



District 25
PECCS

NEW MEMBER'S HANDBOOK



Welcome to the Professional Educators and Child Care Staff Bargaining Unit.

On behalf of everyone in our bargaining unit, please
accept our sincere welcome and wishes for success
in your position.

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Welcome to PECCS - District 25, OSSTF

Welcome to Professional Educators and Child Care Staff (PECCS), District 25 – OSSTF. We are a bargaining unit of about 115 ESL, LINC, LBS, and Adaptive instructors, Parenting and Family Literacy Centre Program Facilitators, and Child Care Assistants at the Ottawa-Carleton District School Board, Continuing Education Division.

We work at 14 different sites where we serve hundreds of adult students and provide child care for their pre-school children.

We are members of the Ontario Secondary School Teachers' Federation (OSSTF). OSSTF represents teachers and educational workers throughout Ontario.

As part of OSSTF, we stand shoulder-to-shoulder with approximately 60,000 education workers across Ontario. We are also affiliated with the Ontario Federation of Labour and the Canadian Labour Congress.

District 25

PECCS



YOUR EXECUTIVE COMMITTEE



Corinne Lassaline
President
613-729-7211 ext. 207
Corinne.Lassaline@d25.osstf.ca

Alison Trusty
Chief Negotiator
Alison.Trusty@d25.osstf.ca

Ana Vasquez
Vice-President
Ana.Vasquez@d25.osstf.ca

Angela Hood
Communications Officer
Angela.Hood@d25.osstf.ca

Ibtisaam Abboud
Treasurer
Ibtisaam.Abboud@d25.osstf.ca

June Myles
Secretary
June.Myles@d25.osstf.ca

Patti Sevigny Membership Officer
Patti.Sevigny@ocdsb.ca

Amy Lapensée
Health and Safety Officer
Amy.Lapensee@d25.osstf.ca

When you experience difficulties at work, or simply need someone to turn to, these are the people who will listen.

District office

9 Corvus Court, Nepean, ON K2E 7Z4
Phone: 613-729-7211 * Fax: 613-729-8565
www.d25.osstf.ca



school year office hours:

Monday – Thursday:

8:00 a.m. to 5:00 p.m.

Friday: 8:00 a.m. to 4:00 p.m.

summer hours:

9:00 a.m. to 4:00 p.m.

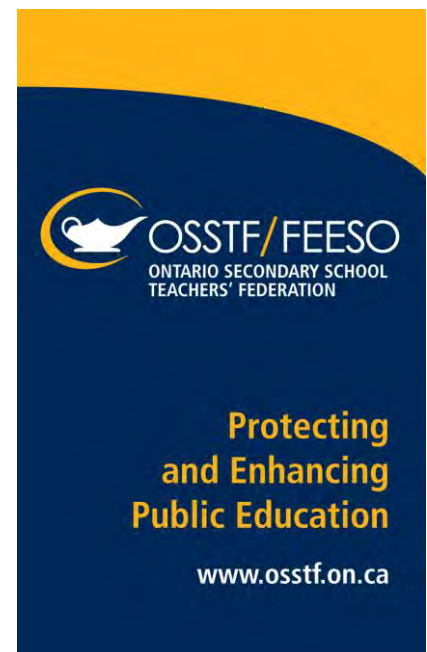
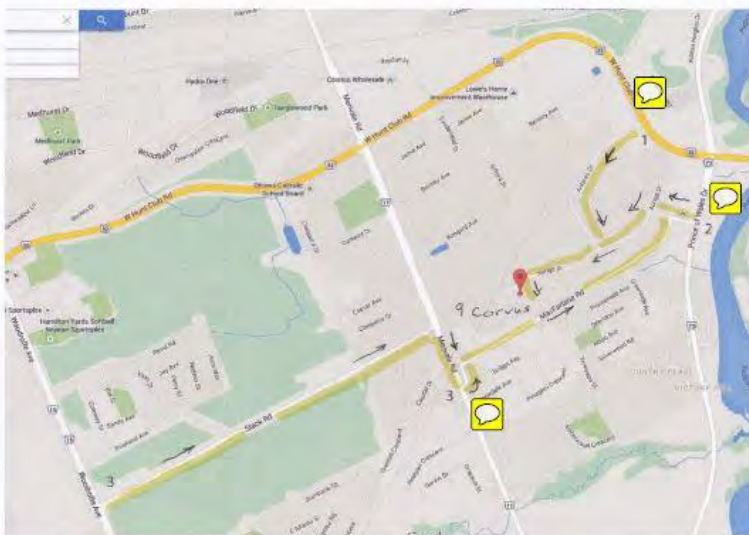


To make an appointment with your District 25 – PECCS unit president, please call 613-729-7211, ext. 207.

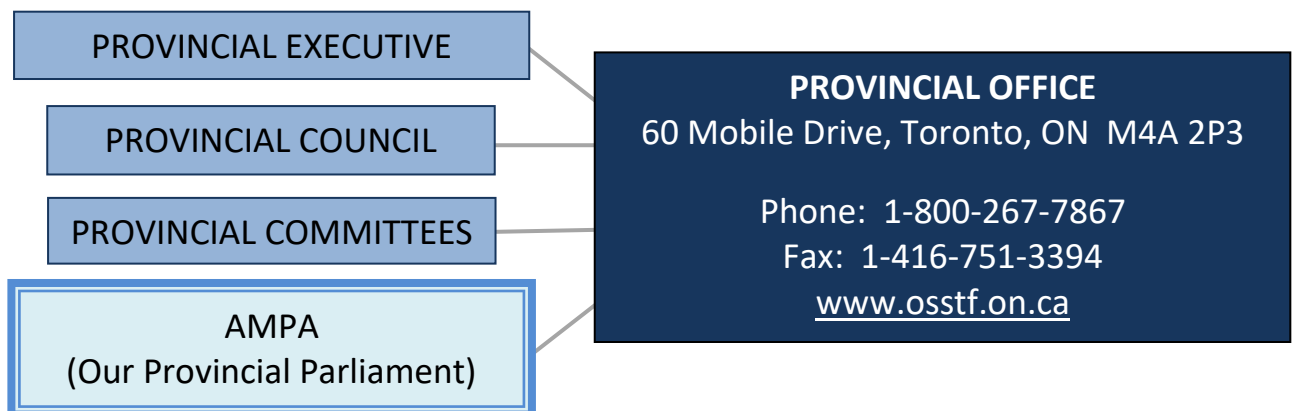
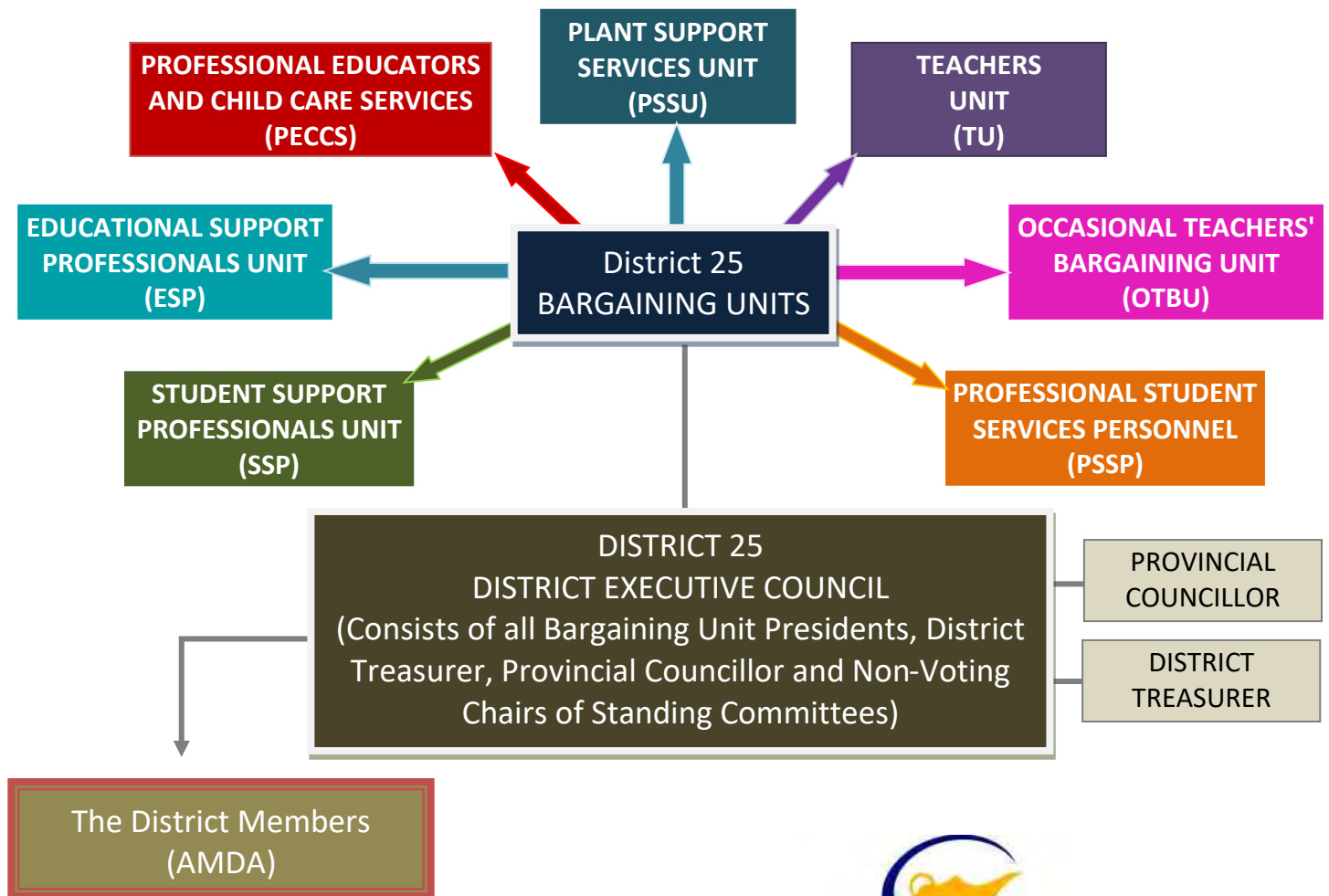
Map to 9 Corvus Court home of D-25 OSSTF

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.)



OSSTF Structure



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

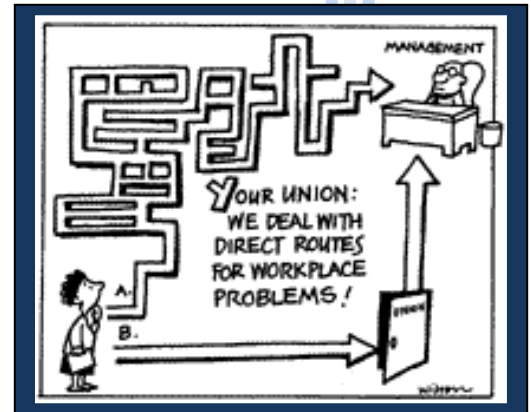


What does it cost?

Running a union costs money. We maintain a centrally located office, hire staff to work on your behalf, and pay legal fees, particularly for representing members through the grievance and arbitration process. We also set aside funds to provide you with strike pay in the event of a strike or lockout.

Each union member pays dues to help cover these expenses. Provincial dues are 1.6% of your pay. To put it simply, you pay \$1.60 per \$100.00 of regular earnings. Also, there is a 0.5% local levy that goes toward local expenses.

Your levy and dues come directly off your pay in the same way as CPP or EI premiums are collected. Union dues are tax deductible.



**It pays to be a
union member**

PROVINCIAL OSSTF SUPPORT

OSSTF Provincial provides for

- ◆ regular communication with the members only site at www.osstf.ca;
- ◆ protection of membership rights through collective bargaining

PECCS - District 25 can also request on your behalf the following additional support and resources from the Provincial OSSTF:

- ◆ work-related legal assistance to members
- ◆ assistance for grievances and arbitration
- ◆ funds for a member in financial emergency
- ◆ bursaries to assist with post-secondary education

YOUR COLLECTIVE AGREEMENT

Members are strongly encouraged to read their Collective Agreement.

The Collective Agreement is the contract between the union as bargaining agent and your employer. It covers such issues as wages, working conditions, benefits, rights, and procedures to be followed in settling disputes. Your Collective Agreement protects you from discrimination because of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship, handicap, or membership in a labour union.

Our Collective Bargaining Committee asks members to submit their ideas and recommendations for improvements before contract negotiations begin. These recommendations guide the union's negotiation team.

A new Collective Agreement cannot come into effect until the local membership votes to endorse it.

If you have trouble understanding anything in your Collective Agreement, please contact the union office.

What you will find in your collective agreement

rate of pay

hours of work

seniority

grievance procedures

sick leave

staffing process

conditions for paid and unpaid leaves

Workplace Injury or Illnesses

Workplace injuries sometimes occur in our line of work. When injuries do happen, they need to be reported regardless of how insignificant they may seem.

WHAT TO DO IF YOU ARE INJURED.....

If you have an accident or are injured at work, even if you consider it minor, complete an accident report and it will be sent to Employee Wellness and Disability Management. If you were a victim of workplace violence, complete the workplace violence form.

To find the forms, open the Shared Drive, then open the Instructor's Administration folder, open the ESL/LINC/LBS Instructor Manual sub-folder and inside, you will find the *Workers Accident/Incident/Occupational Illness Report Form and the Workplace Violence Reporting Form.*

If there were witnesses to the incident be sure to include their name(s) and phone number(s).

Depending on the severity of the injury medical attention may be immediately required. Notify your Supervisor and then go immediately to your doctor, 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, please contact
Amy Lapensee, Health and Safety Officer,
at amy.lapensee@ocdsb.ca, or
PECCS President, Corinne Lassaline
at corrine.lassaline@d25.osstf.ca or (613)
729-7211, ext.207.**

WHO TO CALL IN A PROFESSIONAL EMERGENCY

If you are called to a meeting with school administration or management to discuss your job performance, including any action that may lead to discipline, you have the right to Federation representation.

Contact your President at 613-729-7211, ext. 207 **before** attending the meeting. If the President is unavailable, please advise our union office staff of the nature of your call. They can provide you with directions. You could also 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 until and unless you have consulted with OSSTF.

What is a Grievance?

- A grievance is a concern, problem or complaint brought by a member of staff
- It could be raised against the employer or against another employee
- Common grievances relate to:
 - Employment terms and conditions
 - Relations with colleagues, such as bullying and harassment
 - Health and Safety
 - Discrimination
 - Working practices or organisational changes

Do I need to attend the annual general meeting (AGM)?

A union is a democracy. As such, every member has a direct say in how the union is run, who is elected as their representatives and what terms and conditions of work they have in their collective agreement.

If as a member you choose not to attend these meetings, not to keep informed on issues and have your say, you are bound by the decisions made by those who do. So yes, you should attend. Let your voice be heard!



Members of the bargaining unit executive are available to provide expert advice on your collective agreement.

A Final Note About Solidarity

As unionized workers, we benefit from the work of those who went before us. Our wages, our benefits and our rights were won at the bargaining table. They were not "given" to us.

We owe a lot to the hard work of union members who preceded us. There was a time when workers who quit their job without permission from their employer risked going to jail. Including the right to work into the Charter of Rights, outlawing child labour, equal pay for men and women were all fought for by unions. We have come a long way, but our day-to-day experiences indicate that we have further to go. We not only need to defend our legacy, but we must build on it.

The more we support each other, the more successful we will all be.

Solidarity is also about supporting your brothers and sisters in other bargaining units and members of other unions when they are involved in a strike or a lockout, or working in community coalitions to address social issues. The union movement is about sticking up for each other, but that is not the only reason to show our support. Every union contract has an impact on other collective agreements. Their gain becomes our gain.



HOW TO....

REFERENCE MATERIALS



This is your starting point.



1. From the main menu, select **Bargaining Units**.



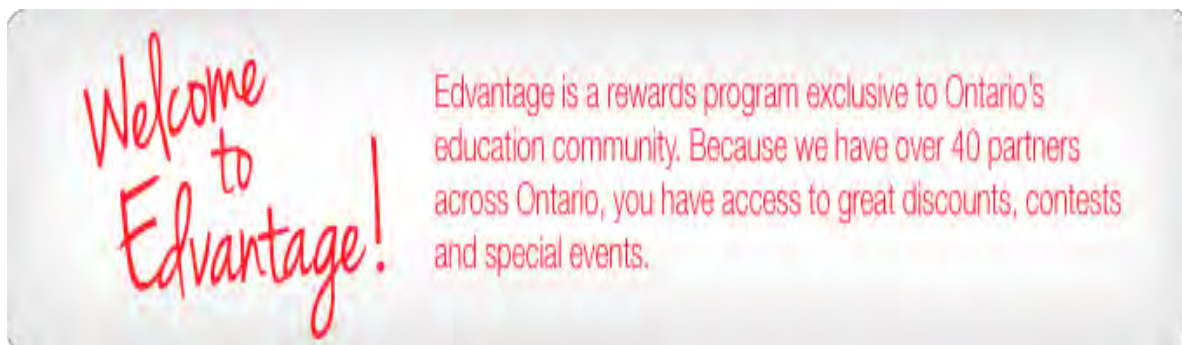
2. Select **Professional Educators and Childcare Workers** from the drop-down menu.

The PECCS section of the District 25 - OSSTF web site will open.



The PECCS page at District 25 - OSSTF displays our constitution, collective agreement and information about Employment Insurance

Your union membership gives you access to some special offers:



See all the available deals at: www.edvantage.ca



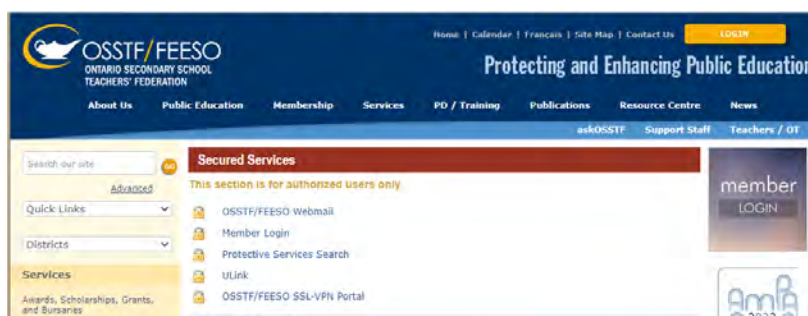
To access the deals, start by creating an account at Edvantage.ca/register.
Group name: OSSTF.

Signing in to the OSSTF Provincial website

Go to **www.osstf.on.ca**

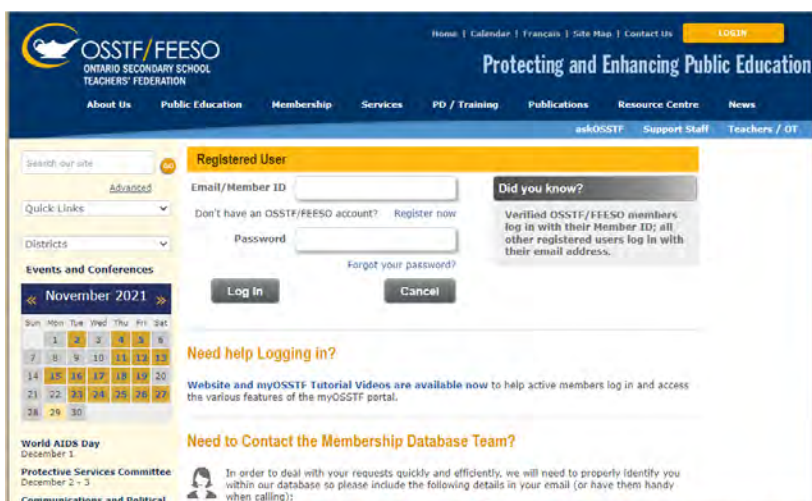


Click on the yellow **Login** icon on top right of Home page screen. The **Secured Services** menu will appear in the centre of the web page.



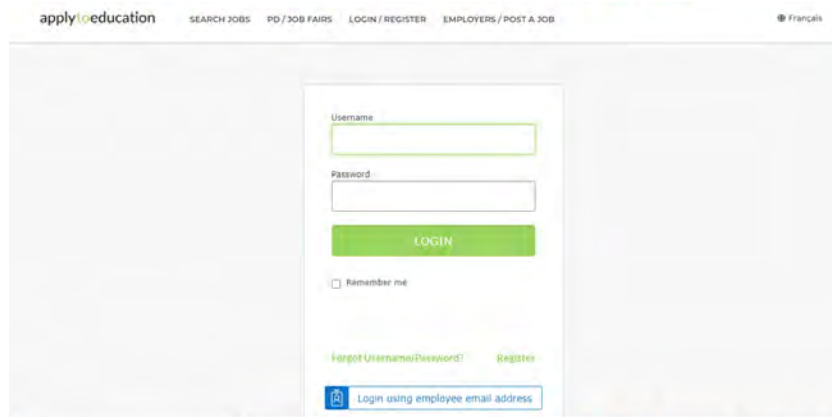
Click on **Member Login**. If you don't have an account, you can register for one by clicking **Register now**.

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.



APPLY TO EDUCATION

To access job postings with the OCDSB, go to **www.applytoeducation.com**.

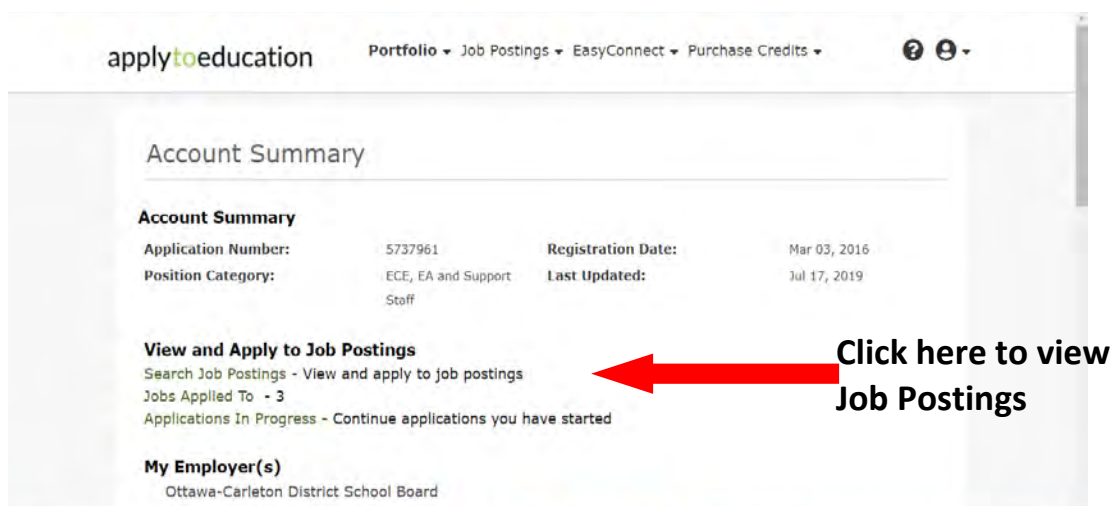
The screenshot shows the login page of the applytoeducation.com website. At the top, there is a navigation bar with links: SEARCH JOBS, PD / JOB FAIRS, LOGIN / REGISTER, and EMPLOYERS / POST A JOB. On the right, there is a language selector for Français. The main content area features a login form with fields for Username and Password, a green LOGIN button, a checkbox for 'Remember me', a link for 'Forgot Username/Password?', and a 'Register' link. At the bottom of the form, there is a link for 'Login using employee email address'.

Enter your username
(Supplied by SchoolBoard)

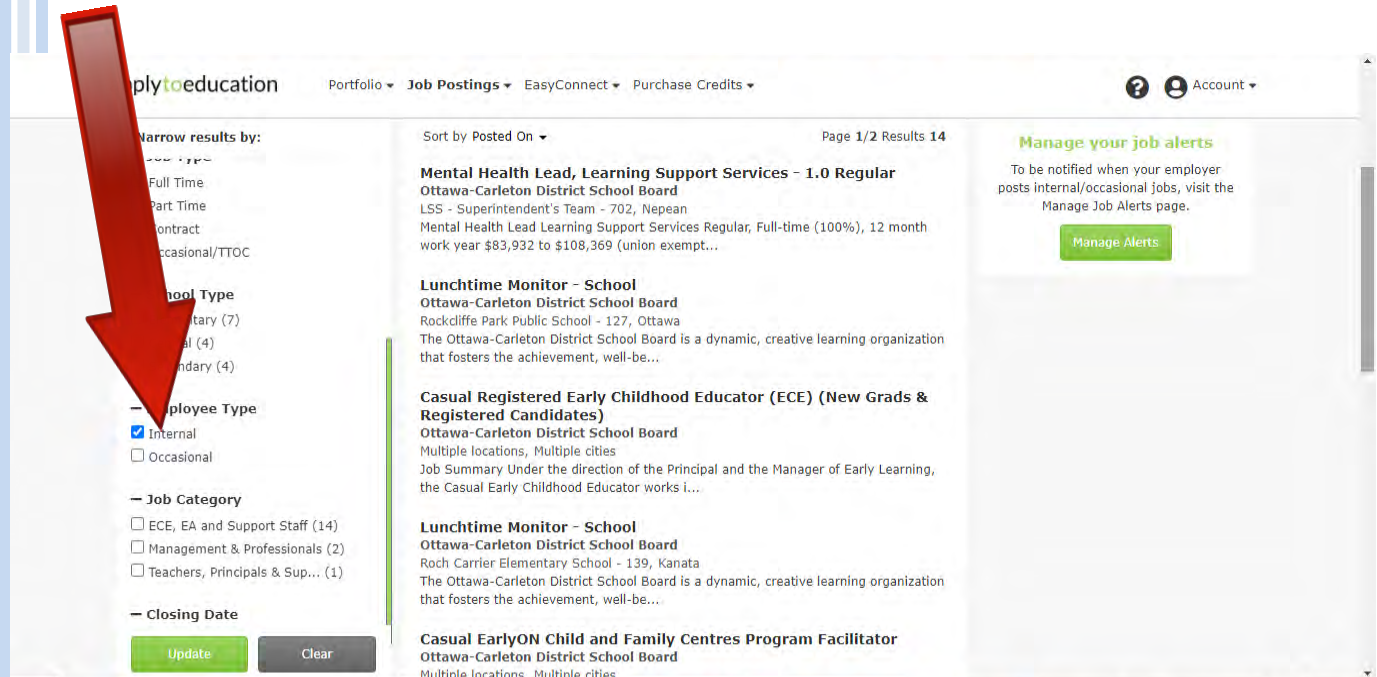
Enter your password
(Unique to you)

Click on the Login button

The following Account Summary page will appear.

The screenshot shows the 'Account Summary' page on the applytoeducation.com website. The page has a header with the logo and navigation links: Portfolio, Job Postings, EasyConnect, and Purchase Credits. The main content area is titled 'Account Summary' and contains the following information:
Account Summary
Application Number: 5737961 Registration Date: Mar 03, 2016
Position Category: ECE, EA and Support Last Updated: Jul 17, 2019
Staff
View and Apply to Job Postings
Search Job Postings - View and apply to job postings
Jobs Applied To - 3
Applications In Progress - Continue applications you have started
My Employer(s)
Ottawa-Carleton District School Board
A red arrow points from the text 'Click here to view Job Postings' to the 'Search Job Postings' link.

In the left column, tick the *Internal* box to filter the findings.



applytoeducation Portfolio Job Postings EasyConnect Purchase Credits Account

Narrow results by:

- Employee Type
 - ☒ Internal
 - ☐ Occasional
- Job Category
 - ☐ ECE, EA and Support Staff (14)
 - ☐ Management & Professionals (2)
 - ☐ Teachers, Principals & Sup... (1)
- Closing Date

Sort by Posted On Page 1/2 Results 14

Mental Health Lead, Learning Support Services - 1.0 Regular
Ottawa-Carleton District School Board
LSS - Superintendent's Team - 702, Nepean
Mental Health Lead Learning Support Services Regular, Full-time (100%), 12 month work year \$83,932 to \$108,369 (union exempt...)

Lunchtime Monitor - School
Ottawa-Carleton District School Board
Rockcliffe Park Public School - 127, Ottawa
The Ottawa-Carleton District School Board is a dynamic, creative learning organization that fosters the achievement, well-be...

Casual Registered Early Childhood Educator (ECE) (New Grads & Registered Candidates)
Ottawa-Carleton District School Board
Multiple locations, Multiple cities
Job Summary Under the direction of the Principal and the Manager of Early Learning, the Casual Early Childhood Educator works i...

Lunchtime Monitor - School
Ottawa-Carleton District School Board
Roch Carrier Elementary School - 139, Kanata
The Ottawa-Carleton District School Board is a dynamic, creative learning organization that fosters the achievement, well-be...

Casual EarlyON Child and Family Centres Program Facilitator
Ottawa-Carleton District School Board
Multiple locations, Multiple cities

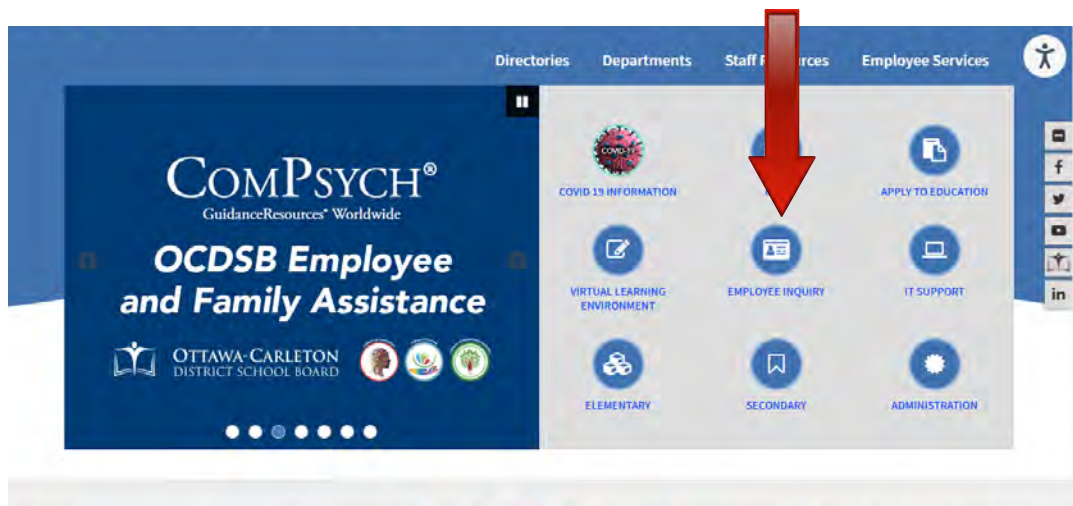
Manage your job alerts
To be notified when your employer posts internal/occasional jobs, visit the Manage Job Alerts page.
Manage Alerts

Clicking on any of the postings in the list will bring up the actual job posting which includes:

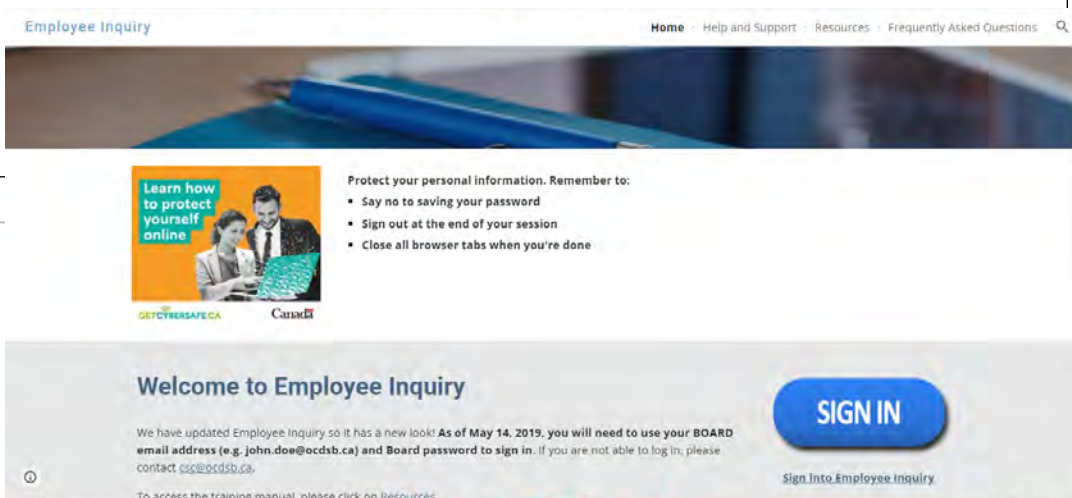
- Job Description
- Hours of Work
- Duties
- Qualifications and Required Knowledge
- Education Application process
- Job Posting Related Questions
- How to Apply to this Posting information

OCDSB - Employee Inquiry

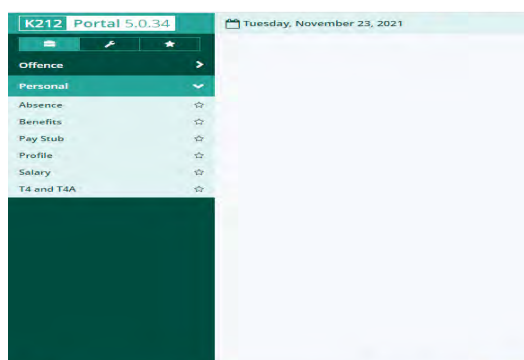
On the www.ocdsb.ca home page, click on **Staff Portal**. Upon entering your password as prompted, you will see the image below. Select **Employee Inquiry** from the options displayed.



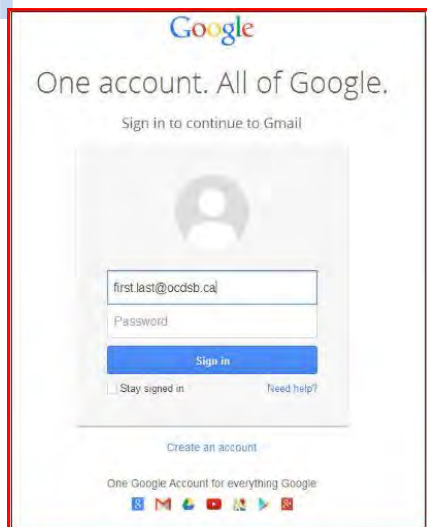
You will be redirected to the page shown below. Select **Sign In**.



The Employee Self Service Portal will open. Click on the word **Personal** for information about your absences, pay and tax forms.

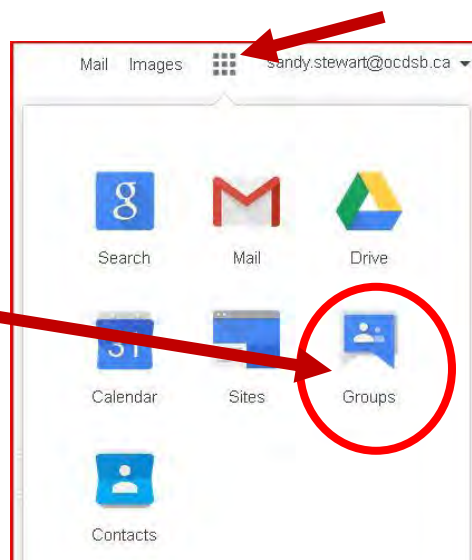


Google Groups



1. Type your email address and enter your password as usual to log in to your Google account.

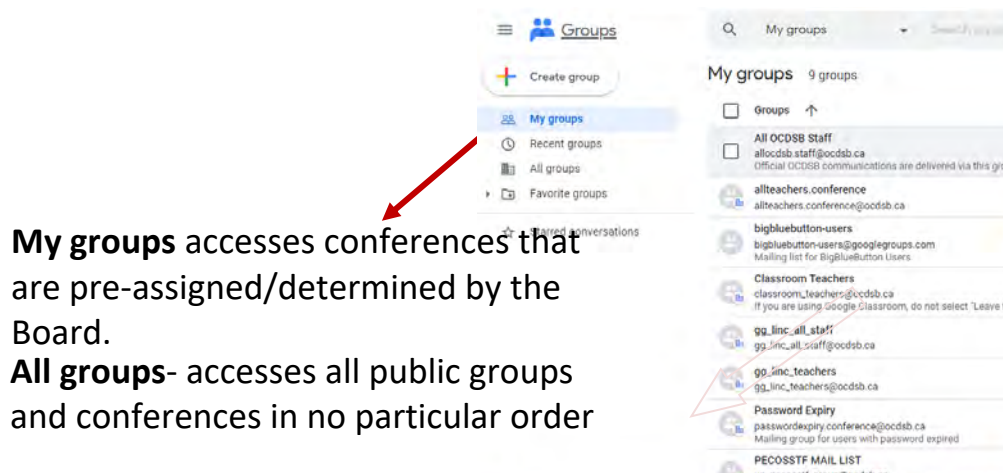
2. Click on the grid icon.



3. Click on **Groups** to enter Google Groups (Conferences).

Conferences are set up by the School Board and maintained by various departments.

Once you click on **Groups**, you have the option to view **My groups** or **All groups**.



My groups accesses conferences that are pre-assigned/determined by the Board.

All groups- accesses all public groups and conferences in no particular order

Google Groups- Adding HR-PECCS Conference to Favorites



Click on All groups.

Scroll through the list of conferences until you locate the HR - PECCS Conference

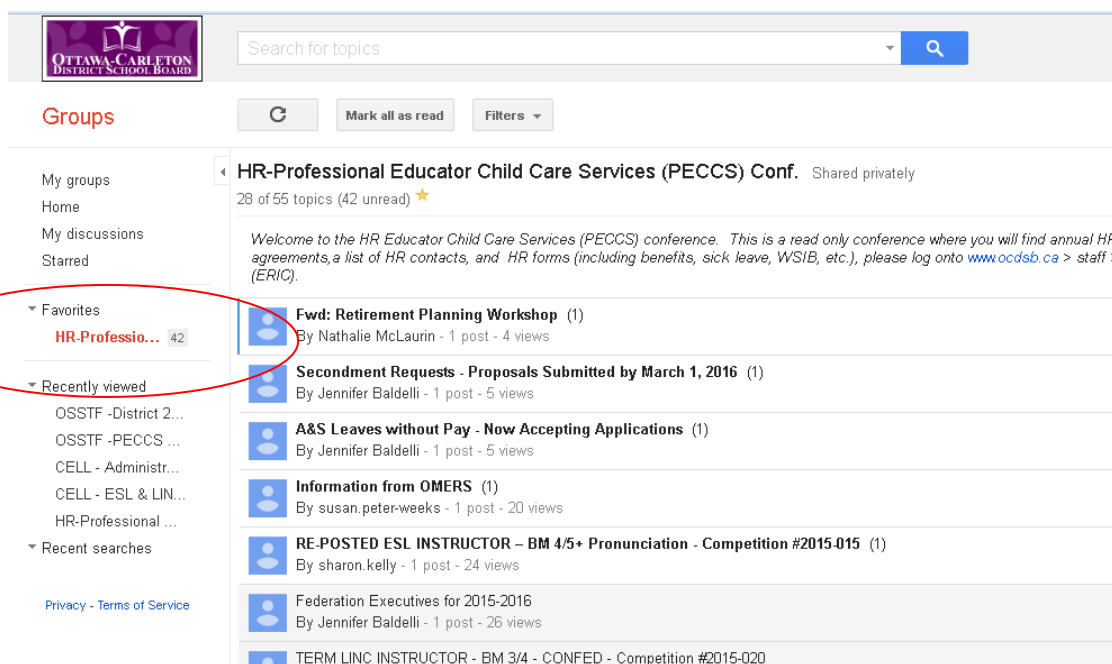
Click on it to open

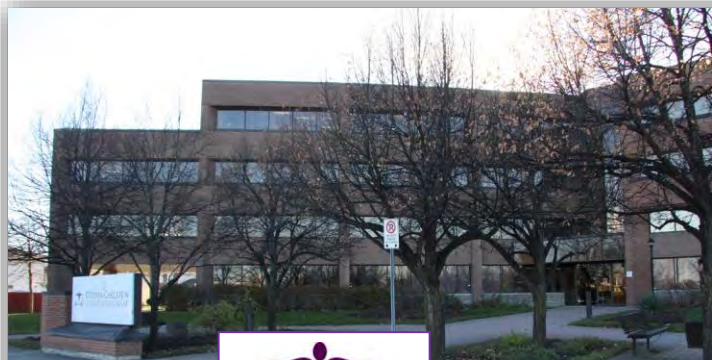
Click on the yellow star to place it into your favourites.

The **HR-PECCS Conference** will *not* appear automatically under **My Groups**.

Click on the STAR so it appears under Favorites.

In the HR-PECCS Conference you will find important items such as Job Postings and Benefits Information.





**OTTAWA-CARLETON
DISTRICT SCHOOL BOARD**
133 Greenbank Road
Nepean, ON K2H 6L3

Phone: 613-596-8211
Fax: 613-820-6968
www.ocdsb.ca

**OCDSB
INFORMATION
TECHNOLOGY HOTLINE**
GEM Enquiries
613-596-8273

ComPsych GuidanceResources Worldwide

OCDSB EMPLOYEE AND FAMILY ASSISTANCE

"Let us help you"

Immediate, confidential help for any concern
Available at no cost to you Dedicated toll-free
number for OCDSB employees: 1-866-586-1507
Available 24/7 to eligible OCDSB employees and
their dependents.

www.guidanceresources.com
To make an appointment, register
using WebID: OCDSB



Be a Part of the Bigger Picture!

Contact the president to see how you can represent us on the Political Action Committee or any other committee listed on page 7.

Become a site representative.

Be a member of the bargaining unit executive.

Volunteer to help with the PD Day.

Join our Facebook group: **PECCS - OSSTF District 25**
Follow OSSTF on Twitter. **@OSSTF**

