

ESPecially Yours

Volume 15, Issue 3

March 2015

Message from Your President:

I have to say it: "Is it cold enough for you?" This has been one of the longest, coldest winters I can remember. I hope all of you are staying healthy and warm.

We, in ESP and in the OSSTF office, have also had a very busy winter season.

The Business Process Review (BPR) is well under way. 8 schools will be under review for half a day each, looking to find out what the school day is like and what processes take place, as well as how much time various duties take. This should be complete by mid-March with a report to the BPR Committee. More to come on that issue.

The OSSTF office has been in a state of confusion for the past couple of months. District 25 has now sold the building at 67 Jamie Ave. We have spent late January and early February packing and preparing for a move into our new building on 9 Corvus Court in the Antares Business District. The new building has enough offices for each release officers to have their own office instead of having to share. Members will be invited to an event at the new location when the weather is more conducive to an outdoor celebration!

The OSSTF Annual Member Provincial Assembly (AMPA) is coming up during the March Break.

Representatives from each bargaining unit will deal with Provincial OSSTF business on your behalf. We have 7 delegates and 2 alternates from our

executive attending AMPA this year. We will have a report from one of them in our next ESPecially Yours.

It is important that members take an active interest and participate in ESP and OSSTF activities. Our Annual General Meeting will be taking place on May 20. We will be holding elections and giving reports on ESP business. If you want to have a say in the events and the way ESP deals with business, please attend the meeting.

I hope you all enjoy your March Break and most of all, I hope that Spring comes soon!

Leif and I are always available by email or phone to help with any questions you may have regarding your job, working conditions, or other concerns. Please feel free to contact us for assistance:

Office number: 613-729-7211

Nancy.akehurst@d25.osstf.ca

Leif.walther@d25.osstf.ca

Nancy



From your chief negotiator

ESP COLLECTIVE BARGAINING STATUS

As those of you who have been reading the Collective Bargaining Bulletins put out by the Provincial OSSTF office are aware, the new two-tiered negotiation process under the School Boards Collective Bargaining Act has been a slow and frustrating process so far.

Many of you likely know that the Teachers and Occasional Teachers' Bargaining Units of OSSTF in Ottawa have had negotiation dates at both the provincial and the local level, and that they have applied for a Conciliator at the local level. While one potential outcome of that process is that they will be in a legal position to exercise sanctions against the employer, including potential strike action, that is by no means an assured or even necessary outcome at this point, but merely one of the tools and options that they will have available.

For the ESP Bargaining Unit, however, and for all other non-teaching OSSTF Bargaining Units employed by school boards in the Ontario, we are nowhere near that point yet.

Under the Support Staff negotiation process, a tentative agreement as to the basic matter of which issues will be negotiated centrally and which will be negotiated locally was not reached until the end of January and not signed off on until mid-February.

As of the time of this writing (March 1), we have not yet finalized a Negotiating Brief to be presented at a Central Bargaining table. By the time you read this, however, there will have been a March 3 meeting of the

Presidents and Chief Negotiators of ALL non-teaching Bargaining Units of OSSTF to vote on one.

Once this Central Brief is approved, all of our individual bargaining units can finalize our Local Briefs for presentation for local negotiations with our individual School Boards on the issues not included centrally.

Your ESP Collective Bargaining Committee will be meeting the week of March 9th in follow up to all of this.

In summary, there has been no direct contract negotiations for the Support Staff bargaining units at either the Provincial or the Local level as of yet. Once we have both briefs in order, we will be in a position to set negotiation dates at both levels, but no specific dates have been set so far.

We know that this is a frustrating and nerve wracking process for everyone, and it is hard not to feel like you are left "in the dark". Rest assured, however, that when any specific information is available for us to share regarding the local process, either Nancy Akehurst or myself will let you know, and if anything is available at the Provincial level it will be made available in the Member's Only area of the OSSTF website.

Please note that under NO circumstance will we be sending specific bargaining information through the Employer's email system, and we ask that you please do not do so either. Most of you have offered us a private email address that we can use, and we will send a message to your work email address notifying you to look there

whenever we do send anything out. You will also be notified whenever something is posted on the Provincial site.

At this point, we ask that you do your best to keep good faith in the process and maintain solidarity with all of your fellow OSSTF members, including those who belong to each of the six other Bargaining Units who work for our school board.

With all of the above said, I am happy to announce that fully local contract negotiations for the 15 members of the ESP Bargaining Unit who are employed by the Ottawa Student Transportation Authority (OSTA) are proceeding, with two dates held so far and two more



scheduled for early April. Although it is also a slow process, we are fully confident at this point that a fair and reasonable Collective Agreement can be reached with the OSTA employer.

Leif



DID YOU KNOW?

KNOW YOUR COLLECTIVE AGREEMENT

ARTICLE 42 HUMAN RESOURCES FILE

This article makes it clear that it is your right to know what information and records your Employer keeps about you, and ensures that you may view your full Human Resources file:

(42.01) An employee shall have access during normal business hours, or such other time as may be arranged, to the Human Resources file that relates to the employee. Such access shall be granted with twenty-four (24) hours' advance notice and in the presence of a Human Resources Officer or other person(s) designated by the Director of Education.

The same Article states that:

(42.03) An employee shall have the right to respond in writing to any document contained in or to be placed in the employee's Human Resources file. The written response by the employee shall become part of the employee's Human Resources file

and further that:

(42.04) An employee shall have the right to place any relevant documents in the employee's Human Resources file which has been omitted.

If you are ever unsure about what the Employer may have on file about you, do not hesitate to contact HR to arrange an appointment to view your file. If there is anything there that you believe requires clarification, you may wish to attach a response in writing, although it may be helpful to seek Union advice in this regard.



District 25's new home, 9 Corvus Court

T4/T4A Online Access Now Available

The Finance Department is pleased to announce that employees will be able to access their 2014 T4 and/or T4A information slips online effective immediately. Accessing your T4/T4A is similar to accessing your pay stub through the Employee Inquiry page on the District's website. Advantages of accessing your T4/T4A online include:

- Secure access to the information using your OCDSB network account
- Access to the information is available to you up to two weeks earlier than by mail
- Ability to download/print additional copies of the slip, if required
- Eliminating the possibility of your T4/T4A being lost in the mail
- Automatic reinstatement of printing and mailing when you leave the District

Once logged into the Employee Inquiry page, you will note the T4 and T4A link under the Employee Functions label. After clicking on the link you will be asked to provide your consent to access your T4/T4A electronically. Your consent is necessary to meet Canada Revenue Agency requirements. After consenting, you will be provided with immediate access to the information slips issued to you for the 2014 tax year.

As this is the first year that the information slips are accessible online, all employees will be provided with a printed copy of their 2014 T4/T4A. In future years, you will be notified when the T4/T4A for the tax reporting year is available. Only those employees who have not consented to receiving the information slips electronically or who are no longer employed by the District will receive a mailed information slip.

Please contact the Business and Learning Technologies Hotline at 613-596-8273 if you are having difficulty logging into the network.

Please direct questions regarding T4 and T4A information slips to the Payroll Division's service desk at payroll@ocdsb.ca.

PD Day - February 13, 2015



Again this year we held our PD Day at Longfields Davidson Heights Secondary School. Peter Gamwell was our keynote speaker and he entertained and educated us with his usual humour and music. He then did an activity that was enjoyed by all. We had a wonderful catered lunch prepared by Kent Van Dyk and his Longfields culinary students. A variety of workshops were held in the afternoon. It was a cold day (of course!) but it was great to have the opportunity to get together. Congratulations to Sarah Godoy and Roseann Perry - each won a \$500 Future Shop gift card. Thanks to our PD Committee who worked very hard to make the day a success: Nancy Akehurst, Tammy Lynn Caldwell, Bev Charles, Tanya Dumas, Teresa Harrison, Cheryl MacCalder, Roseann Perry, Judy Soifer. Please consider joining us next year to help organize this enriching event for members!



OSSTF MEMBERS EVENT

As we did last year OSSTF arranged to get tickets to a Sens game. 300 discounted tickets were made available to be purchased by members and their families to attend the Senators vs Arizona hockey game at the Canadian Tire Centre on January 31. Everyone had a great time, Spartacat came to visit and of course the Sens won 7-2 just for us!



District President Dan Maxwell enjoying the game

WRAPPING UP THE SCHOOL YEAR

The last day of work for the 2014-2015 school year will be:

- Friday, June 26, 2015 for all members of the Educational Support Professionals Bargaining Unit employed on a 10-month basis;
- Monday, July 6, 2015 for all members of the Educational Support Professionals Bargaining Unit employed on a 10.5-month basis; and
- Based on operational requirements for all members of the Educational Support Professionals Bargaining Unit employed on an 11-month basis. Employees in this category should speak with their immediate supervisor who should in turn contact the Human Resources Department.

Common Summer Vacation Period: All central departments at all administration sites and all secondary schools will be closed to provide a common two-week vacation period for staff from July 27 to August 7, 2015, inclusive.

On a site-by-site basis, a secondary school may elect to

extend the closure for up to four weeks. Notice of this closure, including any extension to the two-week period, should be provided to school communities, for example, through the newsletter and on the school's website, prior to the end of the school year.

NOTE: Due to operational requirements in some departments, some employees may be required to work or to be on call during this time period. Each department is currently finalizing these arrangements and supervisors will advise affected employees in a timely manner.

The first day of work for the 2015-2016 school year will be Monday, August 31, 2015 for all members of the Educational Support Professionals Bargaining Unit in school-based and Central Administration positions and based on operational requirements for all members of the Educational Support Professionals Bargaining Unit employed on an 11-month basis. Employees in this category should speak with their immediate supervisor who should in turn contact the Human Resources Department.

Curious to know more about next year's school year calendar?

See <http://www.ocdsb.ca/calendar/Pages/Proposed-calendar---2015-2016.aspx>

THINGS TO KNOW



Gmail: Sort messages using keyword search

You're probably used to sorting messages in your Inbox by name, subject, date, and so on, and wondering how to do the same in Gmail. Fortunately, it's really easy! Instead of sorting messages, you search for them. Searching is easy, and it's much more powerful than sorting—once you learn a few tricks. Read more by going to our ESP webpage. Click on ESP Newsletters and look for GEM Search tip.

KNOW YOUR COLLECTIVE AGREEMENT

ARTICLE 6 MANAGEMENT RIGHTS

In general under Labour Law, all Employers retain certain "Management Rights" regarding their ability to carry out their business, including the right to hire, promote, transfer, demote and lay off employees, as well as to discipline and discharge employees.

However, under a Union contract, these rights are neither absolute nor arbitrary. Article 6 specifies that the rights of management are subject to and cannot run contrary to the terms and conditions set out in the rest of the Collective Agreement:

6.01 Except as may be specifically limited or abridged by the language of this Collective Agreement...

and...

6.02 The Employer agrees that none of

its rights or functions will be exercised contrary to the provisions of this Agreement.

+Even beyond the specific language in our contract, it has been an established aspect of Canadian labour law for nearly 50 years that ANY rule set by the employer in a Union workplace, and particularly one that may lead to workplace discipline, must adhere to 6 basic points:

1. It must not be inconsistent with the collective agreement;
2. It must not be unreasonable;
3. It must be clear and unequivocal;
4. It must be brought to the attention of the employee affected before the company can act on it;
5. The employee concerned must have been notified that a breach of the rule could result in his discharge (if the rule is used as a basis for discharge); and
6. It should have been consistently enforced by the company from the time it was introduced.

These rules are known collectively as the KVP Principles, after the name of the Labour Arbitration in which they were initially established.

DID YOU KNOW?

ESP has a group conference in GEM.

To access the group, log into your GEM email account. Beside your name there is an icon that looks like a set of small squares. Click on the icon and you will see a list of Google add on apps. Find the Group button and click on it.

You will be able to access groups that the OCDSB has created. Our group is called OSSTF-ESP Conference.



The education community's financial specialist

While we are owned by OSSTF/FEESO, today Educators Financial Group administers more than \$850,000,000 in assets for over 16,000 clients across all OTF (Ontario Teachers' Federation) affiliates. It is because of our strong relationships and longstanding history with all educators that we've earned the unique position as the **education community's financial specialist**. Visit us at <https://educatorsfinancialgroup.ca>

The Editor of *ESpecially Yours* is Margaret Elson. Comments, suggestions and contributions may be sent to her by GEM anytime. Next issue - April 2015

Health and Safety - Everyone's Business

DEFIBRILLATORS

"Defibrillation is a process in which an electronic device gives an electric shock to the heart. This helps re-establish normal contraction rhythms in a heart having dangerous arrhythmia or in cardiac arrest. "

American Heart Association

Defibrillators were first used in 1899. Two physiologists, Jean-Louis Prevost and Frederic Batelli in Geneva, Switzerland used it on dogs to reverse ventricular fibrillation.

The use of CPR will improve a person's chances but a defibrillator will be needed to put the heart into proper rhythm. The faster this is done the better, and though not a guarantee to save a person's life, a defibrillator will give the patient the best chance of survival. Someone already trained in using a defibrillator is recommended but not necessary as public defibrillators will provide vocal step by step procedures.

We were told at my first aid training, that the best place to go into cardiac arrest, outside of a hospital, is a casino. Other places where defibrillators are commonly found are airports, airplanes, large shopping malls, and recreation facilities. The Heart and Stroke Foundation strongly supports widespread access to automated external defibrillators in all public locations across Canada. In a perfect world, everyone would be trained in CPR and on using a defibrillator.

Cardiac arrests can happen anywhere at any time. Forty thousand cardiac arrests occur each year in Canada, or one every 12 minutes. Without the use of a defibrillator, most of these people will die. The Chicago airport statistics show a survival rate of 75% because of the high visibility of

public defibrillators.

The cost of a defibrillator is not prohibitive. Costco sells them for



\$1400, St. John's Ambulance between \$2400, Amazon has a sale on this month for \$1276.00. The Red Cross provides 20% off for those who are regular monetary donors.

Our school board does not have an inventory of which buildings have defibrillators. I know from my inspections that the Confederation Learning Centre and 133 Greenbank do, but there is no person assigned to obtaining or maintaining defibrillators in our board.

In February 2008 a young hockey player went into cardiac arrest during a scrimmage at the NAIT arena in Edmonton. He survived because his team mates were trained in CPR and a defibrillator was used.

Heart disease and stroke are the leading cause of death for Canadian Women. Most women have at least one risk factor for cardiovascular disease, such as diabetes, gestational diabetes, and pre-eclampsia for pregnant women, certain ethnic backgrounds, menopause, high cholesterol, high triglycerides, high blood pressure. There some factors we can't control, like gender, family history and ethnicity, but there are more that we can control. Don't smoke! Be aerobically active for at least 150 minutes per week. Maintain a healthy body weight. If you have

high blood pressure, take your medication. Eat a healthy diet. Reduce your stress.

Know the signs of a heart attack, cardiac arrest and sudden arrhythmia death syndrome or SADS: chest discomfort (uncomfortable chest pressure, squeezing, fullness or pain, burning or heaviness); discomfort in other areas of the upper body (neck, jaw, shoulder, arms, back); shortness of breath; sweating; nausea; light-headedness. CALL 9-1-1 if you are experiencing any of these signs whether you are a man or a woman.

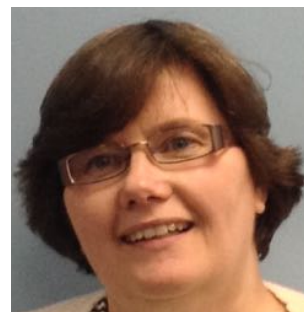
Know the signs of a stroke: F.A.S.T. - **Face**, is it drooping? **Arms**, can you raise them both? **Speech** is it slurred or jumbled? **Time** to call 9-1-1 immediately!

If there is no defibrillator where you work, make sure you know where there might be one, i.e. community center, dentist's office. All emergency vehicles have one.

Be your own advocate and take care of yourself. Learn the signs of a heart attack or stroke. Take a CPR course and learn how to use a defibrillator so you can take care of the ones you love and care about.

Bev Charles

ESP Health and Safety Officer
OSSTF District 25



ON THE LIGHTER SIDE ...



SORRY, SON...THERE'S NO APP FOR THAT

LESSONS WE CAN LEARN FROM A SNOWMAN

Wearing white is always in style - even after Labor Day.

Getting outside in the winter is good for your health.

It's fun just to hang out in your front yard.

We're all made up of mostly water.

Accessories don't have to be expensive.

Don't get too much sun!

You know you've made it when they write a song about you!

ICE COLD GROANERS

Q: What did the big furry hat say to the warm woolly scarf?

A: "You hang around while I go on ahead."

Q: What's the difference between an iceberg and a clothes brush?

A: One crushes boats and the other brushes coats!

Q: Why is the slippery ice like music?

A: If you don't C sharp - you'll B flat!

Q: What did the seal say when it swam into a concrete wall?

A: "Dam!"

Q: What do women use to stay young looking in the Arctic?

A: Cold cream.

Q: What do you use to catch an Arctic hare?

A: A hare net!

Q: What do Arctic hares use to keep their fur lookin' spiffy?

A: Hare spray!

Q: What do you call ten Arctic hares hopping backwards through the snow together?

A: A receding hare line.



"You want the long, skinny rug in the hallway for a scarf?! What on earth are you talking about?"

Disclaimer - Although care has been taken in preparing the information contained in this publication, accuracy cannot be guaranteed. The opinions and views expressed do not necessarily reflect the opinions or views of OSSTF, or District 25.