

AGREEMENT

BETWEEN

THE RENFREW COUNTY DISTRICT SCHOOL BOARD

AND

**THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
RENFREW OCCASIONAL TEACHERS' LOCAL**

FOR THE PERIOD

SEPTEMBER 1, 2008 TO AUGUST 31, 2012

12936 (03)

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COLLECTIVE AGREEMENT
BETWEEN
THE RENFREW COUNTY DISTRICT SCHOOL BOARD
AND
ELEMENTARY TEACHERS' FEDERATION OF ONTARIO (ETFO)
RENFREW DISTRICT, OCCASIONAL TEACHERS' LOCAL

ARTICLE I – PURPOSE

- 1.01 It is the intent of the Parties to this Agreement, hereinafter referred to as the "Agreement", to maintain mutually satisfactory relationships by setting forth certain terms and conditions of employment and to provide a procedure for the settlement of grievances.

ARTICLE II – RECOGNITION

- 2.01 The Renfrew County District School Board (hereinafter referred to as the Board) recognizes the 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 schools.
- 2.02 The Union will inform the Board from time to time who is authorized to act on behalf of the Union.

ARTICLE III – DEFINITIONS

- 3.01 "Occasional Teacher" shall mean an "Occasional Teacher" as defined in the Education Act which may be amended from time to time.
- 3.02 (a) "Long Term Occasional Teacher" means a teacher who is required to teach for a period of ten (10) or more consecutive teaching days as a substitute for the same teacher. All other Occasional Teachers covered by this Agreement are referred to as Casual Occasional Teachers.
- (b) An interruption in a long term assignment due to sickness, leave of absence (except for a leave pursuant to Article XII) or a Professional Activity Day shall not interrupt the continuity of the assignment.
- (c) If the regular teacher returns and becomes unavailable for the same initial reason during the period of ten (10) teaching days from the date of return, the same Long Term Occasional Teacher will, if available, be returned to the assignment and the assignment will be deemed to be uninterrupted.
- 3.03 "Local" means the ETFO Renfrew Occasional Teachers' Local.
- 3.04 "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.
- 3.05 "Federation" or "Union" means the Elementary Teachers' Federation of Ontario.
- 3.06 When the context so requires, the singular shall include the plural and the masculine shall include the feminine.
- 3.07 "Board" means the Renfrew County District School Board.
- 3.08 "Probationary Occasional Teacher" (Casual or Long Term) means an Occasional Teacher covered by this Agreement who has not completed at least forty-five (45) Teaching Days as an Occasional Teacher. A former teacher with the Board who is hired as an Occasional Teacher within one (1) year of ceasing to be an employee of the Board, and who is in good standing with the Board, shall not be required to serve a probationary period.
- 3.09 "Elementary Teacher" shall mean an Elementary Teacher other than an Occasional Teacher employed by the Board in its elementary panel.

ARTICLE IV – EFFECTIVE PERIOD AND RENEWAL

- 4.01 This Agreement shall be effective from September 1, 2008 and shall continue in full force up to and including August 31, 2012 and shall continue automatically thereafter for annual periods of one (1) 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 modification, of this Agreement. If notice is given, the Parties shall meet within fifteen (15) days from giving of notice or as otherwise agreed upon by the Parties.
- 4.02 (i) There shall be no strike or lockout during the term of this Agreement or of any renewal of this Agreement. The terms strike and lockout shall be as defined in the Labour Relations Act.
(ii) In the event of a strike by other Board employees, representatives of the Board will meet with representatives of the Union to discuss the impact of the strike on the Union's membership.
- 4.03 It is understood and agreed that, in the event that a new Agreement has not been reached by the date of expiry of this Agreement, all the terms and provisions of this Agreement shall continue in force and effect until such time as it is superseded by a new Collective Agreement, except as may be otherwise provided for in the Labour Relations Act.
- 4.04 This document constitutes the entire Agreement between the Local and the Board. Any amendments to the Articles defined herein shall be in writing and by mutual consent of the Parties.

ARTICLE V – RIGHTS AND RESPONSIBILITIES

- 5.01 The Renfrew County Occasional Teacher Local recognizes that the Board has the right to manage the affairs of the Board and the duty and responsibility to provide, operate and manage the elementary schools in its jurisdiction according to the laws of Ontario and subject to the express provisions of this Agreement, so long as these provisions are not inconsistent with any law of Ontario.
- 5.02 The Board agrees to consult with the Local concerning Policy changes that may affect the working conditions of Occasional Teachers, prior to implementation of such changes. Such consultation may take place at the Occasional Teacher/Board Committee level and may be initiated by either party.
- 5.03 Upon written request, the Board shall provide the Union with any data relevant to the negotiations and administration of this Agreement within ten (10) days.
- 5.04 Legal Liability
For Occasional Teachers having any legal proceeding brought against them for libel or slander in respect of any statements relating to the employment, suspension or dismissal of any person by the Board, published at a meeting of the Board or a committee thereof, or for assault in respect of disciplinary action taken in the course of duty, the Board shall pay the legal costs of any part thereof incurred by such Occasional Teachers in successfully defending such legal proceeding as referred to above. If found guilty, the Occasional Teacher shall bear said legal expenses.

ARTICLE VI – UNION DUES AND ASSESSMENTS

- 6.01 The Board shall deduct for every pay period for which an Occasional Teacher receives a pay, union dues and assessments. Dues and assessments deducted in accordance with this Article shall be forwarded to the General Secretary at 480 University Avenue, Suite 1000, Toronto, Ontario, M5G 1V2 within thirty (30) days of the dues being deducted. The Union shall inform the Board in writing, from time to time, of the amount of such dues and assessments. At the request of the Union, the Board shall make the appropriate payroll deductions from an Occasional Teacher's pay for the purpose of a Local Union Levy. Such Levy shall be forwarded to the Local Treasurer.
- 6.02 The first remittance in September of each year shall be accompanied by a list showing the names, addresses, wages earned, dues and assessments deducted. Subsequent remittances will be accompanied by a list showing changes from the previous month's list. In addition to providing a written copy of this information, the Board shall, where available, provide the information in electronic form. A copy of the dues and assessments list shall be forwarded to the President of the Local at the same time.

- 6.03 Providing the Board's payroll system can readily do so, and providing the Federal and Provincial income regulations **so** permit, the Statement of Remuneration (T-4 Income Tax Slip) provided each year by the Board, shall indicate the amount of fees paid by each Occasional Teacher during the previous year.
- 6.04 The Board shall provide to the Federation, by September 15th each year, a letter stating the total number of days of elementary Casual or Long Term Occasional teaching days for the previous school year.
- 6.05 The Federation shall indemnify and save the Board harmless from any claims, suits, judgments, attachments and from any form of liability as a result of deductions authorized by the Federation.

ARTICLE VII - GRIEVANCE AND ARBITRATION PROCEDURE

- 7.01 Definition
Any dispute involving the application, interpretation, administration, or alleged violation of this Agreement, including any questions as to whether a matter is arbitrable may be the subject of a grievance, and an effort shall be made to settle such a grievance fairly and promptly in the following manner:
- 7.02 Individual Grievance
Step 1
Grievance(s) must be submitted in writing to the Director of Education or designate within twenty (20) school days of the time the grievor became aware of the circumstances giving rise to the grievance. Within ten (10) school days of receipt of the grievance, a meeting will be held with the grievor, a Union representative and the Director of Education or designate. The Director of Education or designate shall respond to the grievance in writing within ten (10) school days of the meeting.
Step 2
If no settlement is reached, the Union may submit the grievance to arbitration within ten (10) school days of the response from the Director of Education or designate under the terms established in Section 49 of the Labour Relations Act (which may be amended from time to time) or under the terms established for arbitration pursuant to 7.03.
- 7.03 Arbitration
 - (a) Either Party may, after exhausting the grievance procedure, notify the other Party in writing indicating the name of its appointee to an Arbitration Board. The recipient of the notice shall within five (5) school days inform the other Party of the name of its appointee to the Arbitration Board. The ~~two~~ (2) appointees so selected shall, within five (5) days of the appointment of the ~~second~~ of them, appoint a third person who shall be the Chair. If the ~~two~~ (2) appointees fail to agree upon a Chair within the fixed time limits, an appointment as arbitrator shall be made by the Minister of Labour of Ontario upon the request of either Party.
 - (b) Decision of the Board of Arbitration
An Arbitration Board shall give a decision within sixty (60) calendar days after hearings on the matter submitted to arbitration are concluded. The decision of the Board of Arbitration shall be final and binding and enforceable on all Parties.
 - (c) Expenses of the Arbitrator or Board of Arbitration
Both Parties agree to pay the fees and expenses of the Parties respective appointees and one-half (1/2) of the fees and expenses of the Chair of the Arbitration Board.
 - (d) The Board of Arbitration shall hear and determine the difference or allegation and shall issue a decision. The decision of a majority is the decision of the Board of Arbitration. If there is no majority, the decision of the Chair of the Board of Arbitration shall govern.
 - (e) Each of the Parties to this Agreement shall bear the expenses and remuneration of the person appointed by it to a Board of Arbitration.
 - (f) The Parties will share the expenses and remuneration of any person appointed Chair of a Board of Arbitration.
 - (g) All notices of appointment to a Board of Arbitration shall be in writing, include the address of the appointee, and be sent by certified or registered mail or hand delivery.
 - (h) No person who has been directly involved in attempts to negotiate or settle the grievance, who has a direct interest in the matter being grieved or who is an employee of either Party to the Agreement shall be appointed or selected to a Board of Arbitration.
- 7.04 Where both Parties agree, a single arbitrator may be substituted for a Board of Arbitration. In such case the Parties shall endeavour to agree on the selection of the arbitrator, and in the event that they fail to do **so**, the Minister of Labour for Ontario will be asked to make the appointment.

7.05 Grievance Mediation

Nothing in this Article precludes the Parties from mutually agreeing to grievance mediation during any stage of the grievance procedure.

The Agreement shall be made in writing and stipulate the name of the person and the timeline for grievance mediation to occur.

7.06 Discharge Grievance

Where an Occasional Teacher has received a termination notice for "Just Cause", the Occasional Teacher may file a grievance at Step 1 within ten (10) school days of the written notice of termination.

7.07 Policy Grievance

The Union and the Board shall have the right to file a grievance based on a dispute arising out of the application, administration, interpretation or alleged violation of this Collective Agreement. A policy grievance shall be presented at Step 1 to the Union or the Director of Education.

7.08 Any grievance which is not commenced or carried through to the next stage of the grievance procedure within the time specified shall be deemed to have been abandoned and no further action can be taken with respect to such grievance. The time limits specified in this Article may be extended by mutual Agreement in writing between the Parties to this Collective Agreement. If the stipulated time limits are not met by the Party against whom the grievance is lodged, the grievor or Party shall have the right to appeal the grievance to the next level of the procedure.

ARTICLE VIII - REPRESENTATION

8.01 The Board agrees that it will deal solely with the duly authorized agents of the Local in all matters pertaining to the administration and interpretation of the Agreement. In order that this may be carried out, the Local will supply the Board with the names of its officials and committee members. Similarly, the Board will, if requested, supply the Local with a list of personnel authorized to deal with the Local.

8.02 All correspondence between the Parties arising out of this Agreement shall pass to and from the Director of Education or designate, and to and from the President of the Local or designate.

8.03 In order to provide an orderly and speedy procedure for the settling of grievances, the Board acknowledges the right of the Local to appoint or elect representatives whose duties shall be to assist any member of the bargaining unit in preparing and presenting in accordance with the grievance procedure. These representatives shall take no time from their employment with the Board to carry out these duties without prior written authorization of the Board. The Local shall reimburse the Board for any time taken for authorized Local activities.

8.04 Unless otherwise agreed, all negotiation meetings shall take place outside normal school hours. Should negotiation take place during the school day, the Board shall release up to three (3) members of the Local Negotiation Committee with no loss of salary, benefits, experience or any other provision in the Collective Agreement and at no cost to the Local.

8.05 Subject to application for the use of a school facility in accordance with Board Policy governing the use of Board facilities, the Local shall be allowed to carry out Union business on the Board's premises outside normal school hours.

a.06 The Board recognizes that occasionally it may be necessary for executive officers of the Union Local to be absent from their teaching duties in order to attend to Union matters. Special leave, without loss of salary or deduction of sick leave credits, up to a maximum of fifty-five (55) days in any school year, shall be granted to executive officers of the Union following a written request from the Union concerned. The Union shall reimburse the Board for actual cost of an Occasional Teacher coverage.

ARTICLE IX - SALARY

9.01 The Board shall pay rates of remuneration in accordance with the following:

(a) Casual Occasional Teacher: A teacher, employed as a Casual Occasional Teacher, qualified to teach in the elementary schools in Ontario according to the Ontario Statutes shall be paid a per diem rate as follows:

- \$198.90 effective September 1, 2008;
- \$209.84 effective September 1, 2009;
- \$216.14 effective September 1, 2010;
- \$222.62 effective September 1, 2011.

These rates include 4% vacation pay and 3% statutory holiday pay.

Retroactive salary adjustments to September 1, 2008 shall also be made to former Occasional Teachers who were employed at any time since September 1, 2008 based upon their time worked.

- (b) (i) Long Term Occasional Teacher: A Long Term Occasional Teacher shall be placed on the elementary teacher local salary grid in accordance with the recognized teaching experience and category placement effective on the tenth (10th) consecutive day of teaching retroactive to the first day that the assignment began. The Occasional Teacher shall continue to be paid at this rate until the expiration of the assignment. The rate paid under 9.01(b) shall not be less than the rate paid under 9.01(a). It is understood that this daily rate of payment includes payment for vacation pay and any statutory holidays (under the Employment Standards Act) if applicable.
- (ii) Salary grids from the regular Teachers' Agreement are included as an Appendix to this Agreement.

- 9.02 In the event of a late settlement between the Board and the elementary teacher Local, increases in rate of pay shall be retroactive to the commencement of the Teacher Local Collective Agreement.
- 9.03 (a) Should the cancellation of a pre-arranged assignment occur prior to 7:00 a.m. on the day of the assignment, the Occasional Teacher shall not be entitled to pay for that day for the cancelled assignment.
- (b) Should the cancellation of a pre-arranged assignment occur at or after 7:00 a.m. on the day of the assignment, the Occasional Teacher shall report to the school and notwithstanding Article 16.03, shall be assigned duties consistent with the daily instructional minutes, preparation time and supervision time of the teachers within that school.
- 9.04 An Occasional Teacher who reports for a half-day assignment as a result of a call-out error shall be paid a half day's pay for reporting for duty.
- 9.05 An Occasional Teacher who reports for a full day assignment as a result of a call-out error shall be paid a full day's pay for reporting for duty.
- 9.06 A Professional Activity Day shall not interrupt the continuity of the occasional teaching assignment.
- 9.07 An Occasional Teacher who is scheduled to work and who is on Long Term Occasional Teaching shall be paid for a Professional Activity Day provided the Long Term Occasional Teacher participates in the scheduled professional activities.
- 9.08 Occasional Teachers shall be paid every two (2) weeks. On or about July 15th, each Occasional Teacher shall receive the salary for the time worked during June. The statement of earnings shall indicate the number of days worked during the pay period and shall be mailed to the home address of the Occasional Teacher.
- 9.09 The Record of Employment certificates for Casual Occasional Teachers who experience termination of their assignment before the last teaching day in June will be issued on request. Long Term Occasional Teachers will receive the Record of Employment at the conclusion of their assignment, if requested, or if at the end of the school year, by July 15th following school closing.
- 9.10 (a) Years of experience and category placement on the salary grid for a Long Term Occasional Teacher shall be on exactly the same basis as for a teacher covered by the Collective Agreement between the Board and the Teacher Local. Experience gained during the current school year will not be included in this determination.
- (b) Long Term assignments with the Board shall count as experience. One (1) month of teaching experience will be allowed for each eighteen (18) days of Long Term Occasional experience, prorated for part time assignments except when a full term (September 1 – December 31 or January 1 – June 30) is worked, in which case 4/10 or 6/10, whichever applies, will be granted the teacher as experience.
- (c) Effective September 1, 2010, casual occasional teaching will be recognized for grid placement for long term occasional assignments. The calculation of such experience will be limited to casual

teaching experience earned with the Renfrew County District School Board commencing September 1, 2009. Experience will be calculated and applied as of September 1st of each year. Each twenty (20) days of experience shall equate to .1 of an increment.

- 9.11 It shall be the responsibility of the Long Term Occasional Teacher to provide the Board with a statement from Q.E.C.O. and any documents prior to June 30th for retroactive adjustment to the first day of the first long term assignment of the current school year.
- 9.12 Should Q.E.C.O. develop a new program during the term of the Agreement, the new program shall be implemented provided that it is fully funded by the Ministry of Education funding formula qualification and experience grant.
- 9.13 In the event that the assignment of the Long Term Occasional Teacher is to be terminated prior to the originally scheduled termination date, the Long Term Occasional Teacher will be given ten (10) teaching days notice or ten (10) days pay in lieu of notice.
- 9.14 At the time of offering the assignment the Occasional Teacher shall be advised whether the assignment shall be for a full school day or a portion of the school day if less than full-time assignment.
- 9.15 Occasional Teachers shall not be paid for less than .5 of an assignment. For assignments between .5 and 1.0, Occasional Teachers shall be pro-rated to the actual assignment and paid accordingly. It is understood that where the teacher's assignment is less than .5, the Occasional Teacher will be assigned additional duties, at the discretion of the Principal, up to the .5 for which they are being paid.
- 9.16 For purposes of Employment Insurance, the number of insurable hours to be reported shall be eight (8) hours per day.

ARTICLE X - OCCASIONAL TEACHER LIST

- 10.01 (a) To be eligible for inclusion on the Occasional Teacher List, an Occasional Teacher must have an Ontario Teaching Certificate and remain a member in good standing with the Ontario College of Teachers and the Union.
- (b) The Board shall distribute information packages to all Occasional Teachers newly added to the List. One package will be supplied by the Union. The other package will be the Board's current New Teacher Orientation package with suitable modifications for Occasional Teachers.
- (c) The Board shall provide each Occasional Teacher on the List with the current school directory and a pay schedule by September 30th for the upcoming year or immediately upon being newly accepted on the List.
- (d) Within five (5) days of their request, each Occasional Teacher shall be provided with confirmation of their Smartfind profile as entered in the system.
- (e) Occasional Teachers who are included on the List shall make themselves available for assignment or shall provide reasonable grounds for refusing such assignment.
- 10.02 (a) (i) The maximum number of Occasional Teachers in Level 1 shall be 37% of the number of FTE Elementary Teachers employed by the Board as of September 1st of each school year.
- (ii) The maximum number of Occasional Teachers in Level 2 shall be 14% of the number of FTE Elementary Teachers employed by the Board as of September 1st of each school year.
- (b) For the purpose of determining the maximum numbers permitted under Clause 10.02(a), those in Long-Term Occasional assignments or permanent contract assignments that are 50% FTE or more and six (6) months or longer in duration or those on a full year leave or those that are determined to be unavailable shall not be included in the count.
- (c) The implementation of Clause 10.02(a) shall not result in the removal of the name of any person on the Occasional Teacher List. This protection includes anyone on a leave under Article XII.
- (d) The Board may request of the Union that the number of names on the List be increased to maintain a sufficient pool of names for casual assignments. Pursuant to such a request, the number of names on the List may be increased, but only with the written consent of the Union, and only to the extent that the Union permits.
- (e) The Union has the right to stipulate that, as of a date of its choosing, no names may be added until the number of names on the List falls below the maximum number specified in 10.02(b).
- 10.03 (a) Any person wishing to have their name included on the Occasional Teacher List may do so by completing the Board's Agreement to Teach Form and presenting the required documentation to the

Human Resources Department. Applications will be considered up to the end of the first week of September, January and May for inclusion on the List to be published thereafter based upon program needs. See Agreement to Teach Form in Appendix A to this Agreement (final Draft to be approved by the Parties).

- (b) Occasional Teachers, who are currently in Level 2 and have indicated on their Agreement to Teach Forms an interest in being in Level 1, shall be placed in Level 1, as space allows, before any new Occasional Teachers are hired and placed in Level 1. Occasional Teachers will be moved from Level 2 and placed in Level 1 according to the seniority of their employee number. New Occasional Teachers will be placed in Level 2 as space allows unless there is room in Level 1.

- 10.04 Occasional Teachers shall notify the Human Resources Department of the Board in writing of any changes of address, telephone number and e-mail address, required by the Board to contact the Occasional Teacher regarding teaching assignments.
- 10.05 On or about September 30th of each school year, the Board will provide the Local with the addresses, telephone numbers and e-mail addresses of all Occasional Teachers on the Board's Occasional Teacher List. Any amendments to the Occasional Teacher List shall be forwarded to the Local on or about December 31st and April 1st of each year.
- 10.06 The Board agrees to review the composition of the Occasional Teacher List to ensure that the List contains only the names of the Occasional Teachers actively seeking assignments. The List shall contain appropriate numbers of teachers to cover geographic, subject area and grade level needs. The name of each Occasional Teacher who does not return the Agreement to Teach Form or who has not taught at least three (3) days in the previous school year as of April 1st, shall be removed from the Occasional Teacher List for the following year.

ARTICLE XI - PRINTING OF COLLECTIVE AGREEMENT

- 11.01 The Board shall provide each Occasional Teacher with a copy of the current Collective Agreement in force between the Board and the Local.

ARTICLE XII - LEAVE OF ABSENCE

- 12.01 All teachers on the Occasional Teachers' List may request to have their name voluntarily removed from the Occasional Teacher List for a period of up to and including one (1) school year.
- 12.02 The Board shall grant the request.
- 12.03 The Occasional Teacher's name shall be returned to the level of the Occasional Teacher's List that the Occasional Teacher was on at the commencement of the leave.
- 12.04 The time of any leave under Article XII shall not count for experience or salary.

ARTICLE XIII - JOB VACANCIES

- 13.01 When it is predetermined by at least three (3) weeks that a Long Term Occasional Teacher will be required for a continuous period of three (3) months or more, such vacancy shall be posted in each elementary school and a copy provided to the President of the Local. Such posting requirements will have been properly fulfilled when a copy is forwarded to the President of the Local.
- 13.02 When a position covered by a Collective Agreement under the teacher local is opened to applicants not currently employed by the Board under that Collective Agreement, applications from Occasional Teachers will be considered. In all cases, subject to any conditions in the Collective Agreement covering the position, the candidate best meeting the criteria established for the position shall receive the position. If two (2) candidates are considered to be equal, preference will be given to a person employed by the Board (including occasional teaching).
- 13.03 For known Long Term Occasional assignments the Board shall give the Local President a copy of the appointment letter. The letter will indicate the start date, the anticipated return date and the teacher being replaced.

- 13.04 When an Occasional Teacher is called for an assignment which then becomes a Long Term assignment, the Occasional Teacher shall continue subject to the consent of the Principal and the Occasional Teacher.
- 13.05 #en a Long Term Occasional teaching position becomes available, the Board shall first consider qualified applicants from the Occasional Teacher List for the position.

ARTICLE XIV - LEAVES OF ABSENCE FOR LONG TERM OCCASIONAL TEACHERS

- 14.01 (a) A Long Term Occasional Teacher shall be entitled to unpaid leave of absence for bereavement not covered by 14.01(b). Such leave shall constitute neither a break in a continuing assignment nor a day of a continuing assignment. In all cases the Principal of the school (or a designated alternate) must be notified as soon as possible, and, where possible, in advance.
- (b) Funerals
A maximum of three (3) teaching days without loss of salary or any other benefits in the Collective Agreement is allowed to attend the funeral of immediate next-of-kin only (parents or guardians, children, brothers, sisters, spouse [including same sex or common law], mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and sons or daughters-in-law). If more than three (3) consecutive teaching days are required to attend the funeral of immediate next of kin, the number of days in excess of three (3), where approved by the Director, shall be without loss of salary or any other benefits in the Collective Agreement. Attendance at funerals of other relations or close friends may be without loss of salary or any other benefits in the Collective Agreement, with the Director's approval.
- (c) Quarantine
In any case where, because of exposure to a communicable disease, an Occasional Teacher is quarantined or otherwise prevented by order of the medical authorities from attending upon teaching duties, the Occasional Teacher shall be paid and the time shall not be deducted from the Occasional Teacher's sick leave account.
- (d) Court Appearances
Each Occasional Teacher shall be allowed leave of absence without deduction of salary or loss of sick leave credit when required to serve on a jury or subpoenaed as a witness in any proceeding to which the Occasional Teacher is not a party or one of the persons charged. The Occasional Teacher shall pay to the Board any fee, exclusive of travelling allowances and living expenses, that is received as a juror or as a witness.
- (e) Inclement Weather
Subject to the approval of the Superintendent of Human Resources or designate, when extreme weather conditions prevent a Long Term Occasional Teacher from traveling from his/her principal residence to his/her workplace, there shall be no loss in salary under this Agreement. On return to work, the Occasional Teacher will submit an Application for Leave Form to the Superintendent of Human Resources or designate, detailing the reasons for the absence.
- 14.02 (a) A Long Term Occasional Teacher shall be entitled to one (1) sick leave day upon completion of the first ten (10) days of a Long Term Occasional Teaching assignment and one (1) sick leave day for each ten (10) days subsequently completed in any Long Term Occasional Teaching assignment within the same school year.
- (b) Sick leave shall not be cumulative from one (1) school year to the next.
- (c) In the event that a Long Term Occasional Teacher is absent due to personal illness during a Long Term Occasional assignment in a given school year, sick leave credits subsequently earned in that school year may be applied retroactively to the period of illness.
- (d) Sick leave exceeding three (3) consecutive working days shall be allowed only upon presentation of a certificate of incapability to work through illness signed by a licensed medical practitioner or nurse practitioner diagnosing within his/her scope of practice.
- 14.03 Pregnancy, Parental and Adoption Leave
The Board provides pregnancy, parental and adoption leave for employees for such period before and after delivery or adoption of a child as will serve the interest of the students, the Board and the employee concerned, and in conformity with the requirements of the Employment Standards Act.
- Pregnancy is regarded as a normal health condition and not as sickness. No distinction is made between illness resulting from pregnancy and other types of illness for the purpose of sick leave coverage.
- (a) Types of Leave
(i) Pregnancy Leave

A Pregnancy Leave is granted to a pregnant employee and is for a period of fifty-two (52) weeks or such shorter period of time as the employee requests. The term "Pregnancy Leave" includes both the seventeen (17) week pregnancy and thirty-five (35) week parental leaves of the Employment Standards Act.

(ii) Parental Leave

A Parental Leave is granted to an employee whose spouse is expecting to give birth and is for a period of thirty-five (35) weeks or such shorter period of time as the employee requests. Parental Leave must commence no later than thirty-five (35) weeks after the child is born.

(iii) Adoption Leave

Adoption Leave is granted to an employee who has provided the Board with confirmation that an application has been made for adoption and is for a period of thirty-five (35) weeks or such shorter period of time as the employee requests. Adoption Leave may commence immediately after the child becomes available. Adoption Leave must commence no later than thirty-five (35) weeks after the child comes into the custody and control of the adopting employee for the first time.

(iv) Extended Pregnancy Leave

An Extended Pregnancy Leave is granted to a pregnant employee and is for a period not to exceed two (2) years. The duration of the leave, commencing date and termination date are at the discretion of the Board and subject to mutual agreement with the employee.

(b) Employees with Thirteen or more Weeks Continuous Service at Beginning Date for Leave

(i) Leaves as defined in Clause 14.03(a) shall be granted provided any and all applicable conditions have been met.

(ii) Written documentation is required in:

- (1) application for leave suggesting beginning and ending dates;
- (2) probable date of delivery (Pregnancy Leave, Parental Leave or Extended Pregnancy Leave) or expected date of first coming into care and control of the employee (Adoption Leave);
- (3) doctor's certificate of pregnancy and probable delivery date (Pregnancy Leave, Parental Leave or Extended Pregnancy Leave);
- (4) confirmation of leave including beginning and ending dates;
- (5) doctor's certificate of need for extension of leave (Pregnancy Leave or Extended Pregnancy Leave) if applicable.

(iii) Application for leave must be made at least two (2) weeks before the leave is to begin. Employees shall endeavour to provide four (4) weeks notice.

(iv) The beginning and ending dates of the leave provided under these provisions will be in accordance with the Employment Standards Act. Any variation from this will be by agreement with the Superintendent responsible for Human Resources or designate.

(v) An employee may terminate a leave prior to the planned date by notifying the Superintendent responsible for Human Resources, in writing, at least four (4) weeks before the requested date of return.

(vi) During a leave, the employee shall receive no salary from the Board; seniority shall continue to accrue; sick leave shall not be reduced unless used.

(vii) During a leave, for the lesser of eighteen (18) weeks in the case of a Parental Leave or Adoption Leave, or thirty-five (35) weeks in case of a Pregnancy Leave or an Extended Pregnancy Leave, and the duration of the leave, the Board shall where applicable continue to pay its share of the premiums for insured employee benefits experience for grid placement and sick leave shall continue to accumulate.

(viii) After the period of time covered by Clause 14.03(b)(vii), time spent on a leave under this provision shall not accrue towards placement on the salary grid or accumulation of sick leave.

(ix) At the end of a leave under this provision the Board shall return the employee to the position most recently held, if it still exists, or to a comparable position, if it does not. This return to position shall be subject to redundancy procedures. It is understood that a teaching position does not extend beyond a school year and that return from a leave commenced in a prior school year must always be to a comparable position.

(c) Employees with Less than Thirteen Weeks Continuous Service at Beginning Date for Leave

All provisions in this part are the same as those in Clause 14.03(b) except:

(i) the beginning date of the leave period if earlier than eleven (11) weeks prior to the expected delivery date and the ending date if later than six (6) weeks after the delivery date shall be determined by the Superintendent of the Department concerned;

(ii) where the Pregnancy Leave extends beyond the eleven (11) week period, the employee loses the right to return to the Board's employ, unless such extension leave is approved, in writing, by the Superintendent responsible for Human Resources or designate;

- (iii) neither the particular position held by the employee at the beginning of the leave nor the equivalent position ~~is~~ guaranteed on return to work, but the Superintendent concerned will place the employee in a position as near as practicable to that formerly held.
- (d) Adoption Leave Provisions
 - (i) Pre-placement leave shall not exceed two (2) weeks except with specific approval of the Superintendent.
 - (ii) If the presence of the adopting employee is required for pre-adoption purposes [not including those set out in (i) above], such leave shall be available, provided that the teacher supplies verification from the adoption agency. Such leaves shall be charged against the employee's special leave allowance.
- (e) SEB Plan

Subject to the applicable legislation, the Board shall provide an Occasional Teacher on leave pursuant to Clause 14.03(a)(i), (ii) or (iii) with a Supplementary Employment Benefit Plan providing for payment of the first two (2) weeks of leave at the normal Employment Insurance rate for the eligible Occasional Teacher.

 - (i) A Pregnancy/Parental Leave SEB Plan shall provide for payment of the first two (2) weeks of Pregnancy/Parental Leave of the normal Employment Insurance rate for each eligible Occasional Teacher.
 - (ii) For the six (6) week period immediately following the birth of her child, the Board shall top-up benefits as a supplement to the Occasional Teacher's Employment Insurance pregnancy benefit entitlement, without the requirement to submit medical proof of illness. The amount of the top-up shall be equal to the difference between the amount of the Occasional Teacher's Employment Insurance pregnancy benefits (which is acknowledged to be during the Occasional Teacher's two [2] week waiting period if it occurs during this period), and ninety-five (95) percent of the Occasional Teacher's regular weekly earnings. For the purpose of the Article, the Occasional Teacher's regular weekly earnings shall be determined by dividing the annual gross salary by fifty-two (52). If the occasional Teacher is not entitled to pregnancy Employment Insurance benefits for the full six (6) week period immediately following the birth of her child, the top-up benefit payments are only required from the Board for any period corresponding with the payment of Employment Insurance pregnancy benefits.
 - (iii) Within one (1) month of the expected date of delivery, the Occasional Teacher shall notify the Board of the Occasional Teacher's intent to access either a) the E.I. top up, as outlined in Clause (ii) above or b) the Occasional Teacher's accumulated sick leave credits to a maximum of six (6) weeks from the date of delivery provided the teacher has sufficient credits available.

Effective September 1, 2005, regular weekly earnings is the Occasional Teacher's salary multiplied by 5/194 days. The payment from the Board will be payable to the member only for those days during the two (2) week waiting period (SEB) and the six (6) week top-up period which fall on regular school days (maximum forty [40] days). If the Occasional Teacher is not entitled to pregnancy Employment Insurance benefits for the full six (6) week period immediately following the birth of her child, the top-up benefit payments are only required from the Board for any period corresponding with the payment of Employment Insurance pregnancy benefits.

- 14.04 (a) Family Medical Leave
- Family Medical Leave means an unpaid leave taken for the purpose of caring for or supporting a family member who is gravely ill with a significant risk of death within twenty-six (26) weeks. The leave may be taken for up to a maximum of eight (8) weeks.
- (b) An Occasional Teacher on Family Medical Leave shall continue to be entitled to all rights, benefits and privileges which would have been received had the Occasional Teacher been actively employed.
 - (c) An Occasional Teacher who intends to take a Family Medical Leave shall notify the Board of the dates on which the Occasional Teacher intends to leave and return to active employment.
 - (d) The Occasional Teacher will provide to the Board a medical certificate indicating that a member of the family is gravely ill with a significant risk of death within twenty-six (26) weeks and the relationship to the Occasional Teacher.
 - (e) For the purposes of this article, "family" is defined as follows:
 - (i) the Occasional Teacher's spouse;
 - (ii) a parent, step-parent or foster parent of the Occasional Teacher;
 - (iii) a child, stepchild or foster child of the Occasional Teacher or the Occasional Teacher's spouse.
 - (9) An Occasional Teacher returning from Family Medical Leave shall be assigned the same teaching assignment that the Occasional Teacher would have had if he/she had not taken the leave.
 - (g) The Board shall provide an Occasional Teacher with a Record of Employment so that the Occasional Teacher may apply for Employment Insurance during Family Medical Leave.

14.05 Medical Procedures

(i) Not Responsible for Diagnosis or Medication

The Board shall not request any Occasional Teacher to administer medication or perform any medical or physical procedure on any pupil that might in any way endanger the safety or well-being of the pupil or subject to the Occasional Teacher to risk, injury or liability for negligence.

It shall not be part of the duties and responsibilities of an Occasional Teacher to examine pupils for communicable conditions or diseases or to diagnose such conditions or diseases.

(ii) Trained Personnel to be Provided

To the extent possible, the Board shall use appropriately trained non-teaching personnel to perform any of the functions outlined in Article 14.05(i).

ARTICLE XV - CALLING OF OCCASIONAL TEACHERS

- 15.01 (a) All Occasional Teachers must complete an Agreement to Teach Form (Appendix A) provided by the Board. The Agreement to Teach Form may be changed only with the mutual consent of the Union and the Board. These Forms will be forwarded to the Union as Occasional Teachers are placed in Long Term Occasional assignments or added to the List.
- (b) The Agreement to Teach Form (Appendix A) shall indicate a return date effective May 30th. Occasional Teachers shall indicate on the Agreement to Teach Form:
- (i) preference for five (5) schools, in rank order, in which the Occasional Teacher wishes to teach;
 - (ii) time of the day and/or days of the week available;
 - (iii) divisions: qualifications and/or willingness;
 - (iv) sub-groups: qualifications and/or willingness;
 - (v) qualifications and certification;
 - (vi) availability for Long Term Occasional assignments;
 - (vii) availability for full or part-time elementary positions;
 - (viii) if they are a retired teacher;
 - (ix) a desire to move from Level 2 to Level 1 (if applicable).
- 15.02 (a) Each school shall have assigned to it a Level 1 Priority List that represents, wherever possible, up to 50% of the total elementary teaching staff of that school. Any Absence or Vacancy shall be filled from those Occasional Teachers assigned to the Level 1 Priority List.
- (b) Only when the Level 1 Priority List has been exhausted shall the automated system Smartfind go to the Level 1 General List for that school. This clause is in accordance with Article 15.08.
- 15.03 Occasional Teachers shall be placed on school lists following procedures as developed by the Board in consultation with the Union. Such lists shall be provided to the Union by September 15th and at other times based upon reasonable requests by the Union.
- 15.04 The method for placing Occasional Teachers on the school lists will be annually reviewed by the Board and the Union by May 1st of each school year,
- 15.05 Procedures regarding calling of Occasional Teachers shall be reviewed annually by the Board in consultation with the Union for the purpose of achieving an equitable distribution of work and serving program needs.
- 15.06 Upon request, the Board shall provide to the Union:
- (a) the records of all calls by the automated calling system Smartfind and data collected;
 - (b) the use and assignments of unqualified personnel.
- 15.07 The Board shall mail or e-mail the Agreement to Teach Forms to all Occasional Teachers on the current List by May 1st of each year in accordance with 15.01(a). Occasional Teachers must return the completed forms by May 30th to stay on the List for the following year. Any Occasional Teacher wishing to transfer to another school list may change preference at this time.
- 15.08 The Board agrees that only a qualified Elementary Occasional Teacher from the List shall replace a regular teacher who is absent or fill a vacancy as defined by the agreed upon process, unless no qualified Elementary Occasional Teacher is available.

15.09 Call-Out Process

(a) To be placed on Level 1 Priority Lists:

- (i) Occasional Teachers must select five (5) schools to be listed for casual assignments. Exceptions may be made in areas where the Family of Schools is less than five (5). Occasional Teachers will be placed by the Board and the Union on priority lists for three (3) of these schools. The other choices will be for the General List. Occasional Teachers will specify subjects and grades for which they are qualified and/or willing to teach.
- (ii) Occasional Teachers will be available to teach a minimum of three (3) days per week.
- (iii) Occasional Teachers will receive first priority call out when absences or vacancies occur according to their preferences.

(b) To be placed on Level 1 General Lists:

- (i) Occasional Teachers may select any number of schools for which they will be placed on General Lists.
- (ii) Occasional Teachers on General Lists will be called for all subjects and grades and will receive second priority call out for these schools.

(c) Level 1 Sub-Groups

- (i) Sub-groups will identify Occasional Teachers qualified and/or willing to teach specific subjects, i.e. French, Special Education, Music, Physical Education, satellite classes, etc.
- (ii) Occasional Teachers will receive first priority calls when an absence or vacancy in a subject they are qualified to teach occurs at schools listed in their Profile.
- (iii) When Smartfind is unsuccessful in assigning an Occasional Teacher within these subgroups, to an assignment, all other Occasional Teachers in Level 1 and 2 will be called in accordance with the call-out process.

(d) District Preferred (Level 2 Restricted)

- (i) Occasional Teachers are called for all subjects and grades, JK through Grade 8.
- (ii) Occasional Teachers will have some availability restrictions for occasional teaching assignments.
- (iii) Occasional Teachers are called after Smartfind has exhausted its calls to Level 1.

(e) The Union and the Board shall meet by June 15th and at such times as required, to place Occasional Teachers on schools' Priority and General Lists. As much as is possible, Occasional Teachers shall be given their first choice of priority schools, starting with the Occasional Teacher with the most seniority. Seniority will be determined by date of hire for the Occasional List. All ties will be resolved by drawing of lots.

15.10 The following procedures shall apply to all Casual and Long Term Occasional Teachers:

- (a) (i) Absences from one (1) to five (5) days shall be filled by the automated calling system Smartfind according to Article 15.09 of this agreement. Exceptions may be made only with the prior approval of the Union.
- (ii) An Occasional Teacher in a casual assignment, that becomes a multi day vacancy, shall continue in the assignment subject to the consent of the Principal and the Occasional Teacher.

15.11 Any future changes to the calling system shall be made only upon agreement between the Board and the Local.

ARTICLE XVI -WORKING CONDITIONS

16.01 The school shall provide the Occasional Teacher with a statement of policy concerning school discipline procedures. The Board shall ensure that a statement of classroom discipline and classroom procedures is available for each Occasional Teacher.

16.02 The Board agrees that the primary responsibility of the Occasional Teacher is to fulfill the teaching duties of the teacher being replaced and further agrees that support from the school administration in providing supervision and maintaining discipline, shall be provided.

- 16.03** (a) An Occasional Teacher shall be assigned only the regularly assigned classroom and supervisory duties of the teacher being replaced.
- (b) For a Long Term Occasional Teacher, where a full-time teaching assignment is split into two (2) or more assignments, the timetable for each split assignment will be amended where necessary to accommodate the appropriate percentage of preparation time.

- 16.04 The Board shall instruct each Principal that an Occasional Teacher shall not be assigned yard duty prior to the commencement of class on the first morning of an assignment or prior to commencement of the afternoon class on the first day if it is a half-day assignment.
- 16.05 The Board shall provide each Occasional Teacher with an uninterrupted period for lunch, free from duty, of at least forty **(40)** minutes per day.
- 16.06 (a) The Board shall reimburse, at the Board's current kilometre/mileage rate, each Occasional Teacher for travel between an assignment involving two (2) or more schools within the Board's jurisdiction if the teacher the Occasional Teacher is replacing normally receives the allowance.
 (b) An Occasional Teacher who the Board assigns duties of two (2) or more locations on the same day shall be provided with adequate time to travel between the locations. When traveling occurs, it shall be exclusive of preparation time, and when it occurs during the lunch period, it shall be an extension of the forty **(40)** minute lunch period. The foregoing shall not apply to an Occasional Teacher who applies to more than one (1) part time position.
- 16.07 The Board shall provide bulletin board space in each elementary school on the common bulletin board for the exclusive use of the Local.
- 16.08 A school handbook, student list, seating plan and timetable shall be available to Occasional Teachers in each classroom.
- 16.09 The Board agrees to meet with Principals and Vice Principals within thirty (30) days of ratification of the Agreement by both Parties to review the content of the new Agreement. The President of the Local or designate and a Board representative shall jointly provide an annual review for Principals and Vice Principals. The Board agrees to provide the President with a copy of all written communication to Principals and Vice Principals in this regard.
- 16.10 If requested, a Long Term Occasional Teacher will receive technical support in the preparation of report cards.
- 16.11 No Occasional Teacher shall be required to transport students in their own personal vehicle or any other vehicle.

ARTICLE XVII - PROFESSIONAL ACTIVITY DAYS

- 17.01 The Board shall provide information to the Local President about the professional development activities provided by the Board at least two (2) weeks prior to the activity.
- 17.02 An Occasional Teacher may attend, without pay, scheduled Professional Activity Days arranged by the Board subject to space availability. Requests are to be made to the appropriate Principal if the Professional Activity Day is scheduled for the school site. If the Professional Activity Day is scheduled for a central location, the Occasional Teacher requests are made through the conference registration procedure.
- 17.03 An Occasional Teacher shall, upon request, have access to the Board's in-service programs on a voluntary basis subject to space availability.

ARTICLE XVIII - OCCASIONAL TEACHER-BOARD RELATIONS COMMITTEE

- 18.01 The Occasional Teacher-Board Relations Committee shall be composed of three (3) members representing the Board and three (3) members representing the Local.
- 18.02 Meetings and reports will be at the Committee's discretion.
- 18.03 The Committee shall discuss conditions of employment and other matters which concern the Occasional Teachers or the Board. Recommendations from the Committee shall be forwarded to the Local Executive and the Board for action.

ARTICLE XIX - EVALUATION

- 19.01 An evaluation of an Occasional Teacher may be made at the discretion of the Principal or Supervisory Officer. Only Supervisory Officers, Principals and Vice Principals shall evaluate an Occasional Teacher. The evaluation form shall be the form as posted in Appendix B of this Collective Agreement.
- 19.02 Where this evaluation involves observation of the Occasional Teacher's classroom teaching, the Occasional Teacher shall be given at least one (1) day prior notice.
- 19.03 Any evaluation of the Occasional Teacher shall be made in writing and signed by the evaluator with a copy to the Occasional Teacher.
- 19.04 The Occasional Teacher will be given an opportunity to read the evaluation to sign it and to make any written comments the Occasional Teacher so desires.
- 19.05 The Occasional Teacher's signature will indicate only that the Occasional Teacher has read the evaluation.
- 19.06 A copy of the signed evaluation form shall be kept at the Board Office.
- 19.07 If, for any reason the Occasional Teacher fails to sign the evaluation form, this shall be noted on the copy of the evaluation form.
- 19.08 An evaluation which states that the Occasional Teacher's classroom teaching is unsatisfactory shall outline the reason(s). The Principal shall meet with the Occasional Teacher to outline the areas for improvement and provide recommendations for such improvement (see "Occasional Teacher Evaluation Form" in Appendix B).
- 19.09 The Performance Appraisal of a casual and/or long term Occasional Teacher shall be provided to the casual and/or long term Occasional Teacher within three (3) teaching days after the appraisal.

ARTICLE XX - PERSONNEL FILES

- 20.01 An Occasional Teacher shall have access during normal business hours to that Occasional Teacher's personnel file upon prior written request and in the presence of a Supervisory Officer or other person(s) designated by the Director. The Occasional Teacher shall also have access to that Occasional Teacher's personal in-school data file. The Occasional Teacher may copy, without cost, any material contained in the files.
- 20.02 The Occasional Teacher may be accompanied by one (1) other person who shall have access to such information at the request of the Occasional Teacher.
- 20.03 If the Occasional Teacher disputes the accuracy or completeness of any such information other than an evaluation referred to in Article XIX, the Board shall, within thirty (30) calendar days where possible from receipt of a written request by the Occasional Teacher stating the alleged inaccuracy, either confirm, amend or delete the information.
- 20.04 Where the Board amends such information under Article XX, the Board shall, at the request of the Occasional Teacher, attempt to notify all persons who received a report based on inaccurate information.
- 20.05 If there is a dispute as to the accuracy of any material in the files covered by Clause 20.01, said dispute shall be resolved by the processes of the Municipal Freedom of Information and Protection of Privacy Act, 1989.
- 20.06 The Board shall keep any medical information pertaining to an Occasional Teacher in a separate file which shall be held in a secure manner.
- 20.07 An Occasional Teacher has the right to attach written information to any document in his/her personnel file, reflecting any correction that was requested and not made.
- 20.08 Where there is a twenty-four (24) month period during which no letter of discipline has been entered on the file, all previous letters of discipline with respect to the Occasional Teacher shall be destroyed.

Notwithstanding the foregoing, where the letter of discipline involves an interaction with a student it shall be maintained in an Occasional Teacher's personnel file for a period of five (5) years. Thereafter, the letter of discipline shall not affect the Occasional Teacher's standing and shall not be considered, relied upon or referred to for purposes of advancement, promotion or discipline.

ARTICLE XXI - JUST CAUSE

- 21.01 (a) The Renfrew County Elementary Occasional Teacher Local recognizes the right of the Board to discharge and discipline Occasional Teachers with just cause following a meeting with the Occasional Teacher to discuss the issue and subject to the right of an Occasional Teacher to lodge a grievance in accordance with Article VII of the Collective Agreement.
- (b) Prior to imposition of any discipline and except for exceptional circumstances, there shall be a meeting held between the Occasional Teacher, the Union and the Board to discuss the matter. Any such meeting held during a scheduled working day shall not result in any **loss** of pay. The Board will advise the Occasional Teacher and the Union about the nature of the meeting prior to the meeting. The Union shall be represented at the meeting.
- (c) Such cause shall be communicated in writing, by registered mail or hand delivered to the Occasional Teacher with a copy to the President of the Local and the appropriate Superintendent, within ten (10) working days from the time the Occasional Teacher is informed of such action.

ARTICLE XXII - REMOVAL FROM OCCASIONAL TEACHER LIST

- 22.01 The Board may remove the name of an Occasional Teacher from the Occasional Teacher List, upon written notice:
- (a) at any time during the probationary period;
 - (b) for failing to be present for duty after having agreed to report and not providing reasonable grounds;
 - (c) for just and sufficient cause and such cause shall be communicated in writing;
 - (d) at the request of the Occasional Teacher in writing or by e-mail;
 - (e) for failure to return the Agreement to Teach Form by May 31st;
 - (**9**) for refusal of **five** (5) assignments without providing reasonable grounds;
 - (g) for being unreachable for assignments during a period of twenty (20) consecutive days without first notifying the Board of a planned period of unavailability by entering such information into Smartfind;
 - (h) for not teaching at least three (3) days in the previous school year.

ARTICLE XXIII – HARASSMENT

- 23.01 The Board and the Union agree that every employee has the right to freedom from harassment in the working environment.

ARTICLE XXIV – HEALTH AND SAFETY

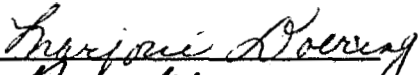
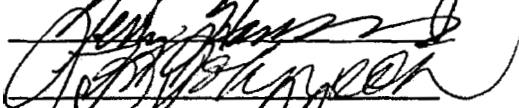

- 24.01 The Board recognizes its obligation to provide a safe and healthy environment for employees to carry out all duties and obligations under the Occupational Health and Safety Act and its regulations. Any alleged violation of the Act shall be dealt with pursuant to the enforcement mechanisms outlined in the Act.

ARTICLE XXV – CRIMINAL BACKGROUND CHECKS

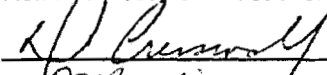

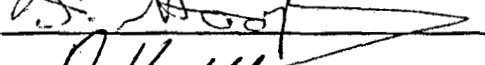

- 25.01 The Board shall collect and manage personal documents and information including criminal background checks, in a secure manner that provides for confidentiality and privacy for Occasional Teachers.
- Any action taken by the Board affecting an Occasional Teacher that is related to the criminal background check or the offence declaration required by the Regulations shall be in accordance with the Ontario Human Rights Code and the Agreement and may be the subject of a grievance.

Dated at Pembroke, Ontario this 3 day of June, 2009.

Signed and agreed on behalf of the
Renfrew County District School Board

Signed and agreed on behalf of the
Elementary Teachers' Federation of Ontario,
Renfrew Occasional Teachers' Local



APPENDIX A
RENFREW COUNTY DISTRICT SCHOOL BOARD
AGREEMENT TO TEACH FORM FOR ELEMENTARY OCCASIONAL TEACHERS
2008/2009



RETURN PACKAGE TO: LINDA BRUMM, HUMAN RESOURCES, RENFREW COUNTY DISTRICT SCHOOL BOARD,
 1270 Pembroke Street West, PEMBROKE, ONTARIO, K8A 4G4

NAME: _____ **GENDER:** **M** **F**
ADDRESS: _____ **PHONE:** _____
 _____ **E-MAIL:** _____
POSTAL CODE _____

TO BE ELIGIBLE FOR INCLUSION ON THE ELEMENTARY OCCASIONAL TEACHER LIST YOU MUST CURRENTLY BE AND REMAIN A MEMBER IN GOOD STANDING WITH THE ONTARIO COLLEGE OF TEACHERS.

- Attach copy of current Ontario College of Teachers Certificate of Qualifications.
- Attach a completed Offence Declaration (this is required annually).

1.

which you are **willing** to teach with or without the qualifications.

	A: Qualified to Teach	B: Willing to Teach
Jr. Kindergarten – Sr. Kindergarten		
Primary		
Junior		
Intermediate		
Core French		
French Immersion		
Special Education		
Fine Arts/Music		

2.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM. (8:00 to noon)					
P.M. (noon to 3:30)					

3. List the **five schools** where you wish to be on their **PRIORITY LIST**, in order of preference:

1. _____ 4. _____
 2. _____ 5. _____
 3. _____

4. **ADDITIONAL SKILLS**

Please list other applicable skills/training and date of certification. (ie. first aid, CPR, anaphylaxis)

SKILL	DATE OF CERTIFICATION

RENFREW COUNTY DISTRICT SCHOOL BOARD

5. The Schools are listed according to their geographic area (family designation). Please indicate the schools where you are willing to accept assignments and are within a reasonable driving distance from your home. (Include your priority schools from section 3)

a) The Board shall attempt to match each teacher to the schools of his/her choice but reserves the right to call occasional teachers to specific schools based on system needs.

b) **Any change in name, address, telephone number, or availability during the year must be reported in writing to the Board's Human Resources Dept.**

Arnprior Family

Walter Zadow P.S.

McNab P.S.

A.J. Charbonneau P.S.

Opeongo Family

Cobden District P.S.

Eganville District P.S.

Pembroke Family

Beachburg P.S.

Westmeath P.S.

Champlain Discovery P.S.

Highview P.S.

Rockwood P.S.

New Horizons

Renfrew Family

Admaston P.S.

Calabogie P.S.

Central P.S.

Queen Elizabeth P.S.

Madawaska Family

Killaloe P.S.

Sherwood P.S.

Palmer Rapids P.S.

Petawawa Family

Pine View P.S.

Herman Street P.S.

General Lake P.S.

Pinecrest P.S.

Deep River Family

Morison P.S.

Keys P.S.

6. My 45 days probationary period is completed and the OT Tracking Sheet has been sent to the HR Dept.
 Yes No

CANDIDATE'S SIGNATURE

DATE SIGNED

Personal information on this form is collected under the authority of the Education Act. The personal information collected will be used for education, administration and statistical purposes of the Board and/or Ministries and Agencies of the Government of Ontario and the Government of Canada. Questions about this collection of personal information should be directed to the Director's Office, 1270 Pembroke Street West, Pembroke, Ontario K8A 4G4 (613) 735-0151.

APPENDIX B

OCCASIONAL TEACHER EVALUATION FORM

Occasional Teacher Being Evaluated _____ Date of Evaluation _____

Principal _____ School _____

Grade Level/Subject(s) _____ Length of Assignment (Dates) _____

Please select one the following letters which most accurately reflects the Occasional Teacher's performance in each of the following categories.

"S" – Satisfactory

"US" – Unsatisfactory

Classroom Management Skills

- 1. Maintains a positive learning environment. _____
- 2. Communicates clear expectations for behaviour. _____
- 3. Provides Encouragement to students. _____
- 4. Uses instructional time effectively and paces lessons appropriately. _____
- 5. Uses appropriate strategies to keep students on task. _____

Comments: _____

Instructional Skills

- (a) Demonstrates sound knowledge of subject matter _____
- (b) Provides clear direction and explanations. _____
- (c) Models correct and appropriate oral and written language _____
- (d) Handles student responses appropriately. _____
- (e) Demonstrates active listening skills. _____
- (f) Encourages student participation and interaction. _____
- (g) Aware of specific expectations for this grade level. _____
- (h) Daybook was followed or appropriate learning activities were substituted. _____
- (i) A record was left about what was and what was done. A record was left with pertinent comments regarding class behaviour, success or difficulties. _____

Comments: _____

Personal and Professional Skills

- (a) Demonstrates cooperative and professional relationships with school personnel and honours confidentiality _____
- (b) Shows initiative and enthusiasm. _____
- (c) Performs other required duties effectively (yard duty, lunch & hall). _____

Comments: _____

Recommendations: _____

Occasional teacher's Comments: _____

Occasional Teacher's Signature

Date

(I have read, understand and acknowledge the information on this evaluation form)

Principal/Vice Principal's Signature

Date

**APPENDIX C
ELEMENTARY TEACHERS' SALARY GRID**

Effective September 1, 2008						Effective September 1, 2009					
Year	A	A1	A2	A3	A4	Year	A	A1	A2	A3	A4
0	35,466	36,502	40,158	43,807	47,459	0	36,175	37,232	40,961	44,683	48,408
1	37,817	39,492	43,207	47,120	50,642	1	38,573	40,282	44,071	48,062	51,655
2	40,177	42,471	46,255	50,440	53,844	2	40,981	43,320	47,180	51,449	54,921
3	42,531	45,458	49,314	53,760	57,034	3	43,382	46,367	50,300	54,835	58,175
4	44,890	48,446	52,360	57,076	60,224	4	45,788	49,415	53,407	58,218	61,429
5	47,245	51,435	55,408	60,394	63,423	5	48,190	52,464	56,516	61,602	64,692
6	49,607	54,417	58,459	63,710	66,617	6	50,599	55,505	59,628	64,984	67,949
7	51,961	57,403	61,507	67,027	69,808	7	53,000	58,551	62,737	68,368	71,204
8	54,315	60,390	64,563	70,344	73,010	8	55,401	61,598	65,854	71,751	74,470
9	56,669	63,380	67,618	73,659	76,206	9	57,802	64,648	68,970	75,132	77,730
10	59,029	66,363	70,674	76,980	79,394	10	60,210	67,690	72,088	78,520	80,982
11	61,389	69,362	73,739	80,307	82,590	11	62,617	70,749	75,214	81,913	84,242
12	64,281				85,779	12	65,567				87,495
13	69,362					13	70,749				

Effective September 1, 2010						Effective September 1, 2011					
Year	A	A1	A2	A3	A4	Year	A	A1	A2	A3	A4
0	37,260	38,349	42,190	46,024	49,860	0	38,378	39,500	43,456	47,405	51,356
1	39,730	41,491	45,393	49,504	53,205	1	40,922	42,736	46,755	50,989	54,801
2	42,210	44,620	48,595	52,993	56,569	2	43,476	45,959	50,053	54,583	58,266
3	44,684	47,758	51,809	56,480	59,920	3	46,025	49,191	53,363	58,174	61,718
4	47,162	50,898	55,009	59,965	63,272	4	48,577	52,425	56,659	61,764	65,170
5	49,636	54,038	58,212	63,450	66,633	5	51,125	55,659	59,958	65,354	68,632
6	52,117	57,170	61,417	66,934	69,988	6	53,681	58,885	63,260	68,942	72,088
7	54,590	60,308	64,619	70,419	73,340	7	56,228	62,117	66,558	72,532	75,540
8	57,063	63,446	67,830	73,904	76,704	8	58,775	65,349	69,865	76,121	79,005
9	59,536	66,587	71,039	77,386	80,062	9	61,322	68,585	73,170	79,708	82,464
10	62,016	69,721	74,251	80,876	83,412	10	63,877	71,813	76,479	83,302	85,914
11	64,496	72,872	77,470	84,370	86,769	11	66,431	75,058	79,794	86,901	89,372
12	67,534				90,120	12	69,560				92,824
13	72,872					13	75,058				