

**CONSTITUTION FOR THE
ELEMENTARY TEACHERS'
FEDERATION OF ONTARIO**



June 2017

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- Member Committees
- Executive Committees

**Operational customs are found in the
Policies and Procedures Guidelines of UCOTL**



DEFINITIONS:

- Federation means the provincial Elementary Teachers’ Federation of Ontario (ETFO)
- “Occasional Teacher” shall mean a teacher defined as such in “The Education Act” of Ontario who is a member of the Ontario College of Teachers.
- Local means the Upper Canada Occasional Teachers’ Local
- UCOTL means the Upper Canada Occasional Teachers’ Local

ARTICLE I – NAME

- 1.1 This organization shall be known as the “Elementary Teachers’ Federation of Ontario – Upper Canada Occasional Teachers’ Local.” or “ETFO-UCOTL”

ARTICLE II – AFFILIATION

- 2.1 ETFO-UCOTL is a bargaining unit of the Elementary Teachers’ Federation under the Labour Relations Act.
- 2.2 The jurisdiction of the ETFO - UCOTL shall be all occasional teachers employed by the Upper Canada District School Board on the Elementary Occasional Teaching Roster.

ARTICLE III – OBJECTIVES

The objectives of the Local shall be:

- 3.1 to promote and protect the interests of all members of the Local
- 3.2 to regulate relations between the members of the ETFO - UCOTL and the Upper Canada District School Board including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment.
- 3.3 to advance the cause of education and the status of Occasional Teachers in the Local.
- 3.4 to promote a high standard of professional ethics, professional competence and collegiality
- 3.5 to promote and defend the health and safety of members in the workplace
- 3.6 to foster a climate of social justice and to influence public attitudes concerning the professional aims and activities occasional teachers.
- 3.7 to co-operate with other organizations having the same or like objectives.

ARTICLE IV – MEMBERSHIP

Section 1 - Active Membership

- 4.1 An Occasional Teacher is an active member of ETFO – Upper Canada Occasional Teachers’ Local provided they are:
 - qualified to teach in Ontario;
 - a member of the College of Teachers;
 - employed as an Occasional Teacher under the terms of the Collective Agreement

Section 2 Honorary Life Membership

- 4.2.1 Honorary Life Membership may be granted to retired members of the Local who have given outstanding service to the Local.
- 4.2.2 Honorary Life membership shall be granted in accordance with established procedures.

Section 3 – Fees

- 4.3.1 Each member of the Local shall pay a fee as prescribed by the Bylaws of ETFO.
- 4.3.2 The method of payment of the fee shall be as set out in the collective agreement between the Local and the Upper Canada District School Board of Education.
- 4.3.3 A Local levy of 0.004 of each day's pay will be gathered from the membership according to the method set out in the collective agreement between the Local and the Upper Canada District School Board of Education. This levy was instituted September 1, 2004.

ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 1 - Rights and privileges of Active Membership

- 5.1.1 An active member shall have full rights, privileges and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.
- 5.1.2 The rights of an active member shall be:
 - (a) to hold office in the Local and in the Federation;
 - (b) to attend general meetings of the Local;
 - (c) to participate in the vote on the preliminary submission in the collective bargaining process;
 - (d) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
 - (e) to participate in any general membership votes;
 - (f) to apply for membership on a Standing Committee;
 - (g) to request Local support through the grievance process;
 - (h) to request Local support in any problem related to professional duties.
- 5.3.1 The rights of honorary life members shall be:
 - (a) to attend UCOTL functions in a non-voting capacity;
 - (b) to receive UCOTL publications, and
 - (d) to attend the Annual Dinner as a guest of UCOTL

ARTICLE VI – LOCAL ORGANIZATION

Section 1 - Local Executive

- 6.1.1 The Local Executive shall include the following positions:
 - (a) President;
 - (b) Vice President;
 - (c) Treasurer
 - (d) Secretary;
 - (e) Chairperson, Collective Bargaining Committee;
 - (f) Executive Members at large

Section 2 - Annual General Meeting

- 6.2.1 As per 11.2.2 of the Federation Constitution, the Local will ensure representation of women on the Local Executive.
- 6.2.1 The Local shall hold an Annual General Meeting in the period January 1 to June 15 of each year.
- 6.2.2 The Executive of the Local shall be elected at the Annual General Meeting.

- 6.2.3 President, Vice-President, Treasurer and other executive members are elected positions. Other positions of responsibility will be determined from within the Executive at the first meeting in September.
- 6.2.4 The term of office for the Executive shall be for one year.
- 6.2.5 The Executive shall take office on July 1.
- 6.2.1 Each Committee member shall follow the Local and Provincial Constitution of ETFO and ETFO Advisories.**

Section 3 – Committees

- 6.3.1 There shall be the following Standing Committees:
- Collective Bargaining
 - Communications
 - Election
 - Equity and Status of Women
 - Finance
 - Member Engagement
 - Political Action – Public Relations
- 6.3.2 Other ad hoc committees or work groups required to carry out the work of the Local may be established by the Executive or by general meetings as necessary.
- 6.3.3 Committee expenses will be paid from the Committee's budget line.
- 6.3.4 Standing Committees shall elect a Chair from its members. Every Committee should have an Executive member who shall report to the Executive on their behalf.
- 6.3.5 Application to Standing Committees shall be submitted to the Executive.
- 6.3.6 Each Committee member shall follow the Local and Provincial Constitution of ETFO
- 6.3.7 The Executive shall appoint members to the Committees from the applications.
- 6.3.8 Each Committee shall endeavor to have regional representation.
- 6.3.9 Each Committee shall consist of a minimum of 3 members and a maximum of 6 members unless otherwise determined by the Executive.
- 6.3.10 Removal of a Committee/Executive Member:
The Executive may remove a Committee or Executive member for the following reasons:
- a) Absence from three (3) consecutive meetings without just cause.
 - b) Violation of the ETFO-UCOTL Constitution, Provincial Advisory, Directive, Code of Conduct and/or Policy Statement.
- 6.3.11 Every committee shall maintain Terms of Reference which have been approved by the Executive. The Terms of Reference shall be reviewed yearly by the Committee and any recommendations brought to the Executive.
- 6.3.12 Each Committee shall appoint a secretary who will prepare minutes for each meeting.

ARTICLE VII - ORGANIZATIONAL DUTIES

Section 1 - Duties of the Executive

The Executive shall:

- 7.1.1 uphold the constitution, bylaws and policies of the Elementary Teachers' Federation of Ontario
- 7.1.2 execute the business of the ETFO – UCOTL in accordance with the constitution and the decisions of general meetings of the ETFO – UCOTL

- 7.1.3 hold at least 6 regular Executive meetings
- 7.1.4 hold an Executive meeting at the request of the President
- 7.1.5 receive a financial report at each Executive meeting
- 7.1.6 forward to the provincial office by September 30 of each year the annual audited Financial Statement
- 7.1.7 forward to the provincial office each year the annual report of the Local
- 7.1.8 appoint Committee Members from applications received
- 7.1.9 appoint and develop terms of reference for ad hoc committees and work groups
- 7.1.10 appoint at least 2 signing officers of the Local
- 7.1.11 appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Local representative
- 7.1.12 recommend the appointment of the auditors to the Annual Meeting
- 7.1.13 approve investment policy

Section 2 - Duties of Officers

- 7.2.1 The duties of the President shall be to:
 - a) abide by the Constitution and By-laws of ETFO – UCOTL
 - b) be the official spokesperson for ETFO – UCOTL
 - c) act as an ex-officio member of all committees
 - d) make provisions for the counseling of ETFO-UCOTL members
 - e) act as a signing officer
 - f) serve as a Delegate at the provincial Annual Meeting or appoint a designate
 - g) administer office staff
 - h) keep open direct two-way communication with membership
 - i) perform other duties as by custom fall to the President
 - j) act as Chief Executive Officer of the ETFO – UCOTL and carry out the business of the Federation between meetings of the Executive
- 7.2.2 The duties of the Vice President shall be to:
 - a) assume Presidential duties upon request of, or absence of, the President
 - b) act as a member of the Election Committee
 - c) assume the chairmanship of at least one Committee
- 7.2.3 The duties of the Treasurer shall be:
 - a) to keep accurate and detailed financial records of the ETFO - UCOTL based on the Local fiscal year, July 1 to June 30.
 - b) to make a financial report to each Executive and General Meeting of the Local
 - c) to make investments with the approval of the Executive
 - d) to report investments during each financial report
 - e) to recommend the auditors to the Annual Meeting
 - f) to ensure the audit is completed
 - g) to forward the annual audited financial statement of the ETFO - UCOTL to the provincial office of the Federation by September 30
- 7.2.4 The duties of the Secretary shall be:
 - a) to maintain accurate records of all meetings of the Local
 - b) to keep a copy of the Constitution

- c) to prepare and circulate minutes of Executive and General Meetings

Section 3 - Duties of Committees

- 7.3.1 Each and every Committee, whether Standing or Ad Hoc, shall work under these general terms of reference:
- a) hold meetings as the chairperson deems necessary;
 - b) take action on any matter referred by the Executive or President;
 - c) initiate actions on items of its own creation within the terms of reference of the committee;
 - d) report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referral motions;
 - e) keep a written record of all meetings and send a copy of the same to the President and all committee members;
 - f) prepare such motions and/or notices of motion as required for the carrying out of these terms of reference;
 - g) suggest and prepare any bylaws, policies and/or Constitutional amendments necessary to expedite the recommendations of the committee;
 - h) prepare a written report to be received at the Annual Meeting;
 - i) have the Committee chairperson pass onto their successor a complete file of the minutes and reports of the work of the committee;

Section 4 – Duties of a Work Group

- 7.4.1 A Work Group will be struck to complete a specific task or investigation. Each Work Group shall work under these general terms of reference:
- a) take action on any matter referred by the Executive or President;
 - b) report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referral motions;
 - c) keep a written record of all meetings and send a copy of the same to the President and all committee members;
 - d) suggest and prepare any bylaws, policies and/or Constitutional amendments necessary to expedite the recommendations of the work group;
 - e) prepare a written report to be received at the Annual Meeting;

ARTICLE VIII – MEETINGS

8.2.1 An Annual General Meeting of the members of ETFO - UCOTL shall be held by the end of May.

8.2.2 The Annual General Meeting shall:

- a) receive the annual reports of the officers and committees of the Local;
- b) elect the officers for the next year;
- c) appoint the auditor;
- d) receive the financial statements;
- e) take place in a convenient location with a preference for a unionized location;
- f) be accessible for physically handicapped members

ARTICLE IX – ELECTIONS

Section 1 – Eligibility

- 9.1.1 An active member in good standing may be nominated to stand for elected office.
- 9.1.2 Only members who have previously served on UCOTL's executive may be nominated for President.

Section 2 – Nominations

- 9.2.1 Members shall be notified of the request for nominations with the notice of the Local Annual General Meeting.
- 9.2.2 Nominations for the position of President, Vice-President and Treasurer must be received by the Nomination Committee fifteen (15) days prior to Upper Canada Occasional Teachers' Local's Annual General Meeting.
- 9.2.2 Notwithstanding the above, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Annual Meeting with the exception of the position of President, Vice-President and Treasurer .

Section 3 - Election Procedures

- 9.3.1 The Executive of the ETFO - UCOL shall be elected at the Local Annual Meeting in the following order:
- President
 - Vice-President
 - Treasurer
 - 6 Executive-at;large
- 9.3.2 Candidates shall have the opportunity to address the local Annual Meeting before election. The address of each candidate should not be more than 3 minutes in length.
- 9.3.3 It is expected that candidates be present to defend their candidacy. If a candidate who has been duly nominated and accepted is unable to attend, their name may still stand. It is understood they will miss the opportunity to speak in person on their own behalf for the election. They may submit a statement to be read aloud.
- 9.3.3 The election shall be by secret ballot.
- 9.3.4 There shall be no proxy votes.
- 9.3.5 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.
- 9.3.6 The vote count for all elected positions shall be released to the members present following each ballot.
- 9.3.7 Candidates with the largest number of votes cast will be declared elected. Candidates with the largest number of votes cast shall be declared elected.
- 9.3.8 A candidate unsuccessful in election to one position may dropdown to another position on the Executive for which the member is eligible.

- 9.3.9 The ballots will be destroyed by motion of the Annual General Meeting immediately following the elections.

ARTICLE X – PROCEDURE TO FILL A VACANCY ON THE EXECUTIVE

Section 1 – Vacancy on the Executive

- 10.1.1 The Executive shall determine whether to fill a vacancy on the Executive. The decision regarding the vacancy will be confirmed by motion of the Executive.
- 10.1.2 If the Executive determines to fill the vacancy, the position shall be filled within 30 days.
- 10.1.3 A vacancy at the position of Executive member shall be offered to the unsuccessful candidate for the vacant position with the highest vote count at the most recent election.
- 10.1.4 In the event there were no unsuccessful candidates for election to the vacant position at the most recent election, the Executive shall appoint from a list of Committee volunteers.
- 10.1.5 The term of office shall commence immediately after the conclusion of the Executive meeting at which the appointment is made.

Section 2 – Vacancy for the position of President

- 10.2.1 A vacancy for the position of President shall be filled by the Vice-President.
- 10.2.2 Notwithstanding the above, if a vacancy for the position of President is not filled for any reason, the vacancy shall be filled by the Executive by the election of a member of the Executive.

ARTICLE XI - DELEGATES/ALTERNATES TO THE ETFO ANNUAL MEETING

- 11.1 Delegates of the ETFO – UCOTL to the Federation Annual meeting shall be the Incoming president and at least one (1) other executive member elected from the Executive. The number of the delegation is determined by ETFO Provincial.
- 11.2 Alternates for the Federation Annual Meeting will be elected at the Local’s Annual General Meeting following the election of the Executive.
- 11.3 Vote counts of candidates for Federation Annual Meeting alternates will be recorded and used as reference should elected alternates be unable to attend.
- 11.4 Names of delegates and alternates to the Federation’s Annual Meeting shall be forwarded to the provincial office prior to June 1.

ARTICLE XII- LOCAL PROVINCIAL CANDIDATES

- 12.1 Members wishing to stand as a provincial executive candidate must notify the Local Executive. Candidates will be invited to attend a Local Executive meeting and may be asked to address a General Meeting. The Local Executive will determine whether, and in what ways, the Local is able to support the candidate. The member will be informed, in writing, by the Local President within 30 days of that executive meeting.

ARTICLE XIII - RESOLUTIONS TO THE ETFO ANNUAL MEETING

- 12.1.1 Resolutions to the Federation Annual Meeting shall be passed at a Local General Meeting to be held prior to March 1
- 12.2 Proposed resolutions should be submitted to the Local Executive prior to the Resolution Meeting whenever possible.

ARTICLE XIV- AMENDMENTS TO THE LOCAL CONSTITUTION

- 13.1 Proposed amendments to the Local Constitution must be submitted to the Executive thirty (30) days prior to the Annual General Meeting.
- 13.2 The Executive shall publish all proposed amendments to the general membership ten (10) days prior to the Annual General Meeting.
- 13.3 The Constitution shall be amended if 60% of the members present at the Annual General Meeting vote in favour of the proposed amendment.

ARTICLE XV- FINANCES

- 14.1 The Executive of the Local shall develop a financial policy.
- 14.2 All financial transactions shall be signed by two signing officers
- 14.3 The fiscal year for the ETFO - UCOL shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 14.4 The Local Budget will be presented at a Fall General Meeting, held before October 31 each year.

Appendix 1

TERMS OF REFERENCE**MEMBER COMMITTEES**

Collective Bargaining Committee**2018-19 Committee Members**

Paula Carmichael, Diane Dewing, Judy Haddad, Shane Schwendemann, Sylvia van Campen (Chair), Chrystiane Wall, Bobbie Wylie

Terms of Reference:

- The Committee is governed by the Provincial Joint Negotiation procedures for the current Collective Agreement.
- The Committee commits to ongoing consultation with the Union with respect to all aspects of local bargaining. Consultation will occur through communication with the Local President, Chief Negotiator, Staff Officer and the General Secretary.
- The Committee is comprised of at least three (3) members who are selected from the membership based on experience, and demographics reflective of the membership. The chief negotiator will select the committee from applications. The president is a defacto member.
- The Table Team will be derived from this committee. An ideal Table Team consists of four members, with consideration given to ensure one member of the team represents the interests of new teachers. The President and Chief Negotiator are members of the Table Team. The Committee will elect the remaining positions on the Table Team from the Committee.
- The Committee shall solicit input from members of ETF0 – UCOL for items to be included in the preliminary submission through an electronic survey which they develop. The survey shall request input with regard to working conditions, training and other needs related to the collective agreement.
- The committee will create the preliminary submission with input from the staff officer using the information gathered from members. The preliminary submission shall be submitted to the General Secretary for approval.
- Once approved, the submission will be presented to members for ratification. Ratification will be by secret ballot following the presentation.
- If the preliminary submission is not approved by the membership, the Committee will gather further information from the membership through an electronic survey. Using this information, another preliminary submission will be developed and presented to the membership at a duly called General Meeting.

- Modifications to the ratified preliminary submission may be made by the committee as necessary, guided by input from the ETFO staff officer and General Secretary.
 - Communication to membership will be ongoing through the President. The Committee will recommend content, method and distribution of collective bargaining information.
 - At the conclusion of bargaining, the tentative agreement will be presented to the membership. Ratification will be by secret ballot following the presentation.
-

Communications Committee

2017 – 2018 Committee Members

Diane Dewing, Cory Huybregts, Meagan Leithead,

Terms of Reference:

- To review and critique UCOTL member communication.
- To identify ways to enhance effective communication to members.
- To make recommendations to the Executive concerning effective communication.

Specific duties:

- Create/edit a calendar or Teacher Planner to be mailed to members.
 - Update the website
 - Monitor social media
-

Election Committee

2017-2018 Committee Members

Terms of Reference:

- To plan and conduct annual elections, by-elections and ETFO Annual Meeting alternate elections in accordance with the Local's Constitution.
- To assign the task of Elections Officer to a person who shall not be a current Executive member or a person running for any position on the Executive.
- To adhere to constitutional timelines for both nominations and elections.
- To publish and distribute to all members a nomination form outlining the responsibilities and requirements of each Executive position.
- To verify the all nominators and nominees are eligible under the terms of the Local Constitution and the Ontario Teachers' Federation.
- To announce to members of the General Meeting the results of the election.

Equity and Status of Women Committee

2017 – 2018 Committee Members

Melanie Barclay-Woods, Diane Dewing, Susan Thorpe, Erin Worrell

Terms of Reference:

- shall encourage the development of women, and members of designated groups, as leaders through workshops, discussion groups, and conferences
- To plan, and organize, events which promote education on equality, safety and support of women and members of designated groups;
- To liaise with women’s organizations and shelters within the UCDSB;
- To inform members of issues surrounding the status of women in society
- To support the work of women’s organizations through fundraising or donations of time;
- To make recommendations to the Executive concerning actions that support positive messaging and action in support of equalizing the status of women in society and of designated groups.
- To inform members about such areas as anti-poverty, non-violence, and the negative effects of separation of people by though prejudice, racial profile, religion or class.
- To engage members in reflection on issues related to social justice and equity through socials, workshops, articles, lesson plans and communication.
- To invest (using time and/or money) in our community to help raise awareness of social justice and equity issues.
- To communicate regularly with the Executive and membership on emerging issues relevant to members and their classrooms.

MEMBER ENGAGEMENT COMMITTEE

2017 – 2018 Committee Members

Leeann Blondin, Diane Dewing, Alyson Edwards, Krystal van Leishout, Jennifer Stewart, Sylvia van Campen, Bobbie Wylie (Chair)

Terms of Reference:

- To identify ways to encourage members to become involved in the Federation.
- To provide opportunities for members to gather to discussion issues important to them.
- To survey members to understand their views and knowledge of issues important to Education.
- To recommend strategies that would enhance and inform members of our local about political issues important to our local.
- To study policies and platforms of political parties and other organizations interested in education and recommend whether to support or to deny support on the basis of what is best for our members and the students we serve.

Specific Duties:

- To plan and host member Socials throughout the Board
- To engage the membership in discussion and action through events, social media and email about issues related to Education.
- To plan and host the Celebration Dinner
- To promote Local and Provincial Awards, Scholarships and Bursaries

Political Action /Public Relations Committee**2018 – 2018 Committee Members**

Mike Baker, Judy Haddad, Shane Schwendemann, Sylvia van Campen

Terms of Reference:

To advise the Executive of UCOL and:

- recommend strategies that inform and enhance members' understanding of political issues that impact Education and local communities.
- suggest different courses of action that will encourage members to be more involved politically in our local as well as in local and provincial politics.
- recommend ways in which we will respond to political issues at all levels of government.
- recommend ways to enhance our Local's participation at meetings and conventions of political parties, school board meetings, and community partners.
- study policies and platforms of political parties and other organizations interested in education and recommend support to our Local when appropriate.
- outline actions we wish to take in terms of meetings with MPP's and office staff of those MPP's, school trustees and community partners.

EXECUTIVE COMMITTEES**JOINT PROFESSIONAL DEVELOPMENT**

The Upper Canada Occasional Teacher Professional Development Fund is administered by a joint committee of ETFO – UCOL and the Upper Canada District School Board.

2017 – 2018 Committee Members

UCDSB – Jeanne Atkin (Human Resources / Committee Co-Chair), Debbie Banks, Christie LaBrash, Mhairi Rowland

ETFO-UCOTL – Paula Carmichael (PD Chair/ Committee Co-Chair), Sylvia van Campen, Diane Dewing

Purpose

Collective Agreement

- 25.06 *The Board shall establish a Professional Development Fund for its Occasional Teachers actively employed in the elementary panel to be applied in each school year for the benefit of improving the delivery of educational programs and services for elementary students.*
- b) *The Professional Development Fund shall be administered by a Joint Board/Union Committee with equal representation. The Joint Committee shall be co-chaired by representatives of the Board and the Union. Terms of reference, guidelines, application, and reporting procedures shall be developed jointly by the Union and the Board.*

The Joint Professional Development Fund provides for:

- OT-focused, high quality professional development activities for active Occasional Teachers who are employed by the Upper Canada District School Board.
- Financing the cost of
 - speakers honorarium or speaker's fee
 - speaker's travel, meals, accommodation (when necessary)
 - resource materials
 - food for members and speakers on the day of the event; type of food to be determined according to timing and type of event (paid or unpaid)
 - travel expenses for the organizing team on the day of the event
 - other costs directly related to the PD event and approved by the Committee
- A maximum of 10% of the fund can be used to purchase books and resources for the ETFO-UCOL Lending Library. Members may access this library to improve classroom management and teaching skills. Curriculum resources are also available.
- Release time for specified events pre- approved by the Committee.

Funding

Collective Agreement 25.06

- a) *Effective September 1, 2008, the annual amount allocated to this fund shall be \$8,000.00. Unexpended monies in the fund, at the conclusion of the school year, shall remain in the fund.*

On, or about, September 1 each year the Board will deposit \$8000 in a Joint Professional Development account which will be held at the Board office. The Board co-chair will administer the fund. A report of the balance of the fund shall be presented at each meeting of the Joint Committee.

It is the intention of ETFO-UCOL to contribute to the fund. A minimum amount of \$5000 will be set aside yearly for this purpose. If a contribution is possible, a cheque will be sent to the Board co-chair before September 30 of each year.

Expectations of the Committee

The Committee will meet three times a year.

September will be a planning meeting where appropriate professional development for the year will be discussed. Pre-approval of events, and their related expenses, will occur. The Terms of Reference for this Committee will be reviewed and updated where necessary.

January/February The Committee will review Professional Development, both planned and completed, to ensure that programming meets the needs of teachers within UCDSB classrooms. Pre-approval of events, and their related expenses, will occur.

June The Committee will reflect on the type and quality of professional development offered within the past year and provide time for visioning of future events.

Minutes from each meeting will be circulated to the members of the Committee.

The agenda for each meeting will be created from the minutes of the previous meeting. Additional items for the agenda may be added by forwarding them to the co-chair.

The following will be communicated to members of ETFO - UCOTL

UCOTL – UCDSB Joint Professional Learning Fund

- **At present, the Joint PD Fund is unable to underwrite individual courses or conferences.**
- The Joint PL Committee commits to hosting a minimum of three (3) professional development events each year.
- Daily casual occasional teachers may participate in NTIP providing space is available. Release time will be paid from the Joint PL Fund. Contact the office for more information.
- LTO's may also participate in NTIP and are included in all Board training. Anyone facing difficulty in accessing NTIP or training should contact the office.
- UCOTL maintains a lending library. Resources are listed on the UCOL website. To access these resources, email your name and the school to which you wish them sent, to ucolprofessional.learning@gmail.com. Suggestions for new additions to the library should also be emailed there.

UCOTL office 613-291-3147 or ucolprofessional.learning@gmail.com

Planning, Costing and Pre-Approval

1. Fees and expenses for outside presenters must be pre-approved by the Professional Development Committee before booking the event. As a guide
 - Flat fee for a full day \$300 + expenses, *unless separately negotiated*
 - Flat fee for a half day event \$150.00 + expenses, *unless separately negotiated*

Acceptable expenses would include reasonable travel, reasonable copying, meals and accommodation (if required).

UCDSB employees receive 0.5/day for planning and additional time for should they present during the instructional day.

2. Presenters must issue an invoice to the Board co-chair.
3. Planned events will utilize the ETFO-UCOL – PL planning form in APPENDIX A.

4. Planned events, with their costing, should be forwarded to both the Federation co-chair and the Board co-chair and will be considered by the Committee. Every attempt will be made to communicate a response within two weeks of submission.

Managing Funds

- Expenses should be submitted to the Board co-chair for reimbursement.
- Original receipts should be submitted however copies may be accepted if prior arrangement has been made.
- A 30-day lead-time for large expenses is required and a 15 day lead-time for all other expenses. If this lead-time is not possible, expenses must be covered by UCOL and submitted later to the board co-chair for reimbursement. Reimbursement will be sent to the UCOL office.
- Release time for the UCOL PD co-chair, and other Committee members will be granted for meetings, planning and supervision of PL events held during the instructional day. Other work done on behalf of the Committee may be considered by the Committee as a whole and approved. Release time will be paid at the current occasional teacher daily casual rate.
- Active UCOL members accessing paid professional learning will be entered into UCARRIS prior to the event. It is an expectation that members will attend any event. Until further notification, members must complete a separate timesheet for that event. This timesheet will be forwarded to the Board co-chair for signature. All such occasional teachers will be paid at the current occasional teacher daily casual rate.
- LTO's who access paid professional development will be furnished with a payroll code for occasional teacher coverage of their classroom.
- LTO to furnish the name of the OT replacing them in their school when they sign in for a workshop (or e-mail the information the following day)
- Where mileage is approved as an expense, it will be at the current Board rate.

Occasional Teacher – Board Relations Committee

UCOTL members will be the president, the Vice-President and a member of the Collective Bargaining Table Team chosen by the Executive.

2017-18 Committee Members

ETFO-UCOTL : Diane Dewing, Sylvia van Campen,

Board: Jeannie Atkin, Wendy Lampkie

Terms of Reference:

- **To meet regularly to discuss issues supporting the Objectives of the Local (Article III)**
 - **To identify issues and concerns of importance to members**
 - **To clarify processes and procedures related to the employment of occasional teachers in UCDSB**
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Local Health and Safety Representative

2017-8 Diane Dewing, President and Certified Worker

Terms of Reference:

- **To attend regularly scheduled meetings of the UCDSB Joint Health and Safety Committee**
- **To raise issues important to the health and safety of all workers but with a particular emphasis on the health and safety of elementary occasional teachers.**
- **To communicate issues, ideas and actions of the JHSC and to convey health and safety concerns and ideas of the UCOTL Executive and members.**