

# BLUEWATER DISTRICT 7

## OFFICE PROFESSIONALS & TECHNICIANS

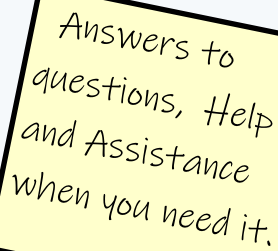
The Office Professionals & Technicians (OPT) in Bluewater support 16,200 students and 3,000 permanent and casual employees. The Office Professionals and Technicians form one of the supporting pillars in the school community.

We are the first point of contact for students, parents, community partners, providing support for administrators, teachers and other support staff, to ensure the best learning environment possible in Bluewater.

Office Professionals ensure the safe arrival and departure of every student. We are the liaison between bus companies, parents and students. Office Professionals take their role very seriously in assisting with the safety of Bluewater District School Board students.

Staff in central administration offices work behind the scenes to support the education system. Student records, ministry reporting, and teacher/employee administrative systems are dependent on the expertise of these team members.

Technicians install and maintain a high-speed, wide area network that connects all Bluewater work sites as well as being responsible for installation and maintenance of central systems.



Answers to  
questions, Help  
and Assistance  
when you need it.

### Who Is OSSTF

Welcome to OSSTF, the only union in Ontario that includes public secondary school teachers and educational workers.

Membership in OSSTF brings you the support and assistance of members in all sectors of the educational system. This extends from your co-workers in the school or workplace to those in the bargaining unit, district and provincial office.

### Rights:

OSSTF members have all of the democratic and human rights of Canadian citizens and union members. Some key professional rights featured in the OSSTF constitution include:

- The right to participate in the union
- The right to fair and equitable treatment from employers
- The right to fair evaluation
- The right to fair representation by the union

### Responsibilities:

OSSTF members must

- comply with the constitution, bylaws and policies of OSSTF
- uphold the OSSTF pledge and statement of ethics
- act in accordance with the Principles of Professional Conduct
- support their negotiators and participate in all strike activities voted on by the majority of members
- on making an adverse report on another member, give that member a copy within 3 days (except for reporting suspected child abuse under the Child and Family Services Act).

# Your OPT Executive

## President

### [KEVIN SMITH](#)—President Bargaining Unit

Client Services Technician, ICT Department.  
Among the many roles/duties he has he also represents the Bargaining Unit on District Council, on District H&S, Political Action, Finance, Constitution Committees. Kevin also represents the Bargaining Unit and District at Grey Bruce Labour Council while serving as President of GBLC.

## Vice-Presidents

### [Sylvie Tibben](#)—1st Vice-President Grievance –

Office Manager, Kincardine Township-Tiverton Public School.  
Among the many roles and duties she has, Sylvie is also the bargaining unit Treasurer and she also represents the Bargaining Unit on District Council.

### [Dawn Perry](#)—2nd Vice-President , Pay Equity

Office Manager, Beavercrest Community School. Among the many roles and duties she has she also represents the Bargaining Unit on District Council.

## Bargaining Unit Officers

[Penny Huettlin](#)—Chief Negotiator, Pay Equity and Education Services Officer. Casual Office Supply

[Sylvie Tibben](#)—Treasurer Office Manager, Kincardine Tiverton Township Public School

[Jade King](#) -Secretary. Casual Office Supply.

[Audrey Unger](#) - Bargaining Unit Benefits Officer. Office Manager, Sullivan Community School

[Michele Humphrey](#) - Status of Women Officer. Health & Safety Assistant, Bluewater Education Center

[Michelle Motay](#) - Equity, Anti-Racism/Anti- Oppression Officer. Office Professional, Macphail Memorial Elementary School

[Heather Hettrick](#) - Health & Safety Officer. Office Manager, Mildmay Carrick Public School

Your voice  
matters!

## Area Representatives

Area Rep's are responsible for Communications with members in specific areas to ensure their concerns are addressed at Bargaining Unit Meetings.

**Area 1**— [Debbie Bray](#) - Office Manager, Amabel Sauble Community School

**Area 2**—[Susan Greig](#) - Office Manager, Alexandra Community School

**Area 3**— [Audrey Unger](#) - Office Manager, Sullivan Community School

**Area 4**—[Teresa Herman](#) - Transportation Route Planner in the Transportation department

**Area 5**—[Ann Lachance](#) -Office Manager, Hepworth Central Public School

It's great to know  
there is always help  
available when you need  
it. —Anne Martindale



**EVERYTHING YOU NEED TO  
KNOW ABOUT YOUR UNION IN ONE  
CONVENIENT PLACE.**

Get started  
right away,  
Head to

[www.osstfd7.ca](http://www.osstfd7.ca)



HOME

DISTRICT COUNCIL

CONTACT US

**BARGAINING UNITS**

Click **Bargaining Units**

At the top left, you will see Bargaining Units, hover over that and there will be a drop down menu, you will see OPT, with another drop down, for news, benefits, contact, OTIP news, members in action, and members only . **Please refer to your welcome email for the password**

Bargaining Unit Information can be found on the Bargaining Unit website ([www.osstfd7.ca/opt](http://www.osstfd7.ca/opt))

The following information can be found in the “ Members Only ” section of the website.

- Collective Agreement
- Constitution and By-Laws
- Seniority List
- OSSTF Benefits Plan
- Sick Leave Information
- Pay Equity Plan
- Health & Safety Information

Annual General Meeting information

Commonly used Acronyms can also be found here

The Provincial OSSTF website is your source for information about OSSTF. By logging into “My OSSTF” , a protected space, you will find information regarding OSSTF, Constitution and By-Laws, services available to members, Provincial Committees, Bargaining, and Provincial information in the form of District/ Bargaining Unit memos (D/BU’s) . You can also update your personal email and mailing address used by OSSTF to communicate with you.

OMERS Pension plan

OTIP Benefits

Edvantage—Member Discount Offers



“You can get everything in life you want if you will just help enough other people get what they want.” — Penny H

## MEMBER RESOURCES



### *Union*

OSSTF 1-800-267-7867 [www.osstf.ca](http://www.osstf.ca)

District 7 519-363-0222 [www.osstfd7.ca](http://www.osstfd7.ca)

OPT President 1-519-372-5620

[opresident@d07.osstf.ca](mailto:opresident@d07.osstf.ca)

### *Benefits*

OTIP 1-866-783-6847

[www.otipservices.ca](http://www.otipservices.ca)

### *Pension*

OMERS 1-800-387-0813

[www.myomers.com/members](http://www.myomers.com/members)

### *Financial*

Educators Financial Group

1-800-263-9541

[www.educatorsfinancialgroup.ca](http://www.educatorsfinancialgroup.ca)

### *Great Offers and Deals*

#### *Edvantage*

Edvantage is a program that offers savings/ discounts, contests and more for members'

1-866-750-6847 [www.edvantage.ca](http://www.edvantage.ca)

#### *Self Help*

##### *EAP*

1-844-880-9137

[www.worklifehealth.com](http://www.worklifehealth.com)

CAREPATH (cancer) 1-800-290-5106

[www.otip.carepath.ca](http://www.otip.carepath.ca)

## Join Us, Be Part of Your Union!

Elections for the positions on the executive are every two years (odd numbered years) at our annual general meeting. The following are just a few of the positions that are available:

Health and Safety Officer	Education Services Officer
Benefits Officer	Constitution Officer
Political Action Officer	Pay Equity Officer
Anti-Racism, Anti-Oppression Officer	Equity Officer

if you are interested in being part of the following committees please let Kevin know

- Health & Safety and Security
- Professional Development Workgroup
- Constitution Committee
- Collective Bargaining Committee
- Collective Bargaining Table Team

OPT

Annual General Meeting,

held in May

It is a great way to hear what your union is doing/done over the year, socialize with your colleagues, enjoy a great dinner and you have a chance to win door prizes!"

The executive is a great way to get to know our colleagues across the District!

-Jess E Iphick