



COLLECTIVE AGREEMENT

BETWEEN

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

AND

BLUEWATER DISTRICT SCHOOL BOARD

EFFECTIVE

SEPTEMBER 1, 2022, TO AUGUST 30, 2026

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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) (each being a “Central Party”).
- 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, 2014*, as amended, the term of this collective agreement, including central terms and local terms, shall be for a period of four (4) years from September 1, 2022 to August 31, 2026 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, 2014*, as amended, 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, 2014*, as amended 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
 - ii. within such greater period agreed upon by the Parties; or
 - iii. 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, 2014*, as amended, 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 “Local Parties” shall be defined as the Board or the local ETFO bargaining unit party to a collective agreement.
- c) 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 BENEFITS

The Parties have agreed to participate in the Elementary Teachers' Federation of Ontario Employee Life and Health Trust established October 6, 2016 ("ETFO ELHT"). The date on which School Boards and the bargaining units commenced participation in the ETFO ELHT shall be referred to herein as the "Participation Date".

C5.1 ELHT Benefits

The Parties agree that since all active eligible employees have now transitioned to the ETFO ELHT all references to existing life, health and dental benefits plans in the applicable local collective agreement for active eligible employees shall be removed from that local agreement.

Post Participation Date, the following shall apply:

C5.2 Eligibility and Coverage

- a) The ETFO ELHT will maintain eligibility for ETFO represented employees who currently have benefits and any newly hired eligible employee covered by the local terms of the collective agreement ("ETFO represented employees").
- b) With the consent of the Central Parties, the ETFO ELHT is also permitted to provide coverage to other active 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. An eligible Employer is one with employees in the publicly funded elementary and secondary education sector in Ontario.
- c) Retirees who were previously represented by ETFO, and who were, and still are, members of a board benefit plan as at the Participation Date are eligible to receive benefits through the ETFO ELHT with funding based on prior arrangements.
- d) No individuals who retire after the Participation Date are eligible.
- e) Eligibility is limited to long-term occasional and permanent Teachers.

C5.3 Funding

- a) All funding in section c) shall be subject to the following conditions:
 - i. No net plan or administrative enhancements shall be made to the ETFO Benefits Plan over the term of the collective agreement. The ETFO ELHT trustees shall provide the sponsoring parties information and the cost of all plan changes and administrative changes at the ELHT's expense, within 30 days after their decision to make the change.

- ii. Should net plan or administrative enhancements be made, funding outlined in section c) shall be reversed for that year beginning in the month that the enhancement was effective and frozen at that level for the remainder of the collective agreement.
 - iii. Should these net plan or administrative enhancements be reversed, funding shall be reinstated at the levels outlined in section c) beginning in the month that the plan enhancement was reversed.
- b) Effective September 1, 2022, the funding rate shall be set to \$6,174 per FTE.
- c) The funding rate shall be increased for inflation as follows on the following dates:
 - i. September 1, 2022: 1% (\$6,235.74)
 - ii. September 1, 2023: 1% (\$6,298.10)
 - iii. September 1, 2024: 1% (\$6,361.08)
 - iv. September 1, 2025: 1% (\$6,424.69)
 - v. August 31, 2026: 4% (\$6,681.68)

C5.4 Full-Time Equivalent (FTE) and Employer Contributions

- a) The FTE used to determine the board's benefits contributions shall be based on the estimated average FTE reported by the boards in the staffing schedule by Employee/Bargaining group as of October 31st and March 31st.
- b) Monthly amounts paid by the boards to the ETFO ELHT's administrator based on estimates FTE shall be reconciled by the Crown to the actual average FTE reported by the boards in the staffing schedule by Employee/Bargaining group for each school year ending August 31. If the reconciliation of FTE results in any identified differences in funding, those funds shall be remitted to or recovered from the ETFO ELHT in a lump sum upon collection from the ETFO ELHT administrator, but no later than 240 days after the School Boards' submission of final October FTE and March FTE counts.
- c) In the case of a dispute regarding the FTE used to determine the boards' benefits contributions to the ETFO ELHT, the dispute shall be resolved between the board and the local union represented by ETFO.
- d) For the purposes of section 7.3(b) of the ETFO ELHT Agreement and Declaration of Trust, the parties agree that the Trustees shall use the following calculation to determine the amount that ETFO will reimburse the school board for benefits contributions made by a school board to the ETFO ELHT during a period of strike or lock-out resulting in ETFO teachers withdrawing their full services:
 - i. the per FTE funding in effect during the period of strike or lockout multiplied by the estimated average ETFO FTE reported by the school board in the staffing schedule by Employee/Bargaining group as of October 31st and March 31st for the school year impacted by the strike or lock-out;

- ii. Divide i) by 194 days;
- iii. Multiply ii) by the number of strike or lockout days for ETFO teachers at the school board.

C5.5 Benefits Committee

A benefits committee comprised of equal representation from ETFO, OPSBA, the Crown, and ETFO ELHT shall convene upon request to address all matters that may arise in the operation of the ETFO ELHT.

C5.6 Privacy

The Parties agree to inform the ETFO ELHT administrator, that in accordance with applicable privacy legislation, it shall limit the collection, use and disclosure of personal information to information that is necessary for the purpose of providing benefits administration services. The ETFO ELHT benefits plan administrator's policy shall be based on the Personal Information Protection and Electronic Documents Act (PIPEDA).

C5.7 Benefits not provided by the ETFO ELHT

- a) Any further cost sharing or funding arrangements regarding the EI rebate as per previous local collective agreements in effect as of August 31, 2014 shall remain status quo.
- b) Where employee life, health and dental benefits coverage was previously provided by the boards for daily Occasional Teachers as term of the local collective agreement in effect as of August 31, 2014, the boards shall continue to make a plan available with the same funding arrangement.

C5.8 Payment in Lieu of Benefits

- a) All employees not transferred to the ETFO ELHT who received pay in lieu of benefits under a collective agreement in effect as of August 31, 2014, shall continue to receive a payment in lieu of benefits.
- b) New hires after the Participation Date who are eligible for benefits from the ETFO ELHT are not eligible for pay in lieu of benefits.

C5.9 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.

C6.00 SICK LEAVE

C6.1 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. Routine medical and dental appointments will be scheduled outside of working hours where possible.

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 their 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 their 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 that 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 their 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 Parties acknowledge that the board may require medical confirmation of illness or injury to substantiate access to sick leave or STLDP where there is a reasonable basis for concern, notwithstanding any other provision of the collective agreement. 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 their position. Where this is required, such information shall include their 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.

C7.00 CENTRAL LABOUR RELATIONS COMMITTEE

- C7.1** 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.
- C7.2** 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.
- C7.3** The Committee shall meet as agreed but a minimum of three (3) times in each school year.
- C7.4** 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.

C8.00 MINISTRY/SCHOOL BOARD INITIATIVES

ETFO will be an active participant in the consultation process at the Ministry Initiatives Committee. The Ministry Initiatives Committee shall meet at least quarterly each year to discuss new initiatives, including implications for training and resources.

If a new or modified policy initiative is not discussed at the Ministry Initiatives Committee in advance of implementation, it will be discussed at the next meeting. Alternatively, the Crown will endeavor to provide an informational briefing to ETFO and OPSBA at another forum prior to the next Ministry Initiatives Committee, which may include other attendees at the discretion of the Crown.

At the local level School Boards and locals shall meet regarding:

- The development, implementation and evaluation of new ministry/School Board initiatives;
- The timing of new ministry/School Board initiatives;
- The integration of possible new ministry/School Board initiatives; and
- Training and professional learning requirements.

C9.00 DIAGNOSTIC ASSESSMENT

- a) For the purposes of C9.00, 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 judgment 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.

C10.00**STATUTORY LEAVES OF ABSENCE/SEB****C10.1 Family Medical Leave or Critical Illness Leave**

- a) Family Medical Leave or Critical Illness 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, 2000*, as amended.
- b) The Teacher will provide to the Employer such evidence as necessary to prove entitlement under the *Employment Standards Act, 2000*, as amended.
- 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 (EI) and the Supplemental Employment Benefit (SEB) in accordance with g) to j), if allowable by legislation. An employee who is eligible for EI is not entitled to benefits under a School Board's sick leave and short term disability plan.

Family Medical Leave or Critical Illness 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 EI 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 EI 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 EI benefits during the absence period as specified in this plan.
- j) The Teacher must provide the Board with proof that they have applied for and are in receipt of employment insurance benefits in accordance with the *Employment Insurance Act*, as amended, before SEB is payable.

C10.2 Pregnancy Leave

- a) The Employer shall provide for permanent and long-term occasional Teachers a SEB plan to top up their EI Benefits. The Teacher who is eligible for such leave shall receive 100% of salary for not less than eight (8) weeks of pregnancy leave less any amount received under the *Employment Standards Act, 2000*, as amended, during such period. There shall be no deduction from sick leave or the Short Term Leave Disability Program (STLDP).
- b) Teachers not eligible for EI 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 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 they have applied for and are in receipt of EI 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 Winter breaks etc.). Payment shall be made to the Teacher in accordance with the School Board's payroll procedure.
- g) Teachers who require a longer than eight (8) week recuperation period shall have access to sick leave and the STLDP.
- h) If a Teacher begins pregnancy leave while on an approved leave from the Employer, the above pregnancy leave benefits provisions apply.

C11.00 CLASS SIZE/STAFFING LEVELS

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

APPENDIX A – RETIREMENT GRATUITIES

A. 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

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

AND

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

RE: Sick Leave

The Parties agree that any current local 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, 2019.

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.

LETTER OF AGREEMENT #2

BETWEEN

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

AND

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

AND

The Crown

RE: Task Force on the Utilization of Sick Leave

The parties and the Crown agree to establish a task force to review data and explore leading practices related to utilization of sick leave.

The Crown will facilitate the meetings of the task force. The task force will be composed of members of ETFO and OPSBA, with members of the Ministry of Education serving in a resource and support capacity. Members from other employee bargaining agencies will be invited to participate, with the intention of creating separate teacher and education worker sector-wide task forces. There shall be an equal number of representatives of all participating groups.

The task force shall meet 4 times per school year, in the 2023-2024 and 2024-2025 school years.

The task force will:

1. gather and explore data, by unionized job classifications, on the utilization of sick leave and short-term disability;
2. gather and review information including but not restricted to the following:
 - a. a jurisdictional scan on sick leave and short-term disability plans;
 - b. best practices relating to safe return to work
3. discuss factors contributing to sick leave and short-term disability usage in the education sector;
4. report its findings to school boards and ETFO.

The task force shall complete its work by August 31, 2025.

LETTER OF AGREEMENT #3

BETWEEN

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

AND

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

AND

The Crown

RE: Violence Prevention Health and Safety Training

Effective in the 2023-24 school year and each subsequent year of the collective agreement, mandatory violence prevention health and safety training will be provided in a timely manner on one or more PA Days to permanent and long-term occasional teachers. Where daily occasional teachers are scheduled to work on a PA Day when this training is provided they will participate. This will include the following topics: Online Violent Incident Reporting, Safe Schools Reporting, and Notification of Potential Risk of Injury.

The parties recommend that material produced by the Provincial Working Group on Health and Safety, including the Roadmap Resource, be used as resource material for this training.

LETTER OF AGREEMENT #4

BETWEEN

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

AND

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

AND

The Crown

RE: Professional Activity (PA) Days

The Parties confirm that there will continue to be seven (7) PA days in each school year during the term of this collective agreement.

LETTER OF AGREEMENT #5

BETWEEN

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

AND

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

AND

The Crown

RE: Occasional Teacher Ability to Lock the Classroom Door

School Boards will continue to ensure that Occasional Teachers have the ability to lock and unlock the classroom door.

LETTER OF AGREEMENT #6

BETWEEN

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

AND

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

RE: Employment Insurance (EI) Rebate

The Parties agree that where the EI rebate is used to fund extended health care benefits, it is connected to the central issue of benefits, and is therefore status quo until August 31, 2026. This agreement is without prejudice to grievances outstanding, and local agreements in effect, as of the date of ratification of the central agreement.

LETTER OF AGREEMENT #7

BETWEEN

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

AND

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

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 the 2019-2022 local collective agreements. 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, 2014*, as amended.

Issues:

- Short-term paid leave (number of days)
- Qualification allowances including extra degree allowances
- FDK Model
- Preparation Time (number of minutes)
- Student supervision (number of minutes)
- Release time related to violent incidents

LETTER OF AGREEMENT #8

BETWEEN

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

AND

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

AND

The Crown

RE: Individual Education Plans

To best meet the needs of all students, school boards will consider a number of factors when establishing class lists, including the workload related to IEPs.

LETTER OF AGREEMENT #9

BETWEEN

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

AND

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

AND

The Crown

RE: Support for Students Committee

The Parties agree to recirculate the Final Report of the Support for Students Committee (June 2, 2021) established through Letter of Agreement #9 of ETFO's 2019-2022 Teacher/Occasional Teacher Central Agreement. The Crown will distribute the report to School Boards within sixty (60) days following the date of ratification of the central terms.

A provincial committee will be established with representatives comprised of:

- the Ministry of Education;
- OPSBA/School Boards; and
- ETFO

Using the three areas of focus in the *Final Report of the Support for Students Committee*, this committee shall meet to gather and identify examples of best practices across school boards.

The committee will strive to complete its work in time for the beginning of the 2024-25 school year. The compilation of best practices shall be shared with School Boards immediately thereafter.

LETTER OF AGREEMENT #10

BETWEEN

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

AND

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

AND

The Crown

RE: Provincial Working Group - Health and Safety

The Parties confirm their commitment to continuing to participate in the Provincial Working Group - Health and Safety in accordance with the Terms of Reference dated May 25, 2016, including Appendix B as amended on November 7, 2018, and any further amendments to the Terms of Reference as may be agreed to from time to time.

The purpose of the working group is to consider areas related to health and safety in order to continue to build and strengthen a culture of health and safety mindedness in the education sector.

LETTER OF AGREEMENT #11

BETWEEN

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

AND

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

AND

The Crown

RE: Violent Incident Debriefing Training

The Parties acknowledge that the 2018 *Violent Incident Debriefing Training Module*, developed by the Ontario Education Services Corporation for the Ministry of Education, includes leading practices in debriefing after a critical incident.

Within sixty (60) days following the date of ratification of the central terms, the Crown will recirculate the *Violent Incident Debriefing Training Module* to School Boards that employ teachers represented by ETFO.

School Boards may adopt Checklist 1 – Immediate Staff Debriefing Following a Critical Violent Incident and Checklist 2 -Follow-up Staff Debriefing Following a Critical Violent Incident from the *Violent Incident Debriefing Training Module* upon mutual agreement between the local parties.

School Boards are encouraged to consult with the Joint Health and Safety Committee on how this training will be provided to ETFO Teachers during the term of this collective agreement.

LETTER OF AGREEMENT #12

BETWEEN

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

AND

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

AND

The Crown

RE: Violence Prevention in School Boards

The parties and the Crown agree that the scope of the work of the Provincial Working Group - Health and Safety (PWGHS) will continue to include violence prevention in schools.

The current Terms of Reference requires a minimum of 4 meetings per year, which can be amended based on the consensus of the work group.

The parties will jointly recommend to the PWGHS the following:

1. Violence prevention shall be prioritized as a topic for discussion.
2. The PWGHS will collect and review:
 - a. how data regarding violent incidents is gathered and shared.
 - b. how safety plans are created and updated and who is involved.
 - c. how and when risk assessments and reassessments are conducted and who is involved.
 - d. how school boards are sharing information regarding the potential risk of violence which is likely to expose the worker to physical injury, relative to the practices outlined in [Workplace Violence in School Boards: A Guide to the Law](#).

The data collected by the Provincial Working Group - Health and Safety will identify best practices, which may be used to update the [Workplace Violence in School Boards: A Guide to the Law](#) to share with school boards by August 31, 2026.

LETTER OF AGREEMENT #13

BETWEEN

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

AND

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

AND

The Crown

RE: Integration of Students

The Parties believe in addressing the needs of all learners and recognize that student needs vary on an individual basis. The Parties believe that a variety of placement and support options assist in meeting the unique needs of individual learners.

The Parties recognize that preparation prior to a student from a special education class being integrated into a regular classroom can contribute to positive outcomes for the student. That preparation may include, but is not limited to:

- the review of the Ontario Student Record (OSR);
- the creation and/or review of a safety plan and/or behavior plan; and
- other program planning necessary for the successful inclusion of a student with special needs.

Furthermore, any known required resources or technology shall be in place prior to the commencement of the student's integration into a regular classroom except in extenuating circumstances.

LETTER OF AGREEMENT #14

BETWEEN

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

AND

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

AND

The Crown

RE: Hybrid Instruction

Hybrid instruction is defined as providing synchronous instruction to students in-person and remotely simultaneously.

The Parties acknowledge that in-person instruction is preferred over hybrid instruction and provides better outcomes for most students.

Teachers will not be required to provide hybrid instruction for a student who is absent from in-person class for discretionary reasons.

LETTER OF AGREEMENT #15

BETWEEN

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

AND

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

AND

The Crown

RE: Hiring Practices

The Parties acknowledge that successful teaching experience within the school board, including daily and long-term occasional experience, is valuable in the hiring process.

Teaching experience within the school board will be a factor considered in accordance with Ministry and school board policies in the selection of a successful candidate for a position as a long-term occasional teacher.

Where a candidate is unsuccessful in the hiring process, and requests feedback, it will be provided within 30 days of the interview.

Related provisions in Part B of the collective agreement shall remain in effect.

LETTER OF AGREEMENT #16

BETWEEN

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

AND

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

AND

The Crown

RE: Safe Teaching and Learning Environments

The parties agree that safe teaching and learning environments is a shared goal. In addition, the parties acknowledge that appropriate conduct in schools is essential for successful educational outcomes and a positive school climate. A positive school climate includes expectations that everyone actively promotes and demonstrates positive behaviours and interactions, to create, foster and sustain a school community that is safe, inclusive, and accepting for all.

Within 60 days of the ratification of the Central Terms, the Crown, ETFO, and OPSBA will meet to revise PPM 128: The Provincial Code of Conduct and School Board Codes of Conduct.

The parties agree to establish a requirement for schools to have publicly facing signage that communicates behaviour expectations for everyone that are consistent with a safe learning and teaching environment.

Following these discussions, School Boards and Locals shall meet and discuss how the expectations in the code of conduct are communicated to staff, students, other members of the school community, and visitors.

The parties will develop recommendations for the Crown regarding the content of the signage related to the code of conduct that will be shared with school boards. The signage will be shared with the parties prior to the distribution to school boards.

The Crown commits to have the revisions to PPM 128 completed prior to the start of the 2024-25 school year.

The Crown shall endeavour to ensure that the publicly facing signage is distributed to school boards to be posted in schools and board head offices prior to the start of the 2024-25 school year.

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 or while working in a long-term occasional teaching position for which they were hired externally.

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 call out 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 Services).

3.09

“Microsoft 365” shall mean the internal electronic communication website of 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.

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 their 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 Superintendent of Education with Responsibility for Human Resources Services or designate.

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 citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, receipt of public assistance (in housing) and record of offences (in employment) 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 Education with responsibility for Human Resources Services or designate 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, Board email, Ministry Identification Number (MIDENT), Member Leave Status (paid | Preg/Parental | unpaid | WSIB), OCT number, 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 their personnel file at a reasonable prearranged time through Human Resources Services.

7.03

Where a Member authorizes in writing access to their 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 their 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 their 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 Microsoft 365 they have access to the collective agreement through the staff portal. The Board shall provide an electronic copy of the Agreement to all new Members added to the Occasional Teacher 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 automated call system/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, Human Resources Services will provide the Local President with a monthly report.

9.01.01

The number of names on the Roster will be capped at three hundred and fifty (350) short-term active Members.

- a) Permanent part time Members and retired Members are counted at 0.5 active status and are included on the Occasional Teacher Roster.
- b) Members on Leaves of Absence will continue on the Occasional Teacher 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.

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 Superintendent of Education with Responsibility for 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 or QECO Acknowledgment of Correspondence
- e) Payroll documentation
- f) Completed vulnerable sector check
- g) Offence declaration (annually)
- h) Any other documentation that might be required from time to time
- i) 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 Teacher Roster after all documentation is received by the Board.

9.04

Upon request from the Local, a meeting will be held with the Superintendent of Education with Responsibility for Human Resources Services or designate, Local President, and Member to review the circumstances related to 9.04.01.

9.04.01

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. No longer in good standing with Ontario College of Teachers
- d. Failure to work a minimum of fifteen (15) assignments per year effective September 1, 2016. The Board must demonstrate that work has been offered. Occasional Teachers hired mid-year or on an approved Leave of Absence would have the minimum assignments worked pro-rated. Members who have not worked the minimum threshold of days can apply to the Superintendent of Education with responsibility for Human Resources Services or designate, for approval, if there are extenuating circumstances that have prevented them from meeting the minimum threshold.

9.04.02

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.

9.04.03

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

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.

12.01.03

Related teaching experience will include the following:

- Must be a current member, in good standing, with the Ontario College of Teachers;
- Only experience gained as a qualified Teacher will be accepted; and
- Experience must be in public elementary or secondary schools or equivalent.

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 Occasional Teacher Roster and who received salary during the period for which any such retroactivity applies shall receive retroactive pay.

12.03

Professional Activity Day

An Occasional Teacher having been placed on a long-term work assignment involving a Professional Activity Day shall attend the Professional Activity Day. Part-time Long Term Occasional Teachers will attend Professional Activity Days prorated to the proportion of the assignment length. The timing of the Professional Activity Days shall be at the discretion of the Member, communicated to the Administrator and can be combined. However, it is understood that the Professional Activity Day must fall during work assignment days in order to qualify for any remuneration.

12.03.01

- a. The Board shall give notice of cancellation or modification of any pre-arranged assignment by 8:00 p.m. of the previous day through the Automated Call System. Cancellation by administration made after this time will result in one half 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. If the Automated Call System offers the Occasional Teacher an alternate assignment for the cancelled day's work that is within the parameters set forth by the Occasional Teacher as per Article 9.02, no payment is owing for the cancelled job.
- b. When an Occasional Teacher cancels the assignment after 4:00 p.m. on the day prior or thereafter, the Occasional Teacher shall give notice of cancellation of their assignment through the Automated Call System, and by Microsoft 365 email to the Administrator.

- c. It is understood that in the event of bus cancellations or school closure, cancellation can occur up to 7 a.m. in the automated call system, accompanied by direct communication via phone call, text message or email to the number listed in the automated call system.
- d. In all cases where an Occasional Teacher receives pay under this Article, the time for which the Occasional Teacher is paid shall be treated in all other respects as if it were time worked.

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) or QECO Acknowledgment of Correspondence 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 assignment 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. (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. In the event an assignment is terminated early, the Long Term Occasional Teacher will be offered an alternative assignment within the building to meet the notice period of no more than five (5) teaching days.

ARTICLE 13 - WORKING CONDITIONS

13.01

The Board will endeavour to provide an Occasional Teacher folder for the Occasional Teacher and other support and orientation, as necessary.

13.02

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

13.03

An Occasional Teacher shall not be expected to do supervisory duties before their teaching assignment begins on the first day of their assignment. Administrators may reschedule the morning supervision to another comparable supervision during the day. The Administrator shall be responsible for arranging any rescheduled supervision.

13.04

Medical Procedures

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

13.05

Each Member working a full day assignment shall be entitled to an uninterrupted and continuous period of not less than forty (40) minutes for lunch free from supervision, teaching, or other duties during the scheduled working day.

13.06 School Access

An Occasional Teacher shall receive a key fob to gain entry to the school.

ARTICLE 14 - LEAVES

14.01 - Sick Leave

[Sick Leave Provisions are provided in Section C6 in the Central Agreement](#)

14.01.01

The Members' total accumulated sick leave will be available electronically.

14.02 - Compassionate Leave

14.02.01

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.

14.02.02

An Occasional Teacher, working on a long-term work assignment, excused by the Principal to attend the funeral of a family member will be compensated for the time lost from the work assignment of one (1) day for each such occurrence.

14.02.03

An additional leave of absence with or without pay may be granted by the Superintendent of Education with Responsibility for Human Resources Services or designate.

14.03 - Pregnancy/Parental/Adoption Leave

Pregnancy/Parental/Adoption Leave provisions are provided in C10 of the Central Agreement.

14.03.01

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

14.03.02

A Long Term Occasional Teacher's request for pregnancy/parental/adoption leave must be in writing to the Long Term Occasional Teacher's principal and forwarded to the Superintendent of Education with Responsibility for Human Resources Services or designate 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.

14.03.03

Upon request by Superintendent of Education with Responsibility for Human Resources Services or designate, a medical certificate stating the expected birth date shall be supplied by the Long Term Occasional Teacher.

14.03.04

A Long Term Occasional Teacher intending to adopt a child should give the Superintendent of Education with Responsibility for Human Resources Services or designate, through the Principal, notice, where possible, of the intent to adopt, so that when the child becomes available the Long Term Occasional Teacher may begin their leave.

14.03.05

While on a pregnancy/parental leave, Occasional Teachers shall be granted experience credit for the duration of their leave, equivalent to the number of days normally worked for the Board prior to the leave. For further clarity, if a Member is on a 12 month leave the Board would average the number of days normally worked in the 12 months prior to the leave to determine the experience credit. Non-working months shall be excluded from this calculation.

14.03.06

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 Superintendent of Education with Responsibility for 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.

14.04

Personal Leave

14.04.01

A Long Term Occasional Teacher who is scheduled to work and who has received prior approval by the Superintendent of Education with Responsibility for Human Resources Services or designate, 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.

14.04.02

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.

14.04.03

Payment will be made, provided that the Occasional Teacher's work assignment continues for the same replaced teacher as stated in 14.04.02.

14.04.04

An additional leave of absence with or without pay may be granted by the Superintendent of Education with Responsibility for Human Resources Services or designate.

14.04.05

Unpaid Leave

Subject to adequate notice to the Superintendent of Education with Responsibility for 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 subject to either or both of the following exceptions:

1. Where a Long Term Occasional Teacher can show documentation of having made a commitment elsewhere before the position was accepted.
2. Where there are extenuating circumstances, the Member may apply to the Superintendent of Education with responsibility for Human Resources Services or designate.

The timing of such days will avoid extending existing vacation periods.

14.05

Union Business Leave

14.05.01

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.

14.05.02

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.

14.05.03

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

14.05.04

Each September the Union will notify the Board of the name of the President and the President's release

day's grid rate.

14.06

Unavailability Leave of Absence

14.06.01

Occasional Teachers may request in writing a leave of absence for a period of up to ten consecutive teaching months. Occasional Teachers may request up to 20 teaching months leave in any 50 teaching month period. An Occasional Teacher shall become eligible for this leave 2 years after being added to the Occasional Teacher Roster.

14.06.02

The Occasional Teacher's name shall be returned to the Occasional Teacher Roster at the end of the leave unless requested otherwise.

14.06.03

The Occasional Teacher shall continue to maintain seniority with the Board.

ARTICLE 15 - GRIEVANCE PROCEDURE

15.01

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.

15.01.01

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

15.01.02

"Days" shall mean school days unless otherwise indicated.

15.02

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.

15.03

Grievance Procedure - Individual

15.03.01

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 Superintendent of Education with Responsibility for Human Resources Services or designate. Any resolution of a complaint must receive the approval of the Local.

15.03.02

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.

15.03.03

Step 2

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

15.03.04

Step 3

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

15.04

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.

15.04.01

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.

15.04.02

Step 2

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

15.04.03

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.

15.05

Where the Board fails to meet any of the timelines identified in 15.03.01, 15.03.02, 15.03.03, 15.03.04, 15.04.01, 15.04.02, and 15.04.03 the grievance shall advance automatically to the next stage or may be extended if mutually agreed upon.

15.06

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.

15.06.01

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.

15.07

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
- (c) 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.
- (d) A grievance may be submitted to expedited arbitration under Section 49 of the Labour Relations Act.

15.07.01

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.

15.07.02

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.

15.07.03

Time restrictions within Article 15.07 may be extended if mutually agreed upon in writing.

15.08

Cost of Arbitration

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

15.09

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

15.10

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 16 - STRIKES AND LOCKOUTS

16.01

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 defined in the Ontario Labour Relations Act and the School Boards Collective Bargaining Act.

ARTICLE 17 - UNION REPRESENTATION

17.01

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.

17.02

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.

17.03

The Board shall provide Occasional Teachers with suitable meeting space on request, free of charge, provided this does not interrupt the instructional program.

ARTICLE 18 - PROFESSIONAL LEARNING OPPORTUNITIES

18.01

The board shall provide information to the Local President about the professional development activities provided by the board for which Occasional Teachers are eligible.

18.02

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.

18.03

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

18.04

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

ARTICLE 19 – LABOUR MANAGEMENT COMMITTEE

19.01

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.
- Interview timing.

- 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.
- Other discussion items as required.

ARTICLE 20 – OCCUPATIONAL HEALTH AND SAFETY ACT

20.01

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.

20.02

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

20.03

If a pregnant Member, during their 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 they are 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 21 – AUTOMATED CALL SYSTEM

21.01

The board will endeavour to ensure the automated callout will include:

- a) the names of the teacher(s) being replaced,
- b) the grade(s) to be taught,
- c) the assigned start and end time including scheduled supervision,
- d) other information that may be pertinent to the assignment
- e) and communicable diseases as per Article 20.03

21.02

Priority Lists shall not be utilized for the distribution of short-term assignments.

21.03

Principals may book Occasional Teachers using alternate communication to the automated call system when jobs remain unfilled after 8:00 p.m. on the day prior OR where the job remains unfilled after a reasonable period of posting through the automated call system. Where confirmed with an Occasional Teacher, the job can be assigned.

21.04

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

21.05

Members are to specify only those school locations at which they will work.

ARTICLE 22 - TERM OF AGREEMENT

22.01

This Agreement shall be for a term of four years commencing on the first (1st) day of September 2022 and ending on the thirty-first (31st) day of August 2026 and shall continue from year to year thereafter unless either party gives notice, as per the School Boards Collective Bargaining Act, 2014.

22.02

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

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 19th day of February 2024.

ETFO Occasional Teachers Bluewater Local

Bluewater District School Board

Andrew Chatters

Heather Wilson

Amela

Rebecca Helynialuk

Mark Butt

SS

meGwen

Wendy Lou wese

Julie Phillips

APPENDIX A

Pay Rates for Short Term Occasional Teachers

September 1, 2022	\$271.67
September 1, 2023	\$279.83
September 1, 2024	\$287.52
September 1, 2025	\$294.71

NOTE 1: The formula for short-term occasional rates from September 1, 2019 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.

APPENDIX D

The Board, in recognition of its duty to accommodate teachers in accordance with Ontario Human Rights Code, agrees to co-operatively develop accommodation plans with a representative of the Board, the Local President or designate, and the teacher requiring accommodation.

A teacher has the right to Union representation at any meeting where a return to work/accommodation program is being discussed.

The accommodation plan should be implemented in as timely a manner as possible.

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 13th day of October 2020

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

Teresa Morrison ETFO

Andrew Chitt

Heather Weber

Amanda A

Bluewater District School Board

[Signature]

[Signature]
Lauren Depietto

Andrea Tang