

To: All Secondary Teachers

Tuesday September 4th 2018

From: Allyn Janicki

Memo #1

I am hoping that this communication finds you all healthy and happy, relaxed and revitalized, ready to re-engage in another school year! Please find below some information and reminders that are pertinent at start up.

Salary and Pay

There is a 1% pay increase effective this September. The first pay of the 2018/19 school year is Thursday September 6th. Payday information is available in Employee Connect > Board Office > Payroll > 2018/19 Permanent Payment Schedule. In the members section of our [website](#) you will find the Collective Agreement which contains the salary grids reflecting the increases occurring over the next 12 months. These increases will be found in the extension agreement section which are the final pages of the Collective Agreement.

Earned Leave Days

You can log into e-serve to see your personalized data regarding earned leave days. To access e-serve from employee connect go to > *I need to* > *Change my personal information*. Alternately you can click [here](#). Log in using your employee ID and the password that you use to access your paystub. Once you are in e-serve, click on the compensation tab – toward the bottom you should see the number of ELP days you have earned. To access these days, complete the form that is posted in the forms section of employee connect – or you can directly link [here](#).

Enrollment and Combined Courses

There has been some growth in some of our schools. I have been assured that schools are working on balancing enrollment in courses. I will continue to monitor, but don't hesitate to contact me if you have concerns. Please remember that if you are teaching a combined course that the maximum class size is 20. Remember also that you are only responsible for one curriculum, and the combination of courses shall not unduly increase the teachers' workload. The combination should be created in consultation with the principal and teacher. As this may not always occur, please contact the Unit office if there are issues or concerns.

Mutual Agreement Forms and Temporary Letters of Approval

These should have been discussed and signed in June, but if there have been changes made to your teaching timetable you could be asked to sign one now. The signing of these documents is not a passive activity, rather it is intended to occur in conjunction with a conversation between the teacher and the principal around your teaching timetable. ***When should you be asked to sign a Mutual Agreement Form or a Temporary Letter of Approval?*** According to Regulation 298 a teacher can be assigned to teach subjects outside of their Certificate of Qualification by mutual agreement. Teachers can elect not to sign, principals can still assign the course and the Union can file a grievance. Temporary letters are only for those teachers who are tech qualified and asked to teach outside technology ***OR*** for those teachers who are not tech qualified and are asked to teach technology courses.

TPA and Annual Learning Plans

If this is your TPA year you must be notified by the twentieth school day (October 1st). The link for the annual learning plan website can be found [here](#).

OECTA Simcoe Muskoka Website and Log-in

Lastly, if you have not yet logged into our [local website](#), please contact me to do so. In January I will be moving the Secondary Teachers Unit to that portal as the primary means of communication.

On a personal note ...

I want to take a moment to extend the most sincere thanks to everyone who has extended congratulations and warm wishes during my transition. I am grateful for the warm welcome, support and encouragement that I have received over the past months. It is an honour to serve you and this Association in this capacity.

A handwritten signature in blue ink, appearing to read "Allyn", with a horizontal line extending to the right.