



OSSTF/FEESO

**Educational Support Professionals  
Bargaining Unit  
(ESP BU)**

**Policies and Procedures**



OSSTF District 25, Ottawa-Carleton  
Ontario Secondary School Teachers' Federation

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## **Table of Contents**

|                                  |   |
|----------------------------------|---|
| 1. Bargaining Unit Property      | 2 |
| 2. Donation Policy               | 2 |
| 3. ESP Staff Development Bursary | 3 |
| 4. Time Release Officers         | 4 |

## **1. Bargaining Unit Property**

Any digital equipment should be considered obsolete at 5 years, and may be disposed of at the discretion of the bargaining unit executive.

## **2. Donation Policy**

It is expected that time release officers will use their good judgement when making donations on behalf of the ESP bargaining unit, and need only seek permission for donations which would fall outside the guidelines.

### Bereavements

Members and their immediate families – sympathy card

Friends and colleagues of the bargaining unit – to a maximum of \$30

Retiring members – to a maximum of \$30/person

District staff appreciation – to a maximum of \$30/person

This normally happens twice a year (Christmas, June)

Friends and colleagues of the bargaining unit – to a maximum of \$30/person

### 3. ESP Staff Development Bursary

#### Purpose

- To encourage ESP members in their pursuit of professional development and learning opportunities.
- To provide financial support to ESP members in an equitable manner.

#### Guidelines

- Continued availability of bursary funding will be reviewed annually by the ESP Executive.
- \$ 2,000 shall be budgeted annually for the ESP Bursary if funds are available.
- \$1000 shall be allocated for disbursement in each of the two terms, July-Dec and Jan-June.
- Applicants may apply for up to \$100 per six-month term.
- Applications shall be administered through the ESP Bursary Committee.
- PD opportunity must be directly related to member's current job or any future position within the ESP Bargaining Unit.
- Upon successful completion of the course applicants are requested to submit to receipts for the approved expense and a brief review or description of the value of their course (suitable for publication in ESPecially Yours) to the ESP Bursary Committee.

#### The Bursary Committee

- The committee shall consist of the time release officers (President, Chief Negotiator) and one additional member in good standing.
- All applications will be reviewed by the committee and recommendations will be forwarded to the ESP Executive for approval.
- Interpretation and administration of the terms of this bursary are at the discretion of the ESP Bursary Committee, subject to the approval of the Executive.
- Bursaries awarded shall be reported to the ESP Executive at the next regularly scheduled Executive Meeting.

#### Application Procedures

- Application forms may be found under the ESP tab on the District 25 website at (<http://www.d25.osstf.ca/>) or requested from the ESP President at 613-729-7211
- A completed ESP Bursary application form can be submitted by post, board mail, fax or email to the ESP President.
- Applications will be reviewed by the Bursary Committee with recommendations being submitted to the ESP Executive for approval.
- Applicants will be notified of decisions following the next regularly scheduled ESP Executive meeting.
- Payment will be made upon proof of completion of course.

#### **4. Time Release Officers**

##### Normal hours of work

Normal hours of work are as specified in the collective agreement.

This would also include meetings which are part of the requirements of the job such as DEC, DNAC, negotiations, provincial council, regional and provincial CBC.

##### Extra hours of work

Extra hours of work are considered to be:

- Evening OCDSB and OSTA board and committee meetings
- Emergency member support outside of the working day
- Arbitration support outside of the working day

##### Compensation for extra hours worked

Time in lieu

##### Vacation

A vacation schedule should be mutually agreed to by the time release officers, with consideration given to operational requirements. Every effort should be made to take vacation during the year in which it is earned.