



**COLLECTIVE AGREEMENT**

**BETWEEN**

**ELEMENTARY TEACHERS' FEDERATION OF ONTARIO**

**BLUEWATER OCCASIONAL TEACHERS**

**AND**

**BLUEWATER DISTRICT SCHOOL BOARD**

**EFFECTIVE  
SEPTEMBER 1, 2008 TO AUGUST 31, 2012**

**12298 (05)**

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## COLLECTIVE AGREEMENT

This Collective Agreement is made this 28th day of April, 2009,

Between

THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO  
BLUEWATER OCCASIONAL TEACHERS

AND

BLUEWATER DISTRICT SCHOOL BOARD

### **ARTICLE 1 - PURPOSE**

#### 1.01

It is the intent and purpose of the Parties to this Collective Agreement, hereinafter referred to as "The Agreement", which represents the entire negotiated Collective Agreement between the Parties, to set forth certain terms and conditions of employment including wages which govern the Occasional Teachers employed by the Board in its elementary schools.

#### 1.02

To strive to maintain a harmonious relationship between the parties and to cooperate to the fullest extent to provide the best possible educational services.

#### 1.03

The employer and federation recognize the right of ETFO Bluewater Occasional Teachers to be treated with courtesy, respect and dignity. All forms of harassment are an affront to equitable treatment and are a serious form of misconduct.

### **ARTICLE 2 - SCOPE AND RECOGNITION**

#### 2.01

The employer being the Bluewater District School Board (hereinafter referred to as "the Board") recognizes Elementary Teachers Federation of Ontario, (hereinafter referred to as "the Union"), as the bargaining agent for all occasional teachers employed by the Board in its elementary panel.

#### 2.02

The Union will inform the Board from time to time of who is authorized to act on behalf of the Union.

### **ARTICLE 3 - DEFINITIONS**

#### 3.01

"Board" shall mean the Board and its predecessors

#### 3.02

"Occasional Teacher" shall mean an "occasional teacher" as defined in the Education Act and is a member in good standing with the College of Teachers and is on the Occasional Teacher List.

#### 3.03

"Long Term Occasional Teacher" shall mean a teacher who is required to teach for a period of ten (10) or more consecutive teaching days as a substitute for the same regular classroom teacher.

3.04

“Short Term Occasional Teacher” shall mean an occasional teacher who is required to teach less than ten (10) consecutive teaching days as a substitute for the same regular classroom teacher.

3.05

“Occasional Teacher List” means a list of all teachers qualified to teach in Ontario who have been accepted by the Board to teach as occasional teachers in the elementary panel. This List is stored in a database.

3.06

“Elementary teachers” shall mean the elementary teachers, other than occasional teachers, employed by the Board in its elementary panel.

3.07

“Automated Call System” shall mean the Smart Find Express (SFX) call system used by the Board.

#### **ARTICLE 4 - RIGHTS AND RESPONSIBILITIES**

##### **4.01 Evaluation**

Only supervisory officers and elementary principals and vice-principals shall evaluate a Member’s competence. No member of the Union shall be required or requested to supervise a professional growth review. Long Term Occasional Teachers may request an evaluation consistent with Bluewater District School Board policies and procedures to be completed at the Principal’s discretion.

##### **4.02 Representation**

The Board recognizes the right of the Union to represent a Member at any meeting which could lead to discipline. The Board further recognizes the right of the Member to request Union representation, in advance, if a meeting will be considering his/her conduct or competence, or could lead to discipline of the Member.

4.03

The Union, or an Occasional Teacher, engaging in Union business during working hours, or holding meetings at any time on the premises of the Board, shall have obtained prior permission from the Administrator of Employee Relations.

4.04

The Board shall grant release time for a member engaging in Union business during working hours. The Board shall be reimbursed for the release cost.

#### **ARTICLE 5 - UNION DUES AND ASSESSMENTS**

5.01

During the term of this Agreement, the employer agrees to deduct regular Union dues and levies, as certified in writing by the Union, from the wages of Union members. The employer also agrees to deduct any levy as specified in writing by the Local President.

5.01.01

Adjustments in Union dues and levies must be made in writing to the Superintendent of Business at least 30 days prior to the expected date of change.

5.02

In accordance with clause 5.01, dues are to be deducted and remitted to the Elementary Teachers’ Federation of Ontario (1000-480 University Avenue, Toronto, Ontario M5G 1VA), with a copy to the local Union President respectively, not later than the 15th day of the month

following the month such deductions were made. Such remittance shall be accompanied with a list identifying the Occasional Teachers, their employee numbers and the amounts deducted. Union levies are to be deducted for each occasional assignment and remitted to the Treasurer of ETFO Bluewater Occasional Teachers Local and shall include the name and amount deducted.

#### 5.03

The Union shall indemnify and save the Board harmless from any claims, suits, judgements, attachments and from any form of liability as a result of deducting or failure to deduct dues and levies.

#### 5.04

As a condition of employment, occasional teachers, assigned to the Occasional Teachers List, shall be members in good standing of the Union.

### **ARTICLE 6 - MANAGEMENT RIGHTS**

#### 6.01

The Union recognizes that it is the right of the Board to manage the operation and direct the workforce subject to the terms of this Agreement.

### **ARTICLE 7 - ACCESS TO INFORMATION**

#### 7.01

The Board agrees to respect the freedom of information and protection of privacy legislation in regards to all information. A member shall be entitled upon request to review his/her personnel file at a reasonable prearranged time through the Human Resources Department.

#### 7.02

Disciplinary materials regarding harassment or assault may remain in a Member's file. Other disciplinary material shall be removed after two (2) discipline free years.

#### 7.03

The Board agrees to provide relevant data to the Union, for the purposes of negotiations.

### **ARTICLE 8 - COPIES OF THE COLLECTIVE AGREEMENT**

#### 8.01

Once an occasional teacher is set up on BEAM they have access to the "collective agreement" icon.

### **ARTICLE 9 - OCCASIONAL TEACHER LIST**

#### 9.01

The Board will prepare a List of names of Occasional Teachers who have been accepted by the Board for teaching assignments. The SFX/school administrator shall call, for teaching assignments, occasional teachers from the Occasional Teacher List provided by the Board. Should an individual not on the Occasional Teacher List be employed, the administrator shall inform the Human Resources department and Union President on the same day.

##### 9.01.01

The number of names on the List will be capped at three hundred fifty (350) short term active members.

- a) Permanent part time members and retired members are counted at 0.5 active status and are included in the List.
- b) Members on Leaves of Absence will continue on the List but will be deemed to be inactive.
- c) Members on LTO assignments greater than three (3) months are not part of the List of short term active members.
- d) Members are to specify a minimum of seven (7) school locations at which they will work.
- e) Permanent part time members are to specify a minimum of two (2) school locations.

#### 9.01.02

Additional names shall only be added to the Occasional Teacher List to satisfy an identified need for Occasional Teachers with specialized teaching qualifications or identified shortages. The Board shall consult with the Local President prior to such hiring.

#### 9.01.03

To be included on the Occasional Teachers' List for the next school year, all eligible occasional teachers must reactivate with the Board by the reactivation deadline (June 15). The Board shall send an e-mail notification to each member before May 1 of each school year.

#### 9.02

Occasional Teacher's list will include the teacher's name, address, telephone number, school area(s) preferences (minimum of 7 schools), qualified subject matter and/or division where the teacher is able to teach and any additional information as required. Exception is given to permanent part time members as noted in 9.01.01(e).

#### 9.03

To be officially accepted as an Occasional Teacher with the Board, a teacher must be approved by the Superintendent of Elementary Education or a designate and have submitted the necessary documentation, including:

- a) Current Ontario College of Teachers Certification
- b) Experience documentation
- c) Union membership requirements
- d) QECO rating
- e) Payroll documentation
- f) Completed criminal records search forms
- g) Children's Aid Society release of information form
- h) Offence declaration
- i) Any other documentation that might be required from time to time
- j) All members with the Board shall be registered with an automated call system in use by the Board for elementary occasional teaching assignments.

A reduced amount of documentation may be required of Bluewater DSB retired teachers.

#### 9.03.01

An Occasional Teacher will be placed on the occasional list after all documentation is received by the Board

#### 9.04 **Removal** from Occasional Teacher List

When an Occasional Teacher is proven to be unqualified in a teaching assignment to a standard of Just Cause, the teacher's name shall be removed from the list with the approval of the Superintendent of Elementary Education.

#### 9.04.01

Upon request from the Local, a meeting will be held with the Superintendent of Elementary Education, Local President, and Member to review the circumstances related to 9.04.

#### 9.04.02

When names of Occasional Teachers are removed from the Assignment List, the Local President and Member shall be so notified in writing. Reasons for removal will be provided in writing to the Member with a copy to the Local President, prior to removal. Examples of reasons for removing an occasional teacher's name from the assignment list:

- a) Voluntary resignation
- b) Discharge with Just Cause
- c) Not being employed by the Board for more than a ten (10) month period in the year 2008/2009, excluding approved leave status. The Board must demonstrate that work has been offered.
- d) Failure to work a minimum of ten (10) assignments per year effective September 1, 2009. The Board must demonstrate that work has been offered.
- e) Failure to work for a three (3) month (60 instructional days) period when the member has indicated that they are available, effective September 1, 2009. The Board must demonstrate that work has been offered.
- f) Failure to reactivate within the required time.

Members of the local executive who show proof of days paid for union release or union-board business shall have these days credited toward the threshold limit in effect. The bargaining unit president is exempt from this requirement.

The parties agree to meet in the Labour Management Committee by June 30<sup>th</sup> of each year to evaluate the threshold number of assignments worked based on an analysis of assignment credited to occasional teachers in the preceding school year. It is understood that assignments are considered as days or part days worked in both long and short term assignments.

#### 9.04.03

Occasional teachers are to inform the automated call system of any unavailability time.

### **ARTICLE 10 - PROBATIONARY EMPLOYEES**

#### 10.01

An occasional teacher shall serve as a probationary occasional teacher for a total of fifteen (15) work days with Bluewater District School Board. This will not apply to retired elementary teachers formerly employed by the Board, whose qualifications and experience are essential to the assignment. The local president will be informed of the reasons for the placement.

### **ARTICLE 11 -JOB POSTING**

#### 11.01

All long term occasional teaching positions shall be posted on the BEAM (intranet) in every school at least three (3) teaching days prior to the closing date for applications and forwarded to the President of the Local.

#### 11.02

In filling long term occasional positions preference will be given to certified teachers who have completed the probationary period of fifteen (15) teaching days.

#### 11.03

Simultaneous internal/external postings will be mutually agreed upon.

#### 11.04

First consideration for permanent positions will be given to Bluewater occasional teachers who have completed LTO assignment(s).

#### 11.05

A member, who has applied for another position with the Board, must be given at least one (1) day notice of a scheduled interview where reasonable.

## **ARTICLE 12 - SALARY**

### **12.01.01 Short Term Occasional Teacher**

See "Appendix A" for rates of pay for short-term occasional teachers

### **12.01.02 Long Term Occasional Teacher**

A long term occasional teacher shall be paid on the Board's salary grid for elementary teachers in accordance with the recognized teaching experience and category placement effective after ten (10) consecutive days of teaching retroactive to the first (1<sup>st</sup>) day that the assignment began.

### **12.02 Retroactive Pay**

In the event a new collective agreement for elementary teachers provides for retroactive pay increases, such retroactivity shall also be applied to the pay for occasional teachers. Occasional teachers who were on the list and who received salary during the period for which any such retroactivity applies shall receive retroactive pay.

### **12.03**

An Occasional Teacher having been placed on a long term work assignment involving a Professional Development Day shall attend the Professional Development Day. However, it is understood that the Professional Development Day must fall during work assignment days in order to qualify for any remuneration.

#### **12.03.01**

An occasional teacher who has been placed on a prearranged work assignment and who arrives for work without having received prior notice of cancellation at least two hours prior to work, shall be paid one half (1/2) a day's pay. If alternate work to replace the original work assignment has been offered to the occasional teacher and the occasional teacher refuses to accept such alternate work, the occasional teacher forfeits the half (1/2) day's pay mentioned above.

#### **12.03.02**

When inclement weather causes school closures or bus cancellations:

- a) It is the school administrator's responsibility to inform the automated call system of the cancellation of the assignment at least two hours prior to the work assignment.
- b) It is the Occasional Teacher's responsibility to verify the work assignment through the automated call system or BEAM.

### **12.04**

Daily rates of pay referred to in clauses 12.01.01 and 12.01.02, include vacation pay and statutory holiday pay to which Occasional Teachers are entitled under applicable legislation.

### **12.05**

It shall be the responsibility of the Occasional Teacher to provide the Board with a Certification Rating Statement (QECO) prior to the first day of employment. If the Occasional Teacher fails to provide the Board with the Rating Statement prior to the first day of employment, Clause 12.01.01 will apply until such Rating Statement is provided at which time pay will be adjusted retroactively to the first of the month that the Rating Statement is received.

### **12.06**

Any claim of teaching experience must have support documentation prior to approval and for every twenty (20) teaching days, will be credited with .1 of a school year. Pay will be adjusted retroactively to the first of the month that documentation is received.

#### **12.06.01**

An Occasional Teacher's short term work assignments as of September 1, 1988 shall accumulate towards credited teaching experience. Such credited teaching experience will apply



to grid experience when the occasional teacher is placed on a long term work assignment.

#### 12.06.02

Teaching experience for the school year will be determined on September 1.

#### 12.07

Remuneration for the short term occasional teacher shall be based on the needs of the school, calculated to the nearest tenth of a day. No less than 0.4 of a day shall be paid. Assignments of less than 0.5 are at the members' discretion and not counted as a refusal. (See Appendix B for grid of instructional minutes.)

#### 12.08

Occasional teachers shall be paid bi-weekly.

#### 12.08.01

In the case of a member on a long-term assignment of greater than forty-five (45) consecutive days, the member will be granted one half (1/2) day of preparation time for each forty-five (45) days worked. The timing of the days of preparation time shall be at the discretion of the Member limited only by the availability of occasional teachers. These days shall be used for assessment, reporting and curriculum planning and staff development.

### **ARTICLE 13 - EMPLOYEE BENEFITS**

#### 13.01

Occasional Teachers, who were employed as Long Term Occasional Teachers in the previous year, will be eligible to participate in the Group Life Insurance Plan.

#### 13.02

The premium costs will be paid 80% by the Board.

### **ARTICLE 14 -WORKING CONDITIONS**

#### 14.01

The Board will endeavor to provide a school handbook for the occasional teacher and other support and orientation, as necessary.

#### 14.02

The timetable for an occasional teacher shall be the same as the timetable of the teacher who is being replaced.

#### 14.03

An Occasional Teacher shall not be expected to do supervisory duties before his or her teaching assignment begins on the first day of his or her assignment.

#### 14.04 **Medical Procedures**

No member shall be required to administer medication or perform any medical or physical procedure on any pupil, except in emergencies.

### **ARTICLE 15 - LEAVES**

#### 15.01 **Sick Leave**

##### 15.01.01

A Long Term Occasional Teacher in a work assignment shall be entitled to accumulate one sick day per ten (10) days worked during the current school year, to be used for illness that may occur during a long term work assignment.

#### 15.01.02

Sick days accumulated and not used in the current school year are transferable to a subsequent school year to a maximum of thirty (30) days. In September of each year, effective September 2009, the members' total accumulated sick days will be available electronically.

### 15.02 Compassionate Leave

#### 15.02.01

An occasional teacher, working on a long term work assignment, excused by the Principal to make arrangements for and/or attend the funeral of a member of the immediate family (parent, sibling, child, spouse, immediate in-laws), will be compensated for the time lost from the work assignment up to a maximum of three (3) days for each such occurrence.

For this purpose:

- a) "parent" shall include a person who is in the position of a parent to the Member;
- b) "child" shall include a person to whom the Member stands in the position of a parent;
- c) "spouse" shall include a common-law or same sex partner with whom the Member resides.

#### 15.02.02

An occasional teacher, working on a long term work assignment, excused by the Principal to attend the funeral of a grandparent, immediate in-law, or grandchild, will be compensated for the time lost from the work assignment of one (1) day for each such occurrence.

#### 15.02.03

An additional leave of absence with or without pay may be granted by the Director of Education or designate.

### 15.03 Pregnancy/Parental/Adoption Leave

#### 15.03.01

Pregnancy/Parental/Adoption Leaves will be in accordance with the current Employment Standards Act (Pregnancy and Parental Leave) at the time of application.

#### 15.03.02

A long term occasional teacher's request for pregnancy/parental/adoption leave must be in writing to the long term occasional teacher's principal and forwarded to the Superintendent of Elementary Education at least two (2) weeks before the date the leave is to begin, or two (2) weeks after the long term occasional teacher stops working due to circumstances where the child comes into custody, care, or control of the parent for the first time sooner than expected. The written request should state the date the leave is to begin and expire.

#### 15.03.03

Upon request by the Superintendent of Elementary Education, a medical certificate stating the expected birth date shall be supplied by the long term occasional teacher.

#### 15.03.04

A long term occasional teacher intending to adopt a child should give the Director of Education, through the principal, notice, where possible, of the intent to adopt, so that when the child becomes available the long term occasional teacher may cease duty immediately.

#### 15.03.05

The long term occasional teacher shall continue to accrue seniority during pregnancy/parental/adoption leaves.

#### 15.03.06

A long term occasional teacher who has given notice to the Board of the long term occasional teacher's intention of beginning or ending pregnancy/parental/adoption leaves may revise those time limits, providing the request is in writing to the Director of Education or designate at least two (2) weeks before the original date the leave was to begin, and at least four (4) weeks before the original date the leave was to end.

#### 15.04 Personal Leave

##### 15.04.01

A Long Term Occasional Teacher who is scheduled to work and who has received prior approval by the Director of Education, or designate, may be absent from work for one (1) day, without loss of pay, but charged to sick leave credits, if any, for the purpose of attending the Graduation Ceremony of the occasional teacher.

##### 15.04.02

A Long Term Occasional Teacher who is scheduled to work and who is absent from work by reason of a summons to serve as a juror, or a subpoena, as a witness in any proceeding to which the occasional teacher is not a party, shall be paid the difference between the normal earnings and the payment received as a juror or as a witness.

##### 15.04.03

Payment will be made, provided that the occasional teacher's work assignment continues for the same replaced teacher as stated in 15.04.02.

##### 15.04.04

An additional leave of absence with or without pay may be granted by the Director of Education or designate.

#### 15.05 Union Business Leave

##### 15.05.01

At the request of the Union, the Board shall grant release time or paid time to member(s) of the Union in order to conduct formal negotiations.

##### 15.05.02

At the request of the Union, the Board shall grant release time or paid time to member(s) of the Union in order to conduct union business. Release time to conduct union business will be paid by the Union.

##### 15.05.03

The persons named shall be treated for all purposes, including but not limited to the payment benefits and the accumulation of seniority, sick leave and teaching experience as if employed.

##### 15.05.04

Each September the Union will notify the Board of the name of the President and the President's release day's grid rate.

#### 15.06 Unavailability Leave of Absence

##### 15.06.01

Occasional teachers may request in writing a leave of absence for a period of up to one (1) year.

15.06.02

The occasional teacher's name shall be returned to the Occasional Teachers' List at the end of the leave unless requested otherwise.

15.06.03

The occasional teacher shall continue to maintain seniority with the Board.

## **ARTICLE 16 -GRIEVANCE PROCEDURE**

16.01

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 the matter can be arbitrated. It is understood that this procedure will be interpreted so that the Board has the same right to grieve as the Union.

16.01.01

A "party" shall be defined as the Union or the Board.

16.01.02

"Days" shall mean school days unless otherwise indicated.

16.02

A Member shall have the right to have a representative present from the Union to assist the Member at any stage of this Grievance and Arbitration procedure.

### **16.03 Grievance Procedure- Individual**

#### **16.03.01 Complaint Stage**

The Union, on behalf of a Member, may initiate a complaint with the immediate supervisor (the Principal in the case of all Members assigned to schools) who shall answer the complaint within five (5) days after receipt of the complaint. A copy of any such complaint and proposed remedy must also be forwarded to the Local President or Designate and Administrator of Employee Relations. Any resolution of a complaint must receive the approval of the Local.

#### **16.03.02 Step 1**

If the reply of the immediate supervisor of the grievor under the Complaint Stage is not acceptable to the Member, or where the Local sees the need to initiate a grievance on behalf of one or more of its Members, the Local assumes ownership of the matter and may initiate a formal grievance proceeding. The first stage shall be to submit a written grievance with the Human Resources Department, who shall answer the grievance in writing within five (5) days after receipt of the grievance. The Local may agree to extend the timeline for this step up to five (5) days. Any extension shall be recorded, signed and dated by the Human Resources Department and the Union.

The grievance shall contain:

- a) A description of how the alleged dispute is a violation of the Agreement; and
- b) The clauses in the Collective Agreement alleged to be violated; and
- c) The relief sought (remedy): and
- d) The signature of the duly authorized official of the Bargaining Unit.

#### **16.03.03 Step 2**

If no settlement is reached, the grievance shall be submitted in writing to the Director of Education to arrange a meeting. The Director shall answer the grievance, in writing, within five (5) days of the meeting.

#### 16.03.04 **Step 3**

If the reply of the Director is unacceptable to the Union, the Union may then submit the grievance to arbitration within twenty (20) days of receipt of the reply.

#### 16.04 **Grievance Procedure - Policy & Group**

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

The grievance shall contain:

- a) A description of how the alleged dispute is a violation of the collective agreement; and
- b) The clauses in the Collective Agreement alleged to be violated; and
- c) The relief sought (remedy); and
- d) The signature of the duly authorized official of the Party initiating the grievance.

#### 16.04.01 **Step 1**

The Party initiating the grievance shall submit the written grievance to the Human Resources Department or President of the Local, as the case may be, who shall answer in writing within five (5) days. The Board may proceed directly to Step 3 if not satisfied.

#### 16.04.02 **Step 2**

Failing settlement at Step 1, a Union grievance shall be submitted, in writing, to the Director of Education for a meeting. The Director shall answer the grievance, in writing within five (5) days of the meeting.

#### 16.04.03 **Step 3**

If the grieving party is not satisfied with the response of the other party, the grieving party may submit the grievance to arbitration within twenty (20) days of receipt of the reply.

#### 16.05

Where the Board fails to meet any of the timelines identified in 16.03.01, 16.03.02, 16.03.03, 16.03.04, 16.04.01 16.04.02 and 16.04.03 the grievance shall advance automatically to the next stage, or may be extended if mutually agreed upon.

#### 16.06 **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 timeframe in which a resolution is to be reached.

#### 16.06.01

The timelines outlined in the grievance procedure shall be frozen at the time that the parties mutually agree 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 shall continue from the point at which they were frozen.

#### 16.07 **Arbitration**

(a) The party desiring arbitration shall notify the other party in writing of its desire to submit the difference or allegation to arbitration. The grievance shall be submitted to a mutually agreed upon single arbitrator. Should the Parties fail to agree upon an Arbitrator within five (5) days of receipt of the written notification of desire to move to arbitration, the appointment shall be made by the Ministry of Labour upon the request of either party.

- (b) Notwithstanding, either party may request a grievance be submitted to an arbitration board. If the parties are referring the grievance to an arbitration board 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 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 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.
- (c) A grievance may be submitted to expedited arbitration under Section 49 of the Labour Relations Act.

#### 16.07.01

An arbitrator or an arbitration board, as the case may be, has the powers of an arbitrator or arbitration board under the Labour Relations Act.

#### 16.07.02

The Arbitrator or Arbitration Board, as the case may be, shall not by their or its decision, add to, delete from, modify or otherwise amend the provisions of this Agreement.

#### 16.07.03

Time restrictions within Article 16.07 may be extended if mutually agreed upon in writing.

#### 16.08 **Cost of Arbitration**

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

#### 16.09

There shall be no reprisals of any kind taken against any member because of participation in the grievance or arbitration procedures in this Agreement.

#### 16.10

Should the investigation or processing of a grievance require that an involved Member or Union representative be released from regular duties, the Member shall be released without loss of salary or benefits. Where a Member is required to travel to such a meeting, the meeting shall be scheduled within the school day.

### **ARTICLE 17 - STRIKES AND LOCKOUTS**

#### 17.01

Both parties agree that there shall be no strike by or lockout of occasional teachers during the term of this Agreement. Strike and lockout shall be as defined in the Ontario Labour Relations Act.

### **ARTICLE 18 - UNION REPRESENTATION**

#### 18.01

The Union shall notify the Board in writing of the names of persons elected to office in the Union and of persons authorized by the Union to represent occasional teachers on behalf of the Union.

#### 18.02

The Board shall provide to the Union bulletin board space in each elementary school for the posting of notices which may be of interest to occasional teachers.

#### 18.03

The Board shall provide occasional teachers with suitable meeting space on request, free of

charge, provided this does not interrupt the instructional program.

## **ARTICLE 19 - PROFESSIONAL LEARNING OPPORTUNITIES**

### **19.01**

The Board shall provide information to the Union President about the professional development activities provided by the Board.

### **19.02**

An occasional teacher shall, upon request, have access to the Board's in-service programs, space permitting, on a voluntary basis without pay.

### **19.03**

A Professional Activity Day shall not interrupt the continuity of an occasional teaching assignment.

### **19.04**

The Union President will receive minutes of the District Staff Development committee meetings.

## **ARTICLE 20 – LABOUR MANAGEMENT COMMITTEE**

### **20.01**

The Labour Management Committee will be composed of up to three (3) representatives from each side to address operational and collective agreement implementation issues. Meetings will be convened at the request of either party.

## **ARTICLE 21 – OCCUPATIONAL HEALTH AND SAFETY ACT**

### **21.01**

The Board and ETFO recognize the importance of promoting a safe and healthy environment for employees and of fulfilling their respective duties and obligations under the Occupational Health and Safety Act and its accompanying Regulations.

## **ARTICLE 22 - TERM OF AGREEMENT**

### **22.01**

This Agreement shall be for a term of four years commencing on the first (1<sup>st</sup>) day of September 2008 and ending on the thirty-first (31<sup>st</sup>) day of August 2012, and shall continue from year to year thereafter unless either party gives notice in writing within one hundred and eighty (180) days prior to the expiry date hereof of that Party's intention to renew the Agreement with or without modification, or to make a new Agreement.

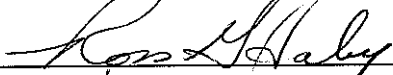

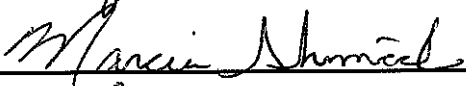

### **22.02**

During the term of this Agreement, amendments to any of the Articles herein, together with date of implementation, shall be made in writing and only by mutual consent of the parties.

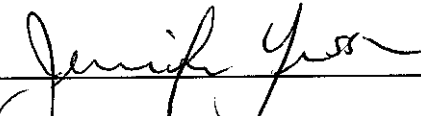

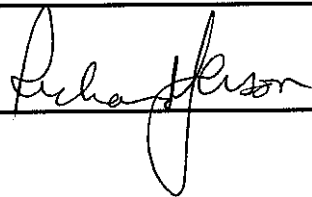
IN WITNESS WHEREOF the Parties have caused this Collective Agreement to be signed by their respective, duly authorized representatives.

Dated this 28th day of April, 2009.

**Elementary Teachers' Federation of  
Ontario-Bluewater Occasional Teachers**

  
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**Bluewater District School Board**

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## APPENDIX A

### Pay Rates for Short-Term Occasional Teachers (With an ETFO permanent agreement– subject to verification)

September 1, 2008	\$203.69
September 1, 2009	\$214.89
September 1, 2010	\$221.34
September 1, 2011	\$227.98

NOTE 1: The formula for short term occasional rates from September 1, 2009 and thereafter is Salary Grid Step AI-0 divided by 187.56.

NOTE 2: The pay rate includes statutory holidays and vacation pay, consistent with the Employment Standards Act requirements.

## APPENDIX B

### Instructional Minutes

Remuneration for the short-term occasional teacher shall be calculated to the nearest tenth (rounded up) based on the instructional day of 300 minutes. No less than .4 shall be paid. It is understood that supervision is in addition to the instructional time.

<b>Paid Amount</b>	<b>Instructional Equivalent</b>
.4	120 minutes
.5	150 minutes
.6	180 minutes
.7	210 minutes
.8	240 minutes
.9	270 minutes
1.0	300 minutes

*Example:* The occasional teacher is employed to instruct for 185 minutes. The paid amount would be equivalent to .7 FTE.



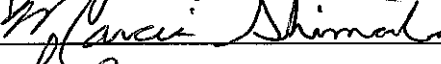

**Letter of Intent**

**Re: Professional Development**

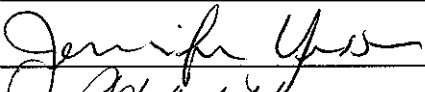
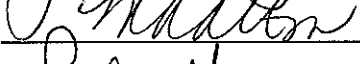
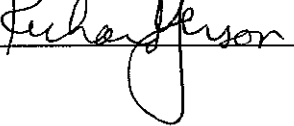
Effective September 1, 2009, the Board agrees to allocate \$5000 annually for the school years 2009-2010, 2010-2011, and 2011-2012 for the purpose of supporting the professional development of elementary occasional teachers. The usage of these funds will be proposed by the local for discussion and confirmation by the Labour Management Committee. Unspent money will be carried forward to future years

Dated this 28th day of April, 2009.

**Elementary Teachers' Federation of  
Ontario-Bluewater Occasional Teachers**

  
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**Bluewater District School Board**

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**Letter of Understanding**

**Re: Labour Management Committee**

During the term of this collective agreement, the parties agree that the Labour Management Committee has the scope to examine issues and make recommendations related to the operation of the Occasional Teacher List and employment practices. The first meeting of the committee shall occur at a time mutually agreeable to the parties.

The Committee may review such matters as:

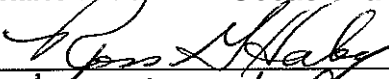
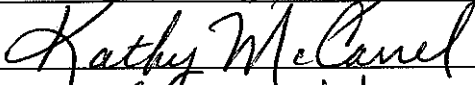
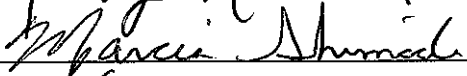

Adjusting current practices including but not limited to the Automated Call System, unfilled and declined positions, geographic and skill shortages, leaves, reactivation and removal practices, required employee information, the OT Folder, OT Badges and NTIP.

Only mutually agreed upon changes to the collective agreement will be implemented.

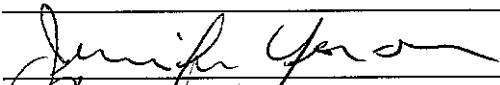
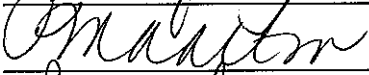
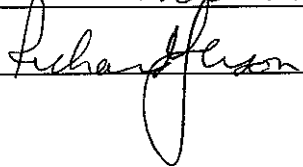
The Board shall grant paid release time for members of this Committee.

Dated this 28th day of April, 2009.

**Elementary Teachers' Federation of  
Ontario-Bluewater Occasional Teachers**

  
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**Bluewater District School Board**

  
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**Letter of Agreement**

**RE: Employer Insurance: Establishing the Number of Insurable Hours**

It is understood and agreed by the parties that, subject to Human Resources and Skills Development Canada, Federal Department (HRSD) rules, the daily hours of work for a full day assignment, for E.I. Reporting purposes, shall be recognized as eight (8).

Dated this 28th day of April, 2009

**Elementary Teachers' Federation of  
Ontario-Bluewater Occasional Teachers**

*Ross A. Haley*  
\_\_\_\_\_  
*Kathy McCannell*  
\_\_\_\_\_  
*Marcia Shumoda*  
\_\_\_\_\_  
*A. Gosa*  
\_\_\_\_\_

**Bluewater District School Board**

\_\_\_\_\_  
*Jennifer Yess*  
\_\_\_\_\_  
*J. M. Dalton*  
\_\_\_\_\_  
*R. Johnson*  
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