

Letter of Agreement Between
The Hamilton-Wentworth District School Board And
Ontario Secondary School Teachers' Federation, District 21 Office, Clerical, Technical Bargaining Unit (OCTU)
RE: Filing of Remote Learning Report Cards


Due to an extraordinary request as a result of the COVID-19 demands, and the creation of the Remote Learning Program, the Parties agree to the following on a without prejudice and precedent setting basis:

1. The Board will assign casual OCTU staff to complete the following tasks for each of the 2021- 2022 and 2022-2023 school year reporting periods for students enrolled in the Remote Learning Program.
 2. a) Casual OCTU staff will file the following reports in the student OSRs at the students home school (this process includes staff who have left the school June 2021 and June 2022):
 - (i) Progress Report, First Report Card, and Final Report Card;
 - b) Casual OCTU staff will be assigned to file these reports in the OSR after each of the reporting periods, if needed;
 - c) Casual OCTU staff will prepare mailing of any reports for students whose OSR has since been transferred to another school;
 - d) Casual OCTU staff will write on the OSR folder the following, if needed;
 - (i) School- Remote Learning
 - (ii) Board- Hamilton-Wentworth DSB
 - (iii) Teacher Contact - use teacher's name on Term 1 Report
 - (iv) Date of entry- 2020/09/01
3. The Parties further agree that this letter of agreement is non-grievable;
4. 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.

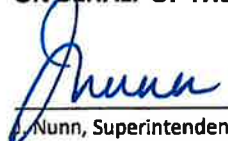
Dated at Hamilton this day of 27th September 2021

ON BEHALF OF OCTU


D. Turner, President OSSTF D21 - OCTU


M. George, Vice President OSSTF D21 - OCTU

ON BEHALF OF THE BOARD


J. Nunn, Superintendent Human Resource Services


C. Francis, Senior Manager Human Resource Services