

**Letter of Agreement
Between**

The Hamilton-Wentworth District School Board

And

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

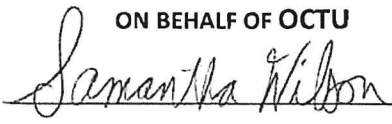
RE: Filing of Elementary Progress Reports and Final Report Card

Due to an extraordinary request as a result of the COVID-19 school closure and school reopening demands, 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 by the end of October 2020:
 - a) File in student OSRs the June 2020 Elementary Final Report Cards for the former students of staff that are no longer present at a school location;
 - b) File in student OSRs the Fall 2019 Elementary Progress Report Cards for all students;
 - c) Move/File the OSR's for the students of staff that are no longer present at a school location into the current class
2. The Parties further agree that this letter of agreement is non-grievable;
3. 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 30th day of September 2020.

ON BEHALF OF OCTU



ON BEHALF OF THE BOARD

