each Teacher;
- 57.04.07 review the implementation of the staffing procedures during the school year as required;
- 57.04.08 keep regular minutes of decisions and recommendations on file and available to staff.

57.05 In addition to the duties described in Section 57.04, the Staff Advisory Committee shall, prior to timetabling, review:

- 57.05.01 all courses with enrolment at less than 60% of Maximum Class Size guidelines
- 57.05.02 all courses with more than two (2) levels/grades/destinations
- 57.05.03 all new course offerings with an enrolment of fewer than 22 students.

With regard to the courses described above, the Staff Advisory Committee may recommend continuation of the course(s), offering the course(s) on a two-year rotation, offering the course as an e-learning course, or cancellation of the course.

57.06 The Principal shall file with the Superintendent of Secondary Schools and the District Executive by October 1 and March 1 up-to-date information with respect to timetabling and workload in a format agreed to by OSSTF District 29 and the Board.

57.07 The Staff Advisory Committee shall meet at least five (5) times per year and shall report in writing on its activities to the full school staff at the staff meeting next following any meeting of the Staff Advisory Committee.

ARTICLE 58 SCHOOL STAFFING NEEDS

58.01 The Principal in consultation with the Staff Advisory Committee shall estimate staffing and program needs and shall submit the information to the Joint Staffing Committee on a form developed by the Joint Staffing Committee.

58.02 The Joint Staffing Committee shall review the calculations of the system staffing needs in accordance with the following:

- 58.02.01 The FTE classroom teaching staff assigned to credit courses shall be the number of FTE staff required to provide for an average class size of all secondary school classes, in the

aggregate, of 22 to 1 with a maximum Teacher workload of 6.0 credit and 0.67 equivalent programs comprised of TAP, remedial time, supervision, on-calls and programs of special duties, in accordance with the Education Act and Regulations thereunder. For the 2002-2003 school year, the number of FTE Teachers based on an ADE of 6379 assigned to credit courses, library, and guidance shall be 372.84, excluding Teachers of Services classes. For the 2003-2004 school year, the number of FTE Teachers based on an ADE of 6379 assigned to credit courses, library, and guidance shall be 374.28, excluding Teachers of Services classes.

58.02.02 For 2002-2003 the total number of FTE secondary Teachers, including Teachers in Section 19 programs and Teachers of Services classes, but excluding Consultants and positions in other externally funded programs, shall be 397.30. For 2003-2004 the total number of FTE secondary Teachers, including Teachers in Section 19 programs and Teachers of Services classes, but excluding Consultants and positions in other externally funded programs, shall be 398.74.

58.03 The number of FTE staff allocated to credit courses in 58.02.01 shall be used in the areas for which it has been generated.

58.04 The number of TAP and/or remedial assignments shall be the maximum number provided in the Regulation.

58.05 The Joint Staffing Committee shall allocate and monitor the deployment of staff to the schools based on the proportion of school enrolment to system enrolment.

58.06 The Principal in consultation with the Staff Advisory Committee shall determine the deployment of teaching staff to program using the school's allocation to classroom, Services classes, guidance, library and special education. This shall be accomplished in ways which meet the needs of students in the school. The following Class Size maximum guidelines shall also be used:

58.06.01	OAC/Academic/University	30
58.06.02	Applied/College/Open/M	27
58.06.03	Limited/Facility (This includes Transportation, Construction, Manufacturing, Foods/Hospitality)	20
58.06.04	Workplace/Essential	18
58.06.05	Basic Modified/Services/Employment Destinations Program	16

58.07 The Multi-Subject Instructional Period (MSIP) shall be excluded from the calculation of the Pupil Period Contact as outlined in Section 58.06.

58.08 A full-time teaching assignment at Bayside shall be 6.5 credit and/or credit-equivalent courses including one MSIP per semester plus 0.17 TAP and/or remedial courses.

58.09 The class size guideline number to be used for cooperative education shall be determined by using the maximum in 58.06.01 through 58.06.05 inclusive that represents the level designation for the majority of students in the class.

58.10 The total number of students assigned to a Teacher per semester, excluding TAP, shall not exceed 100% of the maximum class size guidelines as set out above, except as mutually agreed by the Board and OSSTF.

ARTICLE 59 GUIDELINES FOR TIMETABLING STAFF

59.01 Timetable assignments are a critical component of meeting:

- 59.01.01 the needs of programs and students
- 59.01.02 the on-going professional needs of Teachers and
- 59.01.03 the needs of the school for flexibility in subject expertise among its professional staff.

59.02 The Principal and/or Vice-Principal in charge of timetabling, the Staff Advisory Committee and Teachers in Charge of Organizational Units shall use the following guidelines to monitor teaching assignments:

- 59.02.02 Each organizational unit shall identify to the Staff Advisory Committee, the consultative process to be used with staff to determine timetable assignments.
- 59.02.03 Every effort shall be made to accommodate Teachers' qualifications, course preferences, and interests.
- 59.02.04 Adjustments to timetable assignments may be necessary to accommodate student, system, school, staffing, and timetabling needs.
- 59.02.05 Where a Teacher has been required to make a timetable adjustment every attempt will be made to accommodate that person's preferences in the next timetable assignment process.

59.03 **Appeal Process**

Any appeal shall be based on a perceived misapplication of the guidelines for timetabling staff.

Step 1

Teachers who are not satisfied with their assignments may present their concern to the Staff Advisory Committee. The Staff Advisory Committee will make a recommendation to the Principal based on the guidelines for timetabling.

Step 2

A Teacher may seek a final resolution through the grievance procedure.

ARTICLE 60 WORKLOAD

60.01 Full-time classroom Teachers, including Special Education Teachers who deliver credits, will be assigned time-tabled duties consisting of credit courses, credit-equivalent courses, TAP, on-calls, supervision, and remedial time to reach a maximum of 6.67 eligible program workload as defined in the Regulations made under the Education Act.

- 60.01.01 Notwithstanding 60.01, Full-time Library, Guidance, Co-operative Education, Special Education Teachers who do not deliver credits, Alternative Learning and Teachers of specialized "four credit packaged" programs (such as Bridges), may be fully assigned to an unstructured timetable in their areas during the instructional day. Teachers assigned in this manner shall not be assigned any other duties.
- 60.01.02 Teachers who are assigned part-time classroom instruction shall be assigned equivalent programs pro-rated to their full-time classroom instruction.
- 60.01.03 The number of student contacts for co-op Teachers shall not exceed the maximum class

sizes x 6.5. The number of Teachers with part-time co-op assignments shall be limited.

60.02 As part of the 6.67 eligible program workload, full-time classroom Teachers shall be assigned .67 equivalent programs comprised of TAP, remedial time, supervision and on-calls. The assignment of such duties shall not exceed .42 of the aggregate system workload assignments.

60.03 No classroom Teacher identified under 60.01 shall be assigned more than 3.42 eligible programs per semester. Of the 3.42 eligible programs, no more than 2 half-credit courses may be assigned without the mutual consent of the Principal, the Teacher and the Bargaining Unit.

60.04 No Teacher shall be assigned more than 160 consecutive minutes of instructional and/or supervisory time without a minimum ten (10) minute break.

60.05 Periods shall not exceed 75 minutes in length, unless otherwise agreed by the Board and the Bargaining Unit.

60.06 Every effort will be made to hire Occasional Teachers to replace Teachers who are absent for two (2) periods or more.

60.07 Supervision assignments shall be determined by the Principal in consultation with the School Staff Advisory Committee.

60.08 A Teacher will not be assigned more than one supervision, remedial period or on-call in a day. Such assignment shall not exceed one-half period in length.

60.08.01 A Teacher will not be assigned more than two (2) supervisions, remedial periods or on-calls in one week. Such assignments shall be equitably time tabled and performed within the instructional day, notwithstanding the foregoing:

60.08.01.02 During the school year, each classroom Teacher may be scheduled for up to a maximum of thirty-five (35) half-periods of on-calls per year. Notwithstanding this maximum, a Teacher may be assigned up to five (5) additional half-periods if required. Where more than one (1) Teacher is available, the assignment of the thirty-five (35) half-periods will be used prior to the five (5) additional half periods. On-calls in excess of forty (40) half-periods may be assigned with the consent of the Principal, the Teacher and the Bargaining Unit. The number of on-calls shall be pro-rated for part-time Teachers.

60.08.02.02 Supervision, remedial periods or on-calls may be blocked, in consultation with the School Staff Advisory Committee and with the consent of the Teacher.

60.08.02.03 A Teacher who has completed two (2) supervisions or on-calls in the week will not refuse a supervision, or on-call in an emergency situation, which arises on that day; such supervision or on-call will count towards the number of supervisions or on-calls.

60.08.02.04 Except in the case of an emergency situation, Teachers shall be notified of any on-call assignments before the close of the previous school day.

60.09 **Emergency On-Call Definition:** Emergency shall be defined as an unforeseen circumstance that occurs not earlier than 60 minutes prior to the commencement of that Teacher's instructional day.

60.10 Records of on-calls and supervision assignments will be kept and will be reviewed on a monthly basis by the School Staff Advisory Committee and/or the Joint Staffing Committee.

- 60.11 Time during the instructional day not assigned in accordance with Section 60.01 above shall be available to the Teacher for preparation and marking.
- 60.12 Upon ratification and at the beginning of each semester, the Joint Staffing Committee shall monitor class sizes and the distribution of workload in each semester and shall review individual Teacher workload (including assignment of half-credit classes, per pupil contacts, and multi-level/multi-grade classes). Instances of inappropriate Teacher workload shall be referred back to the Staff Advisory Committee, with recommendations for resolution.
- 60.13 Concerns regarding the equity of teaching assignments will be reviewed by the Joint Staffing Committee.
- 60.14 Each Teacher shall have a lunch break of a minimum of forty (40) consecutive minutes between classes, free from assigned duties, between the hours of 11:00 a.m. and 2:00 p.m.
- 60.15 Extra-curricular activities are voluntary and the Board agrees to continue to regard such activities as voluntary. Extra-curricular activities shall not be assigned to any Bargaining Unit Member.
- 60.16 A Teacher with a mixed schedule of classroom and non-classroom Teacher workload may be assigned to a maximum Teacher workload proportional to the fraction of their classroom and non-classroom assignment to a maximum of 1250 minutes assigned time per week.

ARTICLE 61 SCHOOL ORGANIZATION

61.01 Units of Administrative Strength:

- 61.01.01 One hundred and ninety eight (198) Units of Administrative Strength shall be allocated to the schools on a prorated basis according to the Board-approved ADE for the subsequent school year. Four (4) additional Units of Administrative Strength shall exist to be applied by the Board where necessary in order to buffer against decreases in ADE within schools.
- 61.01.02 UAS shall only be allocated to areas covered by Ministry of Education and Training Curriculum Guidelines.

61.02 Every course leading to an OSSD offered in a secondary school shall be grouped according to MET Curriculum/Policy/Program Guidelines for: The Arts, Business Studies, Canadian and World Studies, Classical and International Languages, English, French as a Second Language, Guidance and Career Education, Health and Physical Education, Mathematics, Native Languages, Native Studies, Science, Social Science & Humanities, Technological Studies, Interdisciplinary Studies, Co-operative Education, and Special Education.

- 61.02.01 Organizational Units may be established on the basis of discrete Subject Units (i.e. English, Mathematics, Modern Languages) or combined/integrated Units (i.e. Communications, Arts, Business Studies and Co-operative Education).
- 61.02.02 An organizational unit shall be assigned a minimum of 2 UAS.
- 61.02.03 Additional UAS may be assigned to discrete Subject Units according to the number of classes/sections/Teachers.
- 61.02.04 A Teacher or Teachers may be appointed to assist the Teacher in charge of a combined/integrated Unit. The Teacher or Teachers appointed shall receive a minimum of 2 UAS each.

61.03 A Teacher appointed to be in charge of an organizational unit shall hold specialist or honour specialist qualifications in one or more of the subject taught in the organization unit for which the Teacher is appointed. PEAS, SHAPE and similar alternative programs within the Board shall be considered to be within the Special Education subject/program.

- 61.03.01 A Teacher appointed to be in charge of an organizational unit shall:
 - 61.03.01.01 recommend assignments and timetable allotments for the teaching staff of the organizational unit in accordance with Section 59.02 (Guidelines for Timetabling Staff)
 - 61.03.01.02 retain on file up-to-date copies of courses of study used by Teachers in the organizational unit or program, with sufficient detail to permit the effective co- ordination of the courses of study;
 - 61.03.01.03 hold regular meetings of the organizational unit or program;
 - 61.03.01.04 order such equipment, educational materials and supplies as are required by the organizational unit or program for effective instruction;
 - 61.03.01.05 report to the Principal deficiencies in the equipment or facilities used by the organizational unit or program;
 - 61.03.01.06 assist Teachers in the organizational unit or program in implementing the instructional program and in keeping records of the work and achievement of pupils.
- 61.03.02 Teachers in charge of organizational units shall not evaluate Teachers.

61.04 A Teacher appointed to assist a Teacher in charge of an organizational unit shall hold specialist or honour specialist qualifications in at least one of the subjects designated within the organizational unit to which the Teacher has been appointed.

- 61.04.01 A Teacher appointed to assist shall assist in the performance of the duties outlined in Sections 61.03.01.01 to 61.03.01.06.

61.05 If no appropriate candidates with specialist or honour specialist qualifications in the subject area apply for a position then a Teacher not holding a specialist qualification in the subject area may be appointed from within the school where the leadership position is vacant on an Acting basis for not more than one school year. The position shall be re-advertised at the end of the school year in accordance with Section 64.07 and within the timelines established by the Joint Staffing Committee.

61.06 Openings for leadership positions shall be advertised to all Teachers in the Board.

- 61.06.01 All leadership positions for September 1, 2002 shall be for a three year term.
 - 61.06.01.01 An incumbent may re-apply for a leadership position at the end of his/her term. Experience of an incumbent shall be considered in the making of appointments.
 - 61.06.01.02 Any leave taken during the term of the position shall be considered as part of the term of the position.

61.07 Only full-time Teachers shall be eligible for positions to which Units of Administrative Strength have been assigned.

61.08 The Principal is in charge of school organization:

- 61.08.01 The Principal shall be assisted by the Staff Advisory Committee.

61.09 The Staff Advisory Committee of each school shall :

- 61.09.01 assist the process for the review, development and implementation of the school organizational plan;
- 61.09.02 present the school's organizational plan and any subsequent modifications to the school's teaching staff for ratification;
- 61.09.03 communicate the criteria for selection and terms of each leadership position within the school and the system;
- 61.09.04 keep on file and available to staff, regular minutes of decisions and recommendations;
- 61.09.05 recommend to the principal the allocation of UAS and time for added responsibility, considering the size of the organizational unit, school goals and other criteria developed by the School Staff Advisory Committee.

61.10 **School Plan**

- 61.10.01 By June 1 the Principal shall file, with the appropriate Superintendent and the OSSTF District President, the school plan, updated where appropriate, which describes the positions of responsibility and selection criteria.
- 61.10.02 The positions of responsibility listed in each plan shall be recognized by the Board.

61.11 The Joint Staffing Committee shall monitor the development of school organizational plans and examine all issues related to positions of responsibility not otherwise addressed in Article 61.

ARTICLE 62 TEACHER PERFORMANCE APPRAISAL

62.01 Where the Education Act and its regulations provide the School Board the power to establish policies and rules relating to performance appraisal, the School Board shall establish policies and rules only in consultation with the Bargaining Unit.

62.02 All differences between the parties arising from the interpretation, application, administration, or alleged violation of Part X.2 of the Education Act or any regulation, guidelines, rule or policy under it, including any question as to whether a matter is arbitrable, are grievable and arbitrable in accordance with the grievance/arbitration provisions of this collective agreement. This provision shall apply also to all rules and policies relating to performance appraisal established by the School Board.

Notwithstanding time limits for filing a grievance in the provisions of this collective agreement, OSSTF may grieve any aspect of the performance appraisal procedure or the performance appraisal report of a Teacher up to the last day of the school year in which the performance appraisal occurred.

62.03 A Teacher shall have the right to OSSTF representation at any meeting which is part of or results from the performance appraisal procedure following a performance appraisal which was rated unsatisfactory. Up to three (3) work days shall be allowed for the Teacher to secure OSSTF representation, and during this time, no further discussion of the matter shall occur between the evaluation or any other agent of the employer and the Teacher.

62.04 Teachers in charge of organizational units shall not perform any aspect of performance appraisal.

62.05 The Board shall not impose any requirements in a Teacher's Annual Learning Plan.

62.06 A Teacher shall be evaluated only with respect to the areas of competency set out in the Schedule attached to Regulation 99/02 of the Education Act.

62.07 Performance appraisal shall not include consideration of Teacher's involvement in extra-curricular programs or other voluntary activities.

ARTICLE 63 E-LEARNING

63.01 Secondary school credits shall not be delivered by means of an "electronic classroom" without the knowledge of the Teachers' Bargaining Unit.

63.02 A class which is taking a course for secondary school credit, delivered in whole or in part through electronically delivered curriculum, shall be subject to the same class size maxima/PPC maxima as other classes in the secondary system. Credits granted for such classes shall be used to generate FTE Teachers within the Teachers' Bargaining Unit.

63.03 All lesson preparation, teaching, monitoring, evaluation, testing and reporting of marks for students taking electronically delivered credit courses shall be the responsibility of the member assigned to the electronic classroom.

63.04 Unless otherwise agreed by the HPEDSB, the Bargaining Unit and the individual member assigned to the class, all electronically delivered courses shall be scheduled during the regular school day.

63.05 A member teaching electronically delivered courses shall be assigned a work location in the member's secondary school.

63.06 A member teaching electronically delivered courses shall correspond with students only through a Board server. The Board shall supply the member with remote access to the Board server at no cost to the member.

63.07 A member teaching electronically delivered courses shall report to school board personnel only and shall be evaluated only by the principal or vice-principal of the member's school and/or supervisory officers employed by the Board.

63.08 The Board agrees to provide the Bargaining Unit with all information pertaining to enrolment, staffing, funding and costs of credit courses offered by electronically delivered curriculum.

ARTICLE 64 CRIMINAL RECORD CHECKS

64.01 Where the employee consents to the criminal reference check being conducted through the Employer's process (under the auspices of the Ontario Education Services Corporation (OESC)), the Employer shall pay the cost associated with securing the criminal reference check.

64.02 Where an employee chooses to obtain a criminal reference check on their own, outside of the Employer's process, any costs associated with obtaining the criminal reference check shall be the responsibility of the employee.

64.03 The Board shall ensure that all reference checks, offence declarations and related documentation which are obtained pursuant to Regulation 521/01 of the Education Act or any subsequent regulation or law are stored in a secure location and in a completely confidential manner. Access to such records and information shall be strictly limited to the Human Resources Administrator and the H.R. Department staff, although this does not preclude consultations with appropriate officials under Section 64.04 below.

64.04 The Board shall not release any information about an employee obtained pursuant to Regulation

521/01 of the Education Act or any subsequent regulation or law without the permission of the employee except for the purpose of considering a recommendation for disciplinary action against the employee or as otherwise required by law.

64.05 New employees to the Board shall provide a criminal record check at their own expense as a condition of employment.

ARTICLE 65 TECHNOLOGICAL ENHANCEMENT PROGRAM

65.01 The Board shall provide a Technological Enhancement Program Fund of \$20 000.00 per school year for Bargaining Unit members covered by this Collective Agreement to enhance their facility with manipulating electronic information systems that relate to computers and education. The Board will rebate the \$20 000 in the fund to OSSTF District 29 by November 15th and the local Union will administer the fund and provide an accounting of the use of the fund upon request of the Board.

65.02 Any unused funds at the end of the year will remain with the Joint Staff Development Committee the following year for use in either this fund or the Professional Development Fund.

ARTICLE 66 CONTINUING EDUCATION

66.01 General Conditions and Definitions

- 66.01.01 Continuing Education for the purpose of this Collective Agreement refers to the Summer School and Night School Program of credit courses offered by The Hastings and Prince Edward District School Board.
- 66.01.02 The Board recognizes that the Ontario Secondary School Teachers' Federation is the sole authority to bargain for all Continuing Education Teachers employed by the Board. Any agreement made between the parties concerning Continuing Education Teachers shall form a part of the Collective Agreement with its own terms and conditions and, except as may be specifically agreed to by the parties, no other terms and conditions in the Collective Agreement shall apply to Continuing Education Teachers.
- 66.01.03 A Continuing Education Teacher shall mean a qualified Teacher employed by the Board to teach in a Continuing Education Program.
- 66.01.04 A credit shall be defined for the purpose of this Agreement as a course of studies taught in Night School or Summer School program for the number of hours determined by Ministry of Education and Training requirements for the granting of credits and the Hastings and Prince Edward District School Board guidelines for improvement credits. New credits shall be not less than 90 hours.
- 66.01.05 Courses of study shall meet the requirements of the Ministry of Education and Training and The Hastings and Prince Edward District School Board. Approved Board programs where available must be used in all subjects.
- 66.01.06 The Board shall post a notice by May 1 in each secondary school and the Education Centre inviting applications to teach credit courses in the ensuing Summer School Program.
- 66.01.07 The Board shall post a notice at least four weeks prior to the beginning of any Night School Program in each secondary school and the Education Centre inviting applications to teach credit courses in the ensuing Night School Program.

66.02 Salary Schedule

66.02.01 Continuing Education Teachers, Guidance Teachers and Teacher-Librarians are paid an hourly wage.

66.02.03 The Parties agree that full courses shall be based on the following maximum numbers of hours:

Night School - up to 120.0 hours
Summer School - up to 112.5 hours

66.02.02 It is understood and agreed that the salary rate per credit includes the requirement for performing all of the normal, regular and associated duties as required, including registration, instruction, individual assistance, examination and reporting to parents.

66.02.03 The Board may pay responsibility allowances for subject co-ordinators in the areas of English, Mathematics or Science. If the Board determines in consultation with the Summer School Principal, that co-ordinators are needed in one or more of these areas, the full allowance will be paid.

66.02.04 Continuing Education rates are amended as follows:

	<u>September 1, 2003</u>	<u>August 31, 2004</u>	
Night School Teachers		\$32.44	\$32.90
Summer School Teachers		\$32.44	\$32.90
Summer School Co-ordinator	\$1,176.00	\$1,192.00	

66.03 **Method of Payment**

66.03.01 Night School Teachers are paid monthly, in equal instalments.

66.03.02 Summer School Teachers are paid bi-weekly according to time sheets submitted by the Summer School Principal.

66.03.03 The Board shall deduct dues in accordance with Article 4.

66.04 **Staffing and Seniority**

66.04.01 Teachers employed as Permanent or Probationary Teachers by The Hastings and Prince Edward District School Board shall have first preference for Continuing Education positions over Teachers employed by other school systems.

66.04.02 If conditions of surplus or redundancy apply, first preference for Continuing Education Teachers shall be given to surplus Teachers and Teachers as determined by Article 53 and Teachers whose entitlement has been reduced as a result of the staffing process.

66.04.03 Where a credit course has been cancelled prior to the commencement of the course, the affected Teacher will be placed first in the position of:

66.04.03.01 the Teacher who is external to the Board Teacher with the least Summer School/Night School experience in the subject area(s) for which the affected Teacher is qualified and has indicated his or her preferences on the application; or

66.04.03.02 if there are no external Teachers, the Teacher with the least regular contract seniority with the Hastings and Prince Edward District School Board in the subject area(s) for which the affected Teacher indicated his or her preferences on the application form.

66.04.04 Rejection of any placement described above will end the Board's obligation to the

Teacher under this Article. The placement procedure will be administered by the Continuing Education Principal in consultation with the Superintendent responsible for Continuing Education and the President of OSSTF, District 29.

- 66.04.05 Where a credit course has been cancelled after one or more classes have been held, only the Teacher of that class will be affected and the seniority of that Teacher will not affect other Teachers. The Teacher shall continue to be employed for a minimum of two (2) instructional classes and shall be assigned duties by the Continuing Education Principal.

66.05 Complaints/Grievance Procedure

- 66.05.01 The Grievance procedure in Article 6.0 shall apply to all Teachers covered by this Continuing Education Agreement.

66.06 Cumulative Sick Leave Plan

- 66.06.01 Teachers contracted to teach in the Summer School/Night School Program shall be credited with two (2) sick leave days per credit course taught.
- 66.06.02 Each Teacher with The Hastings and Prince Edward District School Board who is employed at Summer School/Night School shall be entitled to have one hundred percent (100%) of the unused portion of his/her sick leave credit per course transferred at the end of Summer School to his/her cumulative sick leave credit with The Hastings and Prince Edward District School Board.

66.07 Leaves of Absence

Leave with pay shall be granted to a Continuing Education Teacher:

- 66.07.01 for a period of quarantine when declared by the Medical Officer of Health or designate;
- 66.07.02 to serve as a juror or witness in any proceeding;
- 66.07.03 for a funeral in the immediate family, up to a maximum of three (3) days for each bereavement; an extension may be granted by the Director;
- 66.07.04 for funerals other than immediate family up to one day for each bereavement;
- 66.07.05 for special circumstances approved by the Director.

66.08 Pregnancy/Parental Leave

- 66.08.01 Leave shall be granted in accordance with the Employment Standards Act.

66.09 Termination

The Employer and a Teacher who is a continuing education Teacher shall give written notice to the other of not less than two (2) weeks should either wish to terminate the Teacher's employment;

- 66.09.01 before the last day of the course(s) being taught by the Teacher; or
- 66.09.02 provided that fewer than two (2) weeks are to elapse before the start time of the course.

ARTICLE 67 OCCASIONAL TEACHERS

67.01 **Purpose**

The general purpose of this Agreement is to:

- 67.01.01 establish mutually satisfactory relations between the Board and its Occasional Teachers;
- 67.01.02 provide means for the prompt disposition of grievances;
- 67.01.03 establish and maintain satisfactory working conditions, hours of work and wages for all Occasional Teachers who are subject to its provisions.

67.02 **Definition of Terms**

- 67.02.01 “**Occasional Teacher**” shall bear the meaning given it in the Education Act, as amended from time to time.
- 67.02.02 “**Short Term Occasional Teacher**” shall refer to an Occasional Teacher who is required to teach for a period under Section 67.01 that is less than ten (10) consecutive school days.
- 67.02.03 “**Long Term Occasional Teacher**” shall refer to an Occasional Teacher who is required to teach for a period under Section 67.01 that is more than ten (10) consecutive school days.
- 67.02.04 “**Federation**” shall mean the Ontario Secondary School Teachers’ Federation.
- 67.02.04 “**Bargaining Unit**” shall mean OSSTF District 29

67.03 **Recognition**

67.03.01 **Management Rights**

67.03.01.01 **Scope**

The Federation and the Bargaining Unit recognize and acknowledge that the management of the operation and direction of Occasional Teachers are fixed exclusively in the Board and, without limiting the generality of the foregoing, the Bargaining Unit acknowledges that is the exclusive function of the Board to:

- 67.03.01.01.01 maintain order, discipline and efficiency and, in connection therewith, establish and administer rules, regulations, policies and procedures to be observed by the Occasional Teachers;
- 67.03.01.01.02 select, hire, transfer and assign Occasional Teachers to positions, as well as determine the number of Occasional Teachers required;
- 67.03.01.01.03 administer and manage all of the affairs of the Board in accordance with the Acts and Regulations governing education in the Province of Ontario.

67.03.01.02 **Conditions**

The Board’s management rights set out in Section 67.03.01 are subject to the express provisions of this Agreement.

67.04 **Responsibilities of the Parties**

There shall be no strike or lock-out during the term of this agreement. The terms “strike” and lock-out” shall be as defined in the *Ontario Labour Relations Act*.

67.05 **Salary Per Diem Rate**

Effective September, 2003, all Short Term Occasional Teachers employed by the Board shall be paid a per diem rate of 82% of 1/194 of Category 1 Step 0 of Grid rate in Article 26.

67.06 **Deduction and Remittance of Union Dues**

- 67.06.01 On each date that an Occasional Teacher receives a pay cheque, the Employer shall deduct from each Occasional Teacher the OSSTF dues and any dues chargeable by the Bargaining Unit or an equivalent amount. The amounts of dues shall be determined by OSSTF and/or Bargaining Unit in accordance with their respective constitutions and forwarded in writing to the Employer at least thirty (30) days prior to the expected date of change.
- 67.06.02 The OSSTF dues deducted in accordance with 67.06.01 shall be remitted to the Treasurer of OSSTF at 60 Mobile Drive, Toronto Ontario M4A 2P8 no later than the fifteenth of the month following the date on which the deductions were made. Such remittance will be accompanied by a list identifying the Occasional Teachers, the amounts deducted, and the number of days worked.
- 67.06.03 Dues specified by the Bargaining Unit in accordance with Section 67.06.01, if any, shall be deducted and remitted to the Treasurer of OSSTF District 29 at 114 Victoria Avenue, Belleville, Ontario K8N 2A8, no later than the fifteenth of the month following the date on which the deductions were made. Such remittance shall be accompanied by a list identifying the Occasional Teachers, the amounts deducted and the number of days worked.
- 67.06.04 OSSTF and/or the Bargaining Unit, as the case may be, shall indemnify and hold the Employer harmless from any claims, suits, attachments and any form of liability as a result of such deductions authorized by OSSTF and/or the Bargaining Unit.

67.07 **Experience and Qualifications**

67.07.01 **Professional Experience Credits**

- 67.07.01.01 Occasional Teachers shall be credited with Professional Experience for all previous approved and certified teaching experience up to and including but not exceeding the maximum salary in the salary level appropriate to their qualifications as determined pursuant to Section 67.07.02.
- 67.07.01.02 Approved and certified teaching experience is defined as full-time equivalent teaching in a publicly supported school or, at the discretion of the Director of Education, in a privately supported school;
- 67.07.01.03 Teaching experience occurring:
- 67.07.01.03.01 At a College of Applied Arts and Technology or similar institution maintained by public support and under the Minister of Education of Ontario;
- 67.07.01.03.02 At any Teachers' College or College of Education under the Minister of Education of Ontario;
- 67.07.01.03.03 In a University; or

67.07.01.03.04 With the Ontario Manpower Retraining Program,
will be admitted in a regular certified program as approved certified teaching experience for salary allowance purposes provided that the Occasional Teacher was in possession of an Ontario Teaching Certificate for the time period(s) involved.

67.07.01.04 Approved and certified teaching experience does not include Occasional or Night School teaching except where Occasional or temporary teaching duties were under the terms of a temporary contract with a Board of Education, or where the Occasional Teacher taught with this Board, replacing one (1) absent Teacher, for an unbroken period of not less than five (5) months.

67.07.01.05 Fractions of increments for approved and certified teaching experience are not paid but where such teaching experience accrued under a regular Teachers' contract (probationary or permanent), or under a temporary or short-term Teachers' contract or agreement includes a fraction of one-half ($\frac{1}{2}$) of a school year (five school months) or more, a full increment shall be paid therefore to the Occasional Teacher.

67.07.02 **Salary Level Placement**

67.07.02.01 Category classification shall be those established by the Ontario Secondary School Teachers' Federation. For the purpose of salary categorization the Board recognizes that, except for errors and omissions, the Certification Rating Statement issued by the OSSTF Certification Board shall be final.

67.07.02.02 It shall be the responsibility of an Occasional Teacher to provide the Board with documentary proof in the form of an OSSTF Certification Rating Statement as to his/her appropriate category rating.

67.07.02.03 Where no OSSTF Certification Rating Statement is available, that secondary school Occasional Teacher shall be placed in Category 1 of the salary schedule.

67.07.03 **Salary Level Adjustment**

67.07.03.01 For secondary school Occasional Teachers the OSSTF Certification Rating endorsed with a category rating is the document accepted by the Board for the purpose of making salary level adjustments.

67.07.03.02 Upon receipt of an OSSTF Certification Rating Statement, a newly hired Occasional Teacher shall be paid retroactively to the first day worked at the salary level appropriate to the higher category rating. An Occasional Teacher qualifying for category change under the OSSTF Certification Plan in effect on the date of the Teacher's application shall be entitled to the salary rate reflected in the higher category.

67.07.03.03 An Occasional Teacher requesting a change in category by OSSTF under the OSSTF Certification Plan shall file a copy of the application for certification change with the Human Resources Officer, Teaching Staff, coincident with the application to OSSTF.

67.07.03.04 An Occasional Teacher who fails to file a copy of the application for certification change with the Board shall be entitled to the salary reflected in the highest category commencing with the month following the date on which the OSSTF Certification Rating Statement was submitted to the Board.

67.08 Evaluation and Personnel Files

67.08.01 Evaluation

- 67.08.01.01 Only Supervisory Officers, Secondary Principals and Vice-Principals shall evaluate an Occasional Teacher's competence.
- 67.08.01.02 A Long Term Occasional Teacher in an assignment of greater than twenty (20) days may request an evaluation by the applicable School Administrator (Principal or Vice-Principal)

67.08.02 Just Cause

- 67.08.02.01 Occasional Teachers may be terminated at any time for Just Cause.

67.08.03 Personnel Files and Medical Files

- 67.08.03.01 There shall be one official personnel file respecting an Occasional Teacher
- 67.08.03.02 Medical files shall be maintained at the Board Office separately from personnel files.
- 67.08.03.03 Occasional Teachers shall receive copies of any materials placed in their personnel files within (3) calendar days of the material being filed.
- 67.08.03.04 The signature of an Occasional Teacher on any document respecting the performance or conduct of that Occasional Teacher shall be deemed to be evidence only of the receipt thereof and shall not be construed as approval of, consent to, or agreement with the contents.
- 67.08.03.05 An Occasional Teacher shall have the right to place material in his/her personnel file.
- 67.08.03.06 An Occasional Teacher, either alone or accompanied by one (1) other person, shall have access to the Occasional Teacher's personnel file under the supervision of a Principal or the Superintendent of Human Resources, Teaching Staff. Such access shall be upon prior arranged appointment. At the request of the Occasional Teacher, any person accompanying the Occasional Teacher shall also have access to the Occasional Teacher's personnel file.
- 67.08.03.07 No material shall be removed from the file except by mutual agreement of the Board and the Occasional Teacher. One (1) copy of material in the file shall be provided to the Occasional Teacher upon request.
- 67.08.03.08 If the Occasional Teacher disagrees with any information in the Occasional Teacher's personnel file, the Occasional Teacher may place a letter in the file identifying the disputed material and stating the Occasional Teacher's position on the material.
- 67.08.03.09 Documents contained in an Occasional Teacher's personnel file which are of a disciplinary or negative nature, including evaluation reports which the Occasional Teacher considers negative, shall be removed from the file and returned to the Occasional Teacher no later than two (2) years after their date of issue provided no further incidences of the same nature have occurred during the two-year period and no continuing reference to the documents removed shall remain in the file.

67.09 Non-Instructional Days

67.09.01 **Long Term Occasional Teachers** may attend Non-Instructional Says scheduled by the Board. If such Occasional Teacher attends the Non-Instructional Day, he/she shall be paid for such attendance.

67.09.02 **All Other Occasional Teachers** other Occasional Teachers may attend, without pay, scheduled Non-Instructional Days arranged by the Board. Requests should be made to the Principal.

67.09.03 **In-Service Programs** - All Occasional Teachers shall, upon request, have access to the Board's In-Service Programs on a voluntary basis without pay.

67.10 **Staffing**

67.10.01 **Occasional Teacher List**

67.10.01.01 The Board will establish an Occasional Teachers List with 2 Levels:

67.10.01.01.01 Level 1 list shall include all Occasional Teachers without conditions attached to their availability.

67.10.01.01.02 Level 2 list shall include Occasional Teachers with availability conditions. (LTO's, Retirees with restriction of 95 days) [Cap Level II @ 10%.]

67.10.01.02 **Membership on the List**

67.10.01.02.01 An Occasional Teacher must be a member in good standing of the Ontario College of Teachers to be eligible for inclusion on the Occasional Teacher List.

67.10.01.02.02 Only those Occasional Teachers whose names are on the Occasional Teachers List shall be called for short term and long term teaching assignments except in emergency circumstances as recognized in the *Education Act* and Regulations.

67.10.01.03 **Bargaining Unit Copy**

67.10.01.03.01 The Board shall provide the Bargaining Unit with a copy of an updated Occasional Teacher List by October 15 and February 15 each year. Occasional Teachers will be identified as "Inactive", "Long Term Assignment", "Leave of Absence", where applicable.

67.10.01.04 **Information**

The Occasional Teacher List shall provide the following information:

67.10.01.04.01 Name, telephone number, subjects that the Occasional Teacher is qualified to Teacher, number of days or specific days of the week the Occasional Teacher is willing to work, preference or restriction regarding specific schools and indication of interest in Long Term assignments and contractual positions.

67.10.01.04.02 Occasional Teachers shall notify the Human Resources Department, in writing, of any change of address and/or telephone number required by the Board to contact the Occasional

Teacher regarding teaching assignments.

67.10.01.05 **Capacity**

The total number of Occasional Teachers, Level I and Level II will be maintained at fifteen percent (15%) of the Full Time Equivalent of contractual teaching staff in June of the preceding school year.

67.10.01.06 **Maintenance and Monitoring**

67.10.01.06.01 **School Lists**

Each Occasional Teacher shall be assigned to two (2) Secondary Schools. The Board shall attempt to match each Occasional Teacher to the schools of his/her preference. However, the Board reserves the right to assign each Occasional Teacher to particular schools based upon System needs.

67.10.01.06.02 **Level 2 List**

Long Term Occasional Teachers will have their names added to the Level 2 list and removed from Level 2 list when they have completed their Long Term Assignment. In the event that their assignment is extended, they will remain on the Level 2 list until such time as they are available. A Long term Assignment is defined as an assignment with a known beginning and ending date and is longer than ten (10) days.

67.10.01.06.03 A Retired Occasional Teacher's name shall be removed from the Level 2 list when they no longer qualify to teach a minimum of 95 days in any one school year.

67.10.01.06.04 **Assignment of Occasional Teachers**

Schools will attempt to utilize the Occasional Teachers assigned to them in an equitable fashion in the appropriate teaching specialities. Records of calls made by each school will be noted in a log and made available to the Human Resources Officer in charge of Occasional Teaching Staff and Bargaining Unit upon request.

67.10.01.06.05 Principals will advise OSSTF and the Board, in writing monthly, of details, as required, for each situation in which they have been unsuccessful in assigning someone on the Occasional Teacher List to an assignment.

67.10.01.06.06 Where there is a part-time Long Term Occasional Teacher on the staff of a school, the Principal may deploy them to the extent of their unassigned time to cover a regular Teacher's absence.

67.10.01.06.07 Where there is a part-time Teacher on the staff of a school, the principal may deploy them to cover a maximum of one period of a regular Teacher's absence.

67.10.01.06.08 **Intent to Teach Form**

In May of each school year, the Board shall send to each Occasional Teacher on the Occasional Teacher List an "Intent to Teach" form which must be returned by the date stipulated on it.

67.10.01.06.09 **Advertisement**

The Board shall, when necessary, advertise in the print media that it is receiving applications for Occasional Teachers. Qualified applicants on the Board's Short List will be interviewed and may be recommended for inclusion on the Occasional Teacher List.

67.10.01.06.10 **Non-Contactability and Refusals**

The Occasional Teacher who, over a period of ten (10) consecutive school days, cannot be contacted for work or who refuses two (2) assignments and does not provide reasonable grounds shall be deemed to have resigned and shall have their names deleted from the Occasional Teacher List.

67.10.02 **Long Term Occasional Teaching Assignments**

67.10.02.01 **Posting**

When an assignment has known beginning and ending dates and is longer than forty (40) days, such vacancy shall be posted for at least five (5) days prior to the closing date for applications. A copy shall be forwarded to OSSTF District 29.

67.10.02.02 **Hiring for Long Term Teaching Assignments**

When a Long Term Occasional Teaching position becomes available, the Board shall fill the position with an Occasional Teacher on the Occasional Teachers List when a qualified candidate is available. The Board shall consult with the President of OSSTF District 29 when no Occasional Teacher on the Occasional Teachers List exists to fill the position.

67.10.02.03 **Long Term Assignments**

67.10.02.03.01 A written statement shall be issued to all Occasional Teachers on a long term assignment indicating:

- a) Beginning date;
- b) Ending date (if known);
- c) School and Teaching position for the assignment;
- d) Grid position of the Occasional Teacher in the assignment.

67.10.02.03.02 In the event that the long term assignment is to be terminated prior to the originally scheduled termination date, the Long Term Occasional Teacher shall be given five (5) teaching days notice or five (5) days' pay in lieu of notice, unless the termination of the assignment is for just cause.

67.10.02.03.03 In the event that the Teacher being replaced adjusts the date(s) of the leave by requesting an earlier start date or an extension of the end date, the Occasional Teacher shall be

asked to adjust the date(s) of the long term assignment. A refusal to adjust the start or end date shall not negatively impact on the Occasional Teacher's right to the originally scheduled Long Term Assignment.

67.10.03 **Secondary School Teaching Positions**

67.10.03.01 **Applications**

The Board shall consider the written applications from Occasional Teachers who are currently on the Occasional Teacher List who have indicated an interest (on the "Intent to Teach" form) in full-time or part-time contractual employment before it advertises externally.

67.10.03.02 **Interviews**

Qualified applicants who are on the Board's Short List shall be granted an interview. A debriefing may be granted upon request.

67.10.03.03 **Board's Obligations**

It is understood that the Board is under no obligation to appoint any applicant resulting from the posting of any contract/permanent position.

67.11 **Grievances**

The definition, process and timelines for resolution of grievances for Occasional Teachers shall be identical to that outlined in Article 6.

67.12 **Leaves of Absence**

67.12.01 **Generation Rate**

A Long Term Occasional Teacher, with or without a Schedule "A" Agreement, shall be entitled to two (2) paid Sick Leave days per teaching month.

67.12.02 **Accumulation**

Sick Leave days shall be cumulative within a Long Term Occasional Teaching Assignment and from One Long Term Occasional Teaching Assignment to another within the same school year.

67.12.03 **Leaves of Absence with Pay - Not Chargeable to Sick Leave Account**

Leave with pay and without loss of benefits, experience or seniority shall be granted to a Long Term Occasional Teacher:

67.12.03.01 for a period of quarantine when declared by the Medical Officer of Health or designate;

67.12.03.02 to serve as a juror or by reason of a subpoena being a witness in any proceeding to which he/she is not a party to one of the persons charged, provided that the Teacher pays to the Board any fee exclusive of travelling allowances and living expenses that he/she receives as a juror or as a witness;

67.12.03.03 for a funeral in the immediate family, up to a maximum of three (3) days for each bereavement; an extension may be granted by the Superintendent of Human Resources;

- 67.12.03.04 for funerals other than immediate family up to one (1) day for each bereavement;
- 67.12.03.05 for concerns related to hazards in the workplace (e.g. Board chemicals, paint);
- 67.12.03.06 for non-attendance because of inclement weather;
- 67.12.03.07 for special circumstances as approved by the Superintendent of Human Resources.

67.12.04 **Personal Leave**

Long Term Occasional Teachers may be granted a Leave of Absence without pay for personal reasons, subject to the discretion of the Superintendent of Human Resources for a period not exceeding two (2) days during the term of the assignment.

67.12.05 **Pregnancy and Parental Leave**

Pregnancy and Parental Leave shall be granted upon request in accordance with the Employment Standards Act.

67.12.06 **General Leave**

Upon reasonable notice to the Board, an Occasional Teacher shall be granted a Leave of Absence from employment, without pay and without loss of rights to future work, for a period of two (2) weeks or more, up to an including, but not exceeding, except with the mutual consent of the Board and the Occasional Teacher, a period of one (1) school year, provided that the Occasional Teacher is not disrupting a Long Term Occasional Teaching Assignment. The Occasional Teacher shall notify the Board at least thirty (30) days prior to the expiration of the Leave of Absence, of his/her intention to return to active status on the Occasional Teacher List.

67.12.07 **Status on Occasional Teacher List**

During Pregnancy, Parental and General Leaves, the Occasional Teacher's name shall be noted as "Inactive" on the Occasional Teacher List. His/her name shall be returned to "Active" on the Occasional Teacher List at the end of the Leave of Absence, upon written notification by the Occasional Teacher to the Board.

67.13 **Benefits**

67.13.01 **Long Term Occasional Teachers**

Long term Occasional Teachers hired for a long term teaching assignment shall be entitled to participate in the Employee Benefits Plan available to secondary school Teachers as outlined in Article 21 subject to the terms and conditions of the insurance policies providing these benefits and the terms and conditions of the Collective Agreement.

67.13.02 **Components**

Effective upon ratification, Occasional Teachers who worked sixty (60) full-time equivalent days for the Board in the previous school year and who remain available to teach at least sixty (60) full-time equivalent days in the current school year shall, subject to the conditions set out below, be eligible to participate in any or all of the following Employee Benefit Plans:

67.13.02.01 **Group Life Insurance**

The Group Life Insurance Plan provides for:

- 67.13.02.01.01 \$ 25,000 coverage
- 67.13.02.01.02 \$100,000 Accidental Death and Dismemberment

67.13.02.02 **Extended Health Care**

The Extended Health Care Plan includes:

- 67.13.02.02.01 Private and Semi-Private Hospitalization Coverage
- 67.13.02.02.02 Vision Care
- 67.13.02.02.03 Drug Plan
- 67.13.02.02.04 Deluxe Out-of-Province Coverage

67.13.02.03 **Dental**

The Dental Plan includes:

- 67.13.02.03.01 Basic Dental Plan
- 67.13.02.03.02 Rider 2 - Dentures
- 67.13.02.03.03 Rider 3 - Orthodontics
- 67.13.02.03.04 Rider 4 - Restorative

at current ODA Fee schedule minus one (1) year.

67.13.03 **Application and Eligibility**

67.13.03.01 **Benefits Election Form**

Each eligible Occasional Teacher shall, not later than June 30th of each year, contact the Board's Benefits Co-ordinator for a Benefits Election Form.

67.13.03.02 **Continuation**

An eligible Occasional Teacher who elects to participate in the Employee Benefit Plan(s) shall be a participant in the Plan(s) from September 1 to the following August 31 providing that he/she:

- 67.13.03.02.01 remains on the Board's Occasional Teacher List;
- 67.13.03.02.02 remains available to work at least sixty (60) full-time equivalent days as an Occasional Teacher, except as may be otherwise permitted by the Board; and
- 67.13.03.02.03 pays the Occasional Teacher's share under Section 67.13.04

67.13.03.03 **Renewal**

An Occasional Teacher currently enrolled in the employee Benefit Plan may continue participation in that Plan from the next September 1 to the following August 31 providing that he/she

- 67.13.03.03.01 works at least sixty (60) full-time equivalent school days with the Board during the current school year;
- 67.13.03.03.02 fulfils the conditions set out under Section 67.13.03.02.

67.13.03.04 **Non-Compliance**

If the Occasional Teacher fails to comply with any of the conditions of Section 67.13.03, her/his enrolment shall immediately terminate and he/she shall not be eligible to re- enrol except as permitted by the Plan(s), and then not until he/she again becomes eligible under Section 67.13.03.

67.13.03.05 **Withdrawal**

Any Occasional Teacher having selected benefits who then chooses to withdraw from the Plan(s) shall not be eligible for reinstatement for the balance of the current school year.

67.13.04 **Premiums**

67.13.04.01 Effective September 1, 2000, the Board will pay 75% of the cost of the premiums.

67.13.04.02 The eligible Occasional Teacher's share of the premium cost shall be paid according to the procedures determined by the Board.

ARTICLE 68 PRE-NEGOTIATIONS DATA COMMITTEE

68.01 The Board and OSSTF will assist each other in gathering common data regarding school and systems operations and programs to provide both parties with information required for decision-making during negotiations.

ARTICLE 69 SCHOOL CLOSURE

69.01 Following the Board's vote to close a secondary school, the Board and the Federation shall develop a protocol to deal with affected staff.

ARTICLE 70 ACT OR REGULATION CHANGES

70.01 In the event that the Government of Ontario or the Government of Canada passes or amends Statutes and/or Regulations, and in the opinion of either party such action has brought about changes in the terms and conditions of work from those originally described by the parties in the Collective Agreement, the parties shall meet within fifteen (15) days of the written request of either party for such meeting.

70.02 The parties shall attempt to agree on a method of modifying the Collective Agreement by mutual consent to restore to members of OSSTF District 29 the terms and conditions of work contracted when the agreement was made. The principle of restoration is to apply when not specifically contrary to the new Statutes or Regulations.

70.03 In the event that the parties fail to agree that a modification of terms and conditions of work has taken place, or if the parties cannot agree on the necessary amendments to restore the terms and conditions originally agreed upon, the matter shall be referred to an arbitrator according to the conditions in Article 6 of the Grievance Procedure.

MEMORANDUM OF SETTLEMENT

between

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

and

THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

representing

OSSTF DISTRICT 29, HASTINGS PRINCE EDWARD

1. The representatives of the above mentioned Parties agree to recommend unanimously the following terms of settlement for a Collective Agreement to their respective principals for ratification.
2. These terms of settlement include all items signed off and otherwise agreed to to date, which are attached hereto as "APPENDIX A" AND "APPENDIX B".
3. The various provisions which form part of this Memorandum of Settlement shall take effect as specified in each instance or, where not specified, on the date of the second of the Parties to ratify.
4. All other positions and/or proposals which may have been taken by or submitted by either of the Parties hereto and which are not part of these items of settlement are hereby withdrawn.
5. Following ratification, the Parties agree to sign a Collective Agreement, incorporating the terms of "APPENDIX A" AND "APPENDIX B", including all editing and typographical adjustments that may be required.
6. The Parties hereto agree that the terms of this tentative agreement are to remain confidential to the Parties until ratified by the second of the Parties to do so.
7. The Parties undertake to issue a joint press release as soon as possible after ratification by the second of the Parties to do so.
8. It is agreed that this Memorandum of Settlement is subject to the Grievance Procedures in Article 6.

Signed at Belleville, Ontario, this 24th day of June, 2003.

For the Ontario Secondary School Teacher's Federation

For the Hastings and Prince Edward District School Board

LETTER OF UNDERSTANDING

between

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

and

THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

representing

THE TEACHERS' BARGAINING UNIT - OSSTF DISTRICT 29

Group Benefits Review

The Parties agree to establish a Benefits Review Committee composed of three (3) members appointed by the Employer and three (3) members appointed by the Bargaining Unit. As the Committee deems necessary, additional professional support for the Committee may be made available via the carrier and/or benefits consultants.

The mandate of the Committee shall be as follows:

1. To review the current group benefits program.
2. To review the cost information related to the current group benefits.
3. To review the concept of Compassionate Care Leave.
4. To review the concept of Employment Insurance Top-Up Benefits for Pregnancy/Parental Leave.
5. To make recommendations to the Parties regarding any potential changes to the group benefits program by March 31, 2004.

Dated at Belleville, Ontario, this _____ day of June, 2003.

For the Ontario Secondary School Teachers' Federation

For the Hastings and Prince Edward District School Board

LETTER OF AGREEMENT

between

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

and

THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

representing

THE TEACHERS' BARGAINING UNIT - OSSTF DISTRICT 29

Service Class Sizes

The parties agree that the number of students in Services classes may be increased to 18 in situations where adequate support is provided by Educational Assistants.

Signed at Belleville, Ontario this _____ day of November 2000.

For the Ontario Secondary School Teacher's Federation

For the Hastings and Prince Edward District School Board

LETTER OF AGREEMENT

between

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

and

THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

representing

THE TEACHERS' BARGAINING UNIT - OSSTF DISTRICT 29

Non-Classroom Teaching Staff

The parties agree as follows:

Full-time Guidance Teachers, Teacher Librarians and non-classroom Special Education Teachers shall be entitled to the forty minute lunch in Section 60.14 and a twenty minute break, free of assigned duties in the morning and in the afternoon. These Teachers will continue to work in their assigned areas in lieu of study hall/classroom/other supervision.

The expectations of the principal shall be set out in writing in the spring and approved by the Joint Staffing Committee. Such expectations shall be shared with staff prior to the assignment of Teachers to these positions for the next school year.

Dated at Belleville, Ontario this _____day of November 2000.

For the Ontario Secondary School Teacher's Federation

For the Hastings and Prince Edward District School Board