

Memo # 1

To: OECTA Secondary Teachers

From: Michele MacDonald

Re: Overage dependents; TLC; Pay Periods; Earned Leave Days; Leadership Training Program (OECTA); Combined courses; Mutual Agreement/Temporary Letters of Approval; [oectasimcoemuskoka website](http://oectasimcoemuskoka.com)

Welcome back to the 2017-2018 school year! I hope that everyone had an opportunity to re-charge your batteries and are ready for an exciting school year. This memo has a lot of content, but really a few are just reminders. Take care and have a wonderful work year!

1. Please remember that you have to register your overage dependents (if they are still attending post-secondary). Log in to OTIP benefits and re-check the box for your dependents who are attending post-secondary.

2. The Ontario Teaches Federation (OTF) Teacher Learning Co-op (TLC) Project proposals need to be submitted by September 15, 2017, for curriculum only. The proposal application form can be found on the OTF website at: <https://www.otffeo.on.ca/en/learning/teacher-learning-co-op-tlc>

3. Tomorrow is the first pay for the 2017-2018 school year. If you are looking for the full list of pay dates you can find them in Employee Connect>Employee Services>Payroll then scroll down to the bottom for the permanent pay periods. I will also get them posted to our website in the members only section.

4. The Earned Leave Days data for teachers is now in eServe. You will have to use your PIN that you use to access your pay statement to access. The form to request your Partially Paid Day is in Employee Connect>Forms>Leave of Absence. Remember you need to provide at least 20 days notice prior to the leave request. The Board must respond within 10 days of you putting in the notice. Don't make any arrangements without having approval.

5. OECTA's Leadership Training Program 2017-2018 is being offered for both Foundational (beginning) and Specialized (for those who have taken the Foundational) this school year. Information about the programs can be found in the For Your Career section at www.catholicteachers.ca. Our Unit has one spot available for the Foundational Program and the online application process is open. **The deadline to apply is September 17, 2017.**

The online application process for the Specialized program opens December 1, 2017 and the deadline to apply is December 15, 2017.

6. As we are almost at the end of the first week - please remember that if you have a combined course the maximum class size is 20, you are only to deliver one curriculum, and the combination shall not unduly increase the teacher's workload. The combination should be created following consultation between principal and teacher. I recognize that this doesn't always happen and if there are issues with the combination please contact the Unit office.

The 20th day to settle all class sizes to be in compliance with the collective agreement is October 2nd. We have many checks and balances throughout these first 20 days to make sure that everything falls in line, but if you have a particular concern please do not hesitate to contact the Unit office.

7. Mutual Agreement & Temporary Letters of Approval - should have been discussed and signed last June. According to Regulation 298 a teacher can be assigned to teach subjects outside of their Certificate only by mutual agreement. Teachers can elect to not sign the Mutual Agreement form - the principal can still assign the course - and the Union can file a grievance.

Temporary Letters of Approval are only for those teachers who are tech qualified and asked to teach outside of technology OR for those teachers who are not tech qualified who have been asked to teach within technology. Again, the mutual agreement form is to be signed in conjunction with the TLA.

8. Our local website - www.oectasimcoemuskoka.on.ca - has a members only section where memos, newsletters, forms, the collective agreement, etc are posted. I am encouraging all members to register and create a password for our website. We are working towards having all information be filtered through the website and move away from using the Board's Employee Connect. If you haven't done so please create an account. If you have any questions or concerns please do not hesitate to contact the Unit office for assistance.



PLEASE POST AND DISTRIBUTE TO ALL OECTA MEMBERS