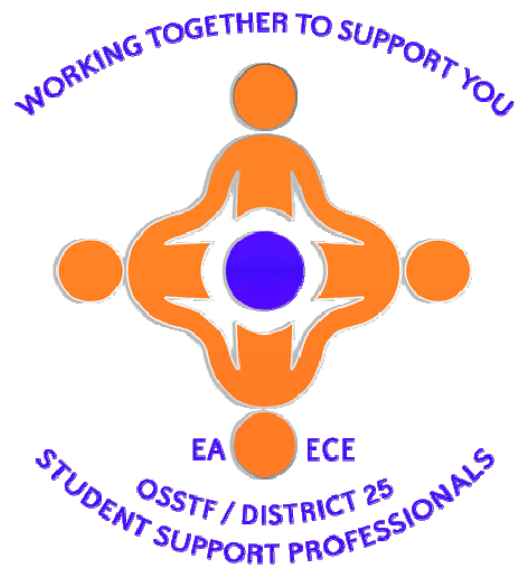




OSSTF/FEESO

# **Student Support Professionals Bargaining Unit (SSP BU)**



## **New Member's Handbook**

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

9 Corvus Court, Ottawa, Ontario K2E 7Z4  
Tel.: (613) 729-7211  
Fax: (613) 729-8565

Updated: 24 08 2017

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## OSSTF – YOUR FEDERATION

Ontario legislation requires that all teachers become members of a teachers' federation. It further stipulates that teachers in a public secondary school are members of the Ontario Secondary School Teachers' Federation (OSSTF).

In Ottawa-Carleton, all unionized support staff voted to join OSSTF. Our district has seven Bargaining Units.

However we became members, the strength of OSSTF is in what members voluntarily do on behalf of our Federation and the cause of public education. This is what the OSSTF pledge makes clear:

**I solemnly dedicate myself to promote and advance the cause of education.**

**I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity, and ethical standards of my profession.**

**I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the Constitution, Bylaws, policies and established practices which govern its members.**

OSSTF is an organization of teachers and education workers.

It's your union, your professional organization, your advocate.

The agreements it negotiates are called *collective agreements*, because we're working on behalf of all of the membership.

Hence our motto:

**LET US NOT TAKE THOUGHT FOR OUR SEPARATE INTERESTS,  
BUT LET US HELP ONE ANOTHER**



# **WELCOME TO THE STUDENT SUPPORT PROFESSIONALS BARGAINING UNIT**

We are members of the Ontario Secondary School Teacher's Federation (OSSTF). OSSTF represents Teachers and Educational Workers throughout Ontario.

## **About District 25**

Within the Ottawa-Carleton District School Board (OCDSB), OSSTF represents the following employee bargaining units:

- ESP** Educational Support Staff (administrative, clerical and technical workers)
- PSSU** Plant Support Staff Unit (custodial and maintenance)
- PSSP** Professional Support Staff Personnel (psychologists, social workers, speech therapists, etc.)
- PECCS** Professional Educators and ESL Child Care Staff (instructors and daycare workers)
- SSP** **Student Support Professionals (Educational Assistants and Early Childhood Educators)**
- TBU** Teacher Bargaining Unit (secondary teachers)
- OTBU** Occasional Teachers (secondary occasional teachers only)

Together we make up District 25, Ottawa-Carleton

## **About the SSP BU**

Your Bargaining Unit Executive is an elected body of members that are here to assist and represent you. Contact information can be found further on in this booklet.

On behalf of the Bargaining Unit, please accept our sincere welcome and wishes for success in your new position.

## ***How Does OSSTF Work for YOU?***

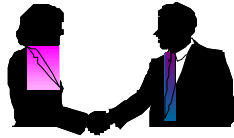
- ◆ legal assistance to members
- ◆ assistance for grievances and arbitration
- ◆ advice, guidance and suggestions on a day-to-day basis
- ◆ coaching for career and professional growth
- ◆ training and professional learning opportunities
- ◆ input to the Board on members' behalf regarding working conditions, operational requirements, policies and procedures, budget preparation, etc.
- ◆ funds to members in financial emergencies
- ◆ regular access to information
- ◆ strategies for workplace difficulties
- ◆ assistance in workplace mediation
- ◆ regular communication through a newsletter & President's Updates.
- ◆ protection of membership rights through collective bargaining
- ◆ resources for personal and professional success
- ◆ job protection through negotiation with the Ottawa-Carleton District School Board
- ◆ representation for members at performance and disciplinary meetings
- ◆ assistance in WSIB or LTD claims, appeals and modified work programs

## *How Can the SSP Bargaining Unit Assist YOU?*

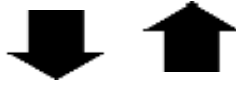
- ◆ assisting members with questions and concerns
- ◆ advocating on your behalf
- ◆ accompanying you at Employer/Employee meetings
- ◆ health and safety concerns in the workplace
- ◆ ensuring equity in working conditions and services/programs
- ◆ tracking job competitions and staffing
- ◆ provide updates on the labour movement & political actions
- ◆ representing members and their issues at Labour Management meetings, Negotiations and various other Board meetings
- ◆ help with LTD and WSIB claims
- ◆ any other issue that arise on a day to day basis



# YOU and the Big Picture



YOU



Your Executive Members



The Bargaining Unit



District Executive Council



OSSTF Provincial Office

**District 25  
District Executive Council**

Nancy Akehurst  
District President

Cheryl Cavell  
President  
SSP

(Student Support  
Professionals  
Unit)

Cathy Bailey  
President  
TU

(Teachers' Unit)

Biana Gordon  
President  
PECCS Unit

(Professional  
Educators  
and Child Care  
Services)

Nancy Akehurst  
President  
ESP Unit

(Educational  
Support  
Professionals)

LeaAnn Ouimet  
President  
PSSP

(Professional Student  
Services Personnel)

Andrew Horwood  
President, PSSU

(Plant Support Staff  
Bargaining Unit)

Kelly Granum  
President  
OTBU

(Occasional Teachers')

Jean Trant  
**Provincial  
Councillor**

SSP Unit

Stephanie Kirkey  
**Provincial  
Councillor**

Teachers' Unit

Kim Appel

District Treasurer



# How to Contact Us:

<b>Bargaining Unit 2017-2018 Executive Members</b>			
<b>Executive Member</b>	<b>Role</b>	<b>Work Location</b>	<b>Work Phone</b>
Cheryl Cavell	President	OSSTF District 25	613 729-7211 x 204
Jean Trant	Chief Negotiator/ Member Services Officer	OSSTF District 25	613 729-7211 x 205
Donna Hewitt	1 <sup>st</sup> Vice President	Pinecrest PS	613 828-5115
Claudia Deigan-Garby	2 <sup>nd</sup> Vice-President	Casual	
Natasha Baines	Treasurer	IEA	613 596-8211 x 8969
Heine deVries	Secretary	W.E.Gowling PS	613 728-3537
Joanne Clarke	Educational Services	John Young ES	613 836-5987
Cody Campbell	Communications Officer	Lady Evelyn AS	613 239-2404
Christine Rowe	Executive Officer	A.Lorne Cassidy	613 831-3434
Tammy Piché	Executive Officer	Dunlop P.S.	613 521-4611



**Cheryl Cavell**      [cheryl.cavell@d25.osstf.ca](mailto:cheryl.cavell@d25.osstf.ca)

**Jean Trant**      [jean.trant@d25.osstf.ca](mailto:jean.trant@d25.osstf.ca)



**By Fax: 613 729-8565**



**By Board mail to:  
OSSTF District 25      9 Corvus Court**

# OSSTF DISTRICT 25 OFFICE

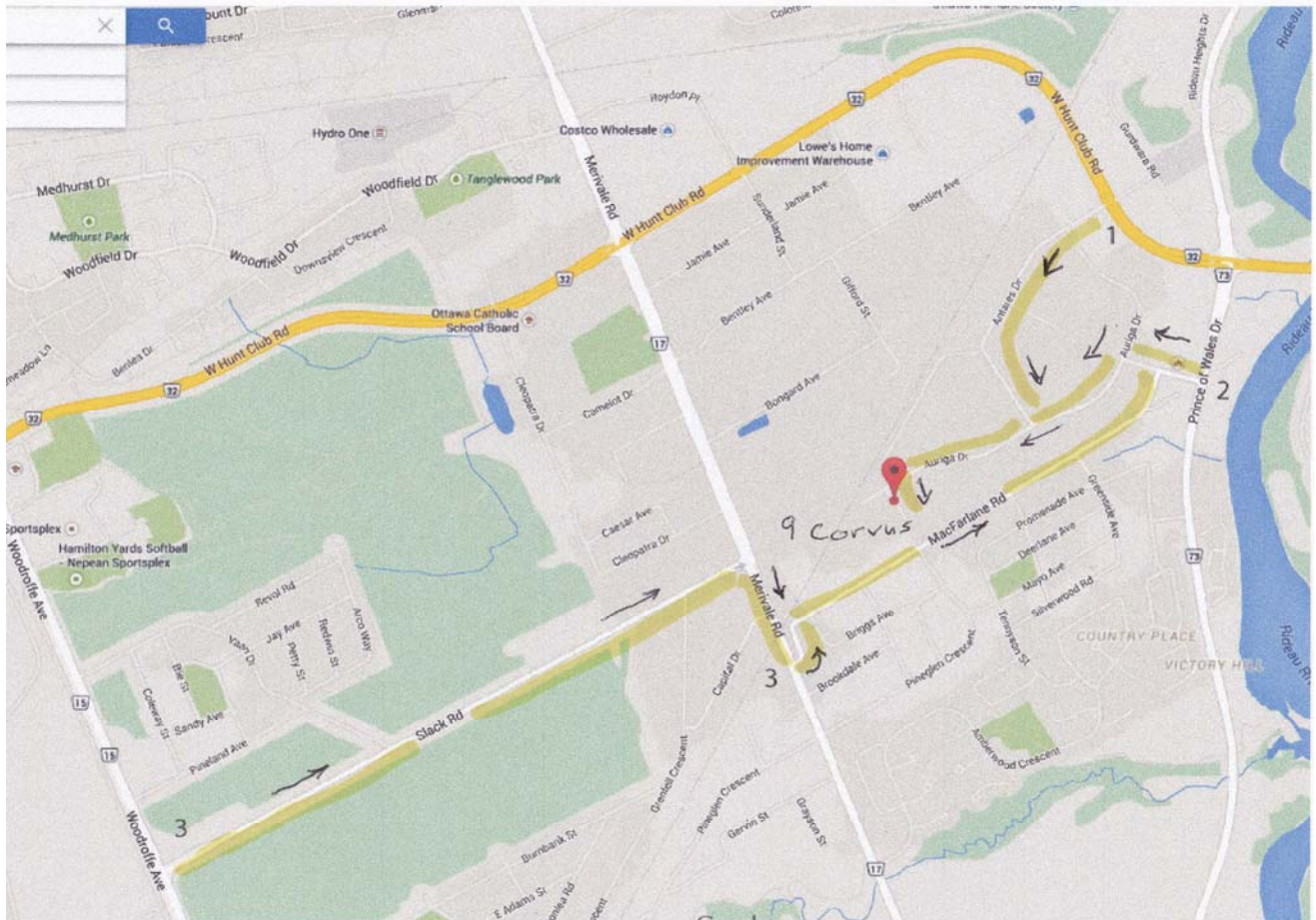
Our office is located at 9 Corvus Court, Nepean ON K2E 7Z4

Please call ahead of time at 613-729-7211 to make an appointment if you would like to see Cheryl or Jean. If you're not sure who exactly to talk to, don't worry- we work as a team. If you would like to drop by for general information, our office hours are Monday to Thursday 8:00 a.m. to 5:00 p.m. & Friday 8:00 a.m. to 4:00 p.m. during the school year.

Our fax number is 613-729-8565.

**There are 3 entrances to the industrial park.**

- 1. Off Hunt Club: Turn onto ANTARES Drive.**
- 2. Off Prince of Wales: Turn onto Deakin St.**
- 3. Off Merivale: Turn onto MacFarlane Rd. (Avoid Hunt Club-use Slack Rd. Off Woodroffe Ave.)**



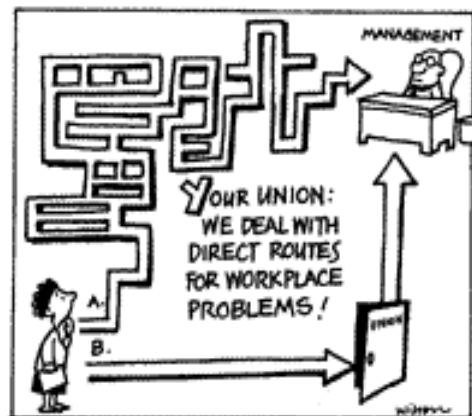
## Professional Emergency

If you are called to a meeting with school administration/Supervisor or Human Resources in order to discuss your job performance, attendance or any action that may lead to discipline, you have the right to Federation representation.

Contact your president Cheryl Cavell or Jean Trant at 613-729-7211 **before** attending the meeting.

If both of the Unit officers are unavailable then you should call the OSSTF Provincial Office in Toronto at 1-800-267-7867 and ask to speak to the duty officer. Whether you just need a few words of advice or to have a lawyer retained to represent you, you will receive the necessary support.

Do not admit to having done anything improper in connection with your job  
OR  
Your profession until and unless you have consulted with OSSTF



# WELLNESS INFORMATION

## Long Term Disability

You also have Long Term Disability Insurance (LTD). This plan is owned and operated by OSSTF. Please contact Cheryl Cavell at the District Office if you have questions or concerns about the plan. **Do not contact the Board regarding LTD.** This plan is a compulsory condition of employment and premiums are deducted on your behalf. Termination of coverage can only occur when qualified members have submitted the necessary information to OTIP well in advance of their date of eligibility. Contact the District Office for details.

## Leaves

Your Collective Agreement sets out what leave you are entitled to, how long it may be, whether it is with or without pay, and whether it is automatic or at your Principal/Supervisor's discretion.

Leaves include:

- Sick Leave
- Pregnancy/Parental Leave
- Compassionate Leave
- Religious Leave
- Special Leave (for urgent &/or essential business)
- Leave Without Pay (LWOP)

## Employee benefits

Employee benefits provided to employees in salaries. In instances where wages for some other for as a 'salary sacrifice' or 's

www.shutterstock.com · 91046510

## Benefits

Your Collective Agreement negotiated between OSSTF and the Board, entitles you to participate in a number of benefit programs, including:

- Health Insurance
- Dental Care
- Group Life Insurance
- Vision Care
- Long Term Disability

Check your contract or go [www.otip.com](http://www.otip.com) to learn more about how you're covered.

## Employee Assistance

Members may also access a Board-sponsored Employee Assistance Program (EAP) if they experience difficulties of a personal, financial, or psychological nature. Free confidential service from Shepell·fgi can be arranged by:

- Calling the Shepell·fgi Care Access Centre toll free at 1-800-387-4765
- Use Online Access, First Chat and/or and register and login to E-Counselling via [workhealthlife.com](http://workhealthlife.com)
- For crisis situations requiring immediate attention, call 911 or the Shepell·fgi Care Access Centre or 1-800-387-4765.

## Committees that look after your interest



### **Bargaining Unit:**

- Collective Bargaining Committee
- Grievance Appeals Committee
- Labour Management Committee
- SSP Awards Committee
- Professional Development Committee
- Constitution Committee

*You are welcome to join any of the SSP committees. Contact Cheryl or Jean for more information.*

### **District Committees:**

- Communications Committee
- Political Action Committee
- Status of Women/Human Rights Committee

### **Joint BU and Board Committees**

- Health and Safety Committee
- Pay Equity Joint Evaluation Committee
- Pay Equity Steering Committee

### **OCDSB Committees with Federation Representation**

- Benefit Review Committee
- Board Budget Committee
- Business Services Committee
- Calendar Advisory Committee
- Education Committee
- Human Resource Committee
- Regular Board meetings
- Special Education Advisory Committee (SEAC)
- Ottawa- Carleton Assembly of School Councils (OCASC)
- Strategic Planning & Priorities Committee



## **PROVINCIAL OFFICE**

60 Mobile Drive  
Toronto, ON M4A 2P3

Phone: 1-800-267-7867

Fax: 1-416-751-3394

[www.osstf.on.ca](http://www.osstf.on.ca)

## **DISTRICT OFFICE**

9 Corvus Court  
Nepean, ON K2E 7Z4

Phone: 613-729-7211

Fax: 613-729-8565

[www.osstf25.on.ca](http://www.osstf25.on.ca)



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## **OTTAWA-CARLETON DISTRICT SCHOOL BOARD**

133 Greenbank Road  
Nepean, ON K2H 6L3

Phone: 613-596-8211

Fax: 613-820-6968

[www.ocdsb.ca](http://www.ocdsb.ca)

## **HUMAN RESOURCES**

EA / ECE Enquiries  
613-596-8211 Ext. 8329

## **INFORMATION TECHNOLOGY**

### **“Client Service Centre”**

GEM Service Enquiries:

613-596-8273

[csc@ocdsb.ca](mailto:csc@ocdsb.ca)

## CONTACTS

### **ONTARIO TEACHERS INSURANCE PLAN (LTD) (OTIP)**

240 Catherine Street, Suite 206,

Ottawa, ON K2P 2G8

Tel: 613-567-6847

Fax: 613-567-6850

[www.otip.com](http://www.otip.com)

OTIP Benefit Plan

Visit [www.otip.com](http://www.otip.com), click the Log in button at the top of the home page, and choose Health and Dental.



### **Ontario Municipal Employees' Retirement System (OMERS)**

1 University Avenue, Suite 700

Toronto, ON M5J 2P1

Tel: 1-416-369-2400

Toll Free: 1-800-387-0813

Fax: 1-416-360-0217

### **College of Early Childhood Educators**

438 University Avenue, Suite 1900

Toronto, ON M5G 2K8

Tel: 1-888-961-8558

[www.collegeofece.on.ca](http://www.collegeofece.on.ca)

Ottawa Carleton Assembly of School Councils (OCASC) [www.ocasc.ca](http://www.ocasc.ca)

People for Education [www.peopleforeducation.com](http://www.peopleforeducation.com)

Ottawa and District Labour Council [www.ottawalabour.org](http://www.ottawalabour.org)

The Ontario Federation of Labour [www.ofl.org](http://www.ofl.org)

Ontario Ministry of Education [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

Ontario Municipal Employees' Retirement System [www.omers.com](http://www.omers.com)

Canadian Labour Congress [www.ontariolabour.ca](http://www.ontariolabour.ca)

Educators Financial Group [www.educatorsfinancialgroup.ca](http://www.educatorsfinancialgroup.ca)

## Workplace Injuries or Illnesses



Workplace injuries occur too frequently in our line of work. Although we can't always prevent workplace illness or injuries, we need to protect ourselves as best as we can through the use of safe practices. When injuries do happen, they need to be reported regardless of how serious they are. That cut, bruise, or stiffness resulting from a hit, punch, trip, fall or lift may have seemed insignificant at the time, but complications may come back to haunt you. The employer cannot help to remedy the situation if they are not aware of problems that arise. We can help you through the process. Many members wait until their claim is denied by WSIB before they contact our office. It is better to have assistance from the beginning of this process than to wait until we have to appeal a claim.

### **What to do if you are injured (even if you consider it minor)**

If you have an accident or are injured at work, complete an OCDSB Accident Report (Form 140) on line with your principal or vice principal and send it to Employee Wellness and Disability Management. This should be completed immediately, or within 24 hours of the incident.

Include witnesses to the incident: take their name(s) and phone number.

A minor incident may result in a more serious physical condition in the future.

If medical attention is required, don't wait. Go immediately to your doctor or a clinic or the emergency department! Inform the physician that is a work related injury and that they will need to complete Form 8 and forward it to WSIB.

You should not be charged for this.

Retain receipts for any prescriptions or other medical related expenses.

If you have any questions or are injured while at work, please contact Cheryl at (613) 729-7211. It is better to have assistance from the beginning of this process than to wait until a claim has to be appealed.



## What to do if an aggression is made against you.



Form 733 is used in a case of violence or threat of violence against an OCDSB worker.

This is to be used for any aggression regardless of the student or the severity of the aggression. Something as simple as being sworn at to being physically abused should be accounted for on this form.

Once you have filled in form 733. Fax a copy to Cheryl Cavell at 613 729-8565.

Make a copy for yourself.

Hand the form into your principal/supervisor. **DO NOT** sign it before handing in. It is up to them to sign it and indicate what is being done to resolve the situation. It **IS NOT** up to them to check off whether it has been resolved or not.

If it comes back to your satisfaction that solutions to the problems are being looked after, sign it and if necessary click off the box indicating you want it to go to the Joint Health & Safety committee for review. Fax that signed copy to Cheryl and she will shred the first one.

The reason you need to send a copy to Cheryl is that she confirms with our Health and Safety Officer that the form has been submitted by your Principal/Supervisor. This committee meets regularly with the Superintendent of Human Resources and they go over the forms and try to come up with solutions to the problems which are then brought back to the school to be implemented.

## Occupational Health and Safety Concern Form



This concern form is to report a potential or existing hazard which you believe presents a risk to the health or safety of individuals in your workplace. Please submit to your principal or supervisor and keep a copy for your records. Any hazard which is identified as immediately dangerous to life or health must be brought to the Principal/Supervisor's attention without delay and all steps reasonable to control the hazard must taken immediately.

## Safe Schools Form

OCDSB require every board employee to play a role in addressing issues of inappropriate student behaviour to improve school climate and to support those who have been made a victim. If an employee becomes aware that a student may have engaged in an activity for which the student must be considered for suspension or expulsion. It can be used for student to student aggressions and when weapons, (even hands or feet), or verbal threats are used.

All forms can be found in the **Occupational Health and Safety Conference** in the Groups section on GEM



## **Duty to Inform**

As always in the case of a member to member issue the first plan of action is to talk to the member. If you don't think the issue is/can be resolved and feel you need to file an adverse report to your Principal/VP, Supervisor or Manager you must follow the OSSTF bylaws as outlined below.

### **2.2.3 Duties of Members to Other Members**

2.2.3.1 A members shall: (A.15)

2.2.3.1.1 avoid interfering in an unwarranted manner between other members and pupils;(A.15)

2.2.3.1.2 on making an adverse report on another member, furnish that member with a written statement of the report at the earliest possible time and not later than three days after making the report. (A.15)

2.2.3.1.2.1 Notwithstanding the preceding, on matters related to the Child and Family Services Act, this obligation shall not apply. (A.15)

2.2.3.1.3 prior to registering a complaint of harassment or bullying against another member, inform the member, either personally or through a representative, that the actions are unwelcome and must cease; (A.15)

2.2.3.2 Any member making an adverse report on another member under 2.2.3.1.2 shall include in the written statement the relevant date, details and alleged incidents that were related in the adverse report to the member and address and deliver the written statement to the member. (A.15)

### **IMPORTANT**

All people, with exception of P/VP, working in a high school are members of OSSTF.

With the exception of teachers/occasional teachers, P & VP, all other people working in elementary schools are members of OSSTF.

# Reporting to CAS

## Reporting Child Abuse and Neglect: It's Your Duty

### Your responsibilities under the Child and Family Services Act

The Child and Family Services Act (CFSA) recognizes that each of us has a responsibility for the welfare of children.

#### Introduction

We all share a responsibility to protect children from harm. This includes situations where children are abused or neglected in their own homes. Ontario's Child and Family Services Act (CFSA) provides for protection for these children.

Section 72 of the Act states that the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a children's aid society (CAS). The Act defines the phrase "child in need of protection" and explains what must be reported to a CAS. It includes physical, sexual and emotional abuse, neglect, and risk of harm.

This brochure explains the "duty to report" section of the Act and answers common questions about your reporting responsibilities. It also includes relevant portions of Section 72 for your reference. It does not provide specific legal advice. Please consult a lawyer or a CAS about any specific situation.

#### Who is a "child in need of protection"?

The Child and Family Services Act defines a child in need of protection as a child who is or who appears to be suffering from abuse and/or neglect. The Act clearly specifies how you can identify these children in Section 72 (1). (See pages 7 to 10). [CFSA s.72 (1)]

#### Who is responsible for reporting a child in need of protection?

Anyone who has reasonable grounds to suspect that a child is or may be in need of protection must promptly report the suspicion and the information upon which it is based to a CAS. Section 72 (1) describes the specific circumstances that must be reported (See pages 7 to 10). [CFSA s.72 (1)]

#### What are "reasonable grounds" to suspect child abuse or neglect?

It is not necessary for you to be certain a child is or may be in need of protection to make a report to a CAS. "Reasonable grounds" refers to the information that an average person, using normal and honest judgment, would need in order to decide to report.

#### What is the age of the children to whom the "duty to report" applies?

It applies to any child who is, or appears to be, under the age of 16 years. It also applies to children already under a child protection order who are 16 and 17 years old.

#### What does an "ongoing duty to report" child abuse or neglect mean?

Even if you know a report has already been made about a child, you must make a further report to the CAS if there are additional reasonable grounds to suspect that the child is or may be in need of protection. [CFSA s.72 (2)]

#### Can I rely on someone else to report?

No. You have to report directly to a CAS. You must not rely on anyone else to report on your behalf. [CFSA s.72 (3)]

#### Do professionals and officials have any special responsibilities to report?

Professionals and officials have the same duty as the rest of the public to report their suspicion that a child is or may be in need of protection. However, the Act recognizes that people working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their

suspicions. Any professional or official who fails to report a suspicion is liable on conviction to a fine of up to \$1,000, if they obtained the information in the course of their professional or official duties. [CFSA s.72 (4), (6.2)]

## Who does the Act consider a person who performs professional or official duties?

- health care professionals, including physicians, nurses, dentists, pharmacists and psychologists
- teachers and school principals
- social workers and family counsellors
- religious leaders, including priests, rabbis and members of the clergy
- operators or employees of child care programs or centres
- youth and recreation workers (not volunteers)
- peace officers and coroners
- child and youth service providers and employees of these service providers
- **any other person who performs professional or official duties with respect to a child**

These are examples only. If you are unsure whether you fall into any of these categories, ask your local CAS, professional association or regulatory body. [CFSA s.72 (5)]

## What about professional confidentiality?

A professional must report that a child is or may be in need of protection, even when the information is otherwise confidential or privileged. This duty overrides any other provincial statutes, and specifically overrides any provisions that would otherwise prohibit someone from making a disclosure. Only lawyers may not divulge "privileged" information about their clients. [CFSA s.72 (7), (8)]

## Will I be protected from liability if I make a report?

Yes. If a civil action is brought against you for making a report, you will be protected unless you acted maliciously or without having reasonable grounds for the suspicion. [CFSA s. 72 (7)]

## What happens when I call a CAS?

The CAS will investigate the information. The CAS has the responsibility and authority to investigate allegations and to protect children. The CAS may involve the police and other community agencies. All CASs provide emergency service 24 hours a day, seven days a week.

## How do I contact a CAS or get more information?

You can find your local CAS in your local telephone listings or, where available, by dialing 411. In some communities, the CAS is known as "family and children's services" or "child and family services".

You can also find information about all of Ontario's CASs at [www.oacas.org](http://www.oacas.org), the web site of the Ontario Association of Children's Aid Societies.

Anyone who has a reasonable suspicion that a child is or may be in need of protection must contact a CAS immediately.

If you think the matter is urgent and you cannot reach the CAS, call your local police.

***Add Your Other Frequently Called Telephone Numbers***

<b>Name/Division</b>	<b>Telephone Number</b>