



# District 21 Policies & Procedures

Revised May 2023

## **DISTRICT POLICIES**

### **POLICY #1 – RETIREMENT RECEPTION**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth that the District should host an annual social event to recognize members who retired during the current Federation year and members who are planning to retire at the end of the current semester and to present any OSSTF awards that the Executive deem appropriate.

### **POLICY #2 – ANTI-Harassment POLICY (for OSSTF members)**

2.1 A member of OSSTF has the right to a union environment free from harassment and bullying. Harassment and discrimination are not joking matters. They have a destructive effect on a union environment, individual well-being, and union solidarity. Such actions are not only destructive; they can be illegal.

2.2 Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, messages, pictures, touching or more aggressive actions. These acts may be direct or overt; they may be isolated or repeated. They are, however, always degrading, unwelcome, and coercive. They are always unacceptable. As members of OSSTF, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against this conduct and stand together to protect human rights. We must take action.

2.3 OSSTF is committed to strengthening member solidarity, and, in addition to representing members' interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all OSSTF District 21 functions and meetings. A member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with Provincial OSSTF Policies and Bylaws and the Resolution and Complaint Procedure as approved by OSSTF District 21.

#### **2.4 Policy Requirements for OSSTF District 21 Meetings and Functions**

2.4.1 All OSSTF District 21 Functions and Meetings shall have a designated Anti-Harassment officer, appointed by the District or Bargaining Unit President or Committee Chair. This individual will be identified at the beginning of the function/meeting. (For a series of a regular meetings where the Anti-Harassment officer remains the same, this individual can be identified at the first meeting of the year, and have their name placed on the agenda for the remainder of the year.)

2.4.2 A copy of the Anti-Harassment policy shall be distributed to all individuals at all functions and meetings. (For a series of regular meetings, members can be provided with copies at the first meeting of the year.)

#### **2.5 Role of the Anti-Harassment Officer**

2.5.1 The Anti-Harassment officer provides initial assistance for a member who believes that they have experienced harassment.

2.5.2 Upon receiving a complaint from a member, the Anti-Harassment officer shall interview the parties involved as soon as possible and collect all relevant information (incident, time, place, witnesses). If the parties wish to come to an informal resolution, the Anti-Harassment officer may provide mediation.

2.5.3 If an informal resolution cannot be reached, the Anti-Harassment officer shall assist the member with filing a formal complaint. This formal complaint will be filed with the appropriate individual as outlined in the resolution and complaint procedure.

## 2.6 Resolution and Complaint Procedure

2.6.1 A member who believes they has been the target of harassment or discrimination at any OSSTF District 21 meeting or event is encouraged to take immediate action to ensure this behaviour is stopped.

2.6.2 All efforts will be made to keep the complaint and resulting procedure confidential to the parties involved in the process.

2.6.3 As a first step, the member should make it clear to the perpetrator that they find the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

2.6.4 If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, they should speak with the designated Anti-Harassment officer and ask them or her to act. If no officer has been designated, the member should speak with their Bargaining Unit President to ask that one be appointed. In the event that the incident occurred at a District function, or where the size of the Bargaining Unit makes it difficult to appoint a neutral Anti-Harassment officer, the Bargaining Unit President may wish to request assistance from another Bargaining Unit President and/or the District President.

2.6.5 The designated Anti-Harassment officer will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. This can include mediation in order to allow the parties to resolve the issue.

2.6.6 If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing.

2.6.7 A formal complaint made by a member against a member in the same bargaining unit will be filed with the President of that Bargaining Unit. With the assistance of a Field Secretary assigned to District 21, the President will investigate and decide on the outcome of the complaint.

2.6.8 A formal complaint by a member against a member of another bargaining unit will be filed with the District President. With the assistance of a Field Secretary assigned to District 21, the Chair will investigate and decide on the outcome of the complaint. The Chair will keep the respective Bargaining Unit Presidents informed.

2.6.9 In both of the above situations, members will be able to appeal the decision made by the Bargaining Unit President/District President. This appeal will be presented to a special Harassment Complaint Committee comprised of three OSSTF District 21 members who do not hold positions on branch or bargaining unit executives or any other OSSTF District 21 committee. This committee will be appointed by the District Executive.

2.7 A formal complaint made by a member against an elected OSSTF District 21 officer can be brought to Judicial Council, through a Field Secretary assigned to District 21. Judicial Council will investigate and decide upon the outcome of the complaint.

2.8 A formal complaint against an employee of OSSTF District 21 will be filed with the Office Manager, who will report and make recommendations to the District Executive. The District Executive will consider the recommendations and act accordingly. Any formal complaint made against an employee of OSSTF Provincial Office will be filed with the General Secretary and will come under the purview of OSSTF Provincial Office policies and procedures.

2.9 None of the above restricts a member's rights to file a complaint with the Ontario Human Rights Commission, or make a complaint to police.

**Policy #3 – ANTI-Harassment POLICY (For Office Employees)**

3.1 Employees of OSSTF District 21 have the right to a workplace free from harassment and bullying. This includes harassment and bullying by other OSSTF employees and by OSSTF District 21 members.

3.2 Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are not only destructive; they can be illegal.

3.3 Harassment and discrimination can take many forms and may be verbal, physical, or psychological. They can involve a wide range of actions including comments, gestures or looks, messages, pictures, touching or more aggressive actions. These acts may be direct or overt; they may be isolated or repeated. They are, however, always degrading, unwelcome, and coercive. They are always unacceptable.

3.4 As a union and as an employer, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against members or employees. We cannot condone these behaviours when we witness them.

3.5 OSSTF District 21 takes seriously its own responsibility to ensure that employees are treated with respect and dignity in the workplace and at all OSSTF District 21 functions and meetings. It should be noted that harassment does not include the normal exercise of supervisory responsibilities, including direction, counselling and discipline when necessary. An employee who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with provincial OSSTF Policies and Bylaws and the Resolution and Complaint Procedure as approved by OSSTF District 21.

**3.6 Resolution and Complaint Procedure**

3.6.1 An employee who believes they have been the target of harassment or discrimination is encouraged to take immediate action to ensure this behaviour is stopped.

3.6.2 All efforts will be made to keep the complaint and resulting procedure confidential to the parties involved in the process.

3.6.3 As a first step, the employee should make it clear to the perpetrator that they find the behaviour offensive, and ask that it be stopped. This can be done personally either in writing or verbally, or with the assistance of a third party.

3.6.4 If the behaviour recurs or persists, or if the employee does not feel safe in approaching the perpetrator directly, they should speak with the Office Manager. In the event that the perpetrator holds the position of Officer Manager, the complaint should be taken to the District President.

3.6.5 The Office Manager (or District President) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. This can include mediation in order to allow the parties to resolve the issue.

3.6.6 If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. This complaint will then be filed with the Office Manager.

3.6.7 How the complaint is handled will vary according to the position of the alleged perpetrator. If the complaint is made against a member of OSSTF District 21, the Office Manager will bring the complaint to the attention of the member's Bargaining Unit President, who will then follow procedure as outlined in the Anti-Harassment policy that governs OSSTF District 21 members.

3.6.8 If the complaint is made against an employee of OSSTF District 21, the issue will remain with the Office Manager. The Office Manager will report and make recommendations, if required, to the District Executive. The District Executive will consider these recommendations and act accordingly. This can include but is not limited to progressive discipline.

3.6.9 If the complaint is made against an employee of OSSTF Provincial Office, it will be filed with the General Secretary, and will come under the purview of OSSTF Provincial Office policies and procedures.

3.7 None of the above restricts an employee's right to file a complaint with the Ontario Human Rights Commission, or make a complaint to police.

## **DISTRICT PROCEDURES**

### **PROCEDURE #1 – DISTRICT OFFICE & OFFICE MANAGER POSITION**

1.1 The District shall maintain an office for the conduct of its business and that of its Units, provided it is fiscally possible.

1.2 The office shall be administered by the District Office Manager who shall be appointed by the District Executive from among those District Executive Officers who have been given release time by their own Units.

1.3 It shall be the duty of the District Office Manager:

1.3.1 to assume responsibility for the efficient management of the District Office and maintenance of District records and to be accountable for the same to the District Executive; and

1.3.2 to act as a signing officer of the District.

1.4 This appointment shall occur at the final meeting of the District Executive before the end of the Federation year to take office for the next Federation year.

### **PROCEDURE #2 – DISTRICT BUILDING FUND**

2.1 There shall be a District Building Fund for when a District office building exists.

2.2 The District Building Fund shall be used for/to:

2.2.1 accumulate capital for the costs related to the acquisition, moving, furnishing, maintenance and to paying down the mortgage principal on the District Building;

2.2.2 fund District Building Maintenance.

2.3 Transfers to the District Building Fund

2.3.1 if the District Reserve Fund exceeds twenty percent (20%) of the annual District rebates as shown in the Funding Master. In such circumstances, all funds in excess of the stated twenty (20%) shall be transferred to the District Building Fund at the end of the Federation year.

2.4 Expenditures shall be authorized from the District Building Fund by the Membership at a duly constituted District General Meeting or by the District Executive.

2.5 Investment income from the District Building Fund shall remain within the District Building Fund.

### **PROCEDURE #3 – PAYMENT OF AUTHORIZED ACCOUNTS**

- 3.1 The District Treasurer shall supervise payment of all authorized District vouchers by appropriate financial instrument.
- 3.2 All financial instruments must be signed by two signing officers of the District.
- 3.3 Unit authorized expenditures must be submitted to the District Treasurer for review. All such expenditures must be submitted on a voucher bearing signatures in accordance with the Unit's directives and By-Laws.
- 3.4 All Unit authorized expenditures shall be reviewed by the District Treasurer.

### **PROCEDURE #4 – AMPA ALTERNATES & FUNDING**

- 4.1 The number of Delegates for each Unit is designated by Provincial OSSTF.
- 4.2 The District AMPA Delegation shall consist of delegates appointed by each Unit according to Unit Bylaws.
- 4.3 The District AMPA Delegation shall also consist of alternates as determined by the Provincial Office.
- 4.4 Any additional alternate position(s) shall be allocated as per Procedure 4.7.
- 4.5 If a Unit does not wish to provide an AMPA alternate or delegate to which it is entitled, and wishes to make the position available to another member of District 21, the District Executive will select a Unit to provide a replacement. The replacement will be elected or appointed as per the By-Laws of the Unit selected.
- 4.6 Units must submit lists of delegates and alternates to the District Executive by the end of November preceding AMPA.
- 4.6 AMPA alternates shall be allocated to the Units by the District Executive on the basis of one alternate per 300 FTE members of each Unit and funded by the Unit they are allocated to.
- 4.7 Additional Alternate(s)
  - 4.7.1 With 2024 being Year 1, any remaining alternate position(s) shall be on a five-year rotation basis as outlined below:
    - Year 1 - Teachers'/Occasional Teachers' Bargaining Unit (T/OT)
    - Year 2 - English as a Second Language Instructors (ESL)
    - Year 3 - Office, Clerical & Technical Unit (OCTU)
    - Year 4 - Professional Student Services Personnel (PSSP)
    - Year 5 - Professional Educators & Childcare Workers (PECW)
  - 4.7.2 If a Unit is unable to provide the additional alternate it will be first offered to the Bargaining Unit from the previous year if they were unable to provide a delegate in the previous year. It will then be offered to the next Unit in the order of rotation and so on, however, the yearly rotation will continue as above.
  - 4.7.3 Any additional alternates will be funded by the District.
- 4.8 Delegation costs such as the District Suite and meeting costs, when such costs arise, will be funded by the District AMPA budget line.
- 4.9 The AMPA Delegation, composed of Delegates and Alternates, shall meet at the call of the District President to review any business related to AMPA.

### **PROCEDURE #5 – PROVINCIAL EXECUTIVE CANDIDATES**

- 5.1 The nomination and/or endorsement of a Member of the District to any Provincial OSSTF Office or to any OTF Office shall be subject to the approval of the District Executive.
- 5.2 Allocations from the Provincial Candidates line shall be made in a manner such that each Provincial Candidate approved in Procedure 5.1 receives an equal share of funds.
- 5.3 The Provincial Candidates Line will not exceed two percent (2%) of the District Funding Master.

- 5.4 In the event that no District Candidate runs for Provincial Office at AMPA in an election year, all funds in the Provincial Candidates' Line will revert to the District Reserve Fund at the end of that fiscal year.

#### **PROCEDURE #6 – DISPUTE MECHANISM**

- 6.1 In the event of a dispute arising among Units:

Step One

The District Executive shall attempt to resolve the dispute at the District level.

Step Two

The District Executive shall recommend a solution acceptable to all Unit councils or Unit Executives where Councils do not exist.

Step Three

The District Executive shall request a mediator to be appointed by the Provincial Office for non-binding arbitration.

#### **PROCEDURE #7 – THE DISTRICT BUDGET**

- 7.1 The District Budget shall be drafted by the District Finance Committee for submission to the District Executive within 30 days of the release of the Provincial Funding Master.

- 7.2 The Budget shall:

7.2.1 identify District expenses.

7.2.2 show as District income no more than sixty (60%) percent of the Revenue in the District Funding Master.

7.2.3 be approved by a majority vote (in favour) by the District Executive.

7.2.3.1 failure of the District Executive to approve the District Budget shall result in the calling of a District Business Meeting for this purpose.

7.2.4 fund at least the following lines:

7.2.4.1 bank charges

7.2.4.2 office supplies

7.2.4.3 cleaning

7.2.4.4 condo fees

7.2.4.5 utilities

7.2.4.6 copier

7.2.4.7 salary/benefits

7.2.4.8 Communications & Political Action Committee

7.2.4.9 District Annual General Meeting

7.2.4.10 AMPA

7.2.4.11 contingency not to exceed five (5) percent of the total District Expenses as shown in the budget.

7.2.4.12 Provincial Candidates, that shall not to exceed two percent (2%) of the District Funding Master.

7.2.4.13 District Building Maintenance, to be funded from the District Building Fund.

- 7.3 Remittances to each Unit:

7.3.1 shall be allocated from an amount consisting of the total of the regular rebates less District Expenses as shown in the District Funding Master divided amongst the Units on per capita (FTE) basis.

- 7.4 District expenditures shall not exceed District revenue.

- 7.5 District Committees will be funded by allocations from the Unit Budgets and/or the District Budget.