



THE CURRENT NEWS

January 2012



Upper Grand Elementary Teachers' Local

Tamara Reso
President
Ext. 225

Gundi Barbour
Vice-President
Ext. 223

Doug Cook
**Chief Negotiator/
Staff Officer**
Ext. 222

Linda Barton
**Office Manager/
PD Funding Officer**
Ext. 100

Tel: (519) 837-0090
Fax: (519) 837-2165



Website:
www.usetfo.org



Family Day February 20th

Welcome to 2012! I hope that you had a restful winter break. It's January and that time of year to be thinking about your position and your future. The Elementary Staffing Procedures, as outlined in Article 13.02.4 (a) of the Collective Agreement, are carried out in May over a period of weeks. Preparation for this process begins now, however, with Teachers thinking about whether or not they are interested in requesting a Transfer, an Increase in Time, a Consolidation or a Leave. Inside this edition on page 2 please find more details.

On September 1, 2011, OTIP began administering our long term disability (LTD) plans on an upgraded system and service platform. As part of this upgrade, they have assigned new policy numbers for all LTD plans.

Your new policy number is:

LTD – 48107-901

You will need your new policy number to:

- access the services of the CAREpath Cancer Assistance Program
- access policy information via the OTIP Online Benefits website - see below for our login details
- make a claim for LTD benefits if your date of disability is on or after September 1, 2011

OTIP Online Benefits

OTIP Online Benefits provides insured members with information and resources related to their group benefits policy through a secure website. Login IDs for OTIP Online Benefits changed on September 1, 2011, to reflect the new policy numbers.

OTIP Online Benefits gives you access to view and print the following:

- an overview of your LTD plan,
- your LTD benefit contract, and OTIP's LTD questions and answers.

Your new Login ID is: 48107-901

Your password is: 2284613

FeelingBetterNow® - now easier to access

We've made it easier for LTD plan members to access the FeelingBetterNow® online mental health assessment tool. When you visit the website at www.feelingbetternow.com/otip simply type in the name of your employer to start the FeelingBetterNow® assessment.

Questions?

OTIP provides one-stop service for all of your benefits needs. If you have any questions, please contact us.

Online: www.otip.com
Phone: 1.866.783.6847

Submitted by OTIP (Ontario Teachers Insurance Plan).

ELEMENTARY STAFFING PROCESS
BASED ON ARTICLE 13.02.4(A) Dated April 2010

- Step 1:** Board requested Transfers (according to seniority).
Step 2: System Responsibility Teachers returning from medical leaves.
Step 3: Teacher Requested Transfers (7 years or more at present school—according to seniority and Article 6.04.01) with the exception of those Teachers who have been declared surplus for any portion of their assignment.
Step 4: System Responsibility Teachers Returning from Leaves other than medical
Step 5: Teacher Requested Transfers (less than 7 years at present school—according to Article 6.04.2)

PROCESS:

Round 1

- I. Openings are posted on First Class—Public Conferences/Job Postings/Jobs Teaching (with the approximate posting date identified in advance).
- II. Only those on the transfer request list **who have not been declared surplus for any portion of their assignment or who have not received a layoff notice** may apply.
- III. If a teacher sees a position in which he/she is interested, the individual must complete a "Teacher Request Transfer Application" form which will be attached to the ad and then fax the completed application to the appropriate Principal within the one day turn-around time.
- IV. Informal Principal/Teacher interviews (in person or by phone)
- V. The process will be as follows:
Day 1: Posting/Application
Day 2: Application/Interview
Day 3: Interview/Hiring
Day 4: a) Data Collection by 11:00 am of Day 4—Principals must notify Human Resources and Superintendents of Education of Teachers hired and of new vacancies created.
b) Determining New Openings 11:00 am—4:30 pm
- VI. Any staff who were declared surplus to a school will then be returned to the school if an opening exists for which the individual is qualified.

Round 2

Superintendents of Education and Federation will review new openings to check for possible matches with Teacher Requested transfers (7 years or more at present school).

Round 3

Same steps as in Round 1

Round 4

Review new openings to check for possible matches with Teacher Requested transfers (7 years or more at present school)

- Step 6:** Teachers Requesting Consolidation (according to seniority)
Step 7: Teachers Declared Surplus to School (according to seniority)
Step 8: Recall of Redundant Teachers (Lay-off/Recall - according to Article 27)
Step 9: Teachers Requesting Increase in Time (according to seniority)

During this process only one transfer will occur for a teacher.

A WORD ABOUT TRANSFERS

Teacher requested transfers are divided into two groups and occur during the month of May.

There is an opportunity for a Teacher who is not surplus or possibly laid off to apply for a position in a different school. These Teachers must have submitted their Transfer Request Form to the Board by March 15th.

Teacher Requested Transfers in the "7 years or more at their present school" group (Article 6.04.1) are placed in positions according to seniority during the Staffing Process at which the Union is present to ensure fairness. The Teacher is consulted by phone before the placement is finalized. The amount of time given to think about the offer is very short (5-10 minutes) due to the number of Teachers applying. It is therefore advisable that Teachers in this Transfer group give some time to thinking about preferred positions and locations before the phone call from their Superintendent. They might want to talk to their colleagues about the schools they have written down on the Transfer Request Form so that they are ready for the call. These are scheduled to begin May 1.

Teacher Requested Transfers in the "less than 7 years at your present school" group (Article 6.04.2) apply to openings posted on First Class>Public Conference>Job Postings/Jobs Teaching. It is expected that the first round of these openings will be posted around early-mid May. Ask your Principal to keep you advise of the exact date.

Remember that there is an Informal Principal/Teacher Interview in person or by phone. Be prepared to answer a few questions when and if you are called after you apply for a position.

It is important to realize that the staffing of classes is not finalized in May or June. Changes in class organizations can occur in September and can range from a change in teaching assignment to a change in teaching location. This is always a possibility each year as staffing is reviewed in September. Changes have been more of a reality in recent years because of the strict adherence to Ministry parameters on class size.

UPPER GRAND ETFO WORKSHOPS & CONFERENCES

Pregnancy & Parental Leave Workshop

Date: Wednesday, February 8, 2012



Location: Paisley PS, Guelph

Time: 4:30 - 6:00 p.m. Snacks will be provided

Registration Deadline: February 3, 2012. Please send an email to register on First Class to Linda Barton. Confirmation will be by return email.



International Women's Day Afternoon Relax & Refresh

Date: Thursday, March 8, 2012

Location: Elora Centre for the Arts

Time: 12:30 to 3:30 p.m. (Lunch and release time for the afternoon provided by Upper Grand ETFO).

Open to ETFO Contract Teachers Only - Limited to 30 Participants

Registration opens on February 1, 2012

Deadline: February 13th. Please send an email to register on First Class to Linda Barton. Confirmation will be by return email.

Women in Action Part 1 and Part 2 Conference



Date: Friday, April 13 to Sunday, April 15th, 2012

Location: Kingsbridge Conference Centre, King City

Mileage, shared accommodation, meals and dependent care are fully paid for by ETFO.

Registration Deadline: March 1, 2012. Please send an email to register on First Class to Linda Barton. Confirmation will be by return email.

ETFO WORKSHOPS & CONFERENCES

Beyond the Workshop Presenter's Palette 2012



This practical two-day workshop will provide an opportunity for members who regularly present workshops to expand their presentation skills.

Date: Monday, March 26 -27, 2012.

Location: ETFO Provincial Office

Participants will work to revise an existing workshop with colleagues. They will also develop effective voice strategies and continue to build their facilitation skills to develop high levels of audience engagement.

Registration deadline: Monday, February 27, 2012.

For more information please contact Ruth Dawson, extension 2278, rdawson@etfo.org, or Jane Bennett, extension 2277, jbennett@etfo.org, or Joanne Myers, extension 2279, jmyers@etfo.org, at the provincial office.

Women's Collective Bargaining Conference



Apply for this important conference and participate in collective bargaining activities designed to build new skills and enhance existing ones. This dynamic conference available to women is beneficial for those who wish to learn more about bargaining and build personal and professional skills. No experience is required.

Date: March 29 and 30, 2012

Location: Westin-Bristol Place Toronto Airport Hotel
950 Dixon Road, Toronto, Ontario


Registration deadline: February 29, 2012.

Contact Lynn McClean, Executive Staff, at ETFO for further information about this conference, 416-962-3836 or toll free 1-888-838-3836, ext. 2209, lmcclean@etfo.org.

STAFFING FOR THE UPCOMING YEAR

Timelines in the Collective Agreement must be adhered to and requests formally completed by Teachers and sent to the attention of Lynda Scott in Human Resources at the Board office in Guelph. The closing date for receipt of requests for a leave, transfer, increase in time or consolidation is March 15, 2012. March 15th occurs during March Break this year, so Teachers need to get their paperwork done before the break as it requires the Principal's signature to indicate awareness of the request. As of January 13th, 2012 the forms are available on First Class.

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Resolutions Committee Meeting at Orchard Park 4:00	2	3	4
5	6	7	8 Maternity Workshop at Paisley Road at 4:30 p.m.	9	10	11
12	13	14 	15 RSVP to Annual General Meeting and Delegate Elections	16	17	18
19	20 Family Day - No School	21	22 UGETFO Exec. Meeting at 12:30. Open House & Delegate Elections 4:45 p.m.	23	24	25
26	27	28	29			

Getting to know your Upper Grand ETFO Local Executive.....



Jeanette Sales

Jeanette Sales is the Executive Officer for West Guelph and the Steward at Paisley Road School where she teaches French Immersion. Her involvement with Upper Grand ETFO began early in her teaching career.

She bravely joined the Executive in her first years of teaching. This enabled Jeanette to provide an invaluable new teacher perspective. Jeanette was the Goodwill representative for Guelph and currently chairs this committee. She has been a frequent member of the Upper Grand delegation at the Annual General meeting in Toronto. Her commitment to ETFO and to new teachers has made her an excellent choice for chair of our very active First Five Committee. Events such as the recent, very successful Mix, Munch and Mingle and other workshops are the result of Jeanette's leadership and creativity. Jeanette is always eager to help new teachers as they begin their ETFO journey !



Liz Ashworth

Liz Ashworth is an Executive Member at Large and teaches at Willow Road School where she is the school steward. Having taught a range of subjects in North Wellington and Guelph, Liz has a sound understanding and empathy

for the challenges teachers face in Upper Grand. Liz began her Upper Grand union journey as a steward and has been a member of our Executive for many years. She has been PD Committee Chair, Awards chair and a member of the Status committee. Currently, Liz is on the Collective Bargaining Committee and the Resolutions Committee. She has frequently been a valued member of the Upper Grand Delegation at Annual General Meeting. Liz is a principled member of our Union who is committed to addressing issues of social justice and equity in Upper Grand.