



# OCTU D21 NEWS

OCTU District 21 Newsletter

April 2018

A letter from our President:

Welcome to April!

As we move into spring, this brings on some exciting events for the OCTU membership. We have our Annual General Meeting fast approaching (Wednesday, May 16<sup>th</sup>) open to all members to attend at no cost. We will be planning one final paint night event for the members sometime in May, watch for more information in the next newsletter. We also have some important work-related timelines and events for members to be aware of—You will read a few articles in this newsletter about the upcoming “Transfer” process and timelines, as well as a new process for casuals to inform HR of summer availability.

Another important event that we are beginning is the staffing process. For the first time in years HR and OCTU are sitting down to begin staffing discussions prior to June! We will be taking a new approach to staffing by having open discussions and making recommendations early in the process.

While staffing discussions commonly focus on school based OCTU positions, the union always uses these opportunities to have discussions and bring forward staffing concerns in various departments within HWDSB not just focusing on school positions. In the end, HR will take the recommendations and discussions had with OCTU and piece them in with discussions and recommendations from Exec Council and Trustees to make their final decisions. Attending each staffing meeting will be one representative from elementary, and one representative from secondary, as well as myself.

We are also happy to bring to your attention that OCTU and HWDSB have re-vamped and re-issued the OCTU Student Supervision Memo. This memo has been sent to all school Administrators through the “Weekly Admin Memos” on Friday, March 23, 2018. We want to ensure all OCTU members have a copy of this memo and have also e-mailed this memo to all OCTU members on Wednesday, March 28, 2018. Please share this memo with your OCTU colleagues and have dialogue with your Administrator if processes are not in place to comply with this memo.

We hope to see you all at the AGM!

In Solidarity,



## Key Dates

- April 1 Transfer Forms available
- April 2 Easter Monday
- April 11 International Pink Day
- April 15 Transfer Form Deadline
- April 20 Prom Project Donation Deadline
- April 22 Earth Day
- April 25 Administrative Professionals Day
- April 28 National Day of Mourning for Workers Killed or Injured on the job
- April 28 World Day for Safety and Health at Work

## **Transfer Forms – New Form in Web Portal**

Every April, permanent OCTU members have the opportunity to submit their request for a lateral transfer (to the identical position including job title, job description, job grade, and FTE).

The time to submit your transfer forms is between April 1<sup>st</sup> – April 15<sup>th</sup>. Any transfer forms submitted between this time will be held for consideration from April 15, 2018 – April 14, 2019.

**\*\*New This Year\*\*** HR has created a fillable form that will be available directly in your personal employee web portal to fill out and submit online.

Members have the ability to submit online, as well as print and/or save as a PDF for their own records. There is also an area in the web portal that will keep and show a history of any forms submitted so you can easily re-check your records.

If you are submitting a transfer, please be sure to send a copy to Samantha via e-mail/fax/board mail.

Attached with this newsletter are instructions created by HR on how to access and submit this form. Remember, any submissions after April 15<sup>th</sup> will not be considered.

## **Casual Availability during Summer Months – New Form in Web Portal**

A recent discussion took place between the OCTU and Human Resources where it was discovered that SFX does not make calls to casuals over the summer months to fill absences. To ensure OCTU casual members who are available to work are receiving calls, HR has created a new fillable form in the employee web portal. OCTU casual members will be able to submit their availability on this form directly to HR. Attached with this newsletter are instructions created by HR on how to access and submit this form.

If you are a Casual member available to work this summer, please ensure you submit this form.

## **Seniority List**

The seniority list will be posted on Tuesday, April 3<sup>rd</sup> for members. All Permanent Members have until April 30<sup>th</sup> to submit in writing any corrections to be made to the list. OCTU and Human Resources then work together to ensure all changes have been made. Once all corrections have been made, the updated list will be posted again for all members. Please check the list to ensure your information is correct.

If you have any changes, please email Brenda Maxwell in Human Resources.

### **Quick Fact:**

All provinces and the federal jurisdiction have an Occupational Health and Safety Act and regulations that provide fundamental rights to Canadian workers while they are performing their jobs. The three basic rights are:

- The right to refuse unsafe work.
- The right to participate in the workplace health and safety activities through Joint Health and Safety Committees or as a worker health and safety representative.
- The right to know, or the right to be informed about, actual and potential dangers in the workplace.

Source: [www.cupe.ca](http://www.cupe.ca)

## OSSTF—OCTU ANNUAL GENERAL MEETING



**Date: Wed May 16, 2018**

**Time: 5pm**

**Place: St. Naum Church**

**1150 Stone Church Rd**

**Hamilton, ON**

All OCTU Members, including casuals, are encouraged to attend the AGM—  
Dinner will be served at no cost to members.

We will be holding the meeting and discussing changes to the OCTU constitution. This is a non-election year. As a member of OCTU you are encouraged to be involved, meet union representatives, have your say on the constitution and enjoy a nice evening with your fellow OCTU members.

The Photo booth will be back for members to dress up and enjoy fun photos with friends and colleagues! This year we will also have Karaoke! Both will begin after the meeting portion of the night. Win a prize for best Karaoke!

**WIN one of two \$50 Visa gift cards!! Cut out the bottom of this form and bring it with you to the AGM!**

Please RSVP by emailing Brandie at [district21@osstf21.ca](mailto:district21@osstf21.ca)

**\*\*Please let us know any dietary restrictions\*\***

**WIN one of two \$50 Visa gift cards!!!  
Cut this out and submit it at the AGM**

Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

# International Day of Pink



The International Day of Pink

April 11th, 2018

It's Time to Talk About  
Bullying, Homophobia & Transphobia

April 11, 2018 marks the International Day of Pink. It is a day where communities across the country, and across the world, can unite in celebrating diversity and raising awareness to stop homophobia, transphobia, transmisogyny, and all forms of bullying.

The International Day of Pink was started in Nova Scotia when 2 straight high school students saw a gay student wearing a pink shirt being bullied. The 2 students intervened, but wanted to do more to prevent homophobic & transphobic bullying. They decided to purchase pink shirts, and a few days later got everyone at school to arrive wearing pink, standing in solidarity. The result was that an entire school took a stand and began working together to prevent homophobic & transphobic bullying.

*Have you ever seen a friend hurt because of discrimination? Have you been hurt yourself?*

Discrimination comes in many forms, including the following: racism, sexism, homophobia, transphobia, ableism, ageism, colonialism, and antisemitism. These social diseases create barriers, bullying, harassment, hate and violence. No one should have to experience the negativity created by discrimination. The Day of Pink is more than just a symbol of a shared belief in celebrating diversity – it's also a commitment to being open minded, accepting differences and learning to respect each other.

Source: <https://dayofpink.org/about/>

## Student Supervision Memo

The joint HWDSB/OCTU memo that was released last year, has been re-vamped to further clarify that OCTU members do not supervise students. This memo was sent out with Administrative weekly memos on Friday, March 23rd.

If you are being placed in a position of supervision of students, please notify Samantha as soon as possible.

## Reminder: Cell phone use at work

OCTU Members are reminded NOT to use their personal cell phone or electronic equipment while at work. This can be seen as time theft and can be cause for discipline.

If you are required to use a cell phone for work communications, please use the phone supplied by HWDSB. This includes communicating to Principals and Supervisors in your work locations.

You may use your personal phones and equipment during lunch and breaks only.

If HWDSB equipment is not functioning properly DO NOT use your own personal equipment to complete a job duty or task.

## Election Day

June 7 marks Election Day in Ontario! While OSSTF will never tell members how to vote, we do encourage you to vote for a candidate that is friendly and supportive to the Educational needs of students and education workers in Ontario.

More important is that no matter who you vote for—you must go out and vote! It is your right in Canada to participate in our democracy, which is a right not everyone is given in the world. Instead of voting to get a certain candidate out, listen to all candidates and their campaigns and vote for the person that best represents your ideals.

The OSSTF District 21 Communications and Political Action team will be planning some upcoming events to promote the candidates and help you get out and vote! Please watch for our upcoming events.

## Have you registered to vote??

For most Canadians, you are registered to vote on your annual tax form by checking the box to share your information with Elections Canada. If you have not been registered to vote, the registration process is quite simple and easy and can be done online. Please use the link below and register to vote!

<https://www.elections.on.ca/en/voting-in-ontario/voter-registration.html>

If you are experiencing any barriers to getting out on Election Day—you can use the advance polls or make use of Elections Canada Accessible Voting program. There are various methods for you to use in order to get your vote in.

## Importance of Voting

Voting connects citizens with their political process. It helps choose our leaders (those who share our views or those who may inspire us). The simple act of marking a ballot tells our leaders what we think about decisions that affect our lives, such as how much taxation we think is fair or what issues (such as health care or the environment) we think are most important.

Voting connects us to one another as citizens. By taking part in an election and by expressing our point of view, we help our democracy work. By agreeing or disagreeing with our leaders we show that the political system can accept differing points of view and can resolve them. By not voting, we break the connection between individual Canadians and their community.

Voting helps to safeguard our freedoms. A democratic community can only survive if its citizens see participation in the political process as a duty and a responsibility.

Source: <http://www.histori.ca/voices/page.do?pageID=420>



FEDERAL ELECTION MAY 2, 2011  
Get online or talk to people about it. Every vote counts.

March 8, 2018

D/BU #111/2017-2018

## **Workplace Violence in School Boards A Guide to the Law**

To: Presidents and Local Executives

From: Harvey Bischof, President

### **For Information**

The Ministry of Labour has now released their Resource Guide entitled *Workplace violence in school boards: A guide to the law*. This guide was created with input and consultation from the Provincial Working Group on Health and Safety in which OSSTF/FEESO has two representatives. Paper copies will be made available through your school board but in the meantime, the guide is available on the Ministry of Labour website.

<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law>

For more information, please contact Jane Ste. Marie ([jane.stemarie@osstf.ca](mailto:jane.stemarie@osstf.ca)) or 416-751-8300 extension 235.

JSM/ctc cope 343

## **OCTU Q&A's**

During this year's PD Day, OCTU held a workshop to help support members. This informative workshop allowed members to come with their questions and receive answers. We felt that many of the questions asked reflected similar questions we receive regularly from members. To help all members -the question and answer document from PD Day is being shared and is attached with this newsletter. Please continue to bring us your questions as many members often have the same questions!

## **Earth Day is April 22**

From poisoning and injuring marine life to disrupting human hormones, from littering our beaches and landscapes to clogging our waste streams and landfills, the exponential growth of plastics is now threatening the survival of our planet. End plastic pollution and get involved this Earth Day!

<https://www.earthday.org/>

We only have one planet—our home. We need to take care of our Earth.



## **OTIP Benefits—Summer Deductions for 10 Month Members**

If you are a 10 month member, please ensure you read the memo from OSSTF and OTIP which was attached with this newsletter in the email. There are important updates concerning your benefits deductions for the summer months. If you have any questions concerning these deductions please contact Donna Morrison directly at [donna.morrison@osstfbenefits.ca](mailto:donna.morrison@osstfbenefits.ca)



## National Day of Mourning for Workers Killed or Injured on the job



The National Day of Mourning, held annually in Canada on April 28, is dedicated to remembering those who have lost their lives, or suffered injury or illness on the job or due to a work-related tragedy.

The most recent statistics from the Association of Workers' Compensation Boards of Canada (AWCBC) tell us that in 2016, 905 workplace deaths were recorded in Canada. Among those dead were 6 young workers aged 15-19; and another 20 workers aged 20-24.

Add to these fatalities the 241,508 claims accepted for lost time due to a work-related injury or disease, including 29,588 from workers aged 15-24, and the fact that these statistics only include what is reported and accepted by the compensation boards, and it is safe to say that the total number of workers impacted is even higher.

What these numbers don't show is just how many people are directly affected by these workplace tragedies. Each worker death impacts the loved ones, families, friends and coworkers they leave behind, changing all of their lives forever.

### Observance

The National Day of Mourning is not only a day to remember and honour those lives lost or injured due to a workplace tragedy, but also a day to renew the commitment to improve health and safety in the workplace and prevent further injuries, illnesses and deaths.

On April 28th the Canadian flag will fly at half-mast on Parliament Hill and on all federal government buildings. Employers and workers will observe Day of Mourning in a variety of ways. Some light candles, lay wreaths, wear commemorative pins, ribbons or black armbands, and pause for a moment of silence at 11:00 a.m.



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Insurance renewing in the next 60 days? When you get a car or home insurance quote from OTIP, as a bonus you will receive a \$25 gift card of your choice!\* For a little extra sweetness, there are 12 gift card options for you to choose from!

Visit [www.OTIPinsurance.com/YouChoose](http://www.OTIPinsurance.com/YouChoose) to learn more.



\*Restrictions apply. See details. You must speak with an OTIP broker on the telephone to be eligible for the \$25 gift card. Must be a resident of Ontario and a member of the education community. Valid on quotes for policies expiring in the next 60 days. Promotion ends August 31, 2018. Maximum of one gift card per household. Visit [OTIPinsurance.com/YouChoose](http://OTIPinsurance.com/YouChoose) for full terms and conditions. The merchants represented are not sponsors of the rewards or otherwise affiliated with this company. The logos and other identifying marks attached are trademarks of and owned by each represented company and/or its affiliates. Please visit each company's website for additional terms and conditions.



## Join Us!

We have openings for Branch Reps!

The time commitment for Branch Reps is 1 meeting per month 5pm to 7pm from Sept to June.

We offer training and support along the way, so you are never on your own to deal with a situation.

This year we are planning activities, new ways to communicate with members and ways to be involved in our community.

If you are interested in joining, you are welcome to come out to one of our meetings OR contact a branch rep for more details.

Meeting dates are posted on our website [www.osstf21.ca](http://www.osstf21.ca)

## Contact Us

### OSSTF District 21

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Visit us on the web at:

<http://www.osstf21.ca/>

Like and Follow us on  
Facebook:

[https://www.facebook.com/  
OCTU-OSSTF-District-21-  
1501189143295693/](https://www.facebook.com/OCTU-OSSTF-District-21-1501189143295693/)

## OSSTF at the Ed Centre!

We have a brand new bulletin board installed for OSSTF information at the Ed Centre. It is located on the main floor near the elevators. OCTU Executive will be constantly posting information on this board so be sure to check it out!

## HAVE YOU SEEN OUR WEBSITE?

We've updated our website! Resources are available for all OCTU members including our current collective agreement, recent newsletters, Health Insurance updates, A branch rep list—including fun facts about your branch rep! Please check out the OSSTF District 21 website and the OCTU Section for important information to all members. [www.osstf21.ca](http://www.osstf21.ca)

