

March, 2015

Issue 2

## Update from Your President and Chief Negotiator

I hope that you've been reading the Collective Bargaining Bulletins put out by the Provincial OSSTF office so are aware of the new two-tiered negotiation process under the School Boards Collective Bargaining Act.

As you may know by now, the Secondary Teacher and Occasional Teacher Bargaining Units in our District have begun preparations for the possibility of a strike before the end of this school year. Your Executive has been aware of the status of bargaining between our employer and the T/OT Bargaining Units.

As members of a Support Staff Bargaining Unit, you are not, at this time, directly affected by his development. Bargaining for Support Staff collective agreements, both at the central table and at the local level is separate from bargaining for Teacher/Occasional Teacher collective agreements, and that process will unfold independently.

On March 3rd, your President and Chief Negotiator attended a meeting of Support Staff Presidents and Chief Negotiators to approve the central brief and receive further direction on how to proceed at the local table. April 8th is the first date for Provincial negotiations.

We are now working on finalizing our Local Briefs which we will use for local negotiations with our School Board. SSP. Collective Bargaining Committee will be meeting on March 23 to finalize the local brief that will be approved by our local executive and our provincial negotiator. We will be seeking local negotiating dates in the near future.

We know that this is a frustrating process for everyone; 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 Cheryl Cavell or Jean Trant will let you know. All Provincial/central level information will be made available in the Member's Only area of the OSSTF website. You will be notified when new information is posted on the secure site. 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.

If there is going to be job action taken by the Teacher groups meetings will be set up for members, but these meetings will only occur once it is known that action is eminent. 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.

Cheryl Cavell                      Jean Trant  
President SSP BU                  Chief Negotiator SSP BU



OSSTF/FEESO

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## What you should know: Form 733s

A **Workplace Violence Reporting Form**, or **Form 733** is used when any employee has had an interaction with a student that is either threatening violence or is violent. This includes pushing, pulling, kicking, scratching, hitting, punching, intimidation, threats, spitting, biting, pinching, and hair pulling.

This form should be available to you through the main office or your site representative.

You are required to fill out section one and two and submit it to your principal or supervisor as soon as possible following the incident. You will also have to fax a copy of it to Cheryl Cavell (SSP President) at the District 25 office. Once your principal has completed section 3 you will have to indicate whether all reasonable steps have been taken. If you feel not all reasonable steps have been taken you can indicate that you would like the form to be brought to the attention of the Joint Occupational Health and Safety Committee (JOHSC). Finally

you will sign the form and return it to your supervisor.



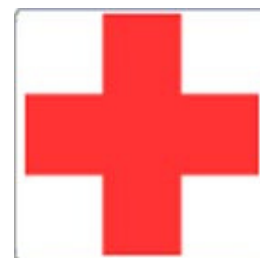
## What you should know: Form 140s

The Workers Accident/Incident/ Occupational Illness Report is also known as a Form 140.

Form 140s should be filled out any time a staff member injures themselves. Even if you feel that the injury is minor you should still submit this form in the event that the injury worsens. You can get these forms from your office administrator or SSP Rep.

When you have completed the form, photocopy it and submit the original to your principal or supervisor.

It is important for you to submit these forms because if an injury worsens or requires treatment at a later date there will be a record of it occurring.



## Health and Safety Concern Forms

Health and Safety Concern Forms should be filled out any time you feel there is a concern that could impact the health and well being of you, your colleagues, or students.

These situations could include temperatures in your classroom being below 18 degrees Celsius, sings of animals in your classroom, or strange odours.

Your first step would be to report your concern to your principal or supervisor. At this stage you can fill in section 1. Your supervisor has seven (7) days to respond to the concern. If the concern is not resolved, the employee can fill out section 3 and your supervisor will submit it to Occupational Health and Safety. At this point you would also send a copy to Cheryl Cavell at the OSSTF office.

## P.D Day—February 13th, 2015

This years PD Day was very successful! There has been a lot of positive feedback from many of the members that attended.

Tracey Crewson shared her personal story about living with Bi-Polar disorder.

There were a total of 21 workshops offered to members ranging from Music Therapy, Taking Your Temper-

ment, The 3 Rs of Workplace Violence, and Retirement Planning. We were also able to offer BMS recertification, BMS training, and First Aid training.

We also had many vendors on-site including Staples, OTIP, Forest Nature School, Scholars Choice, Educators Financial Group to name a few. There were draws for many prizes including a

Kobo e-reader! Congratulations to all of the winners!

## Educational Services Committee

A big thank you to the Chair of the Educational Services Committee Joanne Clarke! She did a wonderful job leading the team that made our SSP P.D. Day so successful.

There were many people that helped form the committee. Thank you to Donna Hewitt, Amanda Hartwell, Jean Trant, Cheryl Cavell, Heine DeVries, and Aneta Kostova. Without their help this day would

not have been possible.

A special thank you goes out to the custodial staff at Canterbury High School for all of their assistance as well as Paul Griffin and Susan Blaney who were our technical assistants in the classrooms and auditorium.

Finally a BIG thank you to all of those people that volunteered time to help with registration, lunch etc.

The committee will be looking for volunteers to help with next year's P.D. Day. Stay tuned for a call out for volunteers!

## Have you moved?

Have you had a change in home address, schools, shifts, name, phone number, home email?



Please let Jean Trant know of any of the above changes so that the SSP data base can be accurately maintained. We do not get this information from the board so we rely on you to keep us updated.



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**Draw for a \$15 Tim Card**

1. *When did the Collective Bargaining Committee meet to go over the Local brief?*
2. *Where do you get a form 733, 140, or Health and Safety concern form from?*
3. *How many workshops were offered at the P.D. Day in February?*
4. *Who should you inform if you have moved homes or work locations?*

*Please forward your responses to [cody.campbell@d25.osstf.ca](mailto:cody.campbell@d25.osstf.ca)  
The winner will be drawn at the Executive Meeting on April 13.*

Congratulations to Carol-Ann Joiner! She was the winner of our December Newsletter contest.





# P.D. Day Pictures

## ~ February 13, 2015

