



OSSTF/FEESO

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

Member's Handbook



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

67 Jamie Avenue Ottawa, Ontario K2E 7Y6
Tel.: (613) 729-7211
Fax: (613) 729-8565

WELCOME TO THE EDUCATIONAL SUPPORT PROFESSIONALS BARGAINING UNIT



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

About District 25

Within the Ottawa-Carleton District School Board (OCDSB), OSSTF/FEESO 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 workers)	Professional Educators and ESL Child Care Staff (instructors and daycare
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 ESP 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.

If you are new to the OCDSB, on behalf of the Bargaining Unit, please accept our sincere welcome and wishes for success in your new position.

How to Contact Us:

ESP Executive			
Name	Position	Location	Work PHone
Nancy Akehurst	President	67 Jamie	613-729-7211
Leif Walther	Chief Negotiator	67 Jamie	613-729-7211
	Vice President		
Margaret Elson	Secretary	Sir Robert Borden HS	613-596-8211
Kelly Mills	Treasurer	Jack Donahue PS	613-731-3357
Judy Soifer	Educational Services Officer	Adult HS	613-239-2707
Bev Charles	Health and Safety Officer	Manordale PS	613-226-6393
Shelly McQuillan	Executive Officer	Elgin St PS	613-239-2408
John Grochot	Executive Officer	OSTA	613-224-8800
Amir Ismail	Executive Officer	B<	613-596-8211
Chouy Johnson	Executive Officer	Regina St PS	613-829-8777

The ESP President and Chief Negotiator are on full time release for 12 months of the year.



BY FAX
613 729-8565



by Board mail to:
OSSTF/FEESO District 25
67 Jamie Avenue



nancy.akehurst@d25.osstf.ca

leif.walther@d25.osstf.ca

OSSTF/FEESO Website: www.osstf.on.ca
OSSTF D25 Website: <http://www.d25.osstf.ca/>

OSSTF/FEESO – 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/FEESO).

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

However we became members, the strength of OSSTF/FEESO is in what members voluntarily do on behalf of our Federation and the cause of public education.

This is what the OSSTF/FEESO 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/FEESO 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**

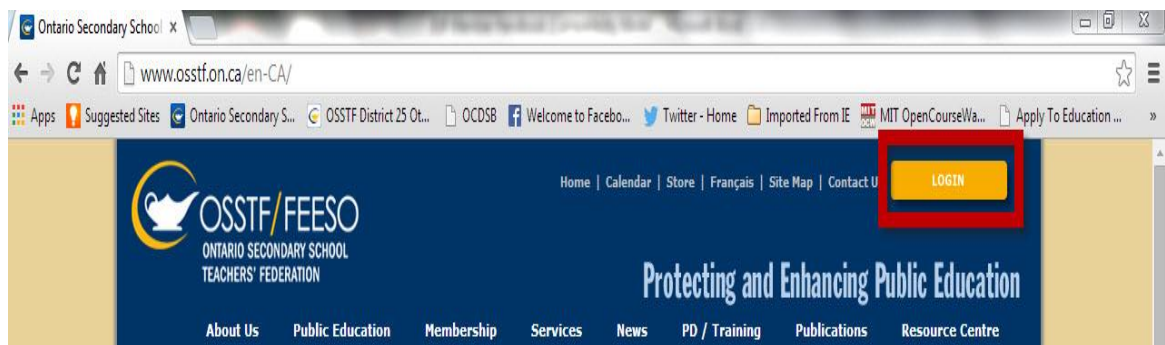
NEW !!!! MEMBER LOGIN TO OSSTF/FEESO WEBPAGE

OSSTF/FEESO has created a member only login on their website at

<http://www.osstf.on.ca>


Information that is confidential for OSSTF/FEESO members will be posted on this site, including bargaining updates. Please check it regularly.

How to use this site
Click on the Orange button



Members' Login

OSSTF/FEESO Membership ID:

Don't know your Membership ID? 

Password:

Enter your OSSTF/FEESO Membership ID and password **in the above** fields and click the Login button.

OSSTF/FEESO Membership ID

Your [OSSTF/FEESO Membership ID](#) can be found on your OSSTF/FEESO Membership Card and contains digits only.

Password

This is assigned when the account is created and is communicated directly to members. It is case sensitive and can be changed upon successful login under the “Options” button.

If you do not have a card or have lost it, please call Provincial Office at **1-800-267-7867 and ask for membership services.**

NOTE: Local leaders do not have access to your login information.

How Does OSSTF/FEESO 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 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



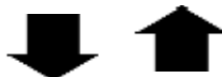
Your Executive Members



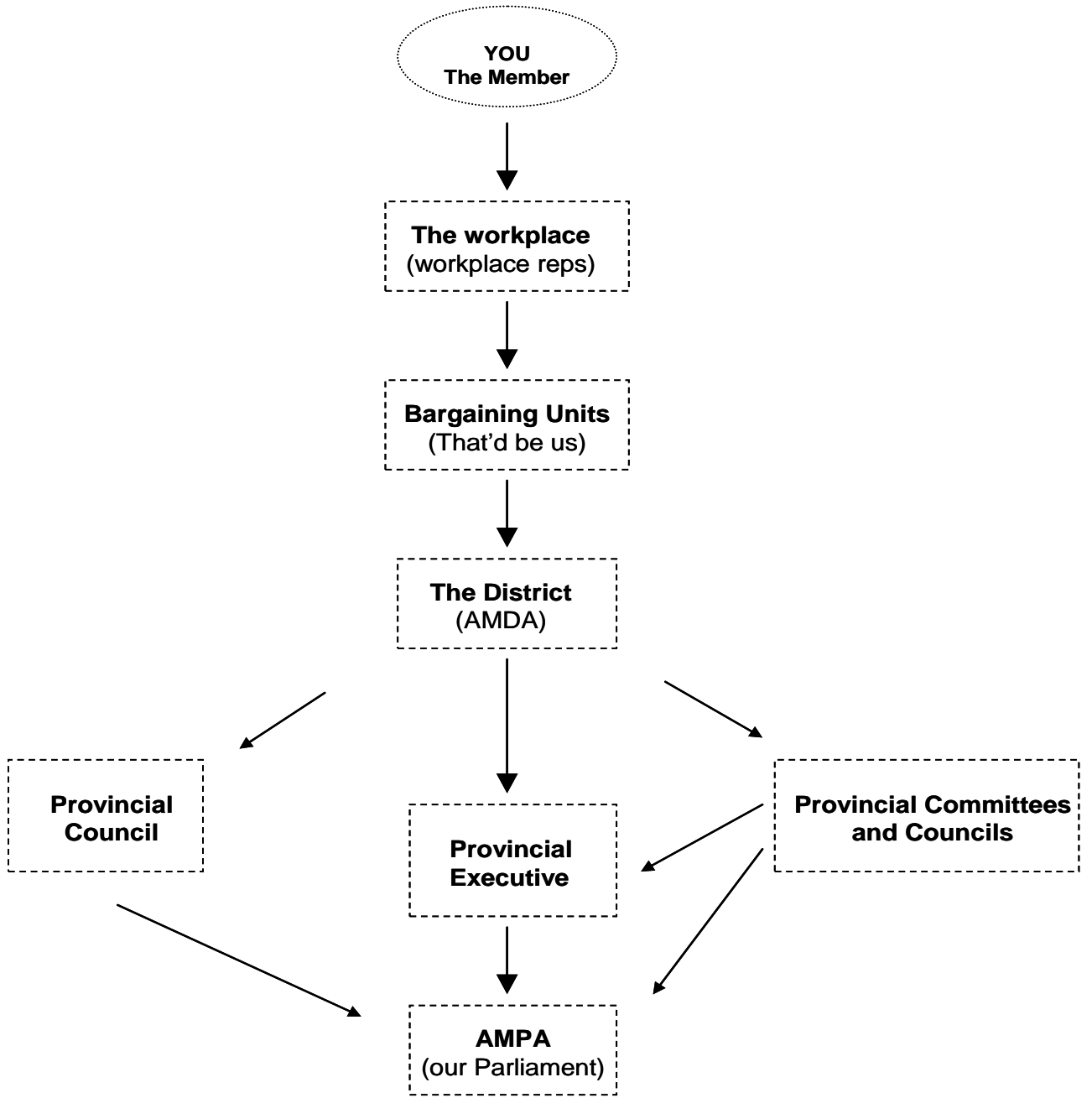
The Bargaining Unit



District Executive Council



OSSTF Provincial Office



There is also a full-time Secretariat that serves all levels of the federation

District 25
District Executive Council

Dan Maxwell
District President

Cheryl Cavell
President
SSP
(Student Support
Professionals
Unit)

Dan Maxwell
President
TU
(Teachers' Unit)

Larry Iveson
President
PECCS Unit
(Professional
Educators
and Child Care
Services)

Nancy Akehurst
President
ESP Unit
(Educational
Support
Professionals)
District Vice
President

Tom Bickford
President
PSSP
(Professional Student
Services Personnel)

Sandy Stewart
President, PSSU
(Plant Support Staff
Bargaining Unit)

Ron Shewchuk
President
OTBU
(Occasional Teachers')

Stephanie Kirkey
**Provincial
Councillor**
Teachers' Unit

Kim Appel
District Treasurer

OSSTF/FEESO DISTRICT 25 OFFICE

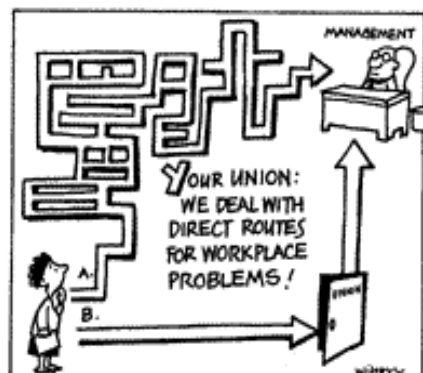
Our office is located at:

67 Jamie Avenue,
Nepean, ON, K2E 7Y6

one block east of Merivale, one block south of Hunt Club
(see map on page 18).

New Location to be announced December 2014

Please call ahead of time at **613-729-7211** to make an appointment if you would like to see a specific person. 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.



WHO TO CALL IN A PROFESSIONAL EMERGENCY

If you are called to a meeting with school administration in order to discuss your job performance, including any action that may lead to discipline, you have the right to Federation representation. Contact your President **Nancy Akehurst** or Chief Negotiator **Leif Walther** at **613-729-7211** **before** attending the meeting. If both of the Unit officers are unavailable then you should call the **OSSTF/FEESO 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/FEESO.

Benefits

Your Collective Agreement negotiated between OSSTF/FEESO 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 and the benefit booklet to learn more about how you're covered.

If you have any question concerning coverage or problems in dealing with Manulife, please contact your HR Administrator (see list provided), via GEM. As well, please consult the Benefits icon on Beam for regular updates. Your President, Nancy Akehurst and/or your Chief Negotiator, Leif Walther, will provide federation support if you encounter difficulties.

Employee Assistance

Members may also access a Board-sponsored Employee Assistance Program (EAP) if they experience difficulties of a personal, financial, or psychological nature through Shepell-fgi. Free confidential service can be arranged by calling 1-800387-4765. For on-line assistance go to www.workhealthlife.com.

Long Term Disability

You also have a Long Term Disability Insurance (LTD). This plan is owned and operated by the OCDSB. Please contact your HR Administrator for assistance. This plan is a compulsory condition of employment and premiums are deducted on your behalf.

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's discretion. Leaves include:

- Sick Leave
- Pregnancy/Parental Leave
- Compassionate Leave
- Religious Leave
- Special Leave (for urgent &/or essential business)

Check your collective agreement for details. For further assistance, contact your representatives at the District Office.

Committees that look after your interest

Bargaining Unit:

Labour Management Committee
Collective Bargaining Committee
Grievance Appeals Committee
Professional Development Committee
Constitution Committee
Pay Equity
Budget

District Committees:

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

Joint BU and Board Committees

Health and Safety Committee
Pay Equity Maintenance Committee

OCDSB Committees with Federation Representation

Board Budget Committee
Committee of the Whole
Regular Board meetings
Special Education Advisory Committee
Ottawa- Carleton Assembly of School Councils (OCASC)
Benefit Review Committee



About G.E.M.: OCDSB E-Mail (Google E-Mail)

In July 2014, the OCDSB moved from a First Class Client email system to Google Mail.

Each employee of the Board will have an email address assigned:

firstname.lastname@ocdsb.ca

You will need to contact Hotline at 613-596-8273 for information about how to set up and access your account.

As of September 2014, the OCDSB is still upgrading the system.

If you have any questions or need assistance using G.E.M., please contact Hotline.

Edvantage

Welcome
to
Edvantage!

Edvantage is a rewards program exclusive to Ontario's education community. Because we have over 40 partners across Ontario, you have access to great discounts, contests and special events.

These deals can be accessed from the D25 or OSSTF/FEESO webpage by clicking on the Edvantage Logo , and using your OSST/FEESO membership number.

The logo for Edvantage, featuring the word "Edvantage" in a red, stylized font.



PROVINCIAL OFFICE

60 Mobile Drive
Toronto, ON M4A 2P3

Phone: 1-800-267-7867
Fax: 1-416-751-3394

www.osstf.on.ca

DISTRICT OFFICE

67 Jamie Avenue
Nepean, ON K2E 7Y6

Phone: 613-729-7211

Fax: 613-729-8565

www.d25.osstf.ca

**NEW ADDRESS in
DEC 2014**



OTTAWA-CARLETON DISTRICT SCHOOL BOARD

133 Greenbank Road
Nepean, ON K2H 6L3

Phone: 613-596-8211
Fax: 613-820-6968

www.ocdsb.ca

INFORMATION TECHNOLOGY “HOTLINE”

B< Service Enquiries: 613-596-8273

BENEFITS

Telephone:
613-596-8211 Ext. 8388

OTHER CONTACTS

EMPLOYEE ASSISTANCE PROGRAM

Shepell-fgi

1-800-387-4765

www.workhealthlife.com

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

<http://www.omers.com/>

ONTARIO TEACHERS INSURANCE PLAN (LTD)

(Only for those registered as teachers)

240 Catherine Street, Suite 206,

Ottawa, ON K2P 2G8

Tel: 613-567-6847

Fax: 613-567-6850

<https://www.otipservices.com/>

Ottawa Carleton Assembly of School Councils www.ocasc.ca

People for Education www.peopleforeducation.com

Ottawa and District Labour Council www.ottawalabour.org

The Ontario Federation of Labour www.ofl.ca

Ontario Ministry of Education www.edu.gov.on.ca

Canadian Labour Congress www.canadianlabour.ca

Educators Financial Group 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

1. Complete the Worker's Accident Report form (Form 140) and return it to your Principal within 72 hours. Keep a copy for yourself.
2. If medical attention is required, don't wait. Go immediately! If your family doctor is not available, go to 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.
3. Retain receipts for any prescriptions or other medical related expenses.
4. **Contact Nancy Akehurst or Leif Walther at the union office (613) 729-7211 for assistance. We can help you to complete the forms and direct you through the process.**



**District Office
67 Jamie Ave.
Ottawa, ON K2E 7Y6**

