

# ETFO Work-To-Rule

## Phase 2 Clarifications

### ACTIVITIES/EVENTS/TRIPS

**Q: Are there any trips that can continue to be planned after December 10?**

A: Trips that are required as part of a special education program (eg form part of a student's IEP) can continue to be planned. Extra-curricular travel (eg to another school for intramural sports) is allowed to continue at this time. The normal caution about planning new events stands, as should action be required to continue and escalate, there is no guarantee that pre-planned activities won't be affected.

**Q: What will happen if there is job action by another employee group the same day the activity/event/trip is planned to occur?**

A: The WRDSB will make decisions about the system operating including whether school/board activities or events already planned continue in the face of job action by another employee group. The WRDSB is responsible for communicating those decisions to parents and the community as well as staff.

### MONEY COLLECTION

**Q: If a teacher has initiated an activity/event/trip that requires money collection how is that handled now?**

A: in Phase 2 ETFO members are not collecting money or participating in money collection. Administrators will get advice from the WRDSB on how to handle such situations. Either administrators will implement an alternate money collection solution or they may determine to cancel the activity or event. Only administrators decide if an activity or event is cancelled, and they are responsible for communicating that decision to parents and the community.

**Q: What if money has only been partially collected for an already planned activity/event/trip yet?**

A: ETFO members are not collecting money or participating in money collection. Administrators will get advice from the WRDSB on how to handle such situations. Either administrators will implement an alternate money collection solution or they may determine to cancel the activity or event. Only administrators decide if an activity or event is cancelled, and they are responsible for communicating that decision to parents and the community.

**Q: Our school has a club/committee which fundraises for a charitable cause, can this continue and can ETFO members participate in money collection related to it?**

A: Money collection for a charitable cause is exempted from the Phase 2 work-to-rule and may continue.

**Q: The life skills class at our site sells food during nutrition breaks and teachers are involved in money collection and purchasing supplies. Can teachers continue to be involved in this way?**

A: Yes. These activities are part of the student programming and likely included in the IEP's for the students. However, as of Phase 2 teachers should not be using their own time to purchase the supplies for these programs, it must occur during instructional time. If a teacher chooses to use their planning time to purchase supplies, they would still require the permission of the administrator to leave the school for that time.

### **MEMOS/LETTERS**

**Q: If we have a trip already planned are we able to send a letter home to parents?**

A: Yes, as long as the trip is teacher initiated and planned. Letters home still require administrator approval before they are sent.

**Q: Our administrator sent letters about the OSSTF job action to classrooms to be sent home, how do we handle this?**

A: ETFO members will not distribute any memo or letter from a school and/or school board, and will not distribute any material related to the legal strike action of another bargaining unit. The administrator must take responsibility for how this is handled without the assistance of ETFO members.

### **TEACHER PERFORMANCE APPRAISAL (TPA)**

**Q: A teacher has completed the appraisal process but hasn't received the final report from the administrator, can they meet with the administrator to do this?**

A: No. ETFO Members are not participating in any performance appraisal or evaluation process. The administrator can provide the final report without a meeting.

**Q: A teacher is participating in the New Teacher Induction Program (NTIP). Do they continue with the evaluation associated with NTIP?**

A: Teachers being evaluated as part of the NTIP continue to participate in the evaluation process.

**Q: It is a teacher's year to be evaluated and the administrator has started the process but it is not complete. Can the teacher continue to participate until it is complete?**

A: No. ETFO Members are not participating in any performance appraisal or evaluation process. The process will be on pause.

## **MEETINGS**

**Q: Can I meet with a parent if I choose?**

A: Yes, as long as it is teacher initiated. Teachers continue to be responsible for communication with parents and can decide how and when that occurs.

**Q: Can School Based Team and/or MDT occur during the instructional day if release time is NOT provided for all teachers involved?**

A: No. Teachers will NOT attend meetings unless they are scheduled during the instructional day AND release time is provided by an occasional teacher. As of phase 2 all teachers, including special education resource teachers, require OT coverage during instructional time in order to attend.

