

District 25

TBU POLICIES AND PROCEDURES MANUAL

Date: 2018/2019
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POLICY AND PROCEDURES MANUAL

Constitutional Reference: Article 1.6

By-Law Reference: 2.2.8

POLICY:

- It is the policy that the maintenance of a Policy and Procedures manual will be the responsibility of the Unit Executive.

PROCEDURE:

- The Executive will review and update/revise the Policy and Procedures Manual prior to the commencement of each school year.
- The Executive will review the Policy and Procedures Manual from time to time throughout the school year as to proposed changes.
- All additions to the manual must be correctly dated and referred in the Constitution and By-Laws of the Unit, or through the Minutes of Executive Meetings.
- All revisions to existing Policy or Procedures will be dated and referenced.
- Revisions to any Policy or Procedures may be enacted at any time through the application of the proper Rules of Order; however, the Manual will be updated annually, prior to the commencement of each school year.
- At no time may the Policy and Procedures Manual contravene the Constitution and By-Laws of the Unit, which always take precedence.
- All amendments to the Policy and Procedures Manual shall be ratified by the Unit Teachers' Council.

TEACHER UNIT COUNCIL MEETING - ORGANIZATION

Constitutional Reference:

By-Law Reference: 1.6 (Duties of the President) and 2 (Teachers' Council)

POLICY:

- It is the policy of the Teachers' Unit that the President of the Unit shall be responsible for the organization and publication of a schedule of meeting dates for the Council.

- It is the policy of the Teachers' Unit that the President of the Unit shall be responsible for the selection of a meeting site, the seating arrangement, and any refreshments/meal.
- It is the policy of the Teachers' Unit that the President of the Unit shall be responsible for the publication and distribution of an agenda and back-up material prior to the meeting of the Council.
- It is the policy of the Teachers' Unit that the President of the Unit, in cooperation with the Secretary of the Unit, will attempt to get minutes of Council meetings posted as soon as possible after the meeting and prior to any subsequent meeting of Council.
- It is the policy of the Teachers' Unit that all motions must be received at least one week prior to the meeting of Council.

PROCEDURE:

- The Unit President shall provide Branch Representatives and Executive with a schedule of Council meetings prior to the end of June of the preceding school year. The schedule will include the dates of the meetings the time of the meetings and the location of the meetings. The President will need to reserve a location as soon as possible after the Annual Meeting of the Teachers' Unit in May.
- The Unit President may request that the Office Assistant assigned to the Unit assume responsibility for carrying out his/her responsibilities in this area however, the President is ultimately responsible for all aspects of the meeting organization.
- The Unit President must organize any and all materials for distribution to Branch Representatives prior to the Council meeting
- The Unit President and Secretary should establish a time frame for the publication and review of the Minutes of Council meetings in order that the Minutes can be distributed as soon as possible after the meeting.
- The Unit President is responsible for the maintenance of all Agendas and Minutes of meetings as well as any materials that have been distributed. The President must ensure that the Office Assistant assigned to the Unit maintains a separate electronic folder for this purpose. That electronic folder must be archived as the official record of the Unit Council.
- The Unit President is responsible for retaining all contracts regarding site locations, etc., for the Unit Council Meetings. The Office Assistant assigned to the Unit maintains these contracts on behalf of the President.

TEACHER UNIT COUNCIL MEETING – SELECTION AND ROLE OF SPEAKER

Constitutional Reference:

By-Law Reference: 1 (Unit Executive Council) and 2 (Teachers' Council)

POLICY:

- It is the policy of the Teachers' Unit that the Unit shall be responsible for ensuring that the ratification of the Executive recommendation is held at the first meeting of the Unit Council to fill the position of Speaker.

PROCEDURE:

- The Speaker, including anyone in the role of acting speaker, must be members of the Teachers' Bargaining unit.
- The Unit President shall inform members of the need to select a speaker. This notification will act as a call for statements of interest and experience. The President shall receive the statements, check to ensure that they meet the criteria outlined in the By-Laws, and ensure that the agenda for the first meeting of Executive provides for the selection of a candidate for the position of Speaker.
- A candidate for Speaker should have some familiarity with Roberts' Rules of Order.
- Nominees shall submit a letter of intent to the Teachers' Executive. The executive shall select a candidate for recommendation to Teachers' Council
- The unit President shall ensure that the agenda for the first meeting of the Unit Council provides for the ratification of the proposed candidate as a first item of business.
- The successful candidate assumes the position of Speaker immediately upon the announcement of the results and would conduct the remainder of the meeting according to the Agenda provided.
- The Speaker is provided with all backup material prior to Unit Council meetings as well as the minutes of all meetings. The Speaker is the parliamentary resource for all members of the Unit Council. The Speaker and Executive should consult on a regular basis with regard to Agendas, Minutes, Procedures, and issues of potential concern.
- The Unit President will ensure that there is someone prepared to assume the position of Speaker, on a case by case basis, in the event that the Speaker cannot attend or carry out his/her responsibilities. The Speaker should give adequate notice of such a situation.

TEACHER UNIT COUNCIL MEETING - OBSERVERS

Constitutional Reference:

By-Law Reference: 2.4

POLICY:

- It is the policy of the Teachers' Unit Council that from time to time individuals or groups may be recognized at meetings and permitted to sit at the Table.
- It is the policy of the Teachers' Unit Council that any member of the Unit may attend a Council Meeting. Members should notify the President of their intention to attend a week in advance, for logistical purposes. Meetings of the Teachers' Unit Council are not open to the public.
- A representative from each of ARM (Active Retired Members) and the OTBU (Occasional Teachers Bargaining Unit) have been recognized as observers at Council and are provided the opportunity to give a report from time to time. The representatives are non-voting members of Council.

PROCEDURE:

- The recognition of observers at Council Meetings must be confirmed by motion of Executive and Council. The Chair of Council must be notified prior to the meeting. It is the Chair who recognizes and seats the observer(s), after approval of Council by motion, and provides them the opportunity to speak and/or distribute materials.
- The ARM and OTBU representatives have a permanent recognition until such time as Council rescinds the privilege by motion. This motion should be renewed each year at the first meeting of the new Council. The Presidents of the ARM and the OTBU group and the President of the Unit must consult on the representatives prior to that meeting.
- No members of the general public may otherwise attend Council Meetings without being assigned observer status or as an invited guest.

ANNUAL MEETING OF DISTRICT ASSEMBLY

Constitutional Reference:

By-Law Reference: 1.6 (Duties of the Unit President) and
1.13 (Provincial Councillor)

POLICY:

- It is the policy that the Unit President (or designate) is responsible for the delegation to the Annual Meeting of District Assembly (AMDA)
- It is the policy that the number of delegates shall be the number as determined by the District Executive Council.
- It is the policy that all delegates elected to represent the Unit at AMPA will also be Teachers' Unit delegates to AMDA the same year.
- It is the policy that all delegates are voting members.
- It is the policy that when there are fewer delegates than required, the Teachers' Unit Executive will attempt to fill the slate by appointment.

PROCEDURE:

- Refer to the procedure for the election of the AMPA delegation.

ANNUAL MEETING OF PROVINCIAL ASSEMBLY

Constitutional Reference:

By-Law Reference **1.13 (Provincial Councillor)**

POLICY:

- It is the policy of the Teachers' Unit that the Provincial Councillor(s) shall organize the election of the delegates to the Annual Meeting of Provincial Assembly (AMPA). The delegation shall consist of both voting members and alternates
- It is the policy that members of the delegation are automatic delegates to the District 25 Annual Meeting of District Assembly (AMDA).

PROCEDURE:

- The Provincial Councillor is responsible for ascertaining the prescribed number of delegates from the General Secretary of the Federation.
- The number of alternates shall be determined by the District Executive Council

- The Provincial Councillor will prepare and distribute the applications for AMPA. The applications will be received by the Provincial Councillor no later than seven (7) days prior to the November meeting of the Teachers' Unit Council.
- The delegation to AMPA shall be elected at the November meeting of the Teachers' Unit Council by the members of Council voting and present, by means of secret ballot.
- If there are fewer delegates/alternates than required, the Teachers' Unit Executive shall fill the slate by appointment.
- The Provincial Councillor is responsible for notifying the District Delegation Leader of the names and work locations of the delegation as soon as possible after the selection of the delegation.

BUDGET - EXPLANATION AND GUIDELINES

Constitutional Reference:

By-Law Reference

**1.12 (Duties of the Unit Treasurer) and
7.3 (Finance Committee)**

POLICY:

- It is the policy of the Teacher Unit that there is a published explanation of the Revenue Line items in the Unit Budget. Wherever feasible, there will be published Guidelines.
- It is the policy of the Teacher Unit that there is a published explanation of the Expenditure Line Items in the Unit Budget. Wherever feasible, there will be published Guidelines.

PROCEDURE:

- The Treasurer is responsible for publishing an Explanation of the Budget with Guidelines. This document will appear as an appendix to the Annual Budget; it will be available to all members of the Unit, upon request, at any time.
- The Treasurer is responsible for providing a copy of the Explanation Guidelines to the members of Executive and Finance Committee as part of the report to the first meeting of Executive and the first meeting of the Finance Meeting.

EXPENSE GUIDELINES

Constitutional Reference:

By-Law Reference: **7.3 (Finance Committee) and 15 (Mileage) and
16 (Childcare)**

POLICY:

- It is the policy that the Finance Committee is responsible for the creation and periodic review of Expense Guidelines for the Teachers' Unit. The Committee shall recommend Expense Guidelines to the Executive Committee for approval and implementation.
- It is the policy that the Teachers' Unit shall abide by Expense Guidelines which shall be available to all members of the Unit.
- It is the policy that the Guidelines shall be published in the Policy and Procedures Manual and updated from time to time as determined by the Unit Executive.

PROCEDURE:

The Expense Guidelines for the Teachers' Unit are as follows:

- Mileage is paid at the Bargaining Unit rate for eligible members on Federation business, exclusive of travel to and from home. Eligible members are time release officers, teachers' executive members, and elected branch representatives.
- Refreshment (within expense line item parameters)
- Refreshments for committee meetings to be covered; dinners covered for meetings lasting beyond the dinner hour, and/or as a year-end "thank you".
- Meals to be claimed only when members are on authorized OSSTF business.
- Claims over \$5 must be supported by an itemized bill showing specific purchases.
- Names of each person covered by a meal claim to be recorded.
- Meal claims not to exceed Provincial guidelines.
- A full list of accounts of all expense items will be kept at the District Office, open to any member who wishes to inspect them (however, they may not be photocopied)

- Child/dependent care: paid eligible members on Federation business as per the bargaining unit guidelines. Eligible members are; time release officers, teachers' executive members, and elected branch representatives.

COLLECTIVE BARGAINING - COMMITTEE (CBC)

Constitutional Reference:

By-Law Reference: 7.1

POLICY:

- It is the policy that the Collective Bargaining Committee (CBC) will operate according to established terms of reference. The terms of reference must conform to the Constitution and By-Laws of the Teachers' Unit.

PROCEDURE:

The Chief Negotiator will provide the CBC and any member, upon request, with a copy of the Terms of reference for the Committee.

- The Terms of Reference will be as follows:

1. Purpose

The Collective bargaining Committee (CBC) is a standing Committee of OSSTF District 25 Teacher Unit, which is responsible for all matters pertaining to collective bargaining on behalf of the membership.

2. Organization

The membership of the CBC shall consist of the following voting members:

- a) one member from each Branch as defined in the Teacher Unit Constitution
- b) the Unit Chief Negotiator
- c) the Unit Membership Services Officer

3. Unit Negotiating Team

The Unit negotiating team, consisting of five (5) members shall be formed by the CBC. The composition will be as follows:

- a) The Chief Negotiator
- b) Three (3) members of the CBC
- c) One (1) member from the membership at large

The Chief Negotiator is elected for a two (2) year term at the OSSTF District 25 Annual General Meeting. The remaining positions shall be elected for a one (1) year term at a CBC meeting following the AGM.

4. The CBC Executive

The Chief Negotiator shall appoint the three (3) elected CBC members into the following positions

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary

5. Collective Bargaining Committee shall:

- a) survey the membership on their concerns prior to drafting a negotiating brief
- b) develop the negotiating brief for the Unit, subject to Executive approval
- c) establish a negotiating team. Led by the Chief Negotiator, to conduct negotiations with the District School Board
- d) assist the Chief Negotiator in keeping the membership informed of the progress of negotiations

6. Duties of the CBC Executive Members:

- a) the Chairperson shall call meetings and prepare the agenda of the CBC
- b) the Vice-Chairperson shall perform all duties normally performed by the Chairperson, if the Chairperson is absent
- c) the Secretary shall keep minutes of all CBC meetings and forward a copy to the CBC Chairperson within seven (7) days of the meeting
- d) the Chief Negotiator shall act as a resource to the CBC Committee

COLLECTIVE BARGAINING - NEGOTIATING BRIEF

Constitutional Reference:

By-Law Reference: 1.7 (Duties of the Chief Negotiator)

POLICY:

- It is the policy that the Chief Negotiator will be responsible for the preparation and distribution of the Negotiation Priority Survey. The survey is developed by a sub-committee of the Collective Bargaining Committee (CBC).

- It is the policy that any member of the Unit will have an opportunity to represent an issue to the Negotiating Team for their consideration prior to the approval of the final draft of the Brief.

PROCEDURE:

A sub-committee of the CBC will draft the survey which will then taken to the full Committee for approval.

- The Chief Negotiator will distribute the survey to the full membership through the CBC representative in each work site. The members will have a specific time frame within which to respond to the survey in order that the results can be tabulated.
- The Chief Negotiator will maintain the results as privileged information for the sole use of the Negotiations Team. The results should not be public or accessible to the employer.
- The Chief Negotiator will provide scheduled interview times when individuals or groups may make presentations to the Negotiations Team for their consideration during the Brief preparation process.
- Individuals and groups making presentations will be required to submit a written proposal one week prior to the date of their presentation in order that the Team may prepare possible questions and comments for discussion at the presentation.
- The issues raised in these presentations will be shared with the CBC prior to the presentation of the final brief.
- The survey, results of the survey, and all materials related to the presentations will be archived by the Chief Negotiator for a period of no less than seven (7) years.

COLLECTIVE BARGAINING - SECONDARY STAFFING COMMITTEE

Constitutional Reference:

By-Law Reference: 1.7 (Duties of the Chief Negotiator)

POLICY:

- It is the policy that the Chief Negotiator will establish a Secondary Staffing Committee (SSC). This committee consists of three (3) members selected from the Negotiating Team in any given year.

PROCEDURE:

- The Chief Negotiator is one member of the Secondary Staffing Committee.
- The remaining two (2) members are chosen by the Chief Negotiator taking into consideration knowledge and experience in the area of school staffing.
- The SSC will use the data from the workload survey to monitor the staffing clauses in the Collective Agreement. It will make representation to the employer when required.
- The SSC will provide information, through the Chief Negotiator to Council on an on-going basis throughout the academic year.

PROFESSIONAL DEVELOPMENT - CONFERENCE FUNDING

Constitutional Reference:

**By-Law Reference: 1.9 (Duties of the Professional Services Officer) and
7.2 (Professional Development Committee)**

POLICY:

- It is the policy of the Teachers' Unit that when funds are made available to individual members and/or groups for the purpose of Professional Development, such funds shall be allocated according to a prescribed format for distribution and accounting purposes.
- It is the policy that the Professional Services Officer shall be responsible for the publication of a funding application. The Professional Services Officer shall, from time to time, provide Executive Council and Unit Council with an accounting of funds for professional development.
- It is the policy that this funding shall be for the purpose of attending relevant conferences or other forms of in-service professional development.

PROCEDURE:

- The Professional Services Officer is responsible for providing the Unit with a document which outlines the purposes and criteria whereby members may make application for financial assistance in order to participate in professional development activities.
- This document should be available to members at the commencement of each academic year.

- The document and application should include the following criteria and conditions:
 1. The regular PD Conference funding grant is up to \$400 per person every TWO academic years.
 2. The funds will be split equally between Semester 1 and Semester 2.
 3. ALL conference funding is available on a first come, first served basis. Apply early in the semester, as applications will not be considered once the funding available that semester has been allocated.
 4. A conference is a meeting, workshop and/or activity that leads to professional enhancement in the field of education.
 5. Funding is not available for conferences that grant certification or credit toward job qualification or salary increase.
 6. The funding can be applied to the cost of registration, the cost of accommodation (excluding meals) and travel. Mileage will be reimbursed at the bargaining unit rate.
 7. Receipts must be provided before a cheque can be issued. Confirmation of registration is required.
 8. Applications must be received prior to the conference.
 9. Receipts must be submitted within one month following the conference.
 10. A confirmation email will be issued once the application has been accepted.
 11. All outside financial support for the conference must be disclosed or the application will be rejected.

DONATIONS TO OSSTF PROVINCIAL CANDIDATES

Constitutional Reference:

By-Law Reference: 10 (Unit Reserve Funds)

POLICY:

- It is the policy of the Teachers' Unit that funds are available to endorse any candidates for election at AMPA (OTF Governor, OTF Table Officer, Executive Officer, Treasurer, Vice-President and President), whether they be from within the TBU or from outside the unit.

PROCEDURE:

- The candidate should make a request for financial support.
- The candidate must have the endorsement of his/her own bargaining unit and/or District and/or Sector.

- The candidate must have a proven record of Federation leadership, which can be verified by our Provincial Councillors and/or experienced Federation officers.
- Upon receipt of a request, we will acknowledge receipt of the request, informing the candidate that any decisions regarding endorsements and financial contributions will be made at the October meeting of the Teachers' Executive, and that they will be informed of our decision shortly thereafter.
- The Executive will make decisions regarding endorsements and financial contributions for all requests we have received up to that point. The decision to endorse a candidate (whether there is a financial contribution or not) will be made by the Executive. The Executive may choose to deal with late requests.
- Financial guidelines for donations to candidates will be as follows:
 - for candidates from within the District 25 TBU, a maximum of \$5000.00 per candidate;
 - for candidates from within District 25, a maximum of \$1000.00 per candidate;
 - for candidates from outside of District 25, the Executive will review requests on a case by case basis.
- Line 3351 will be used for donations to AMPA candidates; the money will be taken from our reserve line 3350.

TRO COMMUNICATIONS/TECHNOLOGY UPGRADES

Constitutional Reference:

By-Law Reference:

1 (Unit Executive Council)

8 (Budget)

POLICY:

- The Executive will review requests received to support Communications/Technology Upgrades.
- It is the policy of The Teachers' Bargaining Unit that the Communications/Technology equipment of the Time Release Officers be replaced/upgraded as needed.

RESCINDED POLICIES

The TRO computers will be upgraded/replaced on a 3 year rotation with only one (1) computer being upgraded/replaced per year in this rotation, unless there is an unusual circumstance requiring additional replacements.