



COLLECTIVE AGREEMENT

BETWEEN

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

AND

BLUEWATER DISTRICT SCHOOL BOARD

EFFECTIVE

SEPTEMBER 1, 2014 TO AUGUST 31, 2017

**Agreements have been extended to August 31, 2019
as per the provincial extension agreements.**

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ETFO OCCASIONAL TEACHERS – PART A: CENTRAL TERMS

C1.00 Structure and Content of Collective Agreement

C1.1 Separate Central and Local Terms

The collective agreement shall consist of two parts. Part “A” shall comprise those terms which are central terms. Part “B” shall comprise those terms which are central and local terms. For clarity there shall be one single collective agreement for teachers and one single collective agreement for occasional teachers.

C1.2 Implementation

Part “A” may include provisions respecting the implementation of central terms by the school board and, where applicable, the bargaining agent. Any such provision shall be binding on the school board and, where applicable, the bargaining agent. Should a provision in the Central Agreement conflict with a provision in the Local Agreement, the provision in the Central Agreement, Central Term will apply.

C1.3 Parties

- a) The parties to the collective agreement are the school board and the employee bargaining agent.
- b) Central collective bargaining shall be conducted by the central employer and employee bargaining agencies representing the local parties.

C1.4 Single Collective Agreement

Central terms and local terms shall together constitute a single collective agreement.

C2.00 Definitions

C2.1 Unless otherwise specified, the following definitions shall apply only with respect to their usage in standard central terms. Where the same word is used in Part B of this collective agreement, the definition in that part, or any existing local interpretation shall prevail.

C2.2 The “Central Parties” shall be defined as the employer bargaining agency, the Ontario Public School Boards’ Association (OPSBA) and the employee bargaining agent, the Elementary Teachers’ Federation of Ontario (ETFO).

C2.3 “Teacher” shall be defined as a permanent Teacher and specifically excludes Continuing Education Teachers, Long Term Occasional Teachers and Daily Occasional Teachers, unless otherwise specified.

C2.4 “Employee” shall be defined as per the *Employment Standards Act*.

C2.5 “Professional JUDGEMENT” shall be defined as JUDGEMENT that is informed by professional knowledge of curriculum expectations, context, evidence of learning, methods of instruction and assessment, and the criteria and standards that indicate success in student learning. In professional practice, JUDGEMENT involves a purposeful and systematic thinking process that evolves in terms of accuracy and insight with ongoing reflection and self-correction.

C3.00 Length of Term/Notice to Bargain/Renewal

- C3.1 Single Collective Agreement
The central and local terms of this collective agreement shall constitute a single collective agreement for all purposes.
- C3.2 Term of Agreement
In accordance with Section 41(1) of the *School Boards Collective Bargaining Act*, the term of this collective agreement, including central terms and local terms, shall be for a period of three (3) years from September 1, 2014 to August 31, 2017, inclusive.
- C3.3 Where Term Less Than Agreement Term
Where a provision of this collective agreement so provides, the provision shall be in effect for a term less than the term of the collective agreement.
- C3.4 Term of Letters of Understanding
All central letters of understanding appended to this agreement, or entered into after the execution of this agreement shall, unless otherwise stated therein, form part of the collective agreement, run concurrently with it, and have the same termination date as the agreement.
- C3.5 Amendment of Terms
In accordance with Section 42 of the *School Boards Collective Bargaining Act*, the central terms of this agreement, excepting term, may be amended at any time during the life of the agreement upon mutual consent of the central parties and agreement of the Crown.
- C3.6 Notice to Bargain
- a) Where central bargaining is required under the *School Boards Collective Bargaining Act*, notice to bargain centrally shall be in accordance with Sections 31 and 28 of that Act, and with Section 59 of the *Labour Relations Act*. For greater clarity:
 - b) Notice to commence bargaining shall be given by a central party:
 - i. within 90 (ninety) days of the expiry of the collective agreement; or
within such greater period agreed upon by the parties; or
within any greater period set by regulation by the Minister of Education.
 - c) Notice to bargain centrally constitutes notice to bargain locally.

C4.00 Central Grievance Process

The following process applies exclusively to grievances on central matters that have been referred to the central process. In accordance with the *School Boards Collective Bargaining Act* central matters may also be grieved locally, in which case local grievance processes will apply.

- C4.1 Definitions
- a) A “grievance” shall be defined as any difference relating to the interpretation, application, administration, or alleged violation or arbitrability of an item concerning any central term of a collective agreement.

- b) The “Central Parties” shall be defined as the Ontario Public School Boards’ Association (OPSBA) and the Elementary Teachers’ Federation of Ontario (ETFO).
- c) The “Local Parties” shall be defined as the Board or the local ETFO bargaining unit party to a collective agreement.
- d) For the purpose of the Central Grievance Process only “days” shall mean school days.

C4.2 Central Dispute Resolution Committee

- a) There shall be established a Central Dispute Resolution Committee (CDRC), which shall be composed of two (2) representatives from each of the central parties and two (2) representatives from the Crown.
- b) The Committee shall meet within five (5) working days at the request of one of the central parties.
- c) The central parties shall each have the following rights:
 - i. To file a dispute as a grievance with the Committee.
 - ii. To engage in settlement discussions.
 - iii. To mutually settle a grievance in accordance with d) i, below.
 - iv. To withdraw a grievance.
 - v. To mutually agree to refer a grievance to the local grievance procedure.
 - vi. To mutually agree to voluntary mediation.
 - vii. To refer a grievance to final and binding arbitration at any time.
- d) The Crown shall have the following rights:
 - i. To give or withhold approval to any settlement by OPSBA.
 - ii. To participate in voluntary mediation.
 - iii. To intervene in any matter referred to arbitration.
- e) Only a central party may file a grievance and refer it to the Committee for discussion and review. No grievance can be referred to arbitration without three (3) days prior notice to the Committee.
- f) It shall be the responsibility of each central party to inform their respective local parties of the Committee’s disposition of the dispute at each step in the central dispute resolution process including mediation and arbitration, and to direct them accordingly.
- g) Each of the central parties shall be responsible for their own costs for the central dispute resolution process.

C4.3 The grievance shall specify:

- a) Any central provision of the collective agreement alleged to have been violated.
- b) The provision of any statute, regulation, policy, guideline, or directive at issue.
- c) A detailed statement of any relevant facts.
- d) The remedy requested.
- e) A grievance under this provision is not invalidated as a result of a technical deficiency under C4.3 a) b) c) or d), above.

C4.4 Referral to the Committee

- a) Prior to referral to the Committee, the matter shall be brought to the attention of the other local party.
- b) A central party shall refer the grievance to the CDRC by written notice to the other central party, with a copy to the Crown, but in no case later than forty (40) days after becoming aware of the dispute.
- c) The Committee shall complete its review within ten (10) days of the grievance being filed.
- d) If the grievance is not settled, withdrawn, or referred to the local grievance procedure by the Committee, the central party who has filed the grievance may, within a further ten (10) days, refer the grievance to arbitration.
- e) All timelines may be extended by mutual consent of the central parties.

C4.5 Mediation

- a) The central parties may, on mutual agreement, request the assistance of a mediator.
- b) Where the central parties have agreed to mediation, the remuneration and expenses of the person selected as mediator shall be shared equally between the central parties.
- c) Timelines shall be suspended for the period of mediation.

C4.6 Arbitration

- a) Arbitration shall be by a single arbitrator.
- b) The central parties shall select a mutually agreed upon arbitrator.
- c) Where the central parties are unable to agree upon an arbitrator within thirty (30) days of referral to arbitration, either central party may request that the Minister of Labour appoint an arbitrator.
- d) The central parties may refer multiple grievances to a single arbitrator.
- e) The remuneration and expenses of the arbitrator shall be shared equally between the central parties.

C5.00 Vested retirement gratuity voluntary early payout Option

- a) A Teacher eligible for a Sick Leave Credit retirement gratuity as per Appendix A shall have the option of receiving a payout of his/her gratuity on August 31, 2016, or on the teacher's normal retirement date.
- b) The Teacher must declare his/her intention to receive the earlier gratuity payout by June 30, 2016.

Pursuant to b) above, the following will apply:

- c) The earlier payout shall be equivalent to the present discounted value of the payout as per Appendix A. The present value shall be based on a discount rate of 7.87% and on the average retirement age of fifty-eight (58) less the teacher's age as at June 30, 2016.
- d) If a teacher is 58 years of age or older as at June 30, 2016, the retirement gratuity payout will be discounted by two percent (2%) if they chose the early gratuity payout.

C6.00 Benefits

Parties have agreed to participate in the Provincial Benefit Trust, set out in the appended Letter of Agreement #6. The date on which the benefit plan commences participation in the Trust shall be referred to herein as the "Participation Date".

The Boards will continue to provide benefits in accordance with the existing benefit plans and terms of collective agreements in effect as of August 31, 2014 until the Employees' Participation Date in the Trust.

Post Participation Date, the following shall apply:

- C6.1 Funding
 - a) The funding per full-time equivalent will be calculated as per the appended Letter of Agreement.
- C6.2 Cost Sharing
 - a) With respect to the funding in C6.1a), should there be an amount of employee co-pay, the Trust shall advise boards what that amount shall be. Unless advised otherwise, there will be no deductions upon the Participation Date.
 - b) Any further cost sharing or funding arrangements as per previous local collective agreements in effect as of August 31, 2014 remain status quo.
- C6.3 Payment in Lieu of Benefits
 - a) All employees not transferred to the Trust who received pay in lieu of benefits under a collective agreement in effect as of August 31, 2014, shall continue to receive the same benefit.
- C6.4 Long Term Disability (Employee-Paid Plans)
 - a) All permanent Teachers, including Teachers who are on an approved leave of absence, are eligible and shall participate in the long term disability plan (LTD Plan) as a condition of employment, subject to the terms of the LTD plan.
 - b) The Board shall cooperate in the administration of the LTD Plan. It is understood that administration means that the Board will co-operate with the enrolment and deduction of premiums and provide available necessary data to the insurer, upon request. The Board will remit premiums collected to the carrier on behalf of the Teachers.
 - c) Where the plan administrator implements changes in the terms and conditions of the LTD Plan or the selection of an insurance carrier, the Board shall, for administrative purposes, be advised of changes at least thirty (30) days prior to the date the changes are to be implemented.
- C6.5 Any other benefits not described above remain in effect in accordance with terms of collective agreements as of August 31, 2014.

C7.00 Sick leave

[\(See also Article 15 Part B: Local\)](#)

Sick Leave/Short Term Leave and Disability Plan

a) Sick Leave Benefit Plan

The Sick Leave Benefit Plan will provide sick leave days and short term disability days for reasons of personal illness, personal injury, including personal medical appointments and personal dental appointments.

b) Sick Leave Days

Subject to paragraphs d) i-vi below, permanent full-time Teachers will be allocated eleven (11) sick days at one hundred percent (100%) salary in each school year. Teachers who are less than full-time shall have their sick leave allocation pro-rated.

c) Short-Term Leave and Disability Plan (STLDP)

Subject to paragraphs d) i-vi below, permanent full-time Teachers will be allocated one hundred and twenty (120) short-term disability days in September of each school year. Teachers who are less than full-time shall have their STLDP allocation pro-rated. Teachers eligible to access STLDP shall receive payment equivalent to ninety percent (90%) of regular salary.

d) Eligibility and Allocation

The allocations outlined in paragraphs b) and c) above, will be provided on the first day of each school year, subject to the restrictions outlined in d) i-vi below.

- i. A Teacher is eligible for the full allocation of sick leave and STLDP regardless of start date of employment or date of return to work from any leave other than sick leave, WSIB or LTD.
- ii. All allocations of sick leave and STLDP shall be pro-rated based on FTE at the start of the school year. Any changes in FTE during a school year shall result in an adjustment to allocations.
- iii. Where a Teacher is accessing sick leave, STLDP, WSIB or LTD in a school year and the absence due to the same illness or injury continues into the following school year, the Teacher will continue to access any unused sick leave days or STLDP days from the previous school year's allocation. Access to the new allocation provided as per paragraphs b) and c) for a recurrence of the same illness or injury will not be provided to the Teacher until the Teacher has completed eleven (11) consecutive working days at his/her full FTE without absence due to illness.
- iv. Where a Teacher is accessing STLDP, WSIB, or LTD in the current school year as a result of an absence due to the same illness or injury that continued from the previous school year and has returned to work at less than his/her FTE, the Teacher will continue to access any unused sick leave days or STLDP days from the previous school year's allocation. In the event the Teacher exhausts their STLDP allotment and continues to work part-time their salary will be reduced accordingly and a new prorated sick leave and STLDP allocation will be provided. Any absences during the working portion of the day will not result in a loss of salary or further reduction in the previous year's sick leave allocation, but will instead be deducted from the new allocation once provided.
- v. A partial sick leave day or short-term disability day will be deducted for an absence of a partial day.

- vi. Where a permanent Teacher is not receiving benefits from another source and is working less than his/her full FTE in the course of a graduated return to work as the Teacher recovers from an illness or injury, the Teacher may use any unused sick/short-term disability allocation remaining, if any, for the Teacher's FTE that the Teacher is unable to work due to illness or injury.

e) Short-Term Leave and Disability Plan Top-up

- i. Teachers accessing STLDP will have access to any unused Sick Leave Days from their last year worked for the purpose of topping up salary to one hundred percent (100%) under the STLDP.
- ii. This top-up is calculated as follows:

Eleven (11) days less the number of sick leave days used in the most recent year worked.
- iii. Each top-up from ninety percent (90%) to one hundred percent (100%) requires the corresponding fraction of a day available for top-up.
- iv. In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the board on a case by case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Short Term Paid Leave Days in the current year. These days can be used to top-up salary under the STLDP.
- v. When Teachers use any part of an STLDP day they may access their top up bank to top up their salary to one hundred percent (100%).

f) Sick Leave and STLDP Eligibility and Allocation for Teachers in a Long Term Occasional Assignment

Notwithstanding the parameters outlined above, the following shall apply to Teachers in a Long Term Occasional assignment:

- i. Teachers in a Long Term Occasional assignment of a full school year will be allocated eleven (11) days of sick leave at 100% of regular salary, and one hundred and twenty (120) short-term disability days at the start of the assignment. Teachers who are less than full-time shall have their STLDP allocation pro-rated. Teachers eligible to access STLDP shall receive payment equivalent to ninety percent (90%) of regular salary.
- ii. Teachers in Long Term Occasional assignment of less than a full year, and/or less than full-time, shall have their allocation of sick leave and STLDP prorated on the basis of the number of work days in their Long Term Occasional assignment compared to one hundred and ninety-four (194) days in accordance with the allocation in (i) above.
- iii. Where the length of the Long Term Occasional assignment is not known in advance, a projected length must be determined at the start of the assignment in order for the appropriate allocation of sick leave/STLDP to occur. If a change is made to the length of the assignment or the FTE, an adjustment will be made to the allocation and applied retroactively.
- iv. A Long Term Occasional Teacher who works more than one LTO assignment in the same school year may carry forward Sick leave and STLDP from one LTO assignment to the next, provided the assignments occur in the same school year.

g) Administration

- i. The Board may require medical confirmation of illness or injury to substantiate access to sick leave or STLDP. Medical confirmation may be required to be provided by the Teacher to access sick leave or STLDP.
- ii. The Board may require information to assess whether an employee is able to return to work and perform the essential duties of his/her position. Where this is required, such information shall include his/her limitations, restrictions and disability related needs to assess workplace accommodation as necessary (omitting a diagnosis).
- iii. A board decision to deny access to benefits under sick leave or STLDP will be made on a case-by-case basis and not based solely on a denial of LTD.
- iv. The employer shall be responsible for any costs related to independent third party medical assessments required by the employer.

C8.00 Central Labour Relations Committee

- C8.1** OPSBA, the Crown and ETFO agree to establish a joint Central Labour Relations Committee to promote and facilitate communication between rounds of bargaining on issues of joint interest.
- C8.2** The parties to the Committee shall meet within sixty (60) days of the completion of the current round of negotiations to agree on Terms of Reference for the Committee.
- C8.3** The Committee shall meet as agreed but a minimum of three (3) times in each school year.
- C8.4** The parties to the Committee agree that any discussion at the Committee will be on a without prejudice and without precedent basis, unless agreed otherwise.

C9.00 Ministry/School Board Initiatives

ETFO will be an active participant in the consultation process to develop a Ministry of Education PPM regarding Ministry/School Board Initiatives.

C10.00 Diagnostic Assessment

- a) For the purposes of C10.00, the term “Teachers” shall include Occasional Teachers.
- b) Teachers shall use their professional judgement as defined in C2.5 above. The parties agree that a teacher’s professional judgement is the cornerstone of assessment and evaluation.
- c) Teachers’ professional judgement is further informed by using diagnostic assessment to identify a student’s needs and abilities and the student’s readiness to acquire the knowledge and skills outlined in the curriculum expectations. Information from diagnostic assessments helps teachers determine where individual students are in their acquisition of knowledge and skills so that instruction is personalized and tailored to the appropriate next steps for learning. The ability to choose the appropriate assessment tool(s), as well as the frequency and timing of their administration allows the teacher to gather data that is

relevant, sufficient and valid in order to make judgements on student learning during the learning cycle.

- i. Boards shall provide a list of pre-approved assessment tools consistent with their Board improvement plan for student achievement and the Ministry PPM.
 - ii. Teachers shall use their professional JUDGEMENT to determine which assessment and/or evaluation tool(s) from the Board list of preapproved assessment tools is applicable, for which student(s), as well as the frequency and timing of the tool. In order to inform their instruction, teachers must utilize diagnostic assessment during the school year.
- d) The results of diagnostic assessments shall not be used in any way in evaluating teachers. No teacher shall suffer discipline or discharge as a consequence of any diagnostic assessment results.

C11.00 Statutory Leaves of Absence/SEB Plans

C11.1 Family Medical Leave or Critically Ill Child Care Leave

- a) Family Medical Leave or Critically Ill Child Care leaves granted to a permanent teacher or long-term occasional teacher under this Article shall be in accordance with the provisions of the *Employment Standards Act*, as amended.
- b) The teacher will provide to the employer such evidence as necessary to prove entitlement under the *Employment Standards Act*.
- c) A teacher contemplating taking such leave(s) shall notify the employer of the intended date the leave is to begin and the anticipated date of return to active employment.
- d) Seniority and experience continue to accrue during such leave(s).
- e) Where a teacher is on such leave(s), the Employer shall continue to pay its share of the benefit premiums, where applicable. To maintain participation and coverage under the Collective Agreement, the teacher must agree to provide payment for the teacher's share of the benefit premiums, where applicable.
- f) In order to receive pay for such leaves, a teacher must access Employment Insurance and the Supplemental Employment Benefit (SEB) in accordance with g) to j), if allowable by legislation. An employee who is eligible for E.I. is not entitled to benefits under a school board's sick leave and short term disability plan.

Family Medical Leave or Critically Ill Child Care Leave Supplemental Employment Benefits (SEB)

- g) The Employer shall provide for permanent teachers and long-term occasional teachers who access such Leaves, a SEB plan to top up their E.I. Benefits. The teacher who is eligible for such leave shall receive 100% salary for a period not to exceed eight (8) weeks provided the period falls within the school year and during a period for which the permanent teacher would normally be paid. The SEB Plan pay will be the difference between the gross amount the teacher receives from E.I. and their regular gross pay.

- h) Long Term Occasional Teachers are eligible for the SEB plan with the length of the benefit limited by the term of the assignment.
- i) SEB payments are available only to supplement E.I. benefits during the absence period as specified in this plan.
- j) The teacher must provide the Board with proof that he/she has applied for and is in receipt of employment insurance benefits in accordance with the *Employment Insurance Act*, as amended, before SEB is payable.

C11.2 Pregnancy Leave

- a) The Employer shall provide for permanent and long-term occasional teachers a SEB plan to top up their E.I. Benefits. The teacher who is eligible for such leave shall receive 100% of salary for not less than (8) weeks of pregnancy leave less any amount received under the Employment Standards Act during such period. There shall be no deduction from sick leave or the Short Term Leave Disability Program (STLDP).
- b) Teachers not eligible for employment insurance benefits or the SEB plan will receive 100% of salary from the employer for a total of not less than eight (8) weeks with no deduction from sick leave or STLDP.
- c) Teachers filling a long-term assignment shall be entitled to the benefits outlined in a) above, with the length of the SEB benefit limited by the term of the assignment.
- d) Teachers on daily casual assignments are not entitled to pregnancy leave benefits unless they were previously entitled under the provisions of the 2008-12 collective agreement or the last collective agreement concluded between the parties.
- e) The teacher must provide the Board with proof that she has applied for and is in receipt of employment insurance benefits in accordance with the Employment Insurance Act, as amended, before SEB is payable.
- f) Eligible teachers shall receive the pregnancy leave benefits herein for the entire eight (8) week period throughout the course of the entire calendar year regardless of whether the teacher would otherwise be required to work during the eight (8) week period (i.e. during summer, March and Christmas breaks etc.). Payment shall be made to the teacher in accordance with the Board's payroll procedure.
- g) Teachers who require a longer than eight (8) week recuperation period shall have access to sick leave and the STDLP.
- h) If a teacher begins pregnancy leave while on an approved leave from the employer, the above pregnancy leave benefits provisions apply.

C12.00 Class Size/Staffing Levels

The board will make every effort to limit FDK/Grade 1 split grades where feasible.

APPENDIX A – RETIREMENT GRATUITIES

Sick Leave Credit-Based Retirement Gratuities

- 1) A Teacher is not eligible to receive a sick leave credit gratuity after August 31, 2012, except a sick leave credit gratuity that the Teacher had accumulated and was eligible to receive as of that day.
- 2) If the Teacher is eligible to receive a sick leave credit gratuity, upon the Teacher's retirement, the gratuity shall be paid out at the lesser of,
 - a) the rate of pay specified by the board's system of sick leave credit gratuities that applied to the Teacher on August 31, 2012; and
 - b) the Teacher's salary as of August 31, 2012.
- 3) If a sick leave credit gratuity is payable upon the death of a Teacher, the gratuity shall be paid out in accordance with subsection (2).
- 4) For greater clarity, all eligibility requirements must have been met as of August 31, 2012 to be eligible for the aforementioned payment upon retirement, and the Employer and Union agree that any and all wind-up payments to which Teachers without the necessary years of service were entitled to under Ontario Regulation 01/13: *Sick Leave Credits and Sick Leave Credit Gratuities*, have been paid.
- 5) For the purposes of the following boards, despite anything in the board's system of sick leave credit gratuities, it is a condition of eligibility to receive a sick leave credit gratuity that the Teacher have ten (10) years of service with the board:
 - i. Near North District School Board
 - ii. Avon Maitland District School Board
 - iii. Hamilton-Wentworth District School Board
 - iv. Limestone District School Board

Other Retirement Gratuities

A Teacher is not eligible to receive any non-sick leave credit retirement gratuity (such as, but not limited to, service gratuities or RRSP contributions) after August 31, 2012.

LETTER OF AGREEMENT #1

BETWEEN

**The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')**

AND

**The Elementary Teachers' Federation of Ontario
(hereinafter called the 'ETFO')**

RE: Sick Leave

The parties agree that any current collective agreement provisions and/or Board policies/practices/procedures related to Sick Leave that do not conflict with the clauses in the Sick Leave article in the Central Agreement shall remain as per August 31, 2014.

Such issues include but are not limited to:

1. Requirements for the provision of an initial medical document.
2. Responsibility for payment for medical documents.

The parties agree that attendance support programs are not included in the terms of this Letter of Agreement.

This Letter of Agreement will form part of the Central Terms between the parties and will be adopted by the parties effective upon ratification.

LETTER OF AGREEMENT #2

BETWEEN

**The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')**

AND

**The Elementary Teachers' Federation Ontario
(hereinafter called 'ETFO')**

AND

The Crown

RE: Regulation 274 - Hiring Practices

The parties agree that it is critical that the process to gain long-term occasional assignments and permanent positions be fair and transparent.

1. The parties and the Crown agree that hiring for long term occasional and permanent positions shall be as set out in Regulation 274 under the Ontario Education Act. Regulation 274 remains in force.
2. The parties agree to meet to further discuss Hiring Practices (Regulation 274) within thirty (30) days of the ratification of this agreement, with a facilitator jointly selected by the parties. Such facilitated discussion to conclude by December 31, 2015.
 - a. The Committee shall address the following issues, including but not limited to:
 - i. the size of the LTO list
 - ii. the number of interview cycles
 - iii. the interview process
3. The parties agree to the following provisions for the term of this collective agreement:
 - a. Following the interview to the LTO List, unsuccessful candidates who make the request shall be debriefed within thirty (30) days of the interview and recommendations shall be made to help enhance professional growth that may lead to successful placement on the LTO List in the future.
 - b. The local parties may, if they choose, negotiate a capped roster.
 - c. A relocating permanent Teacher who has been employed by a public school board in Ontario may apply to another Board to be placed on the LTO List and shall be granted an interview.
 - d. Where an occasional teaching assignment extends beyond the number of LTO threshold days identified in the local collective agreement, the Board may continue the occasional teacher in the assignment if the teacher is qualified and is on the LTO list, unless the local parties have mutually agreed otherwise.
 - e. Information Disclosure to the Occasional Teacher Local Unit

The Board shall provide the following information to the Union, upon request, as it relates to the Long Term Occasional Teacher List, Long Term Occasional Teacher assignments, and permanent teaching positions:

- i. the job posting at the time the posting is circulated in the system;
- ii. the job number/position title and the list of any applicants for the posting within three (3) weekdays following the closing of the posting;
- iii. names of successful applicants.

LETTER OF AGREEMENT #3

BETWEEN

**The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')**

AND

**The Elementary Teachers' Federation of Ontario
(hereinafter called 'ETFO')**

RE: Occasional Teacher Ability to Lock the Classroom Door

School boards will achieve the compliance level regarding Occasional Teacher ability to lock and unlock the classroom door as set out in the Provincial Model for a Local Police/School Board Protocol (2015) by December 31, 2015.

ETFO may raise the failure to comply with the Central Labour Relations Committee.

LETTER OF AGREEMENT #4

BETWEEN

**The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')**

AND

**The Elementary Teachers' Federation Ontario
(hereinafter called 'ETFO')**

RE: Employment Insurance (E.I.) Rebate

The parties agree that where the E.I. rebate is used to fund extended health care benefits, it is connected to the central issue of benefits, and is therefore status quo for this round of bargaining.

LETTER OF AGREEMENT #5

BETWEEN

**The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')**

AND

**The Elementary Teachers' Federation Ontario
(hereinafter called 'ETFO')**

AND

The Crown

RE: Special Education Committee

The parties agree to establish a committee comprised of representatives from ETFO, the Ministry of Education and school board leadership in the area of special education. Additional representatives may be invited as resources to the committee as needed. The committee will discuss current issues as identified by the parties related to supporting students with special education needs.

The committee shall meet regularly commencing no later than November 30, 2015 and recommendations will be made to the Minister of Education by April 30, 2016. Terms of reference will be jointly developed to inform the scope of discussions and recommendations.

LETTER OF AGREEMENT #6

BETWEEN

The Ontario Public School Board Association
(hereinafter called 'OPSBA')

AND

The Elementary Teachers' Federation of Ontario
(hereinafter called the 'ETFO')

AND

The Crown

RE: Benefits

The parties agree that, once all employees to whom this memorandum of settlement of the central terms applies become covered by the employee life and health trust contemplated by this Letter of Agreement, all references to life, health and dental benefits in the applicable local collective agreement shall be removed from that local agreement.

The employee representatives, the employer representatives, and the Crown, shall establish an ETFO Employee Life and Health Trust (ELHT), (hereinafter, the "Trust"), to provide benefits to teachers and other education workers in the Province of Ontario in accordance with section 144.1 of the *Income Tax Act* (Canada) ("ITA"). School board benefit plans, herein referred to as the 'benefit plans' can only be moved into the Trust, such that the Trust will be in compliance with the ITA and CRA administrative requirements for an ELHT (the "ELHT Requirements").

It is intended that the Trust be effective September 1, 2016, and that benefit plans will participate in this Trust no later than August 31, 2017. The date on which a benefit plan commences participation in the Trust shall be referred to herein as the "Participation Date". The Trustees, as defined in 2.1.0, shall cooperate with other Trusts and school boards (hereinafter, the "Board") to move all employee groups into the Trust(s) at the same time.

The parties acknowledge that the establishment of the Trust represents a substantial commitment both within and beyond the term of the current collective agreement. This letter of understanding is conditional upon its terms continuing in full force and effect beyond the termination date of the collective agreement, and is made in detrimental reliance upon such continuation. The terms of this letter of agreement will form the basis for a trust agreement setting out the terms of the ELHT to be approved by the parties and will remain in effect until August 31, 2020.

1.0.0 PRINCIPLES

- 1.1.0 The Trust will be governed by trustees appointed by the ETFO and trustees appointed by OPSBA and the Crown acting together;
- 1.2.0 The Trust will be responsible for the delivery of benefits on a sustainable, efficient and cost effective basis;
- 1.3.0 Services provided by the Trust to be available in both official languages, English and French; and
- 1.4.0 Other employee groups in the education sector may join the Trust in accordance with s. 3.1.1

by entering into an agreement with the Trustees that requires the group to pay for all benefits and administrative costs related to the creation, establishment and operation of a benefits plan for that group. The Trustees, as defined in 2.1.0, will develop an affordable and sustainable benefits plan that is based on the funding available to the employee groups.

2.0.0 GOVERNANCE

2.1.0 Board of Trustees

- 2.1.1 The Board of Trustees will be comprised of 9 voting members that include 5 employee representatives and 4 employer representatives. The Board of Trustees will include among its members two independent experts, one representing the employer representatives and one representing the employee representatives. The employee representatives will be responsible for the appointment and termination of the employee Trustees, and the employer representatives will be responsible for the appointment and termination of the employer Trustees. The independent experts shall be consulted during the development of the initial plan but shall have no vote on that plan.
- 2.1.2 The appointed independent experts will:
- a) Come from outside of the following organizations: the Trust, the shared services office supporting the Trusts, the federations, the school boards and the Government;
 - b) Have no conflict of interest in their role as trustee on the Benefit Plan Trust; and
 - c) Be accredited from one of the following fields: actuarial science, law or, Certified Employee Benefit Specialist (CEBS) or accounting, and have demonstrated experience with employee benefit plans.
- 2.1.3 All voting requires a simple majority to carry.
- 2.1.4 Each Trustee will have an initial term of three years. Terms may be renewed twice, subject to a maximum tenure of nine years. A succession plan will be designed for the Trustees so that the terms of no more than three Trustees expire in any twelve month period.

3.0.0 ELIGIBILITY and COVERAGE

- 3.1.0 The following ETFO represented employees are eligible to receive benefits through this Trust:
- 3.1.1 The Trust will maintain eligibility for ETFO represented employees who are covered by the Local Collective Agreement (“ETFO represented employees”) and currently eligible for benefits in collective agreements. The Trust will also be permitted to provide coverage to other employee groups in the education sector with the consent of their bargaining agents and employer or, for non-union groups, in accordance with an agreement between the Trustees and the applicable board or school authority. These groups must request inclusion in the Trust, and must agree to comply with the Trust’s financial, data and administrative requirements. The Trustees will develop an affordable plan based on the level of funding that the group brings to the Trust.
 - 3.1.2 Retirees who were, and still are, members of a Board benefit plan at August 31, 2013 based on the prior arrangements with the Board.
 - 3.1.3 Retirees who became members of a Board benefit plan after August 31, 2013 and before the Board participation date are segregated in their own experience pool, and the premiums are fully paid by the retirees.
 - 3.1.4 No individuals who retire after the Board participation date are eligible.
- 3.2.0 Any new group that requests inclusion into the Trust, will be provided a generic branding for their respective benefits plan.
- 3.3.0 The benefit plan may provide coverage for health, life and dental benefits including accidental

death and dismemberment (AD&D), medical second opinion, and navigational support, subject to compliance with section 144.1 of the ITA. After the initial establishment of the Trust, other employee benefit programs may be considered for inclusion, only if negotiated in future central collective agreements.

- 3.4.0 Each Board shall provide to the Trustees of the ETFO ELHT directly, or through its Insurance Carrier of Record, Human Resource Information System (HRIS) information noted in Appendix A within one (1) month of notification from the Trustees, in the format specified by the Trustees.

4.0.0 FUNDING

4.1.0 Negotiated Funding Amount, Board Contributions

- 4.1.1 Each Board shall pay an amount equal to 1/12th of the annual negotiated funding amount as described in 4.1.2 and 4.1.3 to the Trustees of the ETFO ELHT by the last day of each month from and after the Board's Participation Date.
- 4.1.2 Upon the Board's participation date:
- i) The Board shall provide to the Trust an amount of \$5,100 per FTE. This funding excludes daily occasional teachers associated with 4.1.4 i) and retiree costs associated with 3.1.2 and 3.1.3.
 - ii) The FTE used to determine the Boards' benefits contributions will be based on the boards' FTE as of October 31st and March 31st of each year. Each Board's total FTE shall be verified by the Local Bargaining Unit.
 - iii) For purposes of ii), the FTE positions will be those consistent with Appendix H of the Education Finance Information System (EFIS).
 - iv) Calculations in ii) will be subject to specified audit procedures that will be completed by the Board's external auditors by May 15, 2016.
 - v) A cost per FTE reconciliation process will be completed for the year ended August 31, 2020. Based on this reconciliation process, the funding to the Trust for subsequent years shall be established based on the cost of the benefit plan in the 2019-20 school year up to a maximum of \$5,100 per FTE, subject to collective bargaining starting in 2020.
- 4.1.3 On the participation date, the Board shall provide to the Trust an amount of \$5,100 per FTE. In 2015-16, for Federation owned plans, if in aggregate, the following three triggers are met:
- i) there is an in-year deficit,
 - ii) that the deficit described in (i) is not related to plan design changes made in the previous three (3) years,
 - iii) that the aggregate reserves and surpluses are less than 8.3% of total annual/costs premiums,
- then the in-year deficit in i) would be paid by the Board associated with the deficit.
- 4.1.4 Funding previously paid under 4.1.2 and 4.1.3 above will be reconciled to the agreed October 31st and March 31st FTE and any identified difference will be remitted to the Trust in a lump sum on or before the last day of the month following reconciliation.
- i. With respect to daily occasional teachers, where payment is provided in-lieu of benefits coverage this arrangement will remain the on-going obligation of the affected Boards. Where benefits coverage was previously provided by the Boards for daily occasional teachers this arrangement will remain the on-going obligation of the affected Boards. The affected Boards will find a similar plan for occasional teachers that is cost neutral to the Boards, recognizing inflationary cost as follows: plus 4% for 2015-16 and 4% for 2016-17.
 - ii. All Long-Term Occasional employees will be eligible for benefits under the Trust. Where Boards provide payment in-lieu of benefits for teachers in Long-Term Occasional assignments, the payment-in-lieu shall cease on the Board's participation date.
- 4.1.5 The Trust shall determine employee co-pay, if any.
- 4.1.6 The Board shall be responsible for administering and paying for any existing Employee Assistance Programs (EAPs), maintaining current employer and employee co-share where they

exist. The Board shall maintain its contribution to all statutory benefits as required by legislation (including but not limited to Canada Pension Plan, Employment Insurance, Employer Health Tax, etc.).

- 4.1.7 Sixty days prior to the participation date, the Trust will be responsible for informing the Boards of any further changes required by the Trust from employees' pay.
- 4.1.8 Should the Trust maintain an employee co-pay, the Board shall deduct premiums as and when required by the Trustees of the ETFO ELHT from each member's pay on account of the benefit plan(s) and remit them as and when required by the Trustees to the Trust Plan Administrator of the ETFO ELHT with supporting documentation as required by the Trustees.
- 4.1.9 Funding for retirees shall be provided based on the costs/premiums in 2014-15 associated with those retirees described in 3.1.2 and 3.1.3. The amount in 2014-15 will be increased by 4% in 2015-16 and 4% in 2016-17. Employer and employee co-shares will remain status quo per local collective agreements in place as of August 31, 2014 or per existing benefit plan provisions.

4.2.0 Start-up Costs

- 4.2.1 The Government of Ontario will provide:
 - a) A one-time contribution to the Trust equal to 15% of annual benefit costs, as defined in 4.2.2 below, to establish a Claims Fluctuation Reserve ("CFR"). The amount shall be paid to the Trust on or before September 1, 2016.
 - b) A one-time contribution of a half month's premium cost (4.15% of annual benefit costs) to the Trust, to cover start-up costs and/or reserves.
- 4.2.2 The one-time contributions in 4.2.1 (i) and (ii) will be based on the actual cost per year for benefits (i.e. claims, premiums, administration, tax, risk or profit charges, pool charges, etc.) as reported on the insurance carrier's most recent yearly statement for the year ending no later than August 31, 2015. The statements are to be provided to the Ministry of Education.
- 4.2.3 The Crown shall pay to ETFO \$4.0 million of the startup costs referred to in s. 4.2.1 (ii) on the date of ratification of the central agreement and shall pay to ETFO a further \$3.0 million subject to the maximum amount referred to in s. 4.2.1 (ii) by June 1, 2016. The balance of the payments, if required under s. 4.2.1 (ii), shall be paid by the Crown to ETFO on or before September 1, 2016.
- 4.2.4 On the day the District School Boards, the Provincial Schools Authority, school authorities, and Hospital Boards hereinafter referred to as the "Board(s)" commence participation in the Trust, or as soon as reasonably and feasibly possible thereafter, all eligible and available surpluses in board-owned defined benefit plans will be transferred to the Trust in an amount equal to each employee's pro rata share based on the amount of the employee's co-share payment of each benefit. The remaining portion of the Boards' surplus will be retained by the Boards.
- 4.2.5 Where there are active grievances related to surpluses, deposits and/or reserves, the amount in dispute shall be internally restricted by the Board until the grievance is settled.
- 4.2.6 All Boards reserves for Incurred But Not Reported ("IBNR") claims and CFR, will remain with the existing carriers until those reserves are released by the carriers based on the terms of existing contracts.
- 4.2.7 Upon release of each Board's IBNR and CFR by the carriers, the reserves will be retained by the applicable Boards. For the Administrative Services Only plans (ASO), a surplus (including any deposits on hand) that is equal to or less than 15% of the Boards' annual benefit cost will be deemed to be a CFR and IBNR and will be retained by the applicable Boards upon its release by the carriers. Where a surplus (including deposits on hand) exceeds 15% of the annual benefit cost, the remaining amount will be apportioned to the Boards and the Trust based on the employers' and employees' premium share.
- 4.2.8 For policies where the experience of multiple groups has been combined, the existing

surplus/deficit will be allocated to each group based on the following:

- a) If available, the paid premiums or contributions or claims costs of each group; or
- b) Failing the availability of the aforementioned financial information by each group, then the ratio using the number of Full Time Equivalent positions (FTE) covered by each group in the most recent policy year will be used.

The methodology listed above will be applicable for each group leaving an existing policy where the experience of more than one group has been aggregated. Policies where the existing surplus/deficit has been tracked independently for each group are not subject to this provision.

- 4.2.9 Boards with deficits will recover the amount from their CFR and IBNR. Any portion of the deficit remaining in excess of the CFR and IBNR will be the responsibility of the board.
- 4.2.10 In order to ensure the fiscal sustainability of said benefit plans, Boards will not make any withdrawal, of any monies, from any health care benefit plan reserves, surpluses and/or deposits nor decrease in benefit plan funding unless in accordance with B-Memo B04:2015. It is the parties understanding that Ministry of Education Memo B04:2015 applies and will remain in effect until Board plans become part of the Trust.
- 4.2.11 The Trust shall retain rights to the data and the copy of the software systems.

5.0.0 SUSTAINABILITY, EFFICIENCY AND ACCOUNTABILITY

5.1.0 Shared Services

- 5.1.1 ETFO agrees to adopt a shared services model that will allow other Trusts to join the shared services model. The shared services office of the Trust is responsible for the services to support the administration of benefits for the members, and to assist in the delivery of benefits on a sustainable, efficient and cost effective basis.
- 5.1.2 Shared administrative services will be provided by the OTIP for a period of three years from the commencement of the first participation date and will be competitively procured within 4 years from the employee representative group's last participation date but shall be no later than August 31, 2021.
- 5.1.3 Any procurement of services to support the administration of benefits conducted by the shared services office should include the procurement of these services for all Trusts to ensure the most efficient and cost effective service.

5.2.0 Board of Trustees' Responsibilities

- 5.2.1 The Board of Trustees will be responsible for the operational and financial sustainability of the Trust, including:
 - a) Validation of the sustainability of the respective Plan Design;
 - b) Establishing member contribution or premium requirements, and member deductibles;
 - c) Identifying efficiencies that can be achieved;
 - d) Adopting an Investment Policy; and
 - e) Adopting a Funding Policy.
- 5.2.2 Under the Funding Policy, surpluses at the Trust may not be refunded or distributed in cash, but may be used, as determined by the Trust to:
 - a) Fund future claims in conjunction with the fixed funding and term contained in the collective bargaining agreement;
 - b) Fund claims stabilization or other reserves;
 - c) Improve plan design;
 - d) Expand eligibility (subject to Section 3.1.2 through to 3.1.4); and
 - e) Reduce member premium share.
- 5.2.3 Under the Funding Policy, actual and projected funding deficiencies of the Trust will be

addressed no later than the next regular plan renewal (as of September 1st) using one or more of the following methods, as determined by the Trust:

- a) Use of existing claims stabilization funds;
- b) Increased member share premium;
- c) Change plan design;
- d) Cost containment tools;
- e) Reduced plan eligibility; and
- f) Cessation of benefits, other than life insurance benefits.

5.2.4 The Trustees shall adopt policies for the appointment, review, evaluation and, if necessary, termination, of their service providers.

5.2.5 The Trust shall provide "trustee liability insurance" for all Trustees.

5.3.0 Accountability

5.3.1 Actuaries and external auditors will be appointed by the Trust. Audited financial statements, and an actuarial evaluation report will be obtained for the Trust on an annual basis. The actuarial report will include projections regarding the adequacy of contributions to cover projected benefit and related costs for the Trust for a period of not less than 3 years into the future.

5.3.2 If the actuarial report projects the CFR balance to be less than 8.3% of plan expenses over a projected three year period, then a plan design change must be made to address the projected shortfall in the CFR. If the motion to adjust the plan design does not pass, the Trust will increase member share premiums to restore the balance above 8.3%.

5.3.3 Copies of the audited financial statements and actuarial evaluation report requested in section 5.3.1, will be shared with the federation, OPSBA and the Ministry of Education.

6.0.0 TRANSITION COMMITTEE

6.1.0 A transition committee comprised of the employee representatives and the employer representatives, including the Crown, will be established to address all matters that may arise in the creation of the Trust.

7.0.0 PAYMENTS

7.1.0 The Crown will make a recommendation to the Lieutenant Governor in Council to amend the Grants for Student Needs funding regulation indicating that funding the amount provided for the benefits of the Trust must be provided to the Trust in accordance with the Letter of Agreement.

8.0.0 ENROLMENT

8.1.0 For new hires, each Board shall distribute benefit communication material as provided by the Association to all new teachers/members within a reasonable amount of time from their acceptance of employment.

8.2.0 For existing members, the Board shall provide the Human Resource Information System (HRIS) file with all employment information to the Trustees as outlined in Appendix A.

8.3.0 Where an HRIS file cannot be provided, the Board shall provide the required employment and member information to the Trust Plan Administrator in advance of the member commencing active employment. The Board shall enter any subsequent demographic or employment changes as specified by the Trust Plan Administrator within one week of the change occurring.

- 8.4.0 The benefit administration for all leaves, including Long-Term Disability where applicable, will be the responsibility of the Trust Plan Administrator. During such leaves, the Board shall continue to provide HRIS information and updates as defined above.
- 8.5.0 Each Board shall provide updated work status in the HRIS file a minimum of 2 weeks in advance of the leave.

9.0.0 ERRORS and OMISSIONS

- 9.1.0 Board errors and retroactive adjustments shall be the responsibility of the Board.
- 9.2.0 If an error is identified by a Board, notification must be made to the Trust Plan Administrator within seven (7) days of identification of the error.
- 9.3.0 Upon request by the Trust Plan Administrator, a Board shall promptly provide all employment and member related information necessary to administer the provincial benefit plan(s). Such requests shall not be made more frequently than twice in any 12 month period.
- 9.4.0 The Trust Plan Administrator has the right to have their representatives review employment records related to the administration of the Trust's benefit program at a Board office during regular business hours upon 30 days written notice.

10.0.0 CLAIMS SUPPORT

- 10.1.0 Each Board shall complete and submit the Trust Plan Administrator's Waiver of Life Insurance Premium Plan Administrator Statement to the Trust Plan Administrator for life waiver claims when the Trust Plan Administrator does not administer and adjudicate the LTD benefits.
- 10.2.0 Each Board shall maintain existing beneficiary declarations. When required, the Board shall provide the most recent beneficiary declaration on file to the Trust Plan Administrator.

11.0.0 PRIVACY

- 11.1.0 In accordance with applicable privacy legislation, the Trust Plan Administrator shall limit the collection, use and disclosure of personal information to information that is necessary for the purpose of providing benefits administration services. The Trust Plan Administrator's policy shall be based on the Personal Information Protection and Electronic Documents Act (PIPEDA).

APPENDIX A – HRIS File

Each Board shall provide to the Trustees of the ETFO ELHT directly, or provide authorization through its Insurance Carrier of Record to gather and provide to the Trustees, the following information within one (1) month of notification from the Trustees. The following information shall be provided in the formats agreed to by the Trustees of the ETFO ELHT and the employer representatives:

- a) complete and accurate enrollment files for all members, member spouses and eligible dependents, including:
 - i. names
 - ii. benefit classes
 - iii. plan or billing division
 - iv. location
 - v. identifier
 - vi. date of hire
 - vii. date of birth
 - viii. gender
 - ix. default coverage (single/couple/family)
- b) estimated return to work dates
- c) benefit claims history as required by the Trustees
- d) list of approved pre-authorizations and pre-determinations
- e) list of approved claim exceptions
- f) list of large amount claims based on the information requirements of the Trust
- g) list of all individuals currently covered for life benefits under the waiver premium provision
- h) member life benefit coverage information

LETTER OF AGREEMENT #7

BETWEEN

The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')

AND

The Elementary Teachers' Federation of Ontario
(hereinafter called 'ETFO')

RE: Status Quo Central Items

Status quo central items

The parties agree that the following central issues have been addressed at the central table and that the provisions shall remain status quo. For further clarity, if language exists, the following items are to be retained as written in 2008-12 local collective agreements, subject to modifications made during local bargaining in 2013. As such the following issues shall not be subject to local bargaining or mid-term amendment between local parties. Disputes arising in respect of such provisions shall be subject to Section 43 of the *School Boards Collective Bargaining Act*.

Issues:

1. Student Supervision
2. Central Issues as they affect Occasional Teacher Workload
3. Days to Long Term Occasional
4. Formula for Daily Rate
5. Other Direct Compensation
6. Class Size for All Grades
7. Staffing Levels
8. Teaching Principals and Vice-Principals
9. Return to the Teacher Bargaining Unit
10. Job Security
11. Preparation Time
12. Scheduling of Professional/Learning/Development, mandatory training
13. Staff Meetings

LETTER OF AGREEMENT #8

BETWEEN

The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')

AND

The Elementary Teachers' Federation of Ontario
(hereinafter called 'ETFO')

RE: Status Quo Central Items Requiring Amendment and Incorporation

The following four central issues have not been modified during this round of collective bargaining and remain status quo. These provisions must be incorporated by local parties to align the terms of the 2012-14 MOU provisions with previously existing local terms. Below please find specific direction for local parties to ensure that the entirety of the provision is contained in the collective agreement, eliminating the need to refer to previous source documents.

1. Short Term Paid Leaves

2014-17 collective agreement terms shall incorporate the short term paid leave of absence provisions in the 2008-12 Collective Agreement and including modifications made during local bargaining in 2013, that utilized deduction from sick leave, for reasons other than personal illness. Such leaves shall be granted without loss of salary or deduction from sick leave, to a maximum of five (5) days per school year. Provisions should reflect any local limits to these leaves that were in place. The days shall not be used for the purpose of sick leave nor shall they be accumulated from year-to-year.

Short term paid leave provisions in the 2008-12 collective agreement that did not utilize deduction from sick leave remain status quo and must be incorporated into the 2014-17 collective agreement.

2. Workplace Safety Insurance Benefits (WSIB) Top Up Benefits

If Teachers/Occasional Teachers were entitled to receive WSIB top-up on August 31, 2012 deducted from sick leave, the parties must incorporate those same provisions without deduction from sick leave. The top-up amount to a maximum of four (4) years and six (6) months shall be included in the 2014-17 collective agreement.

Employees who were receiving WSIB top-up on September 1, 2012 shall have the cap of four (4) years and six (6) months reduced by the length of time for which the employee received WSIB top-up prior to September 1, 2012.

3. Pregnancy Leave Benefits

[\(See also Article 15.03 Part B: Local\)](#)

Where superior provisions exist, as a result of the meshing of the 2012 MOU with any superior provisions that existed in the 2008-2012 collective agreements, they must be incorporated into the common central provisions in Article 11.2 of Part A of this agreement and the resulting article placed in Part B of this agreement.

4. Salary, Wages and Direct Compensation

Provisions related to salary, wages and direct compensation remain status quo to those in effect on September 1, 2014 except as amended by the Memorandum of Settlement between the parties dated November 2, 2015.

The four issues identified above shall not be subject to local bargaining or mid-term amendment by the local parties. Disputes arising in respect of such provisions shall be subject to Section 43 of the *School Boards Collective Bargaining Act, 2014*.

ETFO BLUEWATER LOCAL OCCASIONAL TEACHERS – COLLECTIVE AGREEMENT PART B

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

This Collective Agreement shall apply to all Members of the Bargaining Unit employed with the Board. 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 Roster.

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 Roster" means a roster of all teachers qualified to teach in Ontario who have been accepted by the Board to teach as occasional teachers for occasional teaching assignments in the elementary panel for the board. This Roster 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.

3.08

“Seniority” shall mean the date of hire to the Occasional Teacher Roster (i.e. date paperwork is received by Human Resources).

3.09

“BEAM” shall mean the internal electronic communication website of the Board.

3.10

The Long Term Occasional Teacher List shall mean the list of those accepted for long term teaching assignments 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. Long Term Occasional Teachers will be evaluated consistent with Occasional Teacher Performance Appraisal Process.

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 Executive Officer of Human Resources Services.

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.

4.05

The Board agrees not to penalize or discriminate against any Member for participating in the activities of the Union, including exercising any rights under this collective agreement.

4.06

No Discrimination

The Board and the Members agree that there shall be equal treatment with respect to employment without discrimination or perpetuation of the effects of past discrimination, if any, because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability or by reason of members or activity in the Union.

4.07

Just Cause

No member shall be demoted, discharged, dismissed, or disciplined in any way without just and sufficient cause. Such cause shall be provided to the Member in writing within ten (10) school days from the time the Member is informed of any such action.

4.08

The Board shall provide insurance protection for Members against risks arising in the course of their

employment that may involve pecuniary loss or liability on the part of Members covered by the collective agreement.

4.09

No Member will be required to transport or arrange transportation of students in private vehicles.

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 (136 Isabella Street, Toronto, Ontario M4Y 0B5), 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

The Board shall provide to the Union, upon request each year, a letter stating the total number of days of elementary daily and long term occasional teaching days for the previous school year.

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.

6.02

The Board agrees that its rights and responsibilities shall be exercised in a manner that is fair, reasonable, equitable, non-discriminatory and consistent with this collective 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.

7.02

A Member shall be entitled upon request to review his/her personnel file at a reasonable prearranged time through Human Resources Services.

7.03

Where a Member authorizes in writing access to his/her personnel file by another person acting on the Member's behalf, the Board shall provide such access, as well as copies of materials contained therein, if also authorized and requested, consistent with Article 7.02.

7.04

A Member shall be entitled upon request to copies, without cost, of any materials contained in his/her personnel file.

7.05

Members shall receive copies of any materials placed in their personnel files within five (5) school days of the material being filed. The Principal will advise the member that a copy of the material being filed can be sent to the Union upon the member's request.

7.06

The signature of a Member on any document respecting the performance or conduct of that Member shall be deemed to be evidence only of the receipt thereof and shall not be construed as approval of, consent to, or agreement with the contents. At the Member's discretion, comments may be added.

7.07

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

7.08

A Member shall be entitled to note inaccuracies or errors in documents contained in the personnel file within ten (10) school days, by appending notices of corrections or inaccuracies to documents within the file which, in the Member's opinion, possess errors or inaccuracies.

7.09

If a Member disputes the accuracy or completeness of information in the personnel file, the Board shall within fifteen (15) days from receipt of a written request by the Member stating the alleged inaccuracy, either confirm or amend the information and shall notify the Member in writing of its decision including reasons for that decision.

Where the Board amends such information per the above, the Board shall, at the request of the Member notify all persons who received a report based on inaccurate information.

7.10

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 at the request of the member.

7.11

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. The Board shall provide an electronic copy of the Agreement to all new members added to the Roster.

ARTICLE 9 - OCCASIONAL TEACHER ROSTER

9.01

The Board will prepare a Roster 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 Roster provided by the Board. Should an individual not on the Occasional Teacher Roster be employed, the administrator shall inform Human Resources Services and Union President on the same day.

9.01.01

The number of names on the Roster will be capped at three hundred (300) short term active members.

- a) Permanent part time members and retired members are counted at 0.5 active status and are included on the Roster.
- b) Members on Leaves of Absence will continue on the Roster and shall not be included in the count.
- c) Members on LTO assignments that are 50% FTE or greater shall not be included in the count.
- d) Members are to specify only those school locations at which they will work.

9.01.02

Members shall notify the Board of any change of address and/or telephone number required by the Board to contact the member regarding assignments using the electronic Change of Personal Information form.

9.01.03

Additional names shall only be added to the Occasional Teacher Roster 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.

9.02

Occasional Teachers' Roster will include the teacher's name, address, telephone number, school area(s) preferences, qualified subject matter and/or division where the teacher is able to teach and any additional information as required.

9.03

To be officially accepted as an Occasional Teacher with the Board, a teacher must be approved by the Executive Officer Human Resources Services or 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 **(annually)**
- 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 teacher 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 Roster after all documentation is received by the Board

9.04

Removal from Occasional Teacher Roster

When an Occasional Teacher is proven to be unsatisfactory in a teaching assignment to a standard of Just Cause, the teacher's name shall be removed from the Roster with the approval of the Executive Officer Human Resources Services.

9.04.01

Upon request from the Local, a meeting will be held with the Executive Officer Human Resources Services, Local President, and Member to review the circumstances related to 9.04.

9.04.02

When names of Occasional Teachers are removed from the Roster, 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 Roster include:

- a) Voluntary resignation
- b) Discharge with Just Cause
- c) Failure to work a minimum of fifteen (15) assignments per year effective September 1, 2016. The Board must demonstrate that work has been offered.

9.04.03

Members of the local 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.

9.04.04

The parties agree to meet in the Labour Management Committee by June 30th 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.

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 internal email system at least three (3) teaching days prior to the closing date for applications and forwarded to the President of the Local.

11.02

Simultaneous internal/external postings will be mutually agreed upon.

11.03

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 (1st) 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 roster and who received salary during the period for which any such retroactivity applies shall receive retroactive pay.

12.03

Professional Development Day

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 day of the first assignment or on the first of the month for subsequent assignments.

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 one full year, the member will be granted one (1) day of preparation time. Members on LTOs that are less than a year in duration will be granted one full day prep time prorated to the proportion of the year taught. 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.

12.09

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 five (5) teaching days' notice. A gradual return to work for the absent teacher will satisfy the termination notice.

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 endeavour to provide an occasional teacher folder 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

The board will endeavour to ensure the automated callout will include the names of the teacher(s) being replaced, the grade(s) to be taught, the assigned time including scheduled supervision, and any special information including communicable diseases as per Article 21.03

14.05

Should the school employ a teacher by a method other than the automated callout system for an emergency situation, the Executive Officer Human Resources Services or designate will inform the union. Any other unique circumstances will be reviewed with the Bargaining Unit President.

14.06

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

[Short Term Leave Provisions are provided in Letter of Agreement #8 – Central Agreement](#)

15.01 **Sick Leave**

[Sick Leave Provisions are provided in Section 7.0 in the Central Agreement](#)

15.01.01

The members' total accumulated sick leave 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 Executive Officer Human Resources Services or designate.

15.03 **Pregnancy/Parental/Adoption Leave**

[Pregnancy/Parental/Adoption Leave provisions are provided in Letter of Agreement #8 of the Central Agreement.](#)

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 Executive Officer Human Resources Services 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 Executive Officer Human Resources Services, 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 Executive Officer Human Resources Services, 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 Executive Officer Human Resources Services 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 Executive Officer Human Resources Services, may be absent from work for one (1) day, without loss of pay, 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 Executive Officer Human Resources Services.

15.04.05

Unpaid Leave

Subject to adequate notice to the Executive Officer Human Resources Services or designate and the arrangement of coverage, a Long-Term Occasional Teacher shall be granted unpaid leave days to a maximum of five (5) per year. The timing of such days will avoid extending existing vacation periods.

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 ten consecutive teaching months.

15.06.02

The occasional teacher's name shall be returned to the Occasional Teachers' Roster 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 Executive Officer of Human Resources Services. 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 Human Resources Services, 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 Human Resources Services 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 Human Resources Services 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 and the School Boards Collective Bargaining 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. The board will share the calendar with the President annually.

19.03

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

19.04

The Board agrees to allocate \$7,500 annually for the purpose of supporting the professional development of elementary occasional teachers.

ARTICLE 20 – LABOUR MANAGEMENT COMMITTEE

20.01

There will be a Labour/Management Committee comprised of no more than three (3) representatives from each Party plus resource personnel as required. The Committee shall meet at the request of either party as soon as possible after the request at a mutually agreeable time. The board shall grant paid release time for members of this committee. The Committee shall review and monitor the following:

- The number of occasional teachers on the Roster and Long Term Occasional List;
- Interview timing and process for placement on the Long Term Occasional List;
- The distribution of work to occasional teachers including the number of days worked by members and unqualified individuals;
- The working conditions of occasional teachers including access to occasional teacher folders as well as the contents of the occasional teacher folders;
- Health and Safety as it relates to occasional teachers; and
- Other discussion items as required

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.

21.02

The Joint Health and Safety Committee membership shall include representation from the Local.

21.03

If a pregnant Member, during her regular duties, is exposed to diseases or physical dangers which may cause harm to the unborn child, or, if a Member who has returned to work after a pregnancy leave, is exposed to diseases or physical dangers which may cause harm for the child whom she is breastfeeding, a solution to this situation will be realized by:

- a) consideration of altering the commencement date of the pregnancy leave if the dangerous condition relates to the Member's physical abilities;
- b) temporary assignment to another location or duties;
- c) use of sick leave credits.

ARTICLE 22 – AUTOMATED CALL SYSTEM

22.01

Schools may have a priority list of occasional teachers of up to 55% of the FTE permanent staff in a school as of September 30th of each school year. Placement on the list will be at the discretion of the principal.

22.02

Principals may call to book occasional teachers under the following circumstances:

- a) Situations on the same day, 45 minutes prior to the commencement of school.
- b) Self-contained classes if required.
- c) Instrumental Music classes if required.

22.03

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

ARTICLE 23 - TERM OF AGREEMENT

23.01

This Agreement shall be for a term of three years commencing on the first (1st) day of September 2014 and

ending on the thirty-first (31st) day of August 2017, and shall continue from year to year thereafter unless either party gives notice, as per the School Boards Collective Bargaining Act, 2014.

23.02

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.

SIGNING PAGE

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

DATED at Chesley, Ontario this ____ day of _____, 2016.

**THE ELEMENTARY TEACHERS' FEDERATION OF
ONTARIO - BLUEWATER LOCAL
OCCASIONAL TEACHERS**

BLUEWATER DISTRICT SCHOOL BOARD

APPENDIX A

Pay Rates for Short-Term Occasional Teachers

September 1, 2015	\$ 232.49
September 1, 2016	\$ 234.81
February 1, 2017	\$ 235.98

NOTE 1: The formula for short term occasional rates from September 1, 2009 and thereafter is Salary Grid Step A1-0 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.

Paid Amount	Instructional Equivalent
.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.

APPENDIX C

The following language agreed to by the local parties with respect to job postings and the filling of Long-term and permanent positions has been supplanted by Regulation 274 and Letter of Agreement 2 to the Central Agreement

Article 11 – Job Posting

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

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

Article 13 – Benefits

The following clause is currently inactive – Article 13 – Employee Benefits.

Letter of Agreement: Re Employer Insurance

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**

Bluewater District School Board
