



**OSSTF / FEESO**  
**DISTRICT 21**

**OCCASIONAL  
TEACHERS' / TEACHERS'  
BARGAINING UNIT**

**POLICIES & PROCEDURES**

Revised July 1, 2023

## **POLICIES AND PROCEDURES**

### **POLICY 1 – SCHOOL COUNCILS**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that the Teacher Representative on the School Council, established in accordance with the requirements of the *Education Act*, be one of the teacher from the school who serves on the Teachers' Unit Council and/or the Branch Executive.

### **POLICY 2 – CLASSROOMS**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that no person who is not a bonafide student or other person permitted by law or by the provisions of the Collective Agreement be present in the a class, or teaching area without the prior knowledge and consent of the teacher in charge of, or teaching in, that class or area.

### **POLICY 3 - BOARD /PROVINCIAL PROGRAMS**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that:

1. The establishment or revision of any programmes mandated by any Provincial or Board-initiated decision shall be subject to prior discussion between the Teachers' Unit and the Board.
2. Where the Unit deems appropriate, a mutually satisfactory written agreement be arrived at with the Board prior to the implementation of new or revised programmes.

### **POLICY 4 – ASBESTOS**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that:

1. There is no safe level of exposure to asbestos, and therefore, all asbestos should be removed from Board of Education buildings.
2. The Teachers' Unit, the staff, students and general public be kept fully informed as to the development and implementation of the Board's asbestos abatement plan, until complete removal is achieved.
3. The Teacher's Unit co-operate with all other employee groups in monitoring the Board's asbestos abatement plan.
4. The Board should co-operate fully in enabling employee representatives to monitor fully in implementation of the asbestos abatement plan.

### **POLICY 5 – IN SERVICE TRAINING**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that:

1. In-service training programmes shall be conducted only during normal school hours and /or on professional development or professional activity days.
2. All costs of the in-service training programmes shall be borne by the Board. Occasional teachers shall be assigned to the classes of teachers who are participating in the programmes during school time.

### **POLICY 6 – REPORT CARD**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that:

1. No student report card containing negative comments by parents or guardians about an OSSTF member be placed in a student's Ontario Student Record File.

2. Any OSSTF District 21 member, who comes across a comment about another member made by a parent or guardian on a student's report card, shall make a reasonable effort to determine if the named or identified member is aware of the comment.

**POLICY 7 – REPLACEMENT TEACHERS**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that students should not subsidize the cost of replacement teachers.

**POLICY 8 – FIELD TRIPS – REPLACEMENT TEACHERS**

It shall be the policy of OSSTF District 21 that Teacher Unit members, where possible, do not participate in field trips which include the cost of replacement teachers as part of the fee to students.

**POLICY 9 – CHILD CARE**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that every reasonable effort will be made to provide child care for all-member meetings.

**POLICY 10 – PROFESSIONAL DEVELOPMENT FUNDING**

It shall be the policy of OSSTF District 21 – Hamilton-Wentworth Teachers' Unit that the cost of an Occasional Teacher shall not be considered in member applications for Professional Development Funding.