

What follows is a list of the questions asked by members in our pre-workshop poll (“What questions do you have as a new hire to the HWDSB OT Roster?”). Please note that some questions have been modified based on the information already provided in the workshop presentation.

1. Can a supply be booked to do supervision all day?

Generally this does not happen, but during the quadmester model some schools required additional staff to complete APAs and so some jobs were for supervisions rather than class coverages. However, your rate of pay would follow what is laid out in the Collective Agreement.

2. When should you contact HR vs OSSTF?

While members can reach out to OSSTF anytime, generally members contact OSSTF when there is an issue, problem, concern or question related to Collective Agreement violations, health and safety concerns, member wellness, relations and issues that could lead to discipline. OSSTF operates using Branch reps (in other workplaces, those members fulfilling these roles are called union stewards), and so we encourage members to reach out to them first.

Should Management ask you to attend a meeting that could lead to discipline, they should ask you whether you want OSSTF representation. We STRONGLY encourage you to have OSSTF representation at such meetings to ensure that your rights are protected and you are properly represented. If Management does not ask you if you want OSSTF representation, you should request it prior to beginning any meeting. This right is guaranteed in the Collective Agreement Article L28.13.

As a reminder, the Board is your employer, and so they are the ones who can direct you (if you have a concern about said direction, please contact us). If you are directed to do something you feel is inappropriate, contact your local Branch President or call the District office, if you are able to do so. Also, we recommend that you ask for that direction to be put in writing. Based on their question or needs, members would reach out to the related Board department (eg. Human Resources, payroll, etc), the contact information of which is contained on the myHWDSB staff website or their worksite Administrators.

The [OSSTF District 21 OT Resource Manual 2021-2022](#) also has useful information to help you determine who to contact.

3. I'd like clarification about how much 'extra' time can be taken up for assigned duties outside of the classroom time when teaching 1 section and when teaching 2 sections.

While this question is based on the quadmester model, the response below will cover both the quadmester and non-quadmester models. Members can only be assigned 1 APA per day, to a maximum time of 37.5 minutes. Under the quadmester, the Board outlines working condition expectations in their updated FAQ, which was sent out to staff on November 16, 2021. Also, the Collective Agreement states that "L35.24 Should a Short-Term Occasional Teacher be required for less than a full day, the additional one-half period coverage shall be scheduled immediately before or immediately after the teaching period(s)."

4. Are there more "new hires"?

Yes, we anticipate a lot of hiring in January 2022 as the Board currently has 77 lines that need to be filled. New permanent positions become available when members retire, overall secondary student enrollment increases and/or when the Board receives supplemental funding for specialized programs.

5. How to be on an LTO list?

Based on a recent Minutes of Settlement, the LTO List language in our Collective Agreement has been discontinued and so there is no way for members to get on the LTO List. This was based on conversations with the Board as, despite the Ford government revoking Regulation 274, we had LTO List language in our Collective Agreement. We sent out a thorough email explaining this process, which you can read [here](#).

6. What if there is no lesson plan left?

Should this occur, we'd recommend you first reach out to the Department Head. Barring that, please contact the main office as they may have access to a copy that was not shared. Also, some members submit lesson plans electronically via EasyConnect.

7. Can I cancel one job for another?

Yes, provided the job's start time is not within 24 hours. This is in the Collective Agreement as it states "L35.83 An Occasional Teacher shall not abandon one assignment for another without giving SFX twenty-four (24) hours' notice unless an arrangement can be made between the schools involved." However, you do

have the technical ability to cancel a job should an emergency arise (illness, etc). Should that be the case, it's recommended that you notify the worksite's Administration, if possible.

8. Can more than one student leave the classroom at once?

Each school has different internal policies so we recommend you ask the an Administrator for this clarification.

9. What class is titled 'General Secondary' on EasyConnect?

This is not a class but rather an APA assignment. Your rate of pay should remain the same.

10. How do we know if assignments are online or in-person before we accept them?

This information should be indicated in EasyConnect, and if not, please email either the worksite's Administration or Vikki Kokotec (include the job number) for clarification. Typically, the Board does not cover elearning classes when members are absent, especially if absent for only 1 day.

11. Are there any supports for teachers switching from the elementary board to secondary? Does experience teaching grades 7/8 apply to secondary or is it irrelevant? If I have senior French qualifications but not intermediate ones yet, does this mean I can teach French to any grade or only 11/12?

While the Board encompasses both elementary and secondary, our bargaining units and Collective Agreements are distinct from one another. However, if you require assistance, please contact us. The teaching experience should count in terms of moving up the grid, but you should email Vikki Kokotec to ensure that you have been properly credited for this experience. For qualifications, without Intermediate you would need to agree to teach Grades 9 and 10 French via Mutual Consent; this is also covered in our Collective Agreement: "L16.18 Should an Administrator wish to assign a Teacher outside of their Area of Qualification under the College of Teachers, consent will be required by the Teacher in writing prior to the course commencing." In terms of applying for postings, you can apply for jobs outside of your OCT qualifications, but it's unlikely that the Board would shortlist you if there are other, OCT qualified applicants.

12. The earlier mention of increased pay, when will this come into effect?

Our last pay increase occurred on September 1, 2021 based on our latest Collective Agreement's ratification. Our Collective Agreement is set to expire on August 31, 2022 and so any future raises would need to be negotiated first.

Regarding quadmester pay scale changes, the Board outlined this process in their November 16th's updated FAQ. Retro payments, if applicable, would be on one of the March 2022 pays, though we have advocated for the Board to pay OTs retro pay as soon as possible.

13. What role does the union play for me in processes surrounding seniority and applying for jobs etc.)

OSSTF protects members' rights and entitlements, as outlined in our Collective Agreement. We are continuing monitoring the Board when it comes to staffing, including vetting their numbers and ensuring that our In-School Staffing Committees have access to this information, particularly to ensure the Collective Agreement is followed if there are any members being declared surplus or redundant. If you believe the Board is violating said rights, please contact us as soon as possible. Pre-COVID, we offered after-hours workshops to support members in a variety of situations, including interviewing, TPAs, etc. Provincial OSSTF put those workshops on hold until such time as it is safe to resume them.

14. How to see available positions, both LTO and Permanent? How are you contacted for daily OT jobs? Who can I email or call for help and to have questions answered?

The Board uses [Apply to Education](#) for all job postings and EasyConnect for daily supply jobs. If you have EasyConnect questions or concerns, please contact email HRAbsenceAdministrator@hwdsb.on.ca or call 1 877 900 5627. For other questions and concerns, please email Vikki Kokotec.

15. Retirement statistics to provide hope for us to acquire permanency before too long.

The OCT publishes these statistics yearly. The latest Transition to Teaching report can be found [here](#). That aside, when teachers reach the 85-factor (number of years teaching + member's age), they can retire with a full pension. Based on our [current seniority lists](#), we believe that we will see a swell and then surge in retirements as members who cross the 85-factor choose to retire.