

**New Terms in OTBU-UGDSB Collective Agreement for
September 1, 2022 to August 31, 2026**

L11.06 **b) Whenever possible, partial-day assignments will be consolidated at a single work location for call-out.**

11.18 Unsuccessful candidates who interviewed for secondary teaching positions from the Occasional Teacher Roster shall receive **written** notification from the Board that they were not the successful candidate within five (5) days of the Board's decision.

L12.01 a) In order to assist teachers in obtaining references, an Occasional Teacher who does not already have the required references may request a classroom observation(s) (to a maximum of two, **and a maximum of one per semester**) by completing and submitting the required form to the Human Resources **People, Leadership and Culture** department by:

i. September 30th for semester 1 observations.

ii. February 28th for semester 2 observations.

b) The observation will take place no later than: April 30th, and prior to the hiring to the LTO List:

iii. December 15th for semester 1 observations;

iv. May 15th for semester 2 observations;

at a school(s) to be determined by the Board **on a date mutually agreed to by the school administration and the Occasional Teacher.**

The Occasional Teacher will be provided with an opportunity, upon request, for feedback within two (2) weeks following observation.

L13:01 Prior to the beginning of **each daily** assignment, the Board shall provide the following in-school information to Occasional Teachers:

a) the timetable for the Occasional Teacher, including any on-call and supervisory duties for which the absent teacher could have been responsible;

b) a schedule identifying period changes for the assigned day(s);

c) an up-to-date class list(s);

d) a current seating plan with student photographs, where possible;

e) written school procedures, including emergency procedures and including lock-down procedures;

f) keys for appropriate classrooms and washrooms;

g) specific location for easy access to student safety plans, which include known triggers, for students with whom the Occasional Teacher would be directly working,

h) specific location for easy access to information about students with known life-threatening health issues with whom the Occasional Teacher would be directly working;

i) lesson plan(s) and related materials from the absent teacher, where possible; if not possible, Administration will assist in providing a lesson plan and related materials as soon as possible;

j) access to a school computer or device will be made available.

L15:04 When an Occasional Teacher on a Short-Term Assignment holds a teaching assignment for the same teacher for **seven (7)** consecutive days, then effective on the **seventh (7)** day and retroactive to the first day of the assignment, the Board shall place that Occasional Teacher on the appropriate step of the grid on the current Secondary Teachers' Salary Grid.

L16:01 c) Effective upon the implementation of the 2022-2026 Collective Agreement, the Board shall credit teaching experience for daily occasional work as a certified teacher at a publicly funded school board accumulated since September 1, 2022. Such credit shall include 1/10th of a year for each twenty (20) days of daily occasional work.

L16:02 For teachers in Long-Term Occasional Teaching Positions in Technology and Business, hired after implementation of the September 1, 2022 to August 31, 2026 Collective Agreement, the allowance for related Technological and Business Experience shall be one year on the grid for each full year of related trade or business experience up to a maximum of **eleven (11)** years related experience **eleven** years on the grid. This shall also apply to existing teachers.

L16:05 Eligibility for related experience begins with the first assignment in which fifty percent (50%) of the teaching time is in the discipline for which the allowance is paid, and remains in place thereafter.

L19:01 a) A request for leave by an Occasional Teacher on a Long-Term Assignment will be governed by the Upper Grand Policy # 411 – absences and Leaves. Policy 411 will be posted on the Board's website.

b) Indigenous teachers actively working on a Long-Term Occasional assignment may use existing short term paid leave as provided under Board Policy 411 Personal Day for the following:

a. to vote in elections as indicated by self-governing Indigenous authority where the employee's working hours do not otherwise provide three hours free from work and/or

b. for attendance at Indigenous cultural/ceremonial events.

L36:07 Should the Board request an Independent Medical Examination (IME), the Board shall endeavour to ensure that the employee's gender preference for a doctor will be accommodated when requested. Where possible, a list of available qualified practitioners shall be provided to an employee to choose from. It is understood that the doctor selected by the Board is required to maintain the confidentiality of the medical diagnosis of the employee. The member shall follow up with their physician directly to review or request the results of such.

*Letter of Agreement between OSSTF Occasional Teachers D18 and
Upper Grand District School Board*

Re: Fill Rates

After the implementation of the 2022-2026 Collective Agreement, and for the purpose of trying to increase fill rates, the parties agree to implement the following strategies for the next two (2) consecutive full semesters. Following this trial period, with mutual agreement between the parties, one or more of these strategies may be extended for an agreed upon period of time.

- When the Board's electronic call-out system offers an Occasional Teacher a combined total of four (4) teaching periods in one day, should the Occasional Teacher accept that offer, they shall be paid 4/3 of the daily rate, and they shall not receive any additional professional assignments that day.
- Where student safety is not impacted, partial day assignments will not overlap the lunch schedule, to allow the Occasional Teacher to accept multiple partial day assignments at more than one school for the possibility of full-day work.
- The Board and the Union will meet once each semester, at a mutually agreed upon time, to review the impact of these strategies to increase fill rates.

Signed on March 21, 2024