

TBU Information for New Members

updated September 2023

**Bluewater
District 7 TBU**



OSSTF

Ontario Secondary School Teachers' Federation
District 7 Bluewater
Teachers' Bargaining Unit

WHO TO CALL IF YOU NEED UNION SUPPORT

If you have branch concerns, please contact your school's branch president, or, if you work in a system position, please contact the TBU President, Brian Windross, at windross@live.com or 519-374-9371.

If you are called to a meeting with your administrator, you have the right to take union representation with you. You can ask your branch president to accompany you to take notes, but if you know in advance that the topic of the meeting will be serious (or potentially disciplinary) in nature, you should contact Brian so that he can attend the meeting to support you.

TBU EXECUTIVE PORTFOLIOS 2023-24

... who to call if you have a question or concern ...

Brian Windross

President

519-374-9371

windross@live.com

- Chair of TBU Council & Executive
- Member Issues & Concerns
- Member Discipline
- Leaves & Sick Leave
- Long-Term Disability
- Disability & Attendance Management
- Teacher Performance Appraisals
- Member of Staffing & Labour Relations Committee
- Contract Maintenance (w/ CN)
- Grievances & Arbitration (w/ CN)
- Negotiations (w/ CN)
- Staffing Process & Procedures
- Staffing Allocations
- Related Experience
- Student Success
- System Positions
- Continuing Education
- Board Policy & Procedures
- Provincial Councillor & Liaison to Provincial Office
- AMPA Delegate

Catherine McLeod

Vice-President

Communications Officer

Constitution Officer

cemcleod@bmts.com

- Vice-President:
 - Retirement & Pension Workshops
 - Branch Presidents' Workshops
 - Chair of Grievance Appeals Committee
 - Member of Staffing & Labour Relations Committee
 - Member of Collective Bargaining Committee
 - Member of Finance Committee
- Communications Officer:
 - Newsletter Editor
 - TBU Website
 - Social Media
- Constitution Officer
 - Annual General Meeting
 - Chair of Constitution Review Committee
- *also a Member of the Table Team*

Bonnie Cameron

Chief Negotiator, Grievance Officer,

Health and Safety Officer

519-374-4744

bonnielynnameron@hotmail.com

- Chief Negotiator:
 - Negotiations
 - Chair of the Table Team
 - Chair of Collective Bargaining Committee
 - Bargaining Priorities & Survey
 - Contract Maintenance
- Grievance Officer:
 - Grievances & Arbitration
 - Class Sizes
 - On-Calls
 - Supervision
 - Chair of Staffing & Labour Relations Committee
 - In-school Staffing Committees
- Health & Safety Officer:
 - Health & Safety Concerns
 - Safety Plans
 - WSIB
- AMPA Alternate
- *also District Constitution Officer*

Samantha Watson

Secretary-Treasurer

d7otbu@gmail.com

- Secretary:
 - Minutes of Meetings
- Treasurer:
 - Budget
 - Levy
 - Chair of Finance Committee
- Member of Constitution Review Committee
- Member of Grievance Appeals Committee
- *also JDSS Branch President*
- *also OTBU President*

Kerrie Lynn Boys & Owen Ferguson

District Councillors

kerrie712@hotmail.com / owe_fer1@yahoo.ca

- Members of Constitution Review Committee
- Members of Finance Committee
- Members of Grievance Committee
- Members of District Council
- AMPA Delegates
- *Kerrie Lynn is also the Ed. Services Officer.*
- *Owen is also a member of the Table Team.*

2023-24 TEACHERS' BARGAINING UNIT (TBU)

The District 7 Teachers' Bargaining Unit represents approximately 350 teacher members in 9 secondary schools and a number of alternate sites in the Bluewater District School Board. Continuing education teachers, home instruction teachers, and secondary teachers in central support positions are also members of the Teachers' Bargaining Unit.

TBU Council

The TBU Council consists of

- the Executive (the 6 positions elected at the AGM in May of the previous school year),
- the Branch Presidents (elected by members at each school or branch), and
- the Non-Voting Officers (who are appointed by the TBU Council from applications from interested members in June of the previous school year).

The members of the TBU Council represent the membership and determine the actions of the Teachers' Bargaining Unit by approving motions at meetings of the TBU Council.

Executive

- President: Brian Windross
- Chief Negotiator: Bonnie Cameron
- Vice-President: Catherine McLeod
- Secretary-Treasurer: Samantha Watson
- District Councillors: Kerrie Lynn Boys & Owen Ferguson

Contact info for TBU Council members can be found at www.osstfd7.ca/tbu-contacts.

Branch Presidents

- BPDS: Tara Stanton
- GBCS: John Flynn
- GHSS: Tammy Hayman
- JDSS: Samantha Watson
- KDSS: Dan Ogilvie/Watson Morris/Jen Kozak
- OSDSS: Keith Day
- PSDS: Kelly McDougall
- SDSS: Tamara Fenton
- WDCS: Tanya Byers

Officers

- Educational Services Officer: Kerrie Lynn Boys
- Equity Officer: Jonathan Armstrong
- Human Rights/Status of Women Officer: Katie Holmes
- Political Action Officer: Stephanie Fowler

Branch Organization

Each Branch consists of the following positions:

- Branch President
- Branch Health and Safety Officer
- Collective Bargaining Representative
- In-School Staffing Review Committee (4 members including the Branch President)

Duties of the Branch President

- to attend meetings of the TBU Council;
- to communicate concerns of members of their branch to the TBU Council;
- to communicate OSSTF information to members at their branch;
- to arrange for federation assistance for members in professional difficulty
- to participate on the In-School Staffing Committee

TBU Committees

The list of TBU committees and contact info for committee chairs can be found at www.osstfd7.ca/tbu-committees, including

- District Staffing and Labour Relations
- Table Team (Local Negotiations Committee)
- Collective Bargaining Committee
- Health and Safety Committee
- Grievance Committee
- Grievance Appeals Committee
- Constitution Review Committee
- Finance Committee

TBU Meetings

- The TBU Council meets at least 9 times per year. TBU Council meeting dates can be found on our website at www.osstfd7.ca/tbu-meetings.
- Annual General Meeting: The 2024 TBU AGM will be held on Monday, May 6, 2024. There will be door prizes, elections, and constitutional amendments. All members of the TBU are strongly encouraged to attend. More information about the AGM will be posted at www.osstfd7.ca/tbu-agm in the spring.

MEMBERS OFTEN ASK ABOUT . . .

Benefits

- Benefits are provided by OTIP, the Ontario Teachers' Insurance Plan. OSSTF members participate in a provincial benefits plan.
- The board notifies OTIP of new hires. An email will come directly to you from OTIP via your BWDSB email.
- You need to sign up for benefits *even if you are not purchasing health and dental benefits* because you will receive, free of charge, life insurance at 2 times your annual salary. You must register and list a beneficiary for this insurance.
- For more information on benefits, please see www.osstfd7.ca/tbu-benefits.
- Employee Assistance Program (EAP): You have access to a confidential short-term advisory service that connects you and your family to professionals. The contact number is 1-800-268-5211. More information can be found at www.osstfd7.ca/tbu-benefits.

Retirement and Pension

Retirement may seem like a long way off right now, but it's never too soon to plan ahead. The Retirement page of our website (www.osstfd7.ca/tbu-retirement-info) has information about your pension, details about retirement workshops, and contact information for Educators' Financial Group, so you can invest your hard-earned salary.

Seniority Lists

The board does not provide the bargaining unit with an updated list after each hire or transfer. The TBU collective agreement states that the seniority list shall be posted in all work locations by October 31 and March 1. The most recent seniority lists (district and school) have been posted to the TBU website at www.osstfd7.ca/tbu-resources.

To protect members' privacy, these documents have been posted on our website as password-protected PDFs; the password can be found in each month's TBU Newsletter, or ask your Branch President.

Teacher Laptops

Starting in fall 2022, all secondary teachers will be provided with a teacher laptop, regardless of their FTE. Please be aware that anything that you do on a board computer, server, application, or through board WiFi can be monitored. Members are advised to limit the use of board technology for personal reasons.

Check Your Cheque!

Please make sure that you complete all of the paperwork in your BWDSB new-employee package and return it to HR as soon as possible. This is the best way to ensure that you get paid properly and on time.

All members are advised to review your paystub and absence ledger regularly.

1. Open the BWDSB Staff Portal. There are 2 ways you can do this:
 - a. From your teacher laptop, click the "Staff Portal" icon on the desktop.
 - b. From a personal computer, go to www.bwdsb.on.ca, scroll to the bottom of the page, and click on "Staff Portal." (You may need to log in with your current BWDSB login and password. Remember that this is in the format 4+3@bwdsb.on.ca, not firstname.lastname@bwdsb.on.ca.)
2. Under the heading "Employee Services," click on "Pay Stub" or "Absence."

Members should report any pay problems immediately to the board's payroll department at payroll@bwdsb.on.ca. If you have concerns with your absence ledger, please contact your school administrator responsible for teacher absences and supply teachers.

How to find the TBU Collective Agreement

1. Open the BWDSB Staff Portal.
 - a. From your teacher laptop, click the "Staff Portal" icon on the desktop.
 - b. From a personal computer, go to www.bwdsb.on.ca, scroll to the bottom of the page, and click on "Staff Portal." (You may need to log in with your current BWDSB login and password.)
2. Near the top right corner of the page, there is a "Collective Agreement" icon. Click it.
3. On the next page, click on "OSSTF."
4. You will find the TBU Collective Agreement and the TBU Internal Job Postings Guideline.

NOTE: The 2019-22 Collective Agreement expired on August 31, 2022, but its terms are still in effect until a new agreement is negotiated and signed.

HIGHLIGHTS FROM THE TBU COLLECTIVE AGREEMENT

Sick Leave and Short-Term Sick Leave

Sick Leave	Short-Term Sick Leave	Top-Up Bank
11 sick days per school year at 100% salary. (Prorated for part-time staff based on their FTE.) Sick days may be used for personal/family illness or medical appointments.	120 days at 90% salary, to be used when the 11 sick days are gone. (Prorated for part-time staff based on their FTE.) Short-term sick leave days are for personal sick leave only. These days cannot be used for family illness.	Any of the 11 sick days not used in the previous school year will be divided into ten equal parts. Each tenth can be used to top up a short-term sick-leave day. For example: 2 unused sick days from 2021-22 can top up 20 days from 90% to 100% in 2022-23.

Procedural and Personal Leaves

18.03.01: Procedural Leaves	18.03.02: Five Personal Days
Personal leave with salary shall be granted by the Principal for the reasons listed below. The Principal shall inform the Director that leave has been granted. Reasons for these are: a) quarantine b) summons to serve as a juror c) subpoena as a witness to any legal proceeding to which the Member is not a party d) attending the birth or adoption of a child for whom the Member has a parenting responsibility e) religious observance of Holy Days f) writing examinations g) graduation ceremony for the Member, or members of the Member's immediate family h) to attend a hearing or decision at the Ontario College of Teachers where the complaint was initiated by the board i) to attend a Workplace Safety and Insurance Board or Tribunal hearing of any kind, which has been initiated by the board.	Leaves with pay and deductions from the member's five-day personal bank shall be granted by the Administrator of Human Resources through the Principal for the following reasons: a) Serious illness or injury in the Member's immediate family b) Medical appointment of an immediate family member that cannot be scheduled outside of work hours which requires the attendance of the Member c) Legal proceedings requiring the presence of the Member, not covered in 18.03.01, including moving to a new place of residence on the day of the move d) Adoption of children (interviews) e) Calamity involving home or property

Compassionate Leave

18.02.01: Immediate Family	18.02.02: Extended Family	18.02.03: Friends and Others
Five consecutive school days per occurrence shall be granted by the principal, without loss of pay, for a death in the immediate family (parent, sibling, child, spouse/partner, immediate in-laws).	Three consecutive days per occurrence shall be granted by the principal, without loss of pay, for a death of a grandparent, grandchild, aunt, uncle, nephew, or niece, including in-laws.	One day per occurrence shall be granted by the principal, without loss of pay, for the death of friends or other family members.

At-Cost Leave Days

<p>TBU members may take up to 5 at-cost leave days per year. You will not lose your entire pay for the day, rather the cost of the supply teacher who is replacing you. The cost for one at-cost personal day is \$277.52. This amount will be deducted even if you are not replaced on the day you are absent, for example on PD days or a snow day.</p> <p>When applying for at-cost days, you do not need to write the director, ask for permission from your principal, or give an explanation as to why you would like the days off. You simply request the day(s) off through the EIL (employee information and leave form). Your day(s) must be granted provided that your request is not adjacent to any school holiday (i.e. March Break, Christmas, or summer). On any given day, only three requests will be granted at each school. This is on a first-come, first-serve basis. Days can be taken consecutively or individually.</p>
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HIGHLIGHTS FROM THE TBU COLLECTIVE AGREEMENT

Class Size

The TBU collective agreement lists the following class size maxima, which the board must meet by October 31 for semester 1 and by February 28 for semester 2.

16	Locally-Developed/GLE/Non-Credit/Credit Recovery
21	Workplace
22	Practical Programs
22	Applied
24	Open
25	Destreamed
26	College
29	Academic
31	University/University College
35	e-Learning (eLo)

The above class sizes, except practical programs and e-learning, can be exceeded by 2 students (which is known as the +2 flex factor).

Practical programs include:

- HFN Food and Nutrition
- HIF Family Living
- HNB Fashion Industry
- HNC Fashion & Creative Expression
- TCJ Construction Technology
- TFH/TFJ Hospitality and Tourism
- TFT Hospitality
- IDC Interdisciplinary Courses (which are packaged to include one of the above courses).
- THJ Green Industries
- TIJ Integrated Technologies
- TMJ Manufacturing Technology
- TPJ Health Care
- TTI Integrated Technologies
- TTJ Transportation Technologies
- TXJ Hairstyling and Aesthetics;

Co-op workload is twenty-eight credits per teacher section, based on a two-credit co-op program.

Also, 10% of classes across the board can be +2 students over the current class size maxima listed above and +2 flex factor. This means that hard tech courses, which have been capped at 22, can now have 24 students in them (if they are part of the 10%). All other courses could be +4 over the current max listed above, but only if they are identified by the board as part of the 10%. Teachers cannot have more than 2 classes per semester in the affected the 10% increase in class size.

eLo classes are hard-capped at a maximum of 35 students. This max cannot be flexed.

Teacher Workload (a.k.a. Pupil-Teacher Contacts)

The overall number of student contacts over the year cannot exceed the above maximums unless one or more of the classes are identified as one of the 10%. The teacher contacts will be adjusted for those on the 10% list. For example:

1. A teacher with 2 destreamed classes and 4 university-level classes, none of which are on the 10% list, can **only** be assigned 174 students regardless of if class(es) are exceeded by +2. ($2 \times 25 + 4 \times 31 = 174$)
2. A teacher with 2 academic classes, 1 college-level class, and 3 open-level classes all on the 10% list and all over by 2 students can only be assigned 171 students. ($2 \times 30 + 27 + 3 \times 28 = 171$) {the #for the open class was adjusted by 2}

HIGHLIGHTS FROM THE TBU COLLECTIVE AGREEMENT

Professional Duties

- Professional duties must be assigned in an equitable manner within the school.
- Professional duties must be prorated for part-time members.
- For part-time staff, the Board shall make reasonable effort to schedule any on-calls and supervisions immediately adjacent to teaching assignments.

On-Calls

- You can be assigned up to 19 half-period on-calls over the year.
- You must be notified of the on-call before the end of the previous school day, except in an emergency.
- You cannot be assigned more than 2 half-period on-calls per week.
- You cannot be assigned more than one half-period on-call per day without your consent.
- On-calls cannot be assigned on the same day as your supervision without your consent.
- On-calls cannot be assigned on the day before mid-term mark submissions are due.
- On-calls cannot be assigned during the last five days of classes prior to final exams.

Supervision

- A member can be assigned one half-period of supervision (37.5 minutes) per week, which can be broken into two quarter-periods.
- A supervision assignment may include study hall classroom supervision, lunch duty, hall duty, or bus duty.
- Members cannot be assigned to supervise elementary students unless it is during bus supervision at the end of the day. An administrator or designate must be present to take attendance for the safe departure.

Assigned Time

- Every teacher shall have 40 uninterrupted minutes for lunch, scheduled between the end of the first period and the beginning of the last period.
- No teacher shall be assigned more than three periods of assigned time in a row, excluding travel time between periods and/or breaks, unless agreed to in writing by the teacher.
- Unassigned time shall be available to the teacher for preparation and marking.

Mutual Consent to Timetable

- In a school, no classroom teacher shall be assigned more than 6.0 different credit preparations in a school year, plus professional duties. Each additional prep must be by mutual consent, and agreed to in writing between the teacher and the principal.
- A member who does not hold the OCT qualifications required to teach their assigned timetable can choose to grant or withhold mutual consent to the assignment.

PD Days

- PD days are pro-rated for part-time TBU members – meaning that if you are working 1/3 or 2/3 this semester, you are required to attend for that same proportion of each PD day that occurs in this semester.
- Members who attend parent-teacher interviews in the first semester can take a half-day lieu day on the afternoon of the professional activity day in late November.
- Members who attend parent-teacher interviews in the second semester can take a half-day lieu day on the afternoon of the professional activity day at the end of June.
- The PD days at the end of each semester will be used for self-directed activities such as assessment, reporting, curriculum planning, or professional development. Any involvement in Board or school-level activities is voluntary.

HIGHLIGHTS FROM THE TBU COLLECTIVE AGREEMENT

Work Boots

Under Article 31.01 of our Collective Agreement, “Members who require safety footwear to perform their duties shall receive an allowance of up to \$120.00 per year for the purchase of safety footwear, upon submission of receipts. Monies not claimed in one school year can be banked and carried over for one further school year.”

Expense claims must be approved by your principal prior to reimbursement. Members who require work boots to perform their duties can apply for reimbursement through the TREX application in the Staff Portal. TREX will ask you for a GL code, which you will get from your principal. TREX instructions can be found at www.osstfd7.ca/tbu-resources.

Tech Teachers’ Licensing Fees

The current Collective Agreement includes a letter of understanding on page 101 that states: “The Board shall pay the annual trade license fee for the following Members:

1. Members who hold hairstylist trade licenses who are teaching Hair and Esthetics; and
2. Members who hold automotive service technician trade licenses who are teaching transportation technology.”

Teachers of hairstyling or automotive courses who wish to claim for reimbursement of their trade licence fees should contact **Carlee Beitz** in Human Resources (carlee_beitz@bwdsb.on.ca) for processing.

Salary Information

Teachers are placed on the salary grid at the beginning of each school year based on their teaching or related trade/business experience and category group rating statement.

Years of Experience	Category			
	1	2	3	4
0	47439	49019	53839	56283
1	50999	52970	58121	60956
2	54551	56925	62414	65626
3	58112	60880	66697	70292
4	61671	64835	70986	74966
5	65228	68785	75270	79640
6	68783	72743	79558	84307
7	72345	76695	83844	88978
8	75902	80650	88129	93647
9	79459	84602	92414	98321
10	83016	88556	96703	102991

Related Experience

Members new to the BWDSB will receive an assessment of their years of teaching or related trade/ business experience. The onus is on the member to provide the employer with the required documentation for this. The board will review the information provided by the member and will issue a letter indicating the amount of experience being granted.

Category Group Rating

Members new to teaching must get a rating statement from QECO and submit the statement to the BWDSB. All other members who are not currently in group 4 should apply to QECO to get their rating statement re-evaluated. The OSSTF certification system has moved to QECO, and some members will find that these changes will allow for category increases without any further course work.

You must submit any changes to your rating statement to the BWDSB. Anyone who does not submit a rating statement to the BWDSB will be paid at group 1. Upon receipt of a new certification evaluation, the BWDSB will make retroactive salary adjustments for increases in one of the three following ways:

- a) If the date of qualification is prior to the beginning of the school year, then the adjustment date shall be the first pay in the school year.
- b) If the certification statement is received by January 31, then the adjustment date shall be the first pay in the school year.
- c) If the certification statement is received by May 31, then the adjustment period shall be effective January 31.

HIGHLIGHTS FROM THE TBU COLLECTIVE AGREEMENT

The Staffing Process for Positions that Occur Outside of the June Composite Postings

There are two types of positions that can be advertised in Bluewater: school-based positions and system-based positions. System-based positions are jobs that provide support to students and/or teachers at more than one school.

The process for **advertising** vacant secondary **school-based** and **system** positions is as follows:

1. *All positions will be advertised internally to TBU members for three days. Members may apply to increase their time, or to move sections from one school to another school.*
2. *Any positions not filled internally are offered to members who have been laid off by the BWDSB and are currently on arecall list.*
3. *Any positions which remain vacant after the above steps will be advertised for 24 hours to internal members and to those on the recall list. Preference will be given to internal members.*
4. *Remaining sections will be posted in an external posting.*

The process for filling **school-based positions** is as follows:

1. *Positions will be offered to the most senior applicant who possesses **all** the qualifications required in the job posting.*
2. *Positions will only be broken up for members who are partially qualified if there is an applicant with partial qualifications who has more seniority than a fully-qualified applicant, and who needs a portion of a position to increase their time, or to consolidate sections in a school.*
3. *If there are no applicants meeting the criteria listed above, the principal will interview all the applicants.*
4. *When interviewing unqualified applicants for a position, mutual consent will continue to be granted for courses previously taught, provided that the course was successfully taught, and the circumstances have not changed.*

Below are examples of how school-based positions should be filled, outside of the June composite postings:

1. There is a 0.17 FTE English position advertised at OSD and the following members apply, listed in order of seniority:
 - Jamal is English qualified.
 - Tom is History qualified.
 - Lakisha is English qualified.Jamal would be offered the position because he is the most senior qualified applicant.

2. There is a 1.0 FTE math/science position advertised at KDS with 2 sections of math and 4 sections of science. The following members apply, listed in order of seniority:
 - Silas is a 1.0 math-qualified teacher at WDC.
 - Billie is a 1.0 science-qualified teacher at SDS.
 - Lola is a 0.33 science/math-qualified teacher at SDS who would like to increase her time.
 - Tomas is a 0.33 math-qualified teacher at JDS who would like to increase his time.
 - George is a 0.67 science/math-qualified teacher at GHS who would like to increase his time.

Although Silas and Billie are the most senior applicants, neither is fully qualified, nor are they consolidating their sections at KDS or increasing their time in the bargaining unit. Therefore, the job will not be broken up for Silas or Billie, i.e. they will not be offered the portion of the position for which they are partially qualified.

Lola will be offered the position because she is the most senior fully-qualified applicant and is applying to increase her time.

3. There is a 1.0 FTE history/art position advertised at GBC with 2 sections of history and 4 sections of art. The following members apply, listed in order of seniority:
 - Jill is a 1.0 art-qualified teacher at GHS.
 - Bob is a 0.67 history-qualified teacher at GBC who would like to increase his time.
 - Jane is a 0.33 history/art-qualified teacher at OSD.

Jill, the most-senior applicant, is not fully qualified, nor is she consolidating her sections at GBC or increasing her time in the bargaining unit. Therefore, the job will not be broken up for Jill, i.e. she will not be offered the portion of the position for which she is partially qualified.

Bob, who is the second most senior candidate and who is partially qualified, will be offered the two history sections that fit into his existing schedule, because Bob is increasing his FTE.

The remaining 4 sections from this position will be re-advertised because the board considers it a new job.

The process for filling **system positions** is as follows:

1. *All eligible applicants will be considered for an interview.*
2. *Interviews will occur and based on the selection process, the top-ranked candidate will be offered the position.*

MEMBER HEALTH & SAFETY

Under the Occupational Health & Safety Act (OHSA), you have:

The right to know . . .	The right to participate . . .	The right to refuse . . .
<ul style="list-style-type: none"> • Administrators are required to inform you of any known hazards in the workplace • Your Health & Safety Board is your source for JHSC minutes, reports, inspections, and worker concerns / responses 	<ul style="list-style-type: none"> • in training opportunities and information sessions • in identifying and resolving worker concerns, including risk assessments and reporting health & safety concerns 	<p><u>You have the right to refuse unsafe work</u>, if you have concerns for your safety...</p> <ul style="list-style-type: none"> • if your workspace is below 18°C, you have the right to refuse • because of threatening behaviour of a student, you have the right to refuse* <p><i>*as a teacher, you must ensure the safety of students in your care first.</i></p> <p><i>*If possible, please contact Brian Windross (519-374-9371) or Bonnie Cameron (519-374-4744) prior to refusing unsafe work so we can support you through the process.</i></p>

Health & Safety Concerns

- If you have health and safety concerns at your worksite, please complete form **Worker Concern Form AF 3813** and submit to your administration immediately.
- Paper copies of **Worker Concern Form AF 3813** should be available on your school's H&S bulletin board, and an electronic copy can be found at www.osstfd7.ca/tbu-health—safety .
- **Worker Concern Form AF 3813** can be submitted anonymously (type, print, submit to administrator's mailbox).
- The most effective way to report a concern to your administration is to fill out the **Worker Concern Form AF 3813**.
- Even if you speak directly to your administration about your concern, you should fill out the **Worker Concern Form AF 3813**.
- Even when you ask a custodian to fix the concern, you should fill out the **Worker Concern Form AF 3813**.
- The **Worker Concern Form AF 3813** provides a written record of your concern for your JHSC (Joint Health & Safety Committee). This can go a long way towards pressuring the board to fix an issue.
- If you have questions about worker health and safety, please contact Bonnie Cameron, TBU Health & Safety Officer, at bonnielynnccameron@hotmail.com

Our Website

The Health and Safety page of the TBU website (www.osstfd7.ca/tbu-health—safety) has a number of resources available, including

- safety checklists for members,
- instructions for the Bluewater Online Incident Reporting Tool (to be used to report incidents of violence and aggression in schools, or any student behaviours for which suspension or expulsion must be considered)
- WSIB Forms (to be completed in the case of a workplace illness, injury, or infection)
- BWDSB Functional Abilities Form (to be used when a doctor's note is required)
- and many more

COVID and WSIB

We continue to live with COVID, despite perceptions that the pandemic is over. Masking is no longer mandatory, but individuals are still urged to take precautions. BWDSB staff can choose to wear either three-layer medical masks or N95 masks, both of which continue to be provided by the employer. As always, frequent hand-washing or sanitizing is strongly recommended.

If you contract COVID and believe that you may have contracted it while at school, it is recommended that you fill out **WSIB Form 6 (Worker's Report of Injury or Disease)** and submit to WSIB and Kathy Eccles (kathy_eccles@bwdsb.on.ca) as soon as possible after you become ill. The long-term effects of COVID are still not fully understood, and notifying WSIB that you became ill as a result of your job is an important step towards protecting yourself should long COVID influence your ability to work in the future. Members are also advised to complete and submit **WSIB Form 3958a (Worker's Exposure Incident Form)**.

Both forms are available on the TBU website at www.osstfd7.ca/tbu-health--safety.

TBU COMMUNICATIONS

Email

Members who do not yet receive our emails should email osstfd7@gmail.com and ask to be added to our mailing list. You will receive newsletters, bulletins, and other messages from this address – please add this address to your contacts list, so that our emails are not sorted into your junk folder.

We do not use BWDSB email for OSSTF communication, so if you have questions related to the federation, please email one of us from your personal, non-BWDSB address:

- Brian Windross, TBU President, at windross@live.com
- Bonnie Cameron, Chief Negotiator, at bonnielynncaeron@hotmail.com

TBU Newsletters

The TBU Newsletter is published monthly, and is emailed to all members at the personal, non-BWDSB email address which has been provided to the TBU.

TBU Website: www.osstfd7.ca/tbu

Visit our website to find the following:

- TBU contacts, committee members, meeting dates
- information on leaves and sick days
- member resources on a wide variety of topics
- benefits information and links
- retirement and pension info
- health and safety information
- the current TBU constitution

Some of the documents posted on the website have been password-protected; please check the monthly newsletter for the password or see your branch president.



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OSSTF DISTRICT 7 BLUEWATER

OSSTF District 7 Bluewater represents over 1,000 employees of the Bluewater District School Board in the counties of Bruce and Grey. These members are represented by five Bargaining Units and connected by District Council:

- TBU: Secondary Teachers
- OT: Secondary Occasional Teachers
- OPT: Office Professionals and Technicians
- ESP: Educational Support Professionals (EAs and DECEs)
- PSSP: Professional Student Services Personnel (speech pathologists, psychologists, attendance counsellors, etc.)

About District 7:

- The District 7 website is www.osstfd7.ca.
- Members who serve on the District Council are listed at www.osstfd7.ca/district-council.
- Members who sit on district committees are listed at www.osstfd7.ca/d7-committees.
- District 7 has an office on main street in Chesley that is shared by the five bargaining units.

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