

Letter of Agreement

Between

The Hamilton-Wentworth District School Board (HWDSB)

And

Ontario Secondary School Teachers' Federation, District 21 Office, Clerical, Technical
Bargaining Unit (OCTU)

RE: Digital Document Delivery 2022-2023

As per the Letter of Agreement, which was signed on November 10, 2021, that resulted in the requirement to deliver report cards to remote learners, the Parties agree to the following on a without prejudice and precedent setting basis:

1. The Board will provide OCTU Office Administrators training through the IIT Department two (2) weeks prior the digital distribution of report cards. There will be two (2) different options for training days that will be made available for the Office Administrator.
2. OCTU Office Administrator will be required to facilitate this process for the 2022-2023 school year reporting periods for students enrolled in the Remote Learning Program.
3. It is understood that the OCTU Office Administrator is not responsible for the printing or filing of the Digital Document Delivery email.
4. The Board and the Union will reassess the process for the Digital Document Delivery prior to the next distribution of digital report cards. This meeting will be scheduled during the months of May 2023 - June 2023.
5. The Parties further agree that this letter of agreement is non-grievable.
6. The terms of this letter of agreement is considered external to the terms and conditions of the collective agreement and will not form part of any ongoing agreement between the parties.

Dated at Hamilton this day of 3rd May, 2022

ON BEHALF OF OCTU



D. Turner, President OSSTF D21 - OCTU

ON BEHALF OF THE BOARD



J. Nunn, Superintendent Human Resource Services



J. Tremblay, Manager Labour Relations