

**Ontario Secondary School Teachers' Federation
District 25 Ottawa-Carleton
Professional Student Services Personnel Bargaining Unit**

Protecting and Enhancing Public Education

2013-2014 PSSP FAQ Sheet

Who is on the PSSP Executive?

President	Tom Bickford - Social Work
Vice-President	Brenda Bettridge-Psychology
Treasurer	vacant
Secretary	vacant
Chief Negotiator	Lynda Robertson - Psychology
SEAC representative	Patty Sullivan
Education Services	Jacquee Glance, Jody Vallati - Speech-Language
Members at Large	1. Jennifer Arnold-Loeven- Social Work 2. vacant 3. vacant
Joint Health & Safety	Larry Gauthier

Negotiations Table Team	Tom Bickford Lynda Robertson Joan Russell Ridgway
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1. How Do I contact someone on the Executive?

All PSSP Executive members have BEAM addresses and phones at the Board office, so you can leave messages.

However, for issues of a sensitive or urgent nature the president can be contacted through the District Office (613-729-7211), Cell (613-697-7211) or e-mail (tbickford@osstf25.on.ca)

2. Who do I call with Human Resources questions?

Sharon Kelly (ext. 8317) is assigned to PSSP for all hiring (increasing contract time, registering requests for increase time) see items #4 & 5 below.

Sarah Gibson (ext. 8347) is assigned for Benefits and other day to day issues.

You can also check the HR folder on BEAM.

3. How do I see my pay stub?

Do my offense declaration?

Check my sick days?

All of these are found on-line at the OCDSB Employee Inquiry Web Site. You can find this by going to the OCDSB.ca web page and click on STAFF and the select EMPLOYEE INQUIRY. Sign in using your EIN and Board Log In (not BEAM)

4. Where do I see job postings for PSSP?

- Job postings for the different PSSP disciplines are found under A & S Staffing. On the BEAM Desktop open the Administrative Area and then open the HR/Personnel folder. Find the A & S Staffing folder and open it. PSSP has its own folder.

Note: The OCDSB has electronic posting of positions and forms. A suggestion is that members add the PSSP Posting folder to their BEAM Desktop by right clicking on the PSSP Posting folder and selecting **Add To Desktop**.

5. How do I let the Board know I want to increase my contractual time?

- Sharon Kelly, Human Resources (above) has a form (supervisors also should have it) you can complete to inform HR that you wish to increase your time. An e-mail would do and any extra information needed would be requested from you.
- Please also send a copy to the PSSP President. The Collective Agreement states that current staff are considered first, **BUT** you must have sent in your request to be considered.

6. Where do I get the Dental & Health Claim Forms and Benefits Information?

- There is a wealth of information on BEAM. If you go into the **Administrative Area** folder and in it is the **HR/Personnel Dept.** folder. Open it and there are folders on most topics affecting members. The PSSP Benefits are found in the **Benefits** folder.
- The *Dental Claim Form* and *Health Claim Form* are found here.
- As well the **Benefits at a Glance** gives members an overview of all the Extended Health Benefits.
- Online Claim reporting is available at the ManuLife web site.
- (<https://wwwec7.manulife.com/GBPlanMemberUI/Register.aspx>) You will need the Plan number and your EIN to register.
- Sarah Gibson is the HR staff to contact.

7. What do I do if I am injured or have an accident on the job?

- Under the WSIB rules, **ALL** accidents must be reported to your immediate supervisor and the to WSIB within 72 hours of the incident. For PSSP, if a member has an accident at a school, then the Principal should be informed. The school will have the forms to fill out. If not you can find Form #140 on the District 25 OSSTF web site under Joint Occupational Health and Safety.
- If you are at the Board Office, then you should contact your supervisor or Donna Lynn Bouchey. Once completed it is to be given to your supervisor. Remember to keep a copy for your records and inform the PSSP President. Accidents are reviewed by the JOHSC once a month in order to track and help prevent future accidents.

Note: If you are injured, fall, hurt yourself, report the incident. If you subsequently miss work then it is a WSIB claim and not deducted from your 11 sick days.

8. Where do I find Employee Wellness?

- Start with Administrative Area and go to the HR/Personnel folder. Open the folder and find the **Employee Wellness & Disability Management**. It has the Red Cross icon. This folder has the:
 - EAP programme,
 - Employee Wellness & Attendance Support Program
 - Short Term Child Care pamphlet.

Edvantage E-News (see below for more info)

If you have been injured and need accommodations in the workplace, please contact your PSSP President to assist in the process.

9. Who is the OCDSB's EAP (Employee Assistance Program) provider?

The Board has a contract with the Family Service Centre of Ottawa. They have two locations but only one phone number: 613-725-3601.

10. Where are the OCDSB's Policies and Procedures?

The Policy and Procedure manuals are found on BEAM. Open BEAM and on the main desktop, click on **Administrative Area** folder. Then open the **OCDSB Pols/Proc & Forms** folder.

11. I have a private practice. What should I do to avoid conflict of interest problems?

According to the Board Conflict of Interest Policy P.024.HR and Procedures, employees of the Board must report the fact they have a private practice. Members must sign a waiver stating that they are aware of the policy and are following it. There is a sample on the PSSP webpage. www.d25.osstf.ca Go to the PSSP page.

12. Where is the Respectful Work Place information?

- The OCDSB has a Respectful Workplace policy and set of procedures. These are found in the **HR/Personnel Dept.** folder members will find the **Respectful Workplace** Folder. Should any member believe they are being bullied, threatened, or mis-treated, the Board has mechanisms to deal with this.
- As well OSSTF, PSSP, also can be involved. Should any PSSP member feel they are being harassed in the workplace, then please contact the bargaining unit president immediately.

13. Problem with another PSSP member or other OSSTF member?

Contact the president right away. OSSTF has mediation services if it cannot be solved at the District level.

14. What do I do if I accused of misconduct with a student?

It is important that you get immediate legal advice. Remember that **only** a lawyer has Client/Attorney Privilege. There is a Provincial OSSTF Secretariat assigned to PSSP and they can get you the advice you need. You do not need to tell the PSSP President all the details, just that you need assistance. Remember that the PSSP President can assist and attend any meeting with the OCDSB. Just ask.

15. What do I do if I am reported to my professional college for some infraction?

OSSTF has a secretariat officer assigned for colleges issues and access to legal assistance. Call your president and ask how to speak to the officer.

16. Information technology?

If a PSSP member is given OCDSB equipment (cell phone, computer, etc) remember that it (and all that is on it) belongs to the OCDSB. PSSP members are reminded that any inappropriate material (e.g. pornography, racist material) or illegal programmes found on the equipment could be the grounds for disciplinary action and a report to the member's college.

All client data on any mobile device must be encrypted.

BEAM belongs to the Board and logs of all activity are kept. Information sent from BEAM user to BEAM user is encrypted. E-mail sent to other addresses (e.g. Hotmail, G-mail) are not. Before sending messages to parents or students, please inform them of such.

17. How do I contact the PSSP President confidentially?

Sending an e-mail to the president from your private e-mail address (NOT BEAM) means that will not be on the OCDSB server. The address is: tbickford@osstf25.on.ca

18. Where do I get contract information?

There are two ways: First, go to the D25 PSSP web page. www.d25.osstf.ca

The seniority list can also be found there.

Second, On main BEAM Desktop there is a folder called **Collective Agreements**. Inside it you will find the PSSP folder with the current contract. If you have questions about the contract or think that it is being violated or ignored, please contact the President immediately. The New OSSTF MOU is also listed there and forms part of the contract.

19. What is a grievance?

If a PSSP member believes that something in the Collective Agreement has not been followed, then the PSSP Bargaining Unit can ask to have it corrected. The process is called a grievance and there are time limitations for each step. If you are wondering about something, then check with your Grievance Officer or the President (sooner than later). *ONLY the PSSP Bargaining Unit can launch a grievance*.

20. What is my pension plan?

-OMERS (Ontario Municipal Employees Retirement System) is the pension plan for most PSSP members. For those members with teaching certification, the TPP (Teachers Pension Plan)our plan. Both pension plans have web sites with information about their plans.

MyOMERS allows members to calculate their "expected" pension.

-Isabelle Gulli is the Board's OMERS person and she is located on the 3rd floor in the Payroll office.

21. How do I get information about the Edvantage Savings program?

Go to <http://www.osstf.on.ca/> on the internet and follow the prompts. Your OSSTF Membership Card number is your Edvantage number.