



**POLICY  
&  
PROCEDURE  
HANDBOOK**

March 25, 2010

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## PARLIAMENTARY AUTHORITY

### POLICY:

It is the policy of OCETF that "ROBERTS RULES OF ORDER" NINTH EDITION, 1990, shall be the authority for parliamentary procedures.

## CHANGES TO POLICIES AND PROCEDURES

### POLICY:

It is the policy of OCETF that policy motions require a minimum two-week notice of motion. Written rationale must be provided.

## VOTING MAJORITIES

### POLICY:

In accordance with the constitutional precedent, it is the policy of OCETF that the following special voting majorities shall apply:

1. Two-thirds of the Members present at a General Meeting to amend the Constitution.
2. A simple majority vote to add to, amend or rescind Policies and Procedures, and/or By-Laws.

## VOTING BY TOTAL MEMBERSHIP

### POLICY:

It is the policy of OCETF that the total membership shall vote on the following matters:

1. Proposed changes to the Collective Agreement.
2. Changes to the Constitution and Bylaws of OCETF.
3. Election of the Executive and the C.B.C.
4. Other matters as determined by Council.

## VOTING BY EXECUTIVE

### POLICY:

It is the policy of OCETF that the Executive shall vote on::

1. (Approve) Routine matters of Executive business.
2. (Approve) Decisions involving expenditures of the Executive budget.
3. (Approve) Guidelines for Committees.
4. (Approve) Times and places of meetings.
5. (Ratify) The appointment of OCETF members to joint Ottawa-Carleton District School Board (OCDSB)/OCETF committees and those acting as observers to Board Committees.

## VOTING BY OCETF COUNCIL

### POLICY:

It is the policy of OCETF that the OCETF Council shall vote on:

1. (Approve) Routine matters of OCETF Council business.
2. (Ratify) The budget proposed by the Executive.
3. (Ratify) Applicable Executive decisions.
4. (Make) Changes to OCETF Policies and Procedures.
5. Expenditure of OCETF Reserve Funds.

## RECORDED VOTE AT OCETF COUNCIL

### *PROCEDURES:*

When a recorded vote is required or requested at an OCETF Council meeting, all school Stewards (or designates), Executive Members and Committee Chairpersons (or designates) shall be listed.

## VOTING AND BALLOTING PROCEDURES

### POLICY:

It is the policy of OCETF that there shall be a standardized, systematic voting and balloting procedure.

#### A) *THE BALLOTS*

##### *PROCEDURES:*

1. All Ballots will clearly and unmistakably indicate the intent of the vote in order to be valid.
2. Defaced ballots shall be invalid.
3. Comment sheets shall be available with each ballot envelope where an in-school vote is taken.
6. Wherever possible separate ballots shall be used for each resolution.
7. For the election of officers at the Annual Meeting colour-coded ballots shall be used.
8. When several nominees for equal offices are voted for in a group:
  - a) a ballot containing fewer votes than the number of positions to be filled shall be valid.
  - b) a ballot containing votes for more than the number of positions to be filled shall be invalid.

#### B) *BALLOT COUNTING*

##### *PROCEDURES:*

1. The name(s) of a Returning Officer(s) shall be submitted by the OCETF Executive for Council ratification for each vote by secret ballot held within the organization.
2. The Returning Officer(s) shall be fully cognizant of OCETF voting and balloting procedures before counting begins.
3. Scrutineers will be appointed by the Executive.
4. After voting, ballot envelopes will be delivered to and checked by the Returning Officer(s).
5. When there has been an in-school vote, ballot envelopes will be opened and the Scrutineers will verify that the number of ballots corresponds to the number of voters.
6. All ballots will then be placed in a central pool.
7. The Scrutineers will tabulate the vote by taking ballots from the central pool.
8. A standardized tally sheet will be used.
9. The Returning Officer(s) will be responsible for the final tabulation of the ballots, and will prepare and submit a signed report to the Executive.
10. Counted ballots shall be retained pending a motion for recycling.

## IN-SCHOOL VOTING

### POLICY:

It is the policy of OCETF that matters regarding the Collective Agreement shall be decided through an in-school vote.

It is the policy of OCETF that ballot envelopes, which have not been delivered to the Returning Officer(s) by the specified time shall not be counted. Exceptions may be made at the discretion of the Returning Officer(s).

### *PROCEDURES:*

1. The voting package shall be prepared at the OCETF office for each school.
2. Instructions for voters shall be attached to the voting package.
3. The voting package shall be delivered at least one day prior to the voting day, including voting instructions to Stewards or designates.
4. The Returning Officer(s) shall be provided with a list of OCETF Stewards and both their home and school telephone numbers.
5. Voting in the schools shall take place before a specified time and the Steward shall act as a Scrutineer.
6. Voting by OCETF members located in sites other than schools shall occur at that site or the OCETF Office at a specified time.
7. The OCETF Steward shall deliver the sealed ballot envelope to a predetermined drop-off school by a specified time. OCETF ballot counting policy will be followed.
8. Persons delivering ballot envelopes are to contact the OCETF Office directly if an emergency develops.
9. Teachers on leave who have registered with the OCETF Office shall be instructed to vote at the OCETF Office.

VOTING PROCEDURES - ELECTION OF OFFICERS  
OCETF ANNUAL MEETING

**POLICY:**

It is the policy of OCETF that a standardized procedure be followed at the Annual meeting with respect to the election of Executive Members and Collective Bargaining Committee Members.

**PROCEDURE:**

1. Prior to the date of the Annual Meeting the following action should have taken place:
  - a) The Nominating Committee shall be appointed by the President as outlined in By-Law [VI part iv)\ 6.0.6 I].
  - b) Ballot books shall be prepared, each containing **8** ballots of various colours. These ballots shall be numbered 1 through **8** in the upper right hand corner. Extra ballots, if needed, shall be available from the Chief Returning Officer. (**Revised February 2010**)
  - c) The Executive shall appoint a Chief Returning Officer and up to 20 Scrutineers to fulfill the following functions at the Annual General Meeting:
    - Distribution of ballot books
    - Collection of ballots **cast**
    - Tabulation of votes cast
    - Preparation of Election Results
  - d) The Chief Returning Officer shall notify each candidate of their right to have an agent oversee the tabulation of ballots.
  - e) An Annual Meeting Committee appointed by the Executive shall make provisions for:
    - Location of the Annual General Meeting
    - Tables for ballot distribution
    - A private area at the Annual Meeting location for the tabulation of votes with tables and chairs for the Chief Returning Officer and the Scrutineers.
2.
  - a) At the Annual General Meeting the following action should take place until the commencement of the elections:
    - OCETF members proceed to duly marked tables to receive a ballot book.
    - All members sign a form to indicate receipt of a ballot book.
  - b) Ballot books lost or misplaced during the course of the meeting will not be replaced.

3. The order of elections shall be:
  - President
  - 1st Vice-President
  - 2nd Vice-President
  - CBC Chair (Revised February 2010)**
  - Secretary
  - Treasurer
  - 7 Executive Members at large
  - Collective Bargaining Committee
4. Following the candidates' speeches, the Chief Returning Officer will announce the colour and number of the ballot to be used. The Chief Returning Officer will announce when the voting period has ended and Scrutineers will collect the ballots.
5. The Chief Returning Officer will oversee the sealing of the ballot envelopes and their removal to the tabulation area.
6. Following the tabulation, the Chief Returning Officer will complete an Election Report, which shall be delivered immediately to the presiding officer. To be declared successful, a candidate for any designated office must obtain a majority of votes. In the case of more than 2 nominees for the position, and failing a majority for any candidate on the first ballot, the count of votes shall be announced and the name of the candidate with the least number of votes shall be dropped from the second succeeding ballots until one of the candidates has a majority.
7. At the conclusion of the Election of Officers and C.B.C. members, the Chief Returning Officer shall move that the ballots be recycled. However, this action may be deferred at the request of a candidate seeking a recount.

#### BY-ELECTIONS

#### POLICY:

It is the policy of OCETF that, in the event of a vacancy arising on Executive, a by-election will be held at an OCETF General Meeting. This meeting shall be held at the earliest convenient date that the meeting can be arranged.

#### *PROCEDURE:*

A by-election for executive at large, the candidate(s) with the most votes shall be declared elected. There will be only one ballot. Table officer positions require a clear majority and may require more than one ballot.

A by-election for CBC, the candidate with the most votes shall be declared elected. There will only be one ballot. In the event of an election to fill multiple positions with different terms of duration, the candidate with the most votes shall be deemed to be elected to the longest available term, the second most votes to the second longest terms etc.. (Revised 2008)

## ELECTED POSITIONS IN OCETF

### POLICY:

1. Elected terms for the President and Vice-Presidents **and CBC Chair ((Revised February 2010) will** be two years. All other elected positions will be a term of one year, with the exception of the Collective Bargaining Committee, some of whom will hold office for three years. (Revised February 2008)
2. The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-President, and Chief Negotiator shall be granted full-time release from teaching duties for the term of office.
3. An active member in good standing with OCETF may be nominated to stand for elected office.
4. That nominations for release positions close 72 hours prior to the commencement of the AGM. **(NEW March 2010)**
5. Should there be no nominations received for a specific release position, then the 72 hour period shall be waived and nominations shall remain open for that position up until the beginning of the Annual General Meeting. **(NEW March 2010)**  
The Nominating Committee Chairperson shall submit to the Annual Meeting a slate of nominees for the offices of OCETF.
6. Additional nominees for each and all positions will be accepted from the floor of the Annual Meeting if the nominator and seconder are in attendance.
7. That candidates for released positions shall be allowed a \$100 reimbursement for election costs, provided receipts are maintained and submitted within 30 days of the election.
8. Elections shall be held prior to June 1<sup>st</sup> of each school year.

### PROCEDURE:

1. Members of the OCETF in good standing may be nominated for any elected position.
2. Nominations may be sent to the Chairperson of the Nominating Committee at any point during the school year, prior to the Annual Meeting. Nominations may also be submitted via e-mail to the OCETF office manager. The manager will post candidates' profiles in the OCETF folder if it is received one month prior to the AGM.
3. Each candidate for the position of President shall be given five (5) minutes to address the assembled members.
4. Each candidate for the position of 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President **and CBC Chair (Revised February 2010)** shall be given three (3) minutes to address the assembled members.
5. Each candidate for the position of Treasurer, and Secretary shall be given two (2) minutes to address the assembled members.
6. Each candidate for the position of Executive Members shall be given two (2) minutes to address the assembled members.
7. Each candidate for the position of the Collective Bargaining Committee shall be given two (2) minutes to address the assembled members.
8. Candidates who have been unsuccessful in an election may choose to seek another position without re-nomination as long as they declare their intention to the assembled members prior to the close of 8 nominations.

9. Each candidate is encouraged to appoint a Scrutineer to observe the counting of the ballots for that candidate's election.
10. Voting procedures are as stated in the OCETF POLICY and PROCEDURES.

## REMUNERATION OF RELEASE OFFICERS

### POLICY:

It is the Policy of OCETF that release officers receive remuneration **based on the following structure. (March 2010)**

That OCETF Released Officers be remunerated based on the following structure:

President:	A4 max + 20%
1 <sup>st</sup> VP:	A4 max + 15%
2 <sup>nd</sup> VP:	A4 max + <b>15% (Revised February 2010)</b>
CNO:	A4 max + 15%

## DISCRETIONARY POWERS OF THE PRESIDENT

### POLICY:

It is the policy of OCETF that the President shall have the discretionary power to call Executive Meetings. Should this be impossible or impractical, the President may make binding decisions (other than those requiring Council or General Membership ratification as outlined in Voting Majorities and Voting by the Total Membership) on behalf of the Members of OCETF during Christmas Break, March Break and the Summer Recess.

## EXECUTIVE

### POLICY:

It is a policy of OCETF that:

1. The Executive shall include planning for Council Meetings as a regular item on the agenda of Executive Meetings.
2. Executive Members shall participate in an orientation session on their roles and responsibilities prior to October 31st.
3. Dinner be provided from the Executive budget when Executive meetings extend beyond a reasonable hour.
4. The Executive shall provide an Orientation Session for the OCETF Council and at least one Steward Training Session.

## DELEGATIONS TO EXECUTIVE

### POLICY:

It is the policy of OCETF that:

1. The Executive shall receive delegations from OCETF members upon request.
2. The Executive may receive delegations from non OCETF members after Executive consideration of the request.
3. Where applicable, delegations shall receive a timely response from the Executive.

### *PROCEDURE:*

1. Delegations shall be placed on the agenda to present as a timed item.
2. Discussion and debate by Executive shall be held in-camera.
3. Where applicable, a timely response from Executive shall be given.

## PRESENTATION TO COUNCIL

### POLICY:

It is the policy of OCETF that the Executive shall screen all requests for presentation at OCETF Council meetings.

## SURVEY OF MEMBERS

### POLICY:

It is the policy of OCETF that individuals or groups, including committees, who wish to survey or determine the opinions of the membership shall first request and receive approval of the OCETF Executive before conducting the survey.

## LIAISON WITH TRUSTEES

### POLICY:

It is the policy of OCETF that:

1. The Executive shall maintain a continuing liaison with Trustees.
2. The President or designate shall attend all Board Meetings.

### *PROCEDURE:*

1. The Executive shall appoint observers for teams for each Standing Committee and may appoint an observer team for Advisory Committees of the Board.
2. The Executive shall appoint two members to act as observers to the Budget Committee of the “OCDSB”.
3. The observer teams shall report on a regular basis to the Executive.
4. The Executive shall hold an annual reception for Trustees.

## LIAISON WITH SENIOR STAFF

### POLICY:

It is the policy of OCETF that the Executive shall maintain a continuing liaison with the Senior Staff of the “OCDSB”.

### *PROCEDURE:*

1. The President shall participate in monthly meetings with representative(s) of the “OCDSB” Senior Staff.
2. The Executive shall hold an annual reception for Senior Staff.

## LIAISON WITH SCHOOLS

### POLICY:

It is the policy of OCETF that each Executive Member shall maintain a continuing liaison with designated schools.

### *PROCEDURE:*

Each Executive Member shall:

1. Obtain the names of the Stewards and the Alternates.
2. Contact Stewards to introduce oneself.
3. Ascertain the most appropriate time for calling at home and at school.
4. Plan a method for delivering materials to the school.
5. Encourage communication by telephone or electronically.
6. Attend, by invitation, OCETF meetings at his/her designated school.

## LIAISON WITH COMMITTEES/ASSOCIATIONS

### POLICY:

It is the policy of OCETF that the Executive shall maintain continuing liaison with the standing committees/associations of OCETF.

### *PROCEDURES:*

1. By the second Executive Meeting of the year Executive Members shall be designated to liaise with a specific standing committee/association of OCETF.
2. The Chair and the Executive Liaison will maintain regular communication concerning committee activities.

## LIAISON WITH OSSTF

### POLICY:

It is the policy of OCETF that:

3. A representative of OCETF shall accept an invitation from OSSTF to attend its Council Meetings.
4. An invitation shall be extended to the members of OSSTF District Executive to attend OCETF's Council Meetings.

## OCETF COMMITTEES/ASSOCIATIONS

### POLICY:

It is the policy of OCETF that:

1. All Committees/Associations shall be directly responsible to the Executive.
2. All policy items emanating from Committees/Associations shall be forwarded to the Executive for review.
3. Committees/Associations who wish to survey or determine the opinions of the membership shall first request and receive approval of the OCETF Executive.
4. Communication to Trustees, the Director or Senior Staff shall be made through the Executive. All contracts must be signed by the President or his/her Designate. Agreements and obligations must be approved by the President.
5. Communication with the Executive shall be done through the Executive Liaison.
6. The Executive liaison members shall be informed of all Committee/Association meetings/workshops, and meetings of the Committee/Association Executive.
7. Executive liaison members shall receive copies of both any outgoing Committee/Association correspondence and minutes of the meetings.
8. Committees/Associations shall operate within the budget guidelines.
9. Each Committee/Association shall prepare a budget annually on a standardized form at the direction of the Executive, and, shall bring said budget to the budget meeting attended by the Committee/Association Chairpersons and the Budget Committee.
10. Light refreshments may be provided at regularly scheduled Committee/Association Executive Meetings. This item is to be included in Committee/Association budgets.
11. Committee expenses must be in accordance with their approved budget proposal and within the budget amount allotted in the budget.
12. In honour of Denis Landry, all profits generated through Wellness Committee activities shall be donated to activities or programs to enhance the wellness of children, such programs to be determined by the Wellness Committee. (Revised 2008)

### *PROCEDURES:*

Unexpected expenses or expenses beyond the budget line must be approved by the President.

## COLLECTIVE BARGAINING

### POLICY:

It is the policy of OCETF that:

1. The Chairperson of the Collective Bargaining Committee shall contact as necessary senior staff regarding matters emanating from the Collective Agreement. The Chairperson shall keep the President and Executive of OCETF informed regarding such contacts.
2. The President and the Chairperson of C.B.C. shall sign negotiations updates sent to the Membership. Members of the Executive shall receive copies of the updates prior to distribution to the members.
3. The President of OCETF shall agree with inter-panel transfers in accordance with the appropriate section of the Collective Agreement only when the needs of the elementary members have been met.
4. The C.B.C. shall provide members of the Executive copies of the items in the Preliminary Submission shown on overheads or computer at the General Meeting.
5. All members shall be paid on the same salary grid and shall work the same teaching year, with the exception of released officers who shall have a separate grid.
6. Collective Bargaining shall be conducted in accordance with the Ontario Labour Relations Act and the policies of OCETF.
7. Matters related to the Collective Agreement, including ratifying both the Preliminary Submission and the Tentative Agreement shall be decided by an in-school vote.

### PROCEDURE:

1. When a member calls the President or the Chairperson of C.B.C. regarding the Collective Agreement, the President and Chairperson of C.B.C. shall consult as soon as practicable.
2. The President and Chairperson of C.B.C. shall discuss the question and agree on a course of action.
3. If the President and the Chairperson of C.B.C. do not agree on a procedure, the matter shall be referred to Executive.

## INFORMATION TO MEMBERS

### POLICY:

It is the policy of OCETF that all Members shall be kept informed of the proceedings of Council.

### *PROCEDURE:*

1. Attendance shall be taken at all meetings of Council.
2. All Council material will be sent to Stewards and Committee Chairs who were absent from Council.
3. Council Highlights will be a regular feature in the OCETF Newsletter.
4. Upon request, seconded Members shall receive the Minutes of Council.
5. Upon request, Minutes of Council shall be sent to OCETF members on exchange in the secondary panel.

## MONTHLY CALENDAR

### POLICY:

It is the policy of OCETF that there shall be a monthly calendar of scheduled Federation activities.

### *PROCEDURE:*

The monthly calendar shall be distributed to the Stewards.

## BUDGET

### POLICY:

It is the policy of OCETF that an annual budget be prepared and voted on at the OCETF Annual General Meeting.

### *PROCEDURE:*

The Annual Budget shall be prepared and voted on according to the terms of By-Law 9.0.1.

## TREASURY

### POLICY:

It is the policy of OCETF that:

1. The Treasurer shall report each month to Council or as directed.
2. Receipts for all expenditures of the OCETF money shall be submitted to the Comptroller, and subsequently approved by the Treasurer.
3. All cheques shall be payable to OCETF.
4. All credits shall be deposited to the OCETF account.
5. The Treasurer, President and 1st Vice-President and Comptroller shall have the authority to sign cheques. All cheques must have two signatures to be valid.
6. The Federation shall make provisions for release time for the Treasurer upon approval by the President.

### *PROCEDURES:*

Requests from any Committee member for payment of money shall require approval by the Chairperson and/or Treasurer of that committee.

## TRAVEL ALLOWANCES

### POLICY:

It is the policy of OCETF that members of OCETF whose salaries are paid by OCETF, as well as Executive members and CBC members, shall receive a travel allowance equal to the current OCDSB or ETFO rate, whichever is higher, for mileage incurred while attending approved meetings and functions.

### PROCEDURE:

1. a) Eligibility for Allowance:  
Executive Members - Executive meetings, OCETF Committee meetings, OCDSB Committee meetings (as the designated member), and other Executive business as approved by the President.  
CBC Members - CBC meetings, negotiation sessions, school visits and other business as approved by the Chair of CBC.
- b) Travel Allowance shall be calculated as follows:  
For midday meetings - calculate the actual mileage, from work site to meeting and return to work site.  
For after school meetings - subtract the distance from work site (school) to home from the sum of the distance from work site to meeting and meeting to home.  
*Example:*  
$$(School\ to\ meeting) + (meeting\ to\ home) - (school\ to\ home) = Km\ claimed$$
$$5 \quad + \quad 7 \quad - \quad 8 \quad = \quad 4$$
2. Travel Allowance forms shall be provided by the OCETF Office.
3. Members shall submit Travel Allowance forms to the Treasurer at the end of November, February and May. If applicable, there shall be a projection for scheduled June meetings.

## OCETF OFFICE

### POLICY:

It is the policy of OCETF that a suite of offices be provided for the Executive and office staff of OCETF and that Federation offices be barrier free.

### PROCEDURE:

1. Prior to the expiration of the lease, the President or Designate shall meet with the landlord to negotiate a tentative lease renewal.
2. The President or Designate may engage a real-estate agent to search out alternate locations.
3. The President or Designate shall conduct a cost analysis and make a recommendation to Executive.

## OFFICE STAFF

### POLICY:

The President shall be responsible for, and make, recommendations regarding office staff.

### PROCEDURE:

1. The President shall review annually and recommend to the Executive the salary of the Office Staff.
2. The President, in consultation with the Executive, shall recommend to Council any need to increase or decrease the office staff of OCETF.

## ENTERTAINMENT

### POLICY:

It is the policy of OCETF that expenses shall be paid from the Executive budget when entertaining at the discretion of Council or Executive.

### PROCEDURE:

1. The President shall use a credit card to pay for the entertainment of persons entertained on the behalf of and/or at the direction of Council.
2. Receipts and the monthly credit card statement shall be submitted to the Comptroller, prior to payment of the bill.
3. If requested, the President shall give a full accounting of such expenses to Council.
4. All members of OCETF shall pay their own expenses at any OCETF function attended by the general membership.
5. Persons invited to OCETF in a consultative capacity shall be offered payment for transportation costs.

**POLICY:**

It is the policy of OCETF that the Executive shall respond to requests for immediate action at the local level from OTF and ETFO.

**PROCEDURE:**

- (A)** When there are requests for Every-Member action within a 48 hour period:
1. The President shall contact the members of the Executive.
  2. If a majority of the Executive deems it necessary, the President shall convene a Special Executive Meeting for the purpose of developing an Action Plan.
  3. The Action Plan may contain:
    - a) a request for Executive Member telephone contact with schools.
    - b) a request for Executive Member to visit schools in his/her immediate area.
    - c) an issuance of a memorandum of verbal messages to members which clearly states:
      - i) the nature of the request;
      - ii) the reason for and the source of the request;
      - iii) the degree of autonomy of flexibility permissible at the school staff level;
      - iv) the method of funding communications that are part of the Action Plan;
      - v) the time allocation for completion of the Action Plan.
    - d) such other aspects as deemed necessary by the Executive Officers.
- (B)** When there are requests for Every-Member Action within a weekly/monthly time frame:
1. The President shall:
    - a) place the matter on the agenda of the next Executive or Council Meeting.
    - b) if necessary convene a special Executive Meeting.
  2. The Executive or Council shall determine the Action Plan in accordance with the nature of the request.

## COUNSELLING

### POLICY:

It is the policy of OCETF that:

1. The President shall provide or make provisions for counselling of OCETF members.
2. The identity of the individuals shall be confidential.
3. In a counselling case which might lead to dismissal, disciplinary action, spending of funds or a grievance, the Executive shall be informed of the case.

## STRIKE DISCIPLINE POLICY

### POLICY:

It is the policy of OCETF that:

1. All members of the Ottawa-Carleton Elementary Teachers' Federation will support a sanction approved by the membership.
2. Any member not supporting such a sanction may be subject to any or all of the following disciplinary measures:
  - a) Names will be published in all schools;
  - b) NO involvement will be allowed in any OCETF activity for a period of five (5) years.
  - c) NO membership on any OCETF committee will be allowed for a period of five (5) years.
  - d) NO Conference funds will be approved for a period of five (5) years.
  - e) The member will not be allowed to vote on any OCETF matter (excepting the Collective Agreement) for a period of five (5) years.
  - f) The member will not be served by the OCETF in any matter except those specifically provided for in the Collective Agreement.
3. Prior to any disciplinary measures being taken, the member shall have the right to appeal the disciplinary action before the OCETF Executive.

## LEGAL COUNSEL

### POLICY:

It is the policy of OCETF that a firm to be named and engaged as legal counsel to OCETF.

### PROCEDURE:

Legal counsel may be sought through the President or Designate:

1. For advice in a counselling case.
2. For advice in areas bounded by the Collective Agreement.
3. For advice during negotiations, concerning grievances or arbitration.
4. At the request of the Executive, Council, or an individual.

## PROFESSIONAL DEVELOPMENT

### POLICY:

It is the policy of OCETF that:

1.
  - a) Members shall attend “OCETF’s” Annual Professional Development Day.
  - b) Special Education Teaching/Educational Assistants employed in elementary schools, and student teachers assigned to a school at the time of the Annual Professional Development Day, shall be invited to attend the Professional Development Day at no cost.
  - c) Occasional teachers shall be encouraged to attend the OCETF Professional Development Day.
  - d) Principals and Vice-Principals may attend the OCETF Professional Development Day and shall be charged an individual fee.
2. Professional Development Day presentations/workshops may be of a philosophical, motivational, or personal growth nature and may include workshops on current initiatives (Revised 2008).
3. OCETF members presenting a workshop are encouraged to attend at least one (1) presentation/workshop for their own professional growth.
4. OCETF presenters shall be given an honorarium. (Revised 2008)

## CONFERENCE FUNDING

### POLICY:

It is the policy of OCETF that OCETF provide **Professional Learning** funding for its members. (March 2010)

### PROCEDURE:

The Conference Funding Committee shall:

1. Grant funds for professionally related conferences or workshops.
2. Not grant funds for any conference which falls on the same day as “OCETF’s” Annual Professional Development Day.
3. Not provide funding for **activities that are sponsored by the OCDSB. (To be effective July 1, 2010) (March 2010)**
4. Have the authority to provide assistance to any member up to a maximum of five hundred dollars Canada (500\$ Canadian) (Revised 2008) in any two year period.
5. Pay only for the registration, dependent care and parking up to the amount stated above for Ottawa area workshops. Out of town workshops will qualify for additional expenses as outlined on the application form.
6. Not permit funds granted to an OCETF member for a particular conference to be transferred to another member or conference. Substitutions of this nature shall invalidate the original request.
7. Process only those applications signed by the Member making the request.
8. Provide written confirmation of the approval or the refusal of funds.

9. Report monthly to Council. The report shall include the names of members who have had funds approved, the name of the Conference and the Names of the Members' Schools.

SCHOOL YEAR

POLICY:

It is the policy of OCETF that the four Professional Activity Days shall be as follows:

1. Two days for consultation with parents;
2. One Federation Day;
3. The last day of the school year;
4. There should be additional day(s) devoted to in-school activities and in service, as determined by staff consensus.

DEATH OF A MEMBER

POLICY:

It is the policy of OCETF that the death of a member shall be acknowledged.

*PROCEDURE:*

The Executive, on the death of a member shall:

1. Delegate a member of OCETF to call upon the family of the deceased to express sympathy on behalf of the membership.
2. Arrange a tribute in the name of the deceased person by making a donation to a recognized charity, the amount to be determined annually by the Executive.
3. Observe a moment of silence for the deceased member at the next Council meeting.

## RETIRING MEMBERS

### POLICY:

It is the Policy of OCETF that:

1. The members of OCETF shall honour members who are retiring from the profession. Retirement shall be defined by Article 18.01 of the Collective Agreement.
2. The Executive shall maintain a list of OCETF members who have retired.
3. The Executive shall approve a standard approach to honour retiring members.

### *PROCEDURE:*

The Retiring member shall be honoured by:

1. Receiving an invitation and ticket to the event at which the presentation ceremony will take place.
2. Receiving a corsage or boutonniere and a certificate appropriate to the occasion.
3. A public commendation for service to the profession

## OCETF SERVICE LEADERSHIP AWARD

### POLICY:

It is the policy of OCETF to recognize members who have been active and outstanding contributors to OCETF and to the teaching profession.

### *PROCEDURE:*

1. The award shall consist of a reward certificate and sterling silver lapel pin.
2. The certificates are to be signed by the President and the Executive Secretary.
3. Up to four awards may be granted annually.
5. Standardized nomination forms shall be distributed to schools and posted by Stewards.
6. Executive shall appoint an Awards Committee (according to By-Law VIII) to solicit and receive nominations for the award.
7. Only those nominations received by the posted deadline on the nomination form will be considered.
8. The Executive will screen the nominations to ensure that the nominees meet the criteria for the award.

## MARY HILL MEMORIAL AWARD

### POLICY:

It is the policy of OCETF that one (1) member who has served the Federation at the local level for over 5 years in leadership positions be awarded the Mary Hill Memorial Award.

### PROCEDURE:

1. The award shall consist of a gold lapel pin.
2. The recipient will have served the Federation as a school representative, local committee or provincial committee member, and may have served as an Executive Member.
3. Executive shall appoint an Awards Committee (according to By-Law VIII) to solicit and receive nominations for the award.
4. The Executive will screen the nominations to ensure that the nominees meet the criteria for the award.
5. The recipient is a member who has provided exemplary leadership at the local level, and leadership and service at the provincial level.

## NON-OCETF AWARDS

### POLICY:

It is the policy of OCETF to honour the contribution of non-OCETF members to the actions, initiatives and objectives of the Ottawa Carleton Elementary Teachers' Federation through the bestowing of the Honourary Membership Award.

## HONOURARY MEMBERSHIP AWARD

### PROCEDURE:

1. An Honourary Membership may be granted each year to one person who:
  - a) Is not and may never be a member of OCETF;
  - b) Has supported by actions and initiatives the objectives of OCETF;
  - c) Has been involved with the Ottawa Carleton Elementary Teachers' Federation;
  - d) Has made a positive and significant contribution to the teaching profession.
2. Executive shall appoint an Awards Committee (according to By-Law VIII) to solicit and receive nominations for the award.
3. The Awards Committee may receive nominations from individual OCETF members, committees of OCETF, school staffs, OCETF Executive.
4. The Awards Committee will make recommendations to the Executive for final decision.
5. The Award shall be presented by the President at the Annual Dinner.

4. The Award recipient will be an Honourary Member of OCETF for the following school year.
5. The Award shall consist of a lapel pin.
6. The Honourary Member shall:
  - a) be a guest of the OCETF Annual Dinner in the year in which he/she receives the Award.
  - b) be a guest of OCETF at the Federation PD Day and luncheon in the year in which the Award recipient is an Honourary Member.
- c) RECEIVE A SUBSCRIPTION OF THE OCETF NEWSLETTER.

#### HONOURARY LIFE MEMBERSHIP AWARD

##### *PROCEDURE:*

1. Honourary Life Memberships may be granted each year to persons who:
  - a) Have been members of the OCETF;
  - b) Have been active supporters of the initiatives and objectives of the OCETF;
  - c) Have made positive and significant contributions to the teaching profession;
  - d) Have retired on pension;
  - e) Have made significant contributions to the federation at the Local and/or Provincial level.
2. Honourary Life Memberships shall not exceed three (3) per year.
3. The total number of OCETF Honourary Life Members shall not exceed twenty-five (25) persons.
4. Executive shall appoint an Awards Committee (according to By-Law VIII) to solicit and receive nominations for the awards.
5. The Awards Committee may receive nominations from individual OCETF members, committees of OCETF, school staffs, OCETF Executive.
6. The Awards Committee will make recommendations to the Executive for final decision.
7. The Award shall consist of a lapel pin.
8. The Honourary Member shall:
  - a) be guests of the OCETF Annual Dinner in the year which they receive the Award.
  - b) have all duties, privileges and responsibilities of Members.
  - c) receive a subscription of the OCETF Newsletter.

## TERRY MURPHY AWARD OF EXCELLENCE

### POLICY:

It is the policy of OCETF to recognize school chief custodians who have contributed in an exemplary way to their school or the people in it, by awarding the Terry Murphy Award of Excellence.

### PROCEDURE:

1. The award shall be sponsored by Jackie Martell in memory of her son.
2. The award shall be granted to one chief custodian annually.
3. Nominations shall be made by school staffs and be signed by at least (5) members of the staff. The nomination shall consist of a one-page document explaining the nomination.
4. The school staff of the award winner shall prepare for the presentation at the school, and prepare an appropriate news release.

EXECUTIVE SHALL APPOINT AN AWARDS COMMITTEE (ACCORDING TO BY-LAW VIII) TO SOLICIT AND RECEIVE NOMINATIONS FOR THE AWARD, CHOOSE THE AWARD WINNER, AND NOTIFY STAFF WHILE ENSURING THE SECRECY OF THE DECISION UNTIL THE PRESENTATION IS MADE.

## BURSARIES

### POLICY:

It is the policy of OCETF that ten (10) bursaries of up to **\$700** may be awarded annually in order to provide financial assistance to OCETF members taking a course, which would apply to the upgrading of teaching qualifications. **(Revised October 2009)**

### PROCEDURE:

1. A course shall be defined as a recognized university credit (or 1/2 credit) OR a recognized Ministry of Education course.
2. The successful candidate(s) shall:
  - a) Be a member in good standing.
  - b) Be in category A2 or lower on the salary grid.
3. The Executive shall appoint a Selection Committee of up to three (3) people.
4. The bursaries will be presented at a Council Meeting.

## HONORARIUMS

### POLICY:

It is the policy of OCETF that a gift certificate of up to seventy-five dollars (\$75.00) shall be the standard honorarium.

IT IS THE POLICY OF OCETF THAT OCETF MEMBERS MAY RECEIVE AN HONORARIUM OF UP TO FIFTY DOLLARS (\$50.00) FOR MAKING PRESENTATIONS OR CONDUCTING WORKSHOPS TO OCETF MEMBERS.

## SOCIAL

### POLICY:

It is the policy of OCETF that members shall be allowed to invite guests to all OCETF social functions.

## BILINGUALISM

### POLICY:

It is the policy of OCETF that communication with members may be made available in both official languages.

## CONSERVATION

### POLICY:

It is the policy of OCETF that the Ottawa-Carleton Elementary Teachers' Federation promotes the concept of environmentally friendly products and practices.

## SCHOOL CONSTRUCTION

### POLICY:

It is the policy of OCETF that when a new school is built:

1. The Principal be named when the Board's Project Committee for a school is formed;
2. The Principal be appointed, and the Vice-Principal be named effective February 1st, of the school year prior to the expected opening of the school.

It is the policy of OCETF that if a second phase of existing schools is to be built, then concurrent with the beginning of construction:

1. The Principal be released from the day-to-day administrative responsibilities for the existing school so that he/she can focus on the setting up, equipping and daily demands of a school under construction;
2. The Vice-Principal be given full-time release to administer the existing school;
3. A member be appointed Vice-Principal (with acting pay), either from the staff or from the VP list, depending on the amount of school time during which the second phase would be under construction.

## VIOLENCE

### POLICY:

It is the policy of OCETF that there be zero tolerance towards violence in the schools.

## FOUR-YEAR-OLD KINDERGARTEN (JK)

### POLICY:

It is the policy of OCETF that:

1. There shall be universal access to four-year-old kindergarten (Junior Kindergarten).
2. Class size shall not exceed 16 children.
3. Junior Kindergarten classes are an integral part of the school program and should continue to be staffed by members in good standing of the College of Teachers.

## CLASS SIZE

### POLICY:

It is the policy of OCETF that class size shall not exceed:

Junior Kindergarten	16 students	
Senior Kindergarten	18 students	
Primary Division	20 students	
Junior Division	25 students	29
Intermediate Division	25 students	

## SENIORITY

### POLICY:

It is the policy of OCETF that:

1. Seniority shall be defined as the total continuous years of credited teaching experience with the Board or its predecessor Boards since the most recent date of hire.
2. Where seniority is equal, tiebreakers shall be in accordance with the Collective Agreement.
3. Members shall be declared surplus to a school on the basis of system seniority and qualifications.

## REDUNDANCY

### POLICY:

It is the policy of OCETF that no Member shall be declared redundant.

## STAFFING

### POLICY:

It is the policy of OCETF that:

1. Staffing transfer and placement procedures shall be as in the Collective Agreement.
2. A vacancy at a school created by the absence of a Principal or Vice-Principal for a period exceeding three months shall be filled from the respective eligibility list.
3. There be a ranked eligibility list for PAR positions.
4. Any OCETF member released from regular classroom duties to work on special assignment while being paid by the OCDSB, after the beginning of the school year, shall have the right to return to his/her school until the end of the school year subsequent to the one in which the assignment began.
5. When a school is relocated to a whole new site, the teaching staff shall be assigned to the new site. The staff members shall be subject to the transfer placement procedure.
- 6.a) The duties of the Administrative Designate in schools, when there is no Vice-Principal shall be as outlined in letters between the Director and the President, September and October 1999. Accordingly, the Administrative Designates will not be involved in direct staff appraisal or the discipline or potential discipline of a teacher.
- b) The Administrative Designate only fulfills that function when the principal is absent from the school. In an emergency situation, the Administrative Designate will act on the advice and under the traditional role of the Vice-Principal such as time-tabling, calling of occasional teachers, reading of report cards, or the monitoring of duty schedules when the principal is absent from the school for an extended period of time.
- c) THE ADMINISTRATIVE DESIGNATE SHALL BE REPLACED BY AN OCCASIONAL TEACHER WHEN THE PRINCIPAL IS ABSENT.

## FRENCH SECOND LANGUAGE TRAINING

### POLICY:

It is the policy of OCETF that:

1. No member shall lose his/her job due to an inability to perform their duties in the second language.
2. It shall be the responsibility of the employer to develop teachers of a second language from within the present staff rather than laying off in one program and hiring in another.
3. It shall be the responsibility of the employer to project on a five year basis its administrative and instructional requirements in Second Language Programs and to publish the same by April 15 of each year.
4. The projection shall include:
  - a) the number of teachers required to implement program(s).
  - b) the types of program(s) to be implemented.
  - c) the levels of competency required.
5. Decisions pertaining to the selection of OCETF members for second language training and the program to be followed shall be made by a committee of a least fifty percent (50%) OCETF members.
6. Priority in second language training shall be given to those members whose training would alleviate the redundancy problems. Should no redundancy exist, priority in second language training shall be given to identified instructional and administrative needs.
7. Release time for second language training shall be granted to members selected by the joint OCETF/ OCDSB committee. These members shall be deemed capable of becoming qualified to teach a second language program during the term of the leave.
8. Members who apply for second language positions shall not be required to submit to any other selection procedures than those that exist in the regular program.
9. Whenever possible, OCETF members shall be used as instructors in the staff second language training programs.
10. The amount of money allocated by the employer for elementary staff second language training shall be clearly stated and in keeping with identified needs.
11. NOTHING IN THIS POLICY SHALL AFFECT EXISTING LEAVE PROGRAMS.

## POSITIONS OF ADDED RESPONSIBILITY

### POLICY:

1. It is the policy of OCETF that there be a Principal in every school.
2. It is the policy of OCETF that there be a Vice-Principal in every school.
3. It is the policy of OCETF that there be an Administrative Designate in every school without a Vice-Principal.

## CONSULTATION WITH PARENTS

### POLICY:

It is the policy of OCETF that principals, in consultation with staffs, shall be allowed to adjust school hours, without lengthening the number of working hours, to facilitate parent consultation and the Executive shall seek to have the OCDSB adopt similar policy.

## VOLUNTEERS

### POLICY:

1. It is the policy of OCETF that a volunteer is not intended to replace qualified personnel (Educational Assistant, etc.).
2. That is be the right of a teacher to decline volunteer services.
3. That the work of volunteers be supervised at all times by designated teachers.
4. That there be no access to confidential records of students by volunteers.

## TEACHERS IN DISPUTE

### POLICY:

It is the policy of OCETF that members shall not enter any Board of Education property where a teacher group is engaged in legal strike.

## INSURANCE

### POLICY:

1. It is the policy of OCETF that benefits shall be viewed as employee-owned and that any surplus from the funds shall be returned to the employees.
2. It is the policy of OCETF that the agent of record of OCETF shall be determined by Executive and Council and reviewed annually.

## MEMBER IN GOOD STANDING

### POLICY:

It is the policy of OCETF that members who are in good standing may benefit from the OCETF Conference Fund or Bursaries and may hold elected or appointed positions in OCETF, in accordance with the OCETF Constitution and By-laws.

### *PROCEDURE:*

The President, after being informed that a member may be in violation of Article 3.4: Member in Good Standing, shall discuss the matter with the member. If there is valid cause for concern, the President should inform the member of the Member in Good Standing Article and ask him/her to reconsider his/her actions. The president shall report to Executive.

## RATE STABILIZATION FUND

### POLICY:

It is the policy of OCETF that the Rate Stabilization Fund be utilized exclusively for the purposes of reducing premium increases to the OCETF LTD Plan.

## **OCETF REPRESENTATIVES (Revised 2008)**

### POLICY:

It is the policy of OCETF that no member shall fulfill the role of Steward, OCETF Health and Safety Representative, School Council Teacher Representative or OCETF School Supervision Committee Representative while employed as an Acting Vice-Principal or Acting Principal.