



2014 - 2015

Policies and Procedures

**Ontario Secondary School Teachers' Federation/
Fédération des enseignantes-enseignants de l'Ontario**

Website: www.osstf.on.ca



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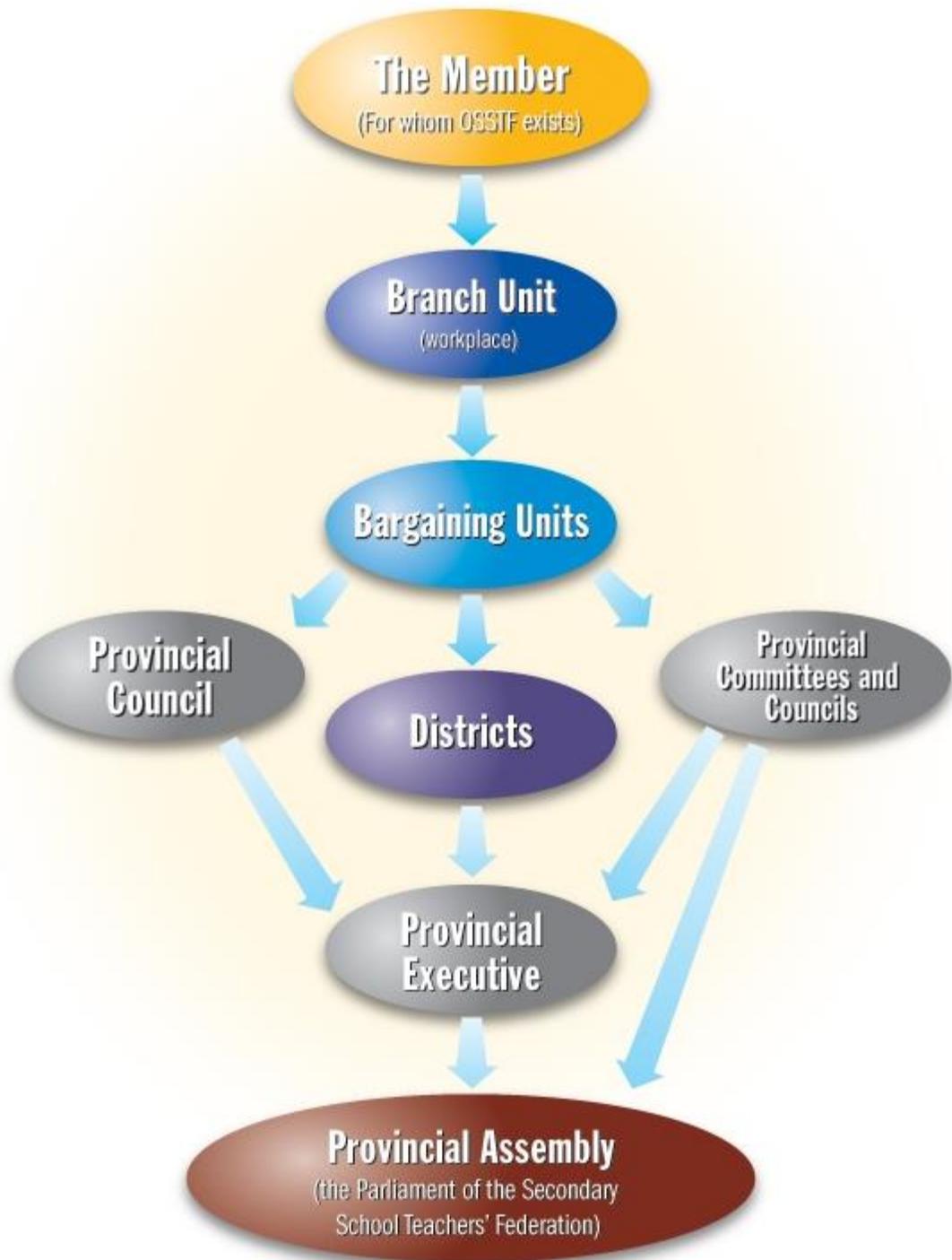
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OSSTF Organizational Chart



ACRONYMS USED BY OSSTF

AEFO	L'ASSOCIATION DES ENSEIGNANTES ET DES ENSEIGNANTS FRANCO-ONTARIENS
AMPA	ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY
ARM	ACTIVE RETIRED MEMBERS
CAB	CERTIFICATION APPEAL BOARD
CAMP	CAMPAIGN
CAS	CHILDRENS' AID SOCIETY
CBC	COLLECTIVE BARGAINING COMMITTEE
CBEV	COLLECTIVE BARGAINING EVALUATION
CBLG	COLLECTIVE BARGAINING LEAVE AND GRATUITY
CBS	COLLECTIVE BARGAINING - SALARY
CBT	COLLECTIVE BARGAINING - TENURE
CBW	COLLECTIVE BARGAINING CONDITIONS OF WORK
COPE	CANADIAN OFFICE PROFESSIONAL EMPLOYEES
CPAC	COMMUNICATIONS AND POLITICAL ACTION
CLC	CANADIAN LABOUR CONGRESS
CERT	CERTIFICATION
CPI	CONSUMER PRICE INDEX
CPP	CANADA PENSION PLAN
CSLF	COMITÉ DES SERVICES EN LANGUE FRANÇAIS
EAO	EDUCATOR ASSOCIATED ORGANIZATIONS
EDFI	EDUCATIONAL FINANCE
EDIS	EDUCATIONAL ISSUES
EFG	EDUCATORS FINANCIAL GROUP
EI	EDUCATION INTERNATIONAL
ELL	ENGLISH LANGUAGE LEARNER
ESC	EDUCATIONAL SERVICES COMMITTEE
ESL	ENGLISH AS A SECOND LANGUAGE
ESO	EDUCATIONAL SERVICES OFFICER
ESS	EDUCATIONAL SUPPORT STAFF
ETFO	ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
ETH	ETHICS
FEESO	FEDERATION DES ENSEIGNANTES-ENSEIGNANTS DE L'ONTARIO
FTE	FULL TIME EQUIVALENT
JC	JUDICIAL COUNCIL
LTDI	LONG TERM DISABILITY INSURANCE
MISP	MISCELLANEOUS POLICY
MSRB	MEDIATION SERVICES RESOURCE BANK
OCT	ONTARIO COLLEGE OF TEACHERS
OECTA	ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION
OFL	ONTARIO FEDERATION OF LABOUR
OHIP	ONTARIO HEALTH INSURANCE PLAN

OLRA	ONTARIO LABOUR RELATIONS ACT
OMERS	ONTARIO MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
OSIS	ONTARIO SCHOOLS: INTERMEDIATE AND SENIOR
OSSD	ONTARIO SECONDARY SCHOOL DIPLOMA
OSSTF	ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
OTC	ONTARIO TEACHER'S CERTIFICATE
OTF	ONTARIO TEACHERS' FEDERATION
OTIP/RAEO	ONTARIO TEACHERS' INSURANCE PLAN
OTPA	ONTARIO TEACHERS' PENSION ACT
OTPP	ONTARIO TEACHERS' PENSION PLAN
OTPPB	ONTARIO TEACHERS' PENSION PLAN BOARD
PC	PROVINCIAL COUNCIL
PCC	PARLIAMENTARY AND CONSTITUTION COUNCIL
PD	PROFESSIONAL DEVELOPMENT
PE	PROVINCIAL EXECUTIVE
PEN	PENSIONS
PSAT	PROVINCIAL SCHOOLS AUTHORITY TEACHERS
PSSP	PROFESSIONAL STUDENT SERVICES PERSONNEL
REG	REGULATION
RRIF	REGISTERED RETIREMENT INVESTMENT FUND
RTO	RETIRED TEACHERS OF ONTARIO
SDA	SPECIAL DISTRICT ASSISTANCE
SWAG	SUPPORT WORKER ADVISORY GROUP
T/OT	TEACHER/OCCASIONAL TEACHER
TAO	TEACHER ASSOCIATED ORGANIZATION
TPA	TEACHING PROFESSION ACT
TPP	TEACHERS' PENSION PLAN
TTAC	TEACHER TRIPARTITE ADVISORY COMMITTEE
WHMIS	WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

OSSTF/FEESO Districts

District 1	Ontario North East
District 2	Algoma
District 3	Rainbow
District 4	Near North
District 5A	Northern Shield
District 5B	Rainy River
District 6A	Thunder Bay
District 6B	Superior North
District 7	Bluewater
District 8	Avon Maitland
District 9	Greater Essex
District 10	Lambton Kent
District 11	Thames Valley
District 12	Toronto
District 13	Durham
District 14	Kawartha Pine Ridge
District 15	Trillium Lakelands
District 16	York Region
District 17	Simcoe
District 18	Upper Grand
District 19	Peel
District 20	Halton
District 21	Hamilton-Wentworth
District 22	Niagara
District 23	Grand Erie
District 24	Waterloo
District 25	Ottawa-Carleton
District 26	Upper Canada
District 27	Limestone
District 28	Renfrew
District 29	Hastings-Prince Edward
District 30	PSAT
District 31	Franco-Nord Ontarien
District 32	Centre-Sud-Ouest de l'Ontario
District 33	District de l'Est
District 34	Independent Educational Programs
District 35	Universities & Colleges

OSSTF/FEESO Regions

Region 1

District 5A	Northern Shield
District 5B	Rainy River
District 6A	Thunder Bay
District 6B	Superior North

Region 2

District 1	Ontario North East
District 2	Algoma
District 3	Rainbow
District 4	Near North

Region 3

District 7	Bluewater
District 8	Avon Maitland
District 9	Greater Essex
District 10	Lambton-Kent
District 11	Thames Valley
District 18	Upper Grand
District 23	Grand Erie
District 24	Waterloo

Region 4

District 12	Toronto
District 13	Durham
District 16	York Region
District 17	Simcoe
District 19	Peel
District 20	Halton
District 21	Hamilton-Wentworth
District 22	Niagara
District 30	PSAT
District 34	Independent Educational Programs
District 35	Universities & Colleges

Region 5

District 14	Kawartha Pine Ridge
District 15	Trillium Lakelands
District 25	Ottawa-Carleton
District 26	Upper Canada
District 27	Limestone
District 28	Renfrew
District 29	Hastings-Prince Edward

Francophone Units

District 31	Franco-Nord Ontarien
District 32	Centre-Sud-Ouest de l'Ontario
District 33	District de l'Est
District 35	(Université d'Ottawa)

OSSTF POLICY STATEMENTS

OSSTF Internal Policies

Policy 1 Ethics [Determined under Bylaw 4]

1.1 **THE MOTTO**

1.1.1 *Ne Sibi Quisque Consulat, Sed Inter Nos Auxilio Simus*

(Let us not take thought for our separate interests, but let us help one another). (A.12)

1.4.2

1.2 **THE PLEDGE**

1.2.1 I solemnly dedicate myself to promote and advance the cause of education. (A.12)

1.2.2 I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity, and ethical standards of my profession. (A.12)

1.2.3 I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the Constitution, Bylaws, Policies, and established practices which govern its members. (A.12)

1.4.3

1.3 **A STATEMENT OF ETHICS**

1.3.1 The member should present a practical illustration of scholarship and self-discipline and should maintain the utmost respect for the rights and dignity of each individual and for the environment in which the individual lives. (A.12)

1.4.4

1.3.2 The member should endeavour to foster a regard for law, an appreciation of freedom, a respect for human dignity, a respect for the global environment, and the ideal of public service. (A.12)

1.3.3 The member's professional conduct should be characterized by courtesy and good faith, and should imply the obligation to refrain from public criticism of the member's colleagues. (A.12)

1.4.5

1.3.4 The member should promote anti-racist and anti-sexist education. (A.12)

1.3.5 The member should endeavour to eliminate any behaviour that undermines the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment. (A.12)

1.4 **PRINCIPLES OF PROFESSIONAL CONDUCT**

1.4.1 A member of OSSTF shall recognize the supreme importance of effective learning and teaching in the continuing development of students as individuals and citizens. To this end, the member shall endeavour to

1.4.6

develop in students an appreciation of standards of excellence, an appreciation of the principles of democracy, an appreciation of the need to be just and considerate in human relations, an appreciation of the need to develop a positive self-image, an appreciation of Canada's rich multicultural heritage and an appreciation of intellectual freedom. (A.12)

A member of OSSTF also shall recognize the unique responsibility to society which is inherent in the teaching process. Consequently, the member shall endeavour at all times to enhance public regard for the teaching profession and to discourage untrue, unfair or exaggerated statements with regard to teaching. In all relationships with colleagues, students, parents and other members of the community, the member shall strive to uphold the honour, dignity and ethical standards of the profession. (A.12)

A member of OSSTF shall strive to help each student realize his or her potential as a worthy and effective member of society. The member therefore shall endeavour to stimulate in students the spirit of inquiry, the acquisition of knowledge and understanding, the appreciation of standards of excellence, and the thoughtful formulation of worthy goals. (A.12)

A member of OSSTF shall exert every effort to raise professional standards, to promote a climate that encourages the free exercise of professional judgment, to foster co-operative relationships among colleagues, and to assist in preventing the practice of a profession by unqualified persons. (A.12)

A member of OSSTF shall recognize that responsibility to colleagues is best expressed through compliance with the Constitution and Bylaws of OSSTF through positive criticism of those policies and practices which in his/her professional opinion are seriously detrimental to the interests of the Federation, and through the use of proper channels within the Federation in seeking changes. The member shall recognize a further responsibility to offer a reasonable amount of individual service to the Federation in the pursuit of its aims and objectives, while retaining the right to determine the manner in which to serve. (A.12)

A member of OSSTF shall strive to eliminate discrimination based on race, creed, ethnicity, sex, sexual orientation, family status, gender-identity, gender

- expression, age, socioeconomic status, marital status, mental or physical ability. (A.13)
- 1.4.7 A member of OSSTF shall strive to eliminate all forms of harassment directed at, and offensive to, another individual that the member knows, or ought reasonable to know, would cause offence or harm. (A.12)
- 1.4.8 A member of OSSTF shall endeavour at all times to enhance public regard for all members and for the various services which they offer to the educational system. (A.12)
- 1.4.9 A member shall endeavour to ensure equity and inclusiveness for all individuals in the workplace. (A.12)
- 1.4.10 A member shall recognize and respect the diversity of students and colleagues, and the goals of anti-racist and anti-sexist education. (A.12)
- 1.5 **BILL OF RIGHTS**
- 1.5.1 A member has all the civil and political rights which accrue to citizens in a free and open democratic society, including all those rights stated in Canada's *Bill of Rights*, the *Human Rights Code of Ontario*, and the *Canadian Charter of Rights and Freedoms*. (A.12)
- 1.5.2 A teacher has the right to exercise professional judgment in professional relationships with students including, but not necessarily limited, to the following: (A.12)
- 1.5.2.1 the right to take appropriate measures to correct and discipline students; (A.12)
- 1.5.2.2 the right to give advice to students and parents considering the welfare of the students; (A.12)
- 1.5.2.3 the right to choose and advise in the choice of appropriate instructional materials; (A.12)
- 1.5.2.4 the right to employ appropriate teaching methods; (A.12)
- 1.5.2.5 the right to evaluate students' progress and to make recommendations concerning students' progress and potential for progress; (A.12)
- 1.5.2.6 the right to choose and advise on the choice of appropriate topics for class discussions in keeping with Ministry guidelines. (A.12)
- 1.5.3 A member has the right to fair and equitable treatment from the member's employer, officials of the member's employer, from the Ministry of Education and the Ministry of Training, Colleges & Universities, and officials from these Ministries. (A.12)
- 1.5.4 A member has the right to be evaluated fairly according to an objective process which has been approved by Ontario Secondary School Teachers' Federation. (A.12)
- 1.5.5 A member has the right to a review by an objective, neutral authority of all administrative decisions which could

- negatively affect the member materially or professionally which are deemed to be arbitrary or unfair. (A.12)
- 1.5.6 A member has the right to fair representation by the representatives of Ontario Secondary School Teachers' Federation empowered to bargain collectively on his/her behalf. (A.12)
- 1.5.7 A member has the right to a workplace and union environment free from harassment and bullying. (A.12)
- 1.6 **EQUITY STATEMENT**
- 1.6.1 OSSTF is a democratic union that recognizes the importance of encouraging and supporting involvement by all members, while recognizing that some members have historically been marginalized. For the Federation to be at its best, all members must see themselves reflected in its goals, structures, and practices. OSSTF will strive to identify and eliminate barriers to participation through programs, procedures, bylaws, and policies supported by specified resources and education. (A.12)
- 1.6.2 OSSTF supports equity, diversity, and social justice within the union, the workplace, and in broader society. (A.12)
- 1.6.3 Not all discrimination is deliberate or visible. Inadvertent, hidden and systemic discrimination must be identified and addressed. (A.12)
- 1.6.4 Discrimination and harassment must not be ignored when we see it. Overt discrimination and harassment within the Federation must be challenged and rectified. (A.12)
- 1.6.5 The marginalization of certain groups must be specifically recognized. For OSSTF, these group include, but are not necessarily limited to, women, people of colour, lesbian, gay, bisexual, transgendered, queer, intersexed, questioning, two-spirited, First Nations, Inuit, Métis, people with disabilities, francophones, and those whose participation is impeded because of economic circumstances or family status. (A.12)
- 1.6.6 Equal opportunity to participate in the Federation does not mean treating all members the same. Within a democratic framework, promoting the engagement of members of equity-seeking groups is a valid and necessary approach to reaching equal outcomes. (A.12)
- 1.6.7 OSSTF will be guided in its efforts to eliminate barriers by valid research, regular review, and consultation with the membership. (A.12)
- 1.6.8 Federation programs and policies designed to eliminate barriers must not only do so, they must be widely seen to do so. (A.12)

OSSTF External Policies

[Determined under Bylaw 20 as amended at Provincial Assembly, March 2014. All policies remain in effect for 10 years after their date of implementation or amended.]

(‘A’ indicates the policy was adopted or amended, ‘R’ indicates the policy was renewed)

Policy 1 Definition

- 1.1 Policy shall mean a stand or position taken by OSSTF in accordance with its Bylaws on matters whose resolution is beyond the power of OSSTF. The purpose of a policy statement is to guide all OSSTF members in making public statements, in forming action plans, and in carrying out OSSTF activities. (R.10)

Policy 2 Collective Bargaining Evaluation (CBEV Policy)

- 2.1 **Supervision for Growth and Performance**
- 2.1.1 It is the policy of OSSTF that there should be clear separation between
- 2.1.1.1 evaluation of a Member for the purpose of making administrative decisions on the Member's future, and (R.10)
- 2.1.1.2 supervision of a Member for the sole purpose of improving the Member's performance; and that where a Member is being supervised for the sole purpose of improving his/her performance, then the resulting reports should be confidential to the Member and those directly assisting the Member. (R.10)
- 2.1.2 It is the policy of OSSTF that supervision of Members by supervisory personnel should be by visits to the work area where Members fulfill the major proportion of their duties. (A.09)
- 2.1.3 It is the policy of OSSTF that evaluation of Members by supervisory personnel should be by visits to the work area where Members fulfill the major proportion of their duties. (A.09)
- 2.1.4 It is the policy of OSSTF that members in charge of an organizational unit should be accorded the same rights as other members with regard to evaluation. (A.07)
- 2.1.5 It is the policy of OSSTF that no evaluation reports should contain a rating statement other than satisfactory or unsatisfactory. (R.10)
- 2.1.6 It is the policy of OSSTF that credit course medians and other statistical data should not be used to evaluate the performance of a teacher or to compare the performance of teachers, and that there should be no expectation, either explicit or implied, that class or course medians or standardized test scores must fall within a specific range. (A.09)

2.2 **Rights of Members**

- 2.2.1 It is the policy of OSSTF that any evaluation should be preceded by at least 48 hours notice. (A.09)
- 2.2.2 It is the policy of OSSTF that, where a Member has an unsatisfactory evaluation report placed on file, the Member should, upon request, have the right to an evaluation with a different class and/or by another evaluator. (R.10)
- 2.2.3 It is the policy of OSSTF that evaluation of a Member should include evaluation in the field in which the Member either has spent the major amount of his/her working time or holds qualifications. (A.09)
- 2.2.4 It is the policy of OSSTF that a Member should be entitled to have a colleague who is a Member of OSSTF or a Secretariat member present at any meeting to which the Member has been summoned, or which the Member has formally requested, for the purpose of discussing a professional difficulty. The Member should be informed of such entitlement, in writing, by the supervisor 48 hours in advance of such meeting. (A.09)
- 2.2.5 It is the policy of OSSTF that no report should be made on any Member by any higher authority without that Member being given an opportunity to initial the report and to make written comments if the Member so desires. (R.10)
- 2.2.6 It is the policy of OSSTF that a Member should be given a copy in writing of any report filed upon the Member. (R.10)
- 2.3 **Responsibility**
- 2.3.1 **General Principles**
- 2.3.2 It is the policy of OSSTF that, wherever a Member is to be evaluated by a person who is not a Member of OSSTF, the Member to be evaluated should be entitled to those rights, protections, and guarantees of due process which are in accordance with OSSTF Policy and the Regulations under *The Education Act* and/or the *Ontario Labour Relations Act*. (R.10)
- 2.3.3 It is the policy of OSSTF that there should be no utilization of questionnaires to peers, parents, or students and interviews with peers, parents or students in the evaluation of a Member's performance. (R.10)
- 2.3.4 It is the policy of OSSTF that the employer should provide training in evaluation to any personnel who are involved in evaluating or supervising Members and that any such training should be directed towards a positive, professional-growth model. (A.09)
- 2.3.5 It is the policy of OSSTF that no Member should perform duties normally performed by administration, including but not limited to evaluating, interviewing, hiring, promoting or firing. (A.05)

- 2.4 **Bargaining Unit**
- 2.4.1 It is the policy of OSSTF that any system of evaluation or supervision for Members in charge of an organizational unit should be developed in consultation with the Bargaining Unit. (R.10)
- 2.4.2 It is the policy of OSSTF that the evaluation, review, or revision of positions of responsibility should be conducted on a co-operative basis by the Bargaining Unit of OSSTF and the employer. (A.09)
- 2.5 **Members in Charge of Organizational Units**
- 2.5.1 It is the policy of OSSTF that the role of Members in charge of organizational units is in mentoring for the improvement of classroom instruction and that it is the role of the principal and vice-principal to perform the evaluation of Members. (R.10)
- 2.5.2 It is the policy of OSSTF that Members in charge of organizational units should not be involved in writing evaluation reports on a Member. (R.10)
- 2.5.3 It is the policy of OSSTF that the Member in charge of an organizational unit should keep confidential at all times, between himself/herself and the Member concerned, all reports written by himself/herself while assisting the Member to improve his/her work performance. (R.10)
- 2.5.4 It is the policy of OSSTF that a Member in charge of an organizational unit should co-operate in the mentoring of Members in his/her organizational unit in that he/she should (R.10)
- 2.5.4.1 assist Members in his/her organizational unit in improving their work performance; (R.10)
- 2.5.4.2 keep a log of all assistance given to Members under Policy 2.5.4.1. (R.10)
- 2.5.5 It is the policy of OSSTF that the Member in charge of an organizational unit should carry out to the best of his/her ability all requests by the supervisor to assist a Member further, once formal administrative evaluation of a Member has begun. (A.07)
- 2.5.6 It is the policy of OSSTF that sufficient time allowance should be given to Members in charge of organizational units within the regular work day to carry out ongoing professional-growth mentoring in addition to administration duties. (R.10)
- 2.6 **Evaluation Procedures**
- 2.6.1 It is the policy of OSSTF that the major responsibility for supervision and evaluation of teachers, including teachers holding in-school positions of responsibility, should rest with the principal. (R.10)
- 2.6.2 It is the policy of OSSTF that
- 2.6.2.1 evaluation of Members in positions of responsibility should be based upon the mentoring, instruction, and support services which they provide; (R.10)

- 2.6.2.2 the evaluation criteria should be agreed to by the supervisor and the Member holding the position of responsibility prior to any evaluation taking place; (R.10)
- 2.6.2.3 if reports are written, copies of any evaluation should be supplied to the Member involved; (R.10)
- 2.6.2.4 the Member should have the opportunity to respond both verbally and in writing to such evaluation as has taken place and this response should be included in the file with the supervisor's evaluation report. (R.10)
- 2.6.3 It is the policy of OSSTF that teachers should be afforded five years and all necessary resources to become familiar with any new teaching methodologies before their use during a teacher performance appraisal. (A.08)

Policy 3 Collective Bargaining Leave and Gratuity (CBLG Policy)

- 3.1 **Cumulative Sick Leave**
- 3.1.1 It is the policy of OSSTF that there should be a system of cumulative sick leave in each and every collective agreement. (R.10)
- 3.1.2 It is the policy of OSSTF that collective agreements should provide for unlimited accumulation of sick leave credits. (R.10)
- 3.1.3 It is the policy of OSSTF that a Member whose service is broken by intervening employment should be allowed reinstatement of previously accumulated sick leave credits when he/she returns to the employment of an employer which co-operates in a sick leave credit system. This is provided that no compensation was received in lieu of the credits at the cessation of employment, or that the compensation received has been repaid. (A.12)
- 3.2 **Gratuity**
- 3.2.1 It is the policy of OSSTF that there should be a sick leave credit gratuity plan and/or retirement gratuity plan in each and every collective agreement. (R.10)
- 3.2.2 It is the policy of OSSTF that no sick leave credit gratuity plan should have different classes of gratuities for different groups of Members within the same Bargaining Unit. (R.10)
- 3.2.3 It is the policy of OSSTF that any Member with ten or more years' accredited service with an employer should be entitled to receive from that employer a sick leave credit gratuity, a service gratuity, or a gratuity in lieu of sick leave, upon leaving the employ of that employer. (A.12)
- 3.2.4 It is the policy of OSSTF that there should be no removal or reduction of any sick leave credit gratuity plans, service gratuity plans and/or retirement gratuity plans. (R.10)

- 3.2.5 It is the policy of OSSTF that a Member's entitlement to retirement gratuity should not be affected by participation in an early retirement incentive plan. (R.10)
- 3.3 **Exchange Leave**
- 3.3.1 It is the policy of OSSTF that an exchange leave clause containing provisions for establishing the salary, allowances, increment, benefits, and term of a Member's exchange leave should be included in each and every collective agreement. (R.10)
- 3.4 **Emergency Family Care Leave**
- 3.4.1 It is the policy of OSSTF that each collective agreement should contain a negotiated number of leave days for emergency use related to the care of a spouse/same-sex partner or other family member, to be available to a Member at the Member's discretion, at full salary and with no loss of sick leave credits, experience, or seniority. (R.11)
- 3.5 **Compassionate /Family Care Leave**
- 3.5.1 It is the policy of OSSTF that all collective agreements should contain language for the use of Compassionate Care benefits that provide for payment of a Member's full salary with no loss of sick leave credits, experience or seniority. (R.14)
- 3.6 **Leave of Absence**
- 3.6.1 It is the policy of OSSTF that all leaves of absence available to Members through their employment should be referred to in the collective agreement. (R.10)
- 3.6.2 It is the policy of OSSTF that a leave of absence should be granted without pay for any reason which is mutually agreeable to the Member and the employer. (A.12)
- 3.6.3 It is the policy of OSSTF that the terms and conditions of the leave should
- 3.6.3.1 be clearly stated in writing; (R.10)
- 3.6.3.2 be binding upon both parties; (R.10)
- 3.6.3.3 include a definite understanding with regard to the annual increment and the maintenance of fringe benefits. (R.10)
- 3.6.4 It is the policy of OSSTF that a Member on a leave of absence to campaign for election to political office, to serve in a full-time elected political office, or to assume a full-time appointed public office or position, should maintain full seniority rights with the employer. (R.10)
- 3.6.5 It is the policy of OSSTF that, at the conclusion of a leave of absence, every effort should be made by the employer to restore the Member to the position held immediately prior to the commencement of the leave. (R.10)
- 3.6.6 It is the policy of OSSTF that an employer should not request unreasonable notice when a Member wishes to extend a leave of absence. (R.10)
- 3.6.7 It is the policy of OSSTF that any Member going on any leave of absence (paid or unpaid) should accumulate full seniority while on leave. (R.10)
- 3.6.8 It is the policy of OSSTF that every collective agreement should contain an employer-paid educational leave program. (R.10)
- 3.6.9 It is the policy of OSSTF that every collective agreement should contain provisions for a Deferred Salary Leave Plan. (R.10)
- 3.6.10 It is the policy of OSSTF that every collective agreement should contain provisions for a Member to take Federation Leave upon request for the purpose of carrying out Federation duties, based on the following considerations: (R.10)
- 3.6.10.1 that credit for sick leave, experience, and seniority should be accrued throughout the leave; (R.10)
- 3.6.10.2 that a Member on leave should be able to continue to be enrolled in employer benefit plans; (R.10)
- 3.6.10.3 and that taking such leave should not be a factor in considering a Member for other leaves or for promotion. (R.10)
- 3.6.11 It is the policy of OSSTF that every collective agreement should contain a negotiated amount of fully-paid release time for Federation business. (R.10)
- 3.6.12 It is the policy of OSSTF that every collective agreement should contain provisions for leave, which are separate and distinct from other types of personal leave, for religious observances without deduction from sick leave. (R.10)
- 3.7 **Personal Leave**
- 3.7.1 It is the policy of OSSTF that each collective agreement should contain a negotiated number of leave days for reasons confidential to the Member, to be available to a Member at the Member's discretion, at full salary and with no loss of sick leave credits, experience, or seniority. (R.10)
- 3.8 **Sabbatical Leave**
- 3.8.1 It is the policy of OSSTF that there should be a Sabbatical Leave Plan and an Educational Leave Plan in each and every collective agreement. (R.10)
- 3.9 **Special Leave**
- 3.9.1 It is the policy of OSSTF that collective agreements should provide for special leave for Members, with pay, for personal, domestic, civic, legal, or professional reasons. (R.10)
- 3.9.2 It is the policy of OSSTF that every collective agreement should guarantee that Members will be granted leave with pay and without loss of benefits, seniority, or experience in cases of quarantine declared

- by the Medical Officer of Health or designate. (R.10)
- 3.9.3 It is the policy of OSSTF that every collective agreement should guarantee that Members who must attend jury duty or who are witnesses in proceedings will be granted leave with pay and without loss of benefits, seniority, or experience. (R.10)
- 3.10 **Pregnancy Leave**
- 3.10.1 It is the policy of OSSTF that a pregnant Member should be entitled to up to 17 consecutive weeks of fully-paid pregnancy leave without loss of sick leave credits, the timing of which shall be at the Member's sole discretion. (R.10)
- 3.10.2 It is the policy of OSSTF that an employer should not terminate the employment of a Member because of the pregnancy regardless of the length of employment prior to the taking of a leave. (R.10)
- 3.10.3 It is the policy of OSSTF that an employer should continue to pay its share of benefit costs for a Member on pregnancy leave. (R.10)
- 3.10.4 It is the policy of OSSTF that, upon returning from pregnancy leave, a Member should receive full seniority and credit for work experience for the period of the leave. (R.10)
- 3.10.5 It is the policy of OSSTF that, if the employer requests a Member take more than 17 consecutive weeks of pregnancy leave, the employer should do so in writing, and if the Member agrees, the Member shall continue to receive all salaries, allowances, benefits, seniority accumulation and sick leave credits for the period of such extension. (R.10)
- 3.10.6 It is the policy of OSSTF that a pregnancy leave should be able to be extended as paid parental leave at the Member's discretion to a maximum of two years, inclusive of pregnancy leave. (R.10)
- 3.10.7 It is the policy of OSSTF that pregnancy leave should not be a factor in considering a Member for other leaves or for promotion. (R.10)
- 3.11 **Parental Leave**
- 3.11.1 It is the policy of OSSTF that every member should be entitled to a leave of at least five days with pay and without loss of sick leave credits beginning at the time of birth of his/her child or when a child is received into his/her care. (A.12)
- 3.11.2 It is the policy of OSSTF that all members should be entitled to up to 35 weeks, fully paid Parental leave without loss of sick leave credits, and in the case of the birth mother in addition to Pregnancy leave, in order to care for an infant child or an adopted child. (A.12)
- 3.11.3 It is the policy of OSSTF that an employer should continue to pay its share of benefit

- costs for a Member on Parental leave. (A.12)
- 3.11.4 It is the policy of OSSTF that upon returning from Parental leave a Member should receive full seniority and credit for work experience for the period of the leave. (A.12)
- 3.11.5 It is the policy of OSSTF that a Member taking Parental leave should be entitled to return to the same position the Member occupied prior to the taking of leave. (A.12)
- 3.11.6 It is the policy of OSSTF that a Parental leave should not be a factor in considering a Member for other leaves or for promotion. (A.12)
- 3.11.7 It is the policy of OSSTF that, if the employer requests a Member take more than 35 consecutive weeks of Parental Leave, the employer should do so in writing, and if the Member agrees, the Member shall continue to receive all salaries, allowances, benefits, seniority accumulation and sick leave credits for the period of such extension. (A.12)
- 3.12 **Extended Parental Leave**
- 3.12.1 It is the policy of OSSTF that extended paid parental leave should be granted to a Member at the Member's request to a maximum of two years, based on the following considerations:
- 3.12.1.1 that credit for sick leave, experience and seniority should be accrued throughout extended parental leave; (R.10)
- 3.12.1.2 that a Member on leave should be able to continue to be enrolled in employer benefit plans with the employer paying the full premium cost; (R.10)
- 3.12.1.3 that extended parental leave should not be a factor in considering a Member for other leaves or for promotion. (R.10)
- 3.12.2 It is the policy of OSSTF that each collective agreement should contain a provision for a Member to take extended unpaid family care leave for up to two years, based on the following considerations: (R.10)
- 3.12.2.1 that credit for sick leave, experience and seniority should be accrued throughout the leave; (R.10)
- 3.12.2.2 that a Member on leave should be able to continue to be enrolled in employer benefit plans, with the employer paying the full premium costs; (R.10)
- 3.12.2.3 that taking such leave should not be a factor in considering a Member for other leaves or for promotion. (R.10)

Policy 4 Collective Bargaining Salary (CBS Policy)

4.1 Salary Schedules

- 4.1.1 It is the policy of OSSTF that the salaries of all Active Members in a Bargaining Unit under the same employer should be based on the same criteria. (R.10)

- 4.1.2 It is the policy of OSSTF that there should be no provincial or regional salary schedules imposed by employers, groups of employers, government regulation or legislation. (R.10)
- 4.1.3 It is the policy of OSSTF that all collective agreements should ensure that, where competition for positions occurs, salary should not be used as a criterion for selection to these positions, nor should an applicant for a position be discriminated against on account of the length of his or her teaching experience. (R.10)
- 4.1.4 It is the policy of OSSTF that all collective agreements should ensure that, where competition for positions occurs, applications of Members will not be rejected because of salary considerations alone. (R.10)
- 4.1.5 It is the policy of OSSTF that a Member who is promoted should not take a decrease in salary. (R.10)
- 4.1.6 It is the policy of OSSTF that when a Bargaining Unit achieves a salary settlement every Member should receive the same percentage increase, save for Members who receive differing percentages to correct historical inequities. (R.10)
- 4.1.7 It is the policy of OSSTF that the salary rate for professional activity days worked should be the same as for any other days worked. (R.10)
- 4.2 **Minimum and Starting Salaries**
- 4.2.1 It is the policy of OSSTF that any change negotiated in the minimum salary should result in at least an equivalent change in the salaries of all Members in that group, including those at the maximum salary. (R.10)
- 4.2.2 It is the policy of OSSTF that the method for calculating the starting salary of an experienced Member should be clearly defined in the collective agreement. (R.10)
- 4.2.3 It is the policy of OSSTF that, where allowances for experience are improved, the collective agreement should provide that all Members affected by the improvement receive salary adjustments to place them at the same relative position on the schedule as Members subsequently hired by the employer, effective at the commencement of the new collective agreement. (A.12)
- 4.3 **Teaching Salaries**
- 4.3.1 It is the policy of OSSTF that a teacher's basic annual salary should be based on a maximum of 194 professional teaching days per year. (R.10)
- 4.3.2 It is the policy of OSSTF that the basic salary schedule should recognize the certification levels by appropriate differentials at minimum and at maximum. (R.10)
- 4.3.3 It is the policy of OSSTF that the salary category in which a teacher is paid should be based upon the Certification Rating Statement issued to the teacher by OSSTF. (R.10)
- 4.3.4 It is the policy of OSSTF that, where a Member holding less than the basic qualifications is employed as a teacher, that Member should not be paid less than the minimum salary for a teacher in level one. (R.10)
- 4.3.5 It is the policy of OSSTF that salary allowances for teaching experience should be at the rate of the annual increment. (R.10)
- 4.3.6 It is the policy of OSSTF that the maximum number of steps on a teacher salary grid should not exceed 10 or a lesser number recognized in the Qualification and Experience grants. (A.05)
- 4.3.7 It is the policy of OSSTF that remuneration for foreign teaching experience should be equal to that of domestic experience when the former is considered by the Federation to be equivalent to the latter. (R.10)
- 4.3.8 It is the policy of OSSTF that the collective agreement should recognize the following types of experience: (R.10)
- 4.3.8.1 Teaching Experience (full-time, part-time, continuing education and occasional): (R.10)
- 4.3.8.1.1 secondary schools (R.10)
- 4.3.8.1.2 elementary schools (R.10)
- 4.3.8.1.3 colleges and universities (R.10)
- 4.3.8.1.4 technical institutes (R.10)
- 4.3.8.1.5 professional schools (R.10)
- 4.3.8.1.6 trade schools (R.10)
- 4.3.8.1.7 federally- and provincially-sponsored schools.
- 4.3.8.2 Related Experience beyond the basic time required for entry to a faculty of education: (R.10)
- 4.3.8.2.1 business and industry (R.10)
- 4.3.8.2.2 other professions (R.10)
- 4.3.8.2.3 war experience (R.10)
- 4.3.8.2.4 vocational trade experience. (R.10)
- 4.3.9 It is the policy of OSSTF that salary allowances for technical or related experience should be at the rate of the annual increment. (R.10)
- 4.3.10 It is the policy of OSSTF that additional qualifications, such as post graduate degrees or extra degrees, should be recognized through financial remuneration negotiated at the local level. (A.06)
- 4.3.11 It is the policy of OSSTF that additional positions of responsibility should be created, subject to negotiations. (R.10)
Note: In this context "responsibility" refers to mentoring or administrative duties and does not imply payment of differentials for teaching in special subject areas, special classes, or special grade levels.

- 4.4 **Continuing and Adult Education***
 *Note: For the purpose of Policy 4.4, "continuing and adult education" shall refer to all courses offered under continuing and adult education except non-grantable interest courses.
- 4.4.1 It is the policy of OSSTF that the salary paid to a teacher engaged in continuing and adult education should be equal to the salary which that teacher would have received for performing those same duties (or their equivalent) in the regular day school program of that employer for that school year. (A.12)
- 4.4.2 It is the policy of OSSTF that teachers should receive teaching experience credits for salary purposes on the same basis for services in both regular day school programs and continuing and adult education programs up to a maximum of one year of credit per year. (R.10)
- 4.4.3 It is the policy of OSSTF that compensation for an integrated timetable should be equal to the compensation for a regular day school timetable as defined by the collective agreement. (R.10)
- 4.4.4 It is the policy of OSSTF that teachers should receive teaching experience credits on the same basis for service in both regular day school programs and continuing and adult education programs up to a maximum of one year of credit per year. (R.10)
- 4.4.5 It is the policy of OSSTF that grantable programs for adult students should be funded on the same basis as regular day school. (R.10)
- 4.5 **Junior High Schools**
- 4.5.1 It is the policy of OSSTF that Members who hold qualifications which would enable them to teach in a high school and who are employed in a junior high school should be paid in accordance with the high school salary schedule. (R.10)
- 4.5.2 It is the policy of OSSTF that the salaries of Members teaching in a junior high school, who do not hold qualifications which would enable them to teach in a high school but who are qualified for the position they hold, should be a matter of negotiation with the local employer. (A.12)
- 4.5.3 It is the policy of OSSTF that teachers who are employed in a junior high school or equivalent or in a Grade 7-12 school should be employed in accordance with a secondary school collective agreement. (R.12)
- 4.6 **Ministry Courses**
- 4.6.1 It is the policy of OSSTF that Members who function as instructors on Ministry of Education professional courses should be paid at an hourly rate equal to that paid to the regular instructors at the faculties of education. (R.10)
- 4.7 **Occasional Teachers**
- 4.7.1 It is the policy of OSSTF that employers should engage qualified Occasional Teachers, where available, to replace absent teachers or teachers who are absent from school on employer-approved activities. (A.12)
- 4.7.2 It is the policy of OSSTF that the daily rate of pay for an Occasional Teacher should be determined by dividing the yearly salary rate that the Occasional Teacher would earn under the regular teacher collective agreement for Members employed by the same employer by the number of school days in that school year. (R.10)
- 4.7.3 It is the policy of OSSTF that the rate of pay for Occasional Teachers replacing part-time teachers should be based on the greater of (R.10)
- 4.7.3.1 the fraction of the school day that the Occasional Teacher is required to be in the school; or (R.10)
- 4.7.3.2 the applicable fractional daily rate for the teacher being replaced. (R.10)
- 4.7.4 It is the policy of OSSTF that collective agreements for Occasional Teachers should provide that Members be paid their regular daily rate of pay when their attendance is required at meetings of committees that are agreed to in the collective agreement. (R.10)
- 4.7.5 It is the policy of OSSTF that any previous teaching experience should be included in an Occasional Teacher's aggregate teaching experience used for salary determination. (R.10)
- 4.8 **Annual Increments**
- 4.8.1 It is the policy of OSSTF that every qualified Member should progress from the minimum of the starting salary to the maximum salary by the increments provided in the schedule. (R.10)
- 4.8.2 It is the policy of OSSTF that a Member holding less than basic qualifications should be granted increments on satisfactory evidence of progress towards obtaining basic qualifications. (R.10)
- 4.8.3 It is the policy of OSSTF that a multi-year collective agreement should contain salary adjustments in each year which match or exceed the increase to the cost of living. (R.10)
- 4.9 **Benefits**
- 4.9.1 It is the policy of OSSTF that:
- 4.9.1.1 every collective agreement should include provisions dealing with benefits; (R.10)
- 4.9.1.2 minimal benefit provisions should include coverage for group life insurance, extended health care insurance, vision care insurance, comprehensive dental insurance, and long-term disability insurance; (R.10)

- 4.9.1.3 coverage in any benefits plan should be determined by the Bargaining Unit based on the needs of the Membership; (R.10)
- 4.9.1.4 a copy of the master policy of any benefit plan under which Members are insured should be provided to the Bargaining Unit by the employer; (R.10)
- 4.9.1.5 actuarial, financial, enrolment, and experience information for any benefit plan under which Members are insured should be made available to the Bargaining Unit upon request; (R.10)
- 4.9.1.6 information regarding benefit coverage in any plan should be distributed to participating Members after every change in carrier and/or any plan amendments, and in any event, at least annually. (R.10)
- 4.9.1.7 all collective agreements should contain provisions for Supplemental Employment Benefits for Pregnancy and Parental Leave. These benefits should not be withheld during holiday periods or scheduled periods of layoff. (A.09)
- 4.9.2 It is the policy of OSSTF that every Bargaining Unit should be represented on a joint benefits management committee administering insured employee benefit plans. (R.10)
- 4.9.3 It is the policy of OSSTF that Members on leave of absence should be entitled to maintain benefit coverage throughout the period of leave. (R.10)
- 4.9.4 It is the policy of OSSTF that in the event of the merger or amalgamation of employers, Members enjoying greater benefit coverage with one employer should have that coverage grandfathered after the merger or amalgamation. (A.09)
- 4.9.5 It is the policy of OSSTF that employers should contribute toward the premium cost of benefit coverage for Members who retire. (A.09)
- 4.9.6 It is the policy of OSSTF that membership in an LTDI plan established by the Bargaining Unit and/or the employer should be a condition of employment for a new Member as long as that person is eligible to receive benefits from an LTDI plan. (R.10)
- 4.9.7 It is the policy of OSSTF that, where the premiums for benefit plans are considered non-taxable benefits by Revenue Canada, employers should contribute 100% of the premium costs. (R.10)
- 4.9.8 It is the policy of OSSTF that, where a Member is enrolled in a group dental plan and/or extended health care plan with an employer, the Member's surviving spouse and/or dependents should be able to continue to participate in such plans for up to ten years with premium costs paid by the employer. (A.09)
- 4.9.9 It is the policy of OSSTF that every collective agreement should contain early retirement provisions. (R.10)
- 4.9.10 It is the policy of OSSTF that in any bargaining unit that has a long-term disability plan, the plan will be mandatory for all members of the bargaining unit as long as they are eligible to receive benefits under the plan. (A.07)
- 4.10 **Change in Jurisdiction**
- 4.10.1 It is the policy of OSSTF that, when changes are made in the boundaries of education jurisdictions, no Member should suffer a reduction in previously agreed upon financial allowances. (R.10)
- 4.11 **Discrimination**
- 4.11.1 It is the policy of OSSTF that there should be no discrimination in salary, hiring, promotion, tenure, or benefits on the basis of age, sex, sexual orientation, gender identity, perceived gender, marital status, family status, disability, race, ethnicity, religion, political affiliation or place of national origin. (A.12)
- 4.12 **Funding**
- 4.12.1 It is the policy of OSSTF that funding arrangements should not be the determinative factor in establishing Member salaries. (R.10)
- 4.12.2 It is the policy of OSSTF that Members, as publicly-paid employees, should not be required to subsidize the balance of the community by accepting substandard wages and working conditions. (R.10)
- 4.13 **Improved Qualifications**
- 4.13.1 It is the policy of OSSTF that any improvement in Member qualifications should result in an adjustment in salary effective on or before September 1 of the following school year. Notification of improved qualifications is the responsibility of the Member. (R.10)
- 4.13.2 It is the policy of OSSTF that each teacher collective agreement should recognize the current Certification Plan. (R.10)
- 4.14 **Affiliate Negotiations**
- 4.14.1 It is the policy of OSSTF that there should be no practice by employers and/or government of unilaterally awarding terms and conditions negotiated by the OSSTF to other affiliates without negotiation of contractual agreements with each affiliate. (A.14)
- 4.15 **Pay-By-Merit**
- 4.15.1 It is the policy of OSSTF that there should be no system of payment of additional salary allowance (above the locally approved basic salary schedule) to Members who are deemed or designated as meritorious Members. (R.10)
- 4.16 **Sanctions**
- 4.16.1 It is the policy of OSSTF that, in the event the school year or school day is extended by mutual consent or regulation after a

- sanction, additional remuneration, at regular rate of pay or better, should be paid to all Members for the duration of said extension. (R.10)
- 4.16.2 It is the policy of OSSTF that Professional Development or Professional Activity Days should not be reclassified as teaching days as a result of a previous lockout or strike. (R.10)
- 4.16.3 It is the policy of OSSTF that, in all arrangements made by coaching and extra-curricular organizations, there should be a statement that, as a prerequisite to entry into and eventual participation in tournaments and activities, the school of origin not be involved in a sanction. (R.10)
- 4.16.4 It is the policy of OSSTF that employers should not require Members to work with volunteers in order to operate an educational program during a sanction. (R.10)
- 4.17 **Ontario Labour Relations Act (OLRA)**
- 4.17.1 It is the policy of OSSTF that the *Ontario Labour Relations Act (OLRA)* should be amended to delete the section allowing statements of desire opposing the Union. (R.10)
- 4.17.2 It is the policy of OSSTF that the *OLRA* should be amended to disallow the practice of handing over lists of employee names to only pro-management employees. (R.10)
- 4.17.3 It is the policy of OSSTF that the *OLRA* should be amended to declare illegal anti-union speeches at mandatory staff meetings during organization drives. (R.10)
- 4.17.4 It is the policy of OSSTF that the *OLRA* should be amended to ensure that the collection of signatures on anti-union petitions during working hours is illegal. (R.10)
- 4.17.5 It is the policy of OSSTF that the *OLRA* should be amended to ensure that hearings challenging the Union be held within thirty days of notification of the challenge. (R.10)
- 4.17.6 It is the policy of OSSTF that the *OLRA* should be amended to ensure that, where a union and employer continue to meet in negotiations after the Union has filed for first contract arbitration, the Ontario Labour Relations Board does not deny arbitration because of that fact alone. (R.10)
- 4.17.7 It is the policy of OSSTF that other employee groups should cooperate fully with OSSTF to ensure that the *Ontario Labour Relations Act* is amended to create a balance in management-employee relations. (R.10)

Policy 5 Collective Bargaining Tenure (CBT Policy)

- 5.1 **Tenure**
- 5.1.1 General Principles
- 5.1.1.1 It is the policy of OSSTF that all collective agreements should contain job security

- provisions. (R.10)
- 5.1.1.2 It is the policy of OSSTF that collective agreements should contain provisions that ensure tenure and that guarantee all Members presently employed retain a position with the employer. Individual Member employment status should remain in force in all circumstances other than (A.09)
- 5.1.1.2.1 the removal by due legal process for just cause; and (R.10)
- 5.1.1.2.2 the resignation by the Member. (R.10)
- 5.1.1.3 Where it is deemed useful, collective agreements should contain clauses which provide such options as the transfer to other facilities within the jurisdiction of the employer, position in permanent supply, paid leaves of absence or sabbatical leaves for Members declared surplus by their employer, or the assignment of a Member into a different subject area for which he/she is qualified or can be qualified before he/she enters upon his/her new duties. (A.09)
- 5.1.1.4 It is the policy of OSSTF that the primary consideration in the determination of whether a Member is redundant should be seniority with the employer as a Member of OSSTF and that the process of identification and declaration should be contained in the collective agreement. (R.10)
- 5.1.1.5 It is the policy of OSSTF that job security rights should apply equally to all Active Members in all positions that are filled by Active Members of the OSSTF. (R.10)
- 5.1.1.6 It is the policy of OSSTF that, in instances where tenure is not achieved, local collective agreements should contain the following provisions for redundancy as applicable: retraining and requalification programs, recall and reinstatement procedures, severance pay and equivalent positions teaching in any night and summer school programs offered by the employer. (A.09)
- 5.1.1.7 It is the policy of OSSTF that every Member whose employment is terminated by an employer should be given the reason or reasons for such termination in writing. Where the reason is redundancy, the letter should affirm that the termination is unconnected with the Member's competence. (A.09)
- 5.1.1.8 It is the policy of OSSTF that any Member who is suspended or dismissed should be suspended with pay until the resolution of all contractual or legal proceedings concerning any disciplinary action. (R.10)
- 5.1.1.9 It is the policy of OSSTF that any Member serving on an employer's committee, task force, or other working group, the results of whose recommendations could affect the status or well-being of Members, should be designated by the Bargaining Unit Executive. Bargaining Unit Executives may

- choose not to appoint a member. (A.09)
- 5.1.10 It is the policy of OSSTF that all collective agreements should contain provisions to ensure all occasional education workers have the right to have date of hire as an occasional education worker used as a factor in determining eligibility for long term occasional positions. (A.11)
- 5.2 **Part-Time Work**
- 5.2.1 It is the policy of OSSTF that provisions for part-time work should be incorporated into each collective agreement. (R.10)
- 5.2.2 It is the policy of OSSTF that a Member on a part-time assignment should receive full seniority and benefits for the duration of his/her part-time service. (R.10)
- 5.2.3 It is the policy of OSSTF that provisions which guarantee ease of movement between part-time and full-time assignments should be included in every collective agreement. (R.10)
- 5.2.4 It is the policy of OSSTF that a Member on a part-time assignment should not be excluded from provisions negotiated for a Member on a full-time assignment, solely as the result of their part-time status. (R.10)
- 5.3 **Positions of Responsibility**
- 5.3.1 It is the policy of OSSTF that existing positions of responsibility should not be eliminated by unilateral employer action. (A.09)
- 5.3.2 It is the policy of OSSTF that a Member in a position of responsibility, who, for reasons other than unsatisfactory work, finds his/her position revoked should; (R.10)
- 5.3.2.1 have a letter placed on file by the employer, stating the reason for demotion, (R.10)
- 5.3.2.2 have his/her salary retained at the current level until he/she can be placed back at the equivalent compensation level, and (A.09)
- 5.3.2.3 have special consideration given to his/her experience at the position of responsibility when new vacancies occur. (R.10)
- 5.3.3 It is the policy of OSSTF that, where declining enrolment justifies the removal of a position of responsibility, (R.10)
- 5.3.3.1 the employer in consultation with the local Bargaining Unit should make every effort to place a Member in a comparable and vacant position in another work place, and (A.09)
- 5.3.3.2 failing Policy 5.3.3.1, the responsibility allowance of the Member should be retained for a period of at least two years during which time every effort should be made to place the Member in a comparable position. Should no position become available during the two-year period, the Member should maintain the gross salary level achieved in the last month of the two-year period until such time as basic salary adjustments and increments reach or surpass that level. (R.10)
- 5.3.4 It is the policy of OSSTF that any changes made in the organization or number of positions of responsibility should be; (R.10)
- 5.3.4.1 negotiated between two parties, the Bargaining Unit and the employer; (A.09)
- 5.3.4.2 subject to ratification in accordance with the collective agreement; and (R.10)
- 5.3.4.3 subject to evaluation, review, and revision through negotiations. (A.06)
- 5.3.5 It is the policy of OSSTF that (R.10)
- 5.3.5.1 regular updating programs should be organized for those in positions of responsibility; (R.10)
- 5.3.5.2 the Bargaining Unit and the employer should share in the organization of such programs, subject to evaluation, review, and revision through negotiations; and (A.09)
- 5.3.5.3 such programs should take place during regular hours of work. (R.10)
- 5.3.6 It is the policy of OSSTF that employers should provide equal opportunity for positions of responsibility. (A.06)
- 5.4 **Term Appointments**
- 5.4.1 It is the policy of OSSTF that there should be no unilaterally imposed term appointments for Members. (R.10)
- 5.5 **Bilingualism**
- 5.5.1 It is the policy of OSSTF that no Member should be declared redundant for lack of bilingual ability. (R.10)
- 5.6 **Change in Jurisdiction**
- 5.6.1 It is the policy of OSSTF that, when changes are made in educational jurisdictions, when a facility is absorbed by another employer, or when employers amalgamate, the seniority of the Members affected should continue as if service were uninterrupted. (A.09)
- 5.7 **Grievances**
- 5.7.1 It is the policy of OSSTF that each collective agreement should contain a grievance procedure which includes provision for (R.10)
- 5.7.1.1 individual grievances; (R.10)
- 5.7.1.2 class action (group) grievances; (R.10)
- 5.7.1.3 initiation of grievance by the Bargaining Unit on behalf of a Member; and (R.10)
- 5.7.1.4 policy grievances. (R.10)
- 5.7.2 It is the policy of OSSTF that every collective agreement should contain a "no-reprisals clause" as part of the grievance procedure. (R.10)
- 5.7.3 It is the policy of OSSTF that no Member should be demoted, dismissed, or disciplined without just cause, and that each collective agreement should contain such a provision. (R.10)
- 5.7.4 It is the policy of OSSTF that each collective agreement should contain an existing practices clause. (R.10)

- 5.7.5 It is the policy of OSSTF that Grievance Officers should be granted release time at employer's expense to investigate and resolve grievances. (A.09)
- 5.8 **Involuntary Lateral Transfers**
- 5.8.1 It is the policy of OSSTF that there should be no involuntary lateral transfer of Members. (R.10)
- 5.9 **Non-Discriminatory Tenure Practices**
- 5.9.1 It is the policy of OSSTF that there should be no mandatory drug or blood testing for Members as a condition of employment. (A.09)
- 5.9.2 It is the policy of OSSTF that, where a Member is, or becomes, disabled and is still judged able to work by a physician, employers and principals should give every feasible consideration in terms of assignments and locations to allow the Member to continue working as long as possible. (A.09)
- 5.9.3 It is the policy of OSSTF that a qualified physician chosen by the Member should be the sole judge of the ability of a disabled Member to work. (R.10)
- 5.9.4 It is the policy of OSSTF that there should be no mandatory retirement requirement based on age. (R.10)
- 5.10 **Workplace Closure / Consolidation / Transfer**
- 5.10.1 **General Principles**
- 5.10.1.1 It is the policy of OSSTF that there should be no workplace closures/consolidations/transfers where viable alternatives exist. (R.10)
- 5.10.1.2 It is the policy of OSSTF that the transfer of a French language school and staffs to another employer should be subject to the process for closure as specified in the *Education Act*. (A.09)
- 5.10.1.3 It is the policy of OSSTF that adult day students enrolled in grantable programs should be recognized as having equal status with regular day school students when calculating enrolment in school transfer situations. (R.10)
- 5.10.2 **Provision of Additional Resources (financial/human) for Facilities Designated for Closure. (A.09)**
- 5.10.2.1 It is the policy of OSSTF that the government should provide grants in addition to the legislative grants during the transition period between designation for closure and actual closure in order to maintain a viable program in the designated facility. (A.09)
- 5.10.2.2 It is the policy of OSSTF that, when a final decision has been made to close a facility, there should be provision for separate components in the staffing formula to provide for additional staff. (A.09)
- 5.10.2.2.1 to maintain programs in facilities designated for closure; and (A.09)
- 5.10.2.2.2 to assist with the integration of staff and students in the receiving facilities during the transition period. (A.09)
- 5.10.3 **Staff Deployment**
- 5.10.3.1 It is the policy of OSSTF that every collective agreement should contain provisions which protect members in the event of a workplace closure/consolidation/transfer. (R.10)
- 5.10.3.2 It is the policy of OSSTF that provisions for determining staff deployment should be consistent with existing practices for declaring surplus as identified in the collective agreement. (R.10)
- Policy 6 Collective Bargaining Conditions of Work (CBW Policy)**
- 6.1 **General Principles**
- 6.1.1 It is the policy of OSSTF that research should continue into the nature of quality education and the working conditions which foster it. (R.10)
- 6.1.2 It is the policy of OSSTF that it favours any staffing structure which (R.10)
- 6.1.2.1 serves the function of the workplace in its community, (R.10)
- 6.1.2.2 meets the needs of the students of that community, (R.10)
- 6.1.2.3 has been devised and approved by the staff concerned, provided that (R.10)
- 6.1.2.3.1 the staff has first sought and received the advice of the Bargaining Unit Executive; (R.10)
- 6.1.2.3.2 the structure approved does not disqualify from any position of responsibility any Member presently qualified; (R.10)
- 6.1.2.3.3 the structure does not permit the abolition of existing positions in favour of non-certified personnel. (R.10)
- 6.1.3 **Departmental Organization**
- 6.1.3.1 It is the policy of OSSTF that secondary schools should be organized into subject-based departments or other similar organizational units. (R.10)
- 6.1.3.2 It is the policy of OSSTF that the duties of Members in charge of departments or other similar organizational units or programs should be negotiated between the Bargaining Unit and the employer and clearly defined in the collective agreement. (A.12)
- 6.1.3.3 It is the policy of OSSTF that teachers in charge of departments or other similar organizational units should hold specialist or honours specialist qualifications in one or more of the subjects taught in the department, or similar organizational unit, for which the teacher is appointed. (R.10)
- 6.1.4 It is the policy of OSSTF that there should be no privatization and contracting out of the work of Members by either the Ministry of Education or district school boards or other employers of OSSTF members. (A.09)

- 6.1.5 It is the policy of OSSTF that every collective agreement contains a no discrimination clause protecting the human rights of its Members. (R.14)
- 6.1.6 It is the policy of OSSTF that there should be no reduction in the rights of Members contained in a collective agreement as a result of the implementation of Employment Equity legislation. (R.10)
- 6.1.7 It is the policy of OSSTF that collective agreements should contain provisions dealing with modified work programs to accommodate Members who experience disabling illness or injury. (R.10)
- 6.1.8 It is the policy of OSSTF that the terms and conditions of employment of a Member participating in a modified work program owing to disabling illness or injury should be subject to the mutual written agreement of the Member, the employer, and the Bargaining Unit in accordance with all applicable legislation and fully grievable under the appropriate provisions of the collective agreement. (R.10)
- 6.1.9 It is the policy of OSSTF that no employer should unilaterally impose Attendance Management systems without first providing an opportunity for OSSTF to comment on such a policy. (R.14)
- 6.1.10 It is the policy of OSSTF that collective agreements should contain provisions to reserve the right to grieve the administration and/or application of any Attendance Management Policy. (R.14)
- 6.1.11 It is the policy of OSSTF that once a course of study has formally concluded, the course teacher's workload will not be increased by the requirements of any future program involving students from that course attempting to recover credits. (A.06)
- 6.1.12 It is the policy of OSSTF that employers should establish clear policies, procedures and protocols in every educational facility which do not contravene any collective agreements; (A.08)
- 6.1.12.1 setting out the level of adult supervision required during all hours the building is open, hiring additional staff for supervisory purposes; (A.08)
- 6.1.12.2 clearly identifying which adults are responsible for which areas of supervision; (A.08)
- 6.1.12.3 clearly identifying the person in charge at all times; (A.08)
- 6.1.12.4 clearly establishing communication protocols in event of an emergency. (A.08)
- 6.1.13 It is the policy of OSSTF that cooperative education students should not be used in any way which would result in fewer job opportunities for educational workers. (R.14)
- 6.1.14 It is the policy of OSSTF that an administrator should be present in the school at all times during the regularly scheduled school day. (A.11)
- 6.2 **Hiring and Staffing Practices**
- 6.2.1 **Continuing and Adult Education**
- 6.2.1.1 It is the policy of OSSTF that local collective agreements should contain terms and conditions of employment for Members in continuing and adult education. (R.10)
- 6.2.1.2 It is the policy of OSSTF that the workload of Members who work all or part of their assignment outside the regular work day should be no greater than the workload of Members who work during the regular work day. (R.10)
- 6.2.2 **Educational Support Staff**
- 6.2.2.1 It is the policy of OSSTF that all employers should be required, in hiring practices, to give preference to those candidates for Educational Support Staff positions who possess the appropriate academic qualifications and/or the equivalent for the position. (R.10)
- 6.2.3 **Exchange Teachers**
- 6.2.3.1 It is the policy of OSSTF that there should be voluntary exchange programs for Members within Ontario. (R.10)
- 6.2.3.2 It is the policy of OSSTF that exchanges between supervisory officers and Active Members should require the approval of the Bargaining Unit. (R.10)
- 6.2.4 **Occasional Teachers**
- 6.2.4.1 It is the policy of OSSTF that the timetable for an Occasional Teacher should be subject to the same contractual provision(s) that would apply to the teacher who is replaced. (R.10)
- 6.2.4.2 It is the policy of OSSTF that Occasional Teachers should be subject to assignments before or after the regular scheduled timetable only if those assignments were assignments for that day for the teacher(s) being replaced and if the Occasional Teacher was informed of this prior to accepting the position. (A.11)
- 6.2.4.3 It is the policy of OSSTF that employers should ensure that schools provide Occasional Teachers with the teacher's timetable (including supervision periods), the schedule identifying period times, up-to-date class lists and seating plans, a floor plan of the school, an outline of the school day cycle, a written statement of attendance procedures, key(s) for assigned areas, information on access to equipment and sources of assistance, name of the contact person, and a report form to provide feedback to the classroom teacher. (R.10)
- 6.2.4.4 It is the policy of OSSTF that employers should ensure that teachers in charge of organizational units are informed when Occasional Teachers are in their units. (R.10)
- 6.2.4.5 It is the policy of OSSTF that collective agreements for Occasional Teachers should contain evaluation processes that

- provide for due process and fairness to all members. (R.10)
- 6.2.4.6 It is the policy of OSSTF that collective agreements for Occasional Teachers should include provisions for the development and maintenance of an Occasional Teacher list. (R.10)
- 6.2.4.7 It is the policy of OSSTF that collective agreements for Occasional Teachers should contain hiring procedures that include provision for communication of the procedures to all the Occasional Teachers in the Bargaining Unit, posting of vacancies and recognition of accumulated experience. (R.10)
- 6.2.4.8 It is the policy of OSSTF that all Occasional Teachers in the Bargaining Unit should be made aware, by the employer, of vacancies for long- term occasional assignments and for permanent positions for which they are qualified; and that Occasional Teachers should have priority over external applicants in the hiring process. (R.10)
- 6.2.4.9 It is the policy of OSSTF that collective agreements for Occasional Teachers should contain grievance procedures. (R.10)
- 6.2.4.10 It is the policy of OSSTF that collective agreements for Occasional Teachers should provide for labour-management committees. (R.10)
- 6.2.4.11 It is the policy of OSSTF that collective agreements for Occasional Teachers should provide for the distribution of a copy of the collective agreement to each Member of the Bargaining Unit. (R.10)
- 6.2.4.12 It is the policy of OSSTF that a bulletin board and a mail box should be provided by the employer in each school for the use of the Occasional Teachers' organization. (R.10)
- 6.2.4.13 It is the policy of OSSTF that employers should provide to Occasional Teachers opportunities for professional growth at the employer's expense and without breaks in service. (R.10)
- 6.2.4.14 It is the policy of OSSTF that communication and feedback should be encouraged between Occasional Teachers and teachers being replaced. (R.10)
- 6.2.5 **Educational Assistants/Educational Support Staff/Professional Student Services Personnel [ESS/PSSP] Services**
- 6.2.5.1 It is the policy of OSSTF that employers should employ qualified Educational Assistants /Educational Support Staff/Professional Student Services Personnel [ESS/PSSP], where needed, to assist in the delivery of services to students. (R.10)
- 6.2.5.2 It is the policy of OSSTF that community colleges in Ontario should participate in the formulation of courses for Certified Educational Assistants. (R.10)
- 6.2.5.3 It is the policy of OSSTF that the calculation of the pupil-teacher ratio (complement of teaching staff) should not include Educational Assistants and volunteers. (R.10)
- 6.2.5.4 It is the policy of OSSTF that psychological, social, speech-language and special education support services for students should be mandated and funded by the provincial government and be provided by qualified personnel employed by district school boards. (R.10)
- 6.2.5.5 It is the policy of OSSTF that partnerships with outside agencies in the educational system should only be used on a short term basis to complement the services of school board-employed PSSP and EA positions, and should only be agreed to when the following conditions have been met: (A.06)
- 6.2.5.5.1 The partnership is governed by a formal written agreement of the parties including term of the partnership, services to be provided, liability and consent issues, communication protocol, work space, and other terms and conditions appropriate for the specific project; (A.06)
- 6.2.5.5.2 The partnership will not replace services and/or positions that are or could be performed by school board-employed Professional Student Services Personnel and/or Educational Assistants positions: (A.06)
- 6.2.5.5.3 Qualifications of employees under the partnership must not be less than qualifications of school board employees performing equivalent work. (A.06)
- 6.2.5.6 It is the policy of OSSTF that teachers should not be assigned to 'student success initiative' duties which are already provided by or should be delivered by other OSSTF members or other unionized educational workers employed in the schools. (A.06)
- 6.2.5.7 It is the policy of OSSTF that workload for PSSP members should not exceed their ability to provide appropriate student services, as outlined in the code of ethics of their respective professional college or association. (A.07)
- 6.2.6 **Maximum Class Sizes**
- 6.2.6.1 It is the policy of OSSTF that collective agreements stipulate grievable class sizes that are not in excess of those class size maxima and student assignments outlined in the most recent recommendations issued by the Collective Bargaining Committee. (A.08)
- 6.2.6.1.1 Such collective agreement stipulations shall protect the workload of members and encourage a safer and positive learning environment for students. (A.08)
- 6.2.7 **Loading Capacity of Classrooms**
- 6.2.7.1 It is the policy of OSSTF that any staffing formula for schools should reflect the proportions of the types of classes present. (R.10)

- 6.2.7.2 It is the policy of OSSTF that the number of students in any given classroom should be limited by the size of the classroom and the number of available work stations in shops and laboratories, Ministry regulation, and due regard for the health and safety of the Members and the students. (R.10)
- 6.2.8 **Programs in Care, Treatment and Correctional Facilities**
- 6.2.8.1 It is the policy of OSSTF that the minimum standards for teaching facilities established under "Grants for Education Programs in Care, Treatment and Correctional Facilities" in the General Legislative Grant Regulations should include the following: (R.10)
- 6.2.8.1.1 each teaching area should (R.10)
- 6.2.8.1.1.1 have a minimum floor area of 40 square metres with no dimension of less than six metres; (R.10)
- 6.2.8.1.1.2 be sound proof; (R.10)
- 6.2.8.1.1.3 have adequate heat, light, ventilation and humidity; (R.10)
- 6.2.8.1.1.4 have adequate security; (R.10)
- 6.2.8.1.1.5 be arranged so that all equipment is accessible to each student; (R.10)
- 6.2.8.1.1.6 be accessible in a manner which is appropriate to the students' needs; (R.10)
- 6.2.8.1.2 class size should be a maximum of six students; (R.10)
- 6.2.8.1.3 case/planning conferences with social workers should be scheduled regularly; (R.10)
- 6.2.8.1.4 teaching staff should not be required to discipline students by the application of physical force; (R.10)
- 6.2.8.1.5 the number of (R.10)
- 6.2.8.1.5.1 support staff accessible to teachers should allow for the production of class materials; and (R.10)
- 6.2.8.1.5.2 corrections staff should be sufficient to allow for out-of-classroom activities as needed. (R.10)
- 6.2.9 **School Day and School Year**
- 6.2.9.1 It is the policy of OSSTF that all collective agreements should contain definitions for the length of the school day and school year. (R.10)
- 6.2.9.2 It is the policy of OSSTF that no teacher should be required to perform duties beyond the definition of a school day or outside the defined school year unless the teacher consents and arrangements are made which provide the teacher with appropriate lieu time during the defined school year. (R.10)
- 6.2.9.3 It is the policy of OSSTF that no teacher should be required to teach more than 194 days in any calendar year. (R.10)
- 6.2.9.4 It is the policy of OSSTF that discussions by an employer relating to the modified/year-round school year in any school or workplace where Members work should include representatives of the Bargaining Units. (A.12)
- 6.2.9.5 It is the policy of OSSTF that the introduction of any modification to the present school year in any school or workplace where Members work should include: (R.10)
- 6.2.9.5.1 negotiated changes to the collective agreement covering such Members and detailing their terms and conditions of employment in a modified/year-round employment relationship; (R.10)
- 6.2.9.5.2 terms and conditions of employment that are no less favourable than before the modified/year-round school year was introduced; (R.10)
- 6.2.9.5.3 priority for transfer on a seniority basis for Members who wish to work in a traditional model where a school changes to a modified/year-round school model; (R.10)
- 6.2.9.5.4 the right not to be involuntarily transferred from a school operating on a traditional school year basis to a school operating on a modified/year-round school basis. (R.10)
- 6.2.9.6 It is the policy of OSSTF that, if a school is modified to operate on a year-round basis with multiple tracks, transfer between the tracks should be based on seniority. (R.10)
- 6.2.10 **Special Education Integration**
- 6.2.10.1 It is the policy of OSSTF that, where exceptional students are integrated into regular classrooms, there should be (R.10)
- 6.2.10.1.1a limitation on the number of exceptional students integrated into a regular classroom; (R.10)
- 6.2.10.1.2a limitation on the number of integrated exceptional students assigned to any one teacher; (R.10)
- 6.2.10.1.3one full-time equivalent resource teacher for every 180 students in the total school population; (R.10)
- 6.2.10.1.4notwithstanding Policy 6.2.10.1.3, a maximum case load of 25 students for a full-time equivalent resource teacher; (R.10)
- 6.2.10.1.5the formation of special education services departments; (R.10)
- 6.2.10.1.6timetable allocations for in-school special education services team meetings; (R.10)
- 6.2.10.1.7establishment/retention of a full-time coordinator of secondary special education services. (R.10)
- 6.2.10.2 It is the policy of OSSTF that the additional preparation, workload, and time requirements necessary for the integration of exceptional students into regular classes should be formally recognized in teachers and educational workers collective agreements through lower class sizes and equitable workload provisions. (R.12)
- 6.2.10.3 It is the policy of OSSTF that the additional preparation work load, and time required to accommodate students with Individual Education Plans in regular classes should be formally recognized in teachers' and educational workers' collective agreements

through lower class sizes and equitable workload provisions. (A.12)

6.2.11 Special Education Resource and Withdrawal

6.2.11.1 It is the policy of OSSTF that each Bargaining Unit should seek to negotiate caseloads that are not in excess of the following maximums: (R.10)

6.2.11.1.1 with respect to a learning resource teacher - 20 (R.10)

6.2.11.1.2 with respect to a behavioural resource teacher, in addition to the provision of a teaching assistant - 20. (R.10)

6.2.12 Timetabling

6.2.12.1 It is the policy of OSSTF that a teacher's timetable should allow for teaching, preparation, marking and student mentoring. (A.06)

6.2.12.2 It is the policy of OSSTF that an analysis of the non-teaching, in-school duties of a teacher should result either in reassignment of such duties as may be capably performed by a non-teacher, or in adjustment of the teacher's schedule so as to permit the work without interfering with Policy 6.2.12.1. (R.10)

6.2.12.3 It is the policy of OSSTF that no teacher should be required to teach more periods per day than is outlined below, where the second number represents the possible teaching periods per day excluding lunch. (R.10)

Teaching Assignment	Periods Per Day
3	4
3	5
4	6
5	7
6	8
6	9
7	10 or more

6.2.12.4 It is the policy of OSSTF that, in schools which are semestered, an appropriate time allowance between semesters should be allowed for the purposes of concluding one semester and preparing for the next as a basic condition for improving conditions of work for quality education. (R.10)

6.2.12.5 It is the policy of OSSTF that Members with disabilities should be given every possible consideration in their work assignments in relation to location of the work and the nature of assignments with due regard to the safety of the Members and the qualifications of the Members. (R.10)

6.2.12.6 It is the policy of OSSTF that a teacher should be given, before the beginning of each school year, a copy of that teacher's timetable for that school year. The timetable should include the following information: (R.10)

6.2.12.6.1 assigned classroom instructional periods or their equivalent; (R.10)

6.2.12.6.2 unassigned periods; (R.10)

6.2.12.6.3 assigned periods, which may include

supervision and/or designated on-call periods and/or administrative periods. (R.10)

6.2.12.7 It is the policy of OSSTF that a teacher should be given in writing before the end of each school year that teacher's teaching assignment for the next school year. (R.10)

6.2.12.8 It is the policy of OSSTF that a teacher should receive a revised timetable where changes in the teacher's assigned duties are made. (R.10)

6.2.12.9 It is the policy of OSSTF that the Branch President should be provided with two copies of each Branch Member's assigned timetable, one to be retained by the Branch President and one to be forwarded to the Bargaining Unit President for scrutiny and Bargaining Unit record-keeping. (R.10)

6.2.12.10 It is the policy of OSSTF that collective agreements should include provisions to protect teachers of multi-grade and/or multi-level classes against unreasonable workload. (R.10)

6.2.12.11 It is the policy of OSSTF that there should be no destreaming. (R.10)

6.2.12.12 It is the policy of OSSTF that any restructuring plan to be implemented in a school should have the prior approval of two-thirds of the teacher Members employed in the school and of the Bargaining Unit. (R.10)

6.2.12.13 It is the policy of OSSTF that any restructuring plan to be implemented in a school should result in no loss of teaching positions or positions of responsibility. (R.10)

6.2.12.14 It is the policy of OSSTF that teachers of restructured classes should be entitled to attend professional activity workshops, seminars, or conferences on restructuring at employer expense and with no loss of salary, benefits, experience or seniority. (A.12)

6.2.12.15 It is the policy of OSSTF that employers should offer, in consultation with OSSTF, professional development programs on restructuring. (A.12)

6.2.12.16 It is the policy of OSSTF that employers should provide additional negotiated full-time equivalent staff either on an employer or individual school basis to plan and prepare for restructuring. (A.12)

6.2.12.17 It is the policy of OSSTF that teachers released from their regular teaching duties to plan or prepare for restructuring should be replaced by occasional teachers. (R.10)

6.2.12.18 It is the policy of OSSTF that any employer-wide committee established to implement restructuring should contain at least fifty percent representation from Members of the Bargaining Unit who are selected by the Bargaining Unit Executive. (A.12)

6.2.12.19 It is the policy of OSSTF that any school committee established to implement restructuring should contain at least fifty percent representation of Members elected

- by Members from that school's staff. (R.10)
- 6.2.12.20 It is the policy of OSSTF that collective agreements should contain provisions limiting the ability of employer officials or administrators to unilaterally assign duties to OSSTF members which were traditionally carried out by other employer/school employees. (A.12)
- 6.2.12.21 It is the policy of OSSTF that the additional preparation, workload and time requirements necessary for the preparation of documents related to Special Education, Student Success and/or students at risk and individual education plans (IEPs) should be formally recognized in teachers' and educational workers' collective agreements. (A.14)
- 6.2.12.22 It is the policy of OSSTF that multi-subject instructional periods should not be part of the timetable of a school day. (A.09)
- 6.2.13 **School Libraries**
- 6.2.13.1 It is the policy of OSSTF that each school should be staffed with sufficient teacher-librarians such that at least one qualified teacher-librarian is on duty for every time period during the regular school day. (R.10)
- 6.2.13.2 It is the policy of OSSTF that school library information centres should be adequately staffed with qualified teacher-librarians and technical/support staff to allow for the development and provision of necessary programs and services. (A.06)
- 6.2.14 **Responsibility of Teachers for Classrooms**
- 6.2.14.1 It is the policy of OSSTF that no teacher regularly employed by an employer should be held responsible for the instruction and discipline of a class in a teaching area (even though a temporary or part-time instructor of specialized skills is employed) unless; (A.12)
- 6.2.14.1.1 the teacher is teaching all or part of the class according to the timetable of the school; (R.10)
- 6.2.14.1.2 the teacher is free from other teaching duties during the period of instruction in such a manner that he/she can intervene immediately in the class situation. (R.10)
- 6.2.15 **On-Line Courses**
- 6.2.15.1 It is the policy of OSSTF that the maximum workload of teachers responsible for courses offered for credit on-line should be set out in the collective agreement. (R.11)
- 6.2.15.2 It is the policy of OSSTF that members involved in the on-line delivery of credit courses should be working in a regular secondary school during the regular school day and year. (R.14)
- 6.2.15.3 It is the policy of OSSTF that employers should provide to members teaching on-line credit courses all the equipment necessary, including but not limited to high-speed internet access. (A.12)
- 6.2.16 **Guidance**
- 6.2.16.1 It is the Policy of OSSTF that each school should be staffed with sufficient guidance teachers such that at least one qualified guidance teacher is assigned in guidance for every time period during the regular school day. (A.09)
- 6.3 **Assaults**
- 6.3.1 It is the policy of OSSTF that employers, in consultation with local Bargaining Units, should establish procedures to deal with assaults on Members. Such procedures should detail the responsibilities of the Member, the employer, and the administration, and should include provision for medical and legal assistance at employer expense. (R.10)
- 6.3.2 It is the policy of OSSTF that each employer should be responsible for providing and ensuring a safe and secure workplace, free from harassment and fear of harm to person and property, for all employees. (A.12)
- 6.3.3 It is the policy of OSSTF that each employer should provide, at its expense, independent legal counsel for any Member who, in the performance of duties, is assaulted or is alleged to have acted in a way which could lead to criminal charges or civil litigation. (R.10)
- 6.3.4 It is the policy of OSSTF that any student who is accused of assaulting a Member should be removed immediately from the class. (R.10)
- 6.3.5 It is the policy of OSSTF that any student who is deemed by the school administration to have assaulted a Member should be suspended immediately to the maximum number of days permitted by legislation. (R.10)
- 6.3.6 It is the policy of OSSTF that employers should consider the immediate expulsion of any student who has assaulted a Member. (A.12)
- 6.3.7 It is the policy of OSSTF that no Member should be required to perform any duty when that Member feels threatened by the presence of a student who has previously assaulted the Member. (R.10)
- 6.3.8 It is the policy of OSSTF that employers should develop procedures to protect Members from further contact with a student who has previously assaulted the Member. (R.10)
- 6.3.9 It is the policy of OSSTF that employers should ensure that incidents of assaults on Members are reported immediately and that details are provided forthwith to the Bargaining Unit representative. (R.10)
- 6.3.10 It is the policy of OSSTF that employers, in consultation with local bargaining units, should develop appropriate report forms for incidents of assaults on Members.
- 6.3.11 It is the policy of OSSTF that employers should provide in-service training for

- Members on techniques for resolving conflict through nonviolent means. (R.10)
- 6.3.12 It is the policy of OSSTF that employers should provide all support required, including indemnification for legal costs, for any Member who is assaulted or harassed by a student. (R.10)
- 6.3.13 It is the policy of OSSTF that employers should provide all support required, including indemnification for legal costs, for any Member whose property is damaged during or as a result of the performance of duties or the participation in extra-curricular activities. (R.10)
- 6.3.14 It is the policy of OSSTF that appropriate legislation should be amended to require district school boards to include in a student's Ontario Student Record information relating to incidents of assault or harassment for which that student has been disciplined. (R.10)
- 6.3.15 It is the policy of OSSTF that employer-wide codes of behaviour should be reviewed in collaboration with OSSTF to include appropriate intervention and consequences for those students who resort to violence against other students or personnel. (A.12)
- 6.3.16 It is the policy of OSSTF that, in addition to expulsion and suspension, strategies for dealing with violence should include the provision of alternative programs staffed by unionized school board personnel. (A.08)
- 6.3.17 It is the policy of OSSTF that alternate strategies provided for dealing with in-school violence should include counselling and treatment in a therapeutic environment, conflict resolution programs and withdrawal from regular programs. (R.10)
- 6.3.18 It is the policy of OSSTF that employers in collaboration with OSSTF should implement conflict resolution programs for all employees, students and pre-service teachers. (A.12)
- 6.3.19 It is the policy of OSSTF that all student suspensions resulting from complaints of acts or threats of violence towards teachers and/or educational workers should be external suspensions in order to protect the safety and well-being of teachers and/or educational workers pending further investigation by school administration and/or authorities. (A.07)
- 6.4 **Employee Assistance Programs**
- 6.4.1 It is the policy of OSSTF that employers should provide independent employee assistance programs within their jurisdictions. (A.06)
- 6.5 **Employees or Students with Infectious Blood or Body Fluid-Borne Diseases**
- 6.5.1 It is the policy of OSSTF that
- 6.5.1.1 the identity of a Member with infectious blood or body fluid-borne diseases should be protected; (R.10)
- 6.5.1.2 Members with infectious blood or body fluid-borne diseases should have the right to continue their employment; (R.10)
- 6.5.1.3 where a Member with an infectious blood or body fluid-borne disease becomes too sick to work, full access to sick leave, long-term disability and medical benefits should be ensured. (R.10)
- 6.5.2 It is the policy of OSSTF that employers should provide training on universal precautions and make appropriate personal protective equipment available. (A.07)
- 6.6 **Extra-Curricular Activities**
- 6.6.1 It is the policy of OSSTF that involvement in extra-curricular activities should be voluntary. (R.10)
- 6.6.2 It is the policy of OSSTF that employers should respect the right of any member to refuse extra-curricular activities. (R.10)
- 6.6.3 It is the policy of OSSTF that member involvement in extra-curricular activities should not be subject to evaluation and should not be used as a basis for promotion. (R.10)
- 6.6.4 It is the policy of OSSTF that there should be no monetary compensation for supervision of extra-curricular activities as long as the supervision of extra-curricular activities is considered as a voluntary service. (R.10)
- 6.7 **Health and Safety Working Conditions**
- 6.7.1 It is the policy of OSSTF that collective agreements should contain provisions for the protection of Members with respect to the *Occupational Health and Safety Act* and its Regulations. (R.10)
- 6.7.2 It is the policy of OSSTF that employers should develop and/or utilize a Workplace Hazardous Materials Information System (WHMIS) and First Aid training programs acceptable to the Bargaining Unit. (R.10)
- 6.7.2.1 It is the policy of OSSTF that employers should make it a priority to train all staff during regular working hours, with replacement coverage, if necessary, or consider using paid professional development days, using programs acceptable to the Bargaining Unit on issues of first aid, safety, violence, and emergency procedures. (A.07)
- 6.7.2.2 It is the policy of OSSTF that employers should ensure that delivery of the WHMIS training program should be by qualified instructors acceptable to the Bargaining Unit. (R.10)
- 6.7.2.3 It is the policy of OSSTF that employers should not require Members to participate in employer-mandated WHMIS training programs beyond the normal school day or outside the defined school year without the consent of the Bargaining Unit. (R.10)
- 6.7.2.4 It is the policy of OSSTF that, in the event that a Bargaining Unit gives assent for training beyond the normal school day or

- defined school year, the employer should provide Members with appropriate compensation or compensating lieu time during the defined school year. (R.10)
- 6.7.2.5 It is the policy of OSSTF that the union should be consulted by the employer during the development of any Risk Assessment and Safety Plan required under the Occupational Health and Safety Act. (A.14)
- 6.7.3 It is the policy of OSSTF that workplace inspections should be conducted by a certified worker member of the Joint Health and Safety Committee in accordance with the *Occupational Health and Safety Act*. (R.10)
- 6.7.4 It is the policy of OSSTF that the minimum training for Health and Safety Representatives should be Certification from the Workers' Health and Safety Centre. (R.10)
- 6.7.5 It is the policy of OSSTF that each workplace should be fully inspected monthly. (A.07)
- 6.7.6 It is the policy of OSSTF that employers should not use school buildings or property as storage sites for polychlorinated biphenyl (PCB) wastes. (A.12)
- 6.7.7 It is the policy of OSSTF that employers should provide information to enable Members to work in a safe and healthy manner. (R.10)
- 6.7.8 It is the policy of OSSTF that employers should inform Members about potential threats or hazards in the workplace. (R.10)
- 6.7.9 It is the policy of OSSTF that employers, in consultation with the local Bargaining Units, should develop, or review annually, emergency response procedures and alert systems. (R.10)
- 6.7.10 It is the policy of OSSTF that
- 6.7.10.1 reconstruction or maintenance procedures that produce noise, airborne particles and/or gases which may result in adverse health effects to Members should be performed outside normal working hours whenever possible; (R.10)
- 6.7.10.2 when reconstruction and maintenance procedures must be carried out during normal working hours, appropriate safeguards should be undertaken to eliminate excess noise, airborne particles and/or gases; and (R.10)
- 6.7.10.3 if a Member suffers adverse effects because of the procedures outlined in 6.7.10.2, suitable alternate work should be assigned or a suitable replacement worksite should be arranged. (R.10)
- 6.7.11 It is the policy of OSSTF that employers of OSSTF members should develop policies and procedures addressing the specific accommodation needs of members within their workplaces to enable their continued employment. (A.12)
- 6.7.12 It is the policy of OSSTF that harassment be recognized as a form of workplace violence and a health and safety issue. (A.05)
- 6.7.13 It is the policy of OSSTF that employers having more than one workplace should establish and maintain multi-site Joint Health and Safety Committee(s) by applying to the Ministry of Labour with a Terms of Reference for approval, unless the unions are in agreement due to expansive geography and site-based committees can function well without a system-wide structure. (A.07)
- 6.7.14 It is the policy of OSSTF that notice of accidents, injuries and occupational diseases should be provided to the Joint Health and Safety Committee, as outlined by Section 51 and Section 52 of the Occupational Health and Safety Act and Section 5 of the Industrial Regulations. (A.07)
- 6.7.15 It is the policy of OSSTF that employers should ensure all asbestos in OSSTF workplaces be safely removed where appropriate and replaced with safe substitutes. (A.07)
- 6.7.16 It is the policy of OSSTF that the school board- employed educational team is a necessary component of a safe and healthy school. (A.08)
- 6.7.17 It is the policy of OSSTF that all publicly funded schools in Ontario should recognize the Day of Mourning for workers injured or killed on the job. (A.12)
- 6.7.18 It is the policy of OSSTF that all education facilities should be equipped with Automatic External Defibrillators as part of the first aid equipment. (A.11)
- 6.7.19 It the policy of OSSTF that all protections of Workplace Safety and Insurance Board and employer liability insurance should be extended to members who respond to inappropriate student behaviour as required under Ministry and related policies and guidelines, and are injured or incur damages as a result. (A.11)
- 6.8 **In-School Medical Procedures**
- 6.8.1 It is the policy of OSSTF that each employer should establish policies relating to the administration of medication, medical procedures and physical procedures such that no teacher shall be required to do any medical or physical procedure for pupils that might in any way endanger the safety or well-being of the pupil or subject the member to risk of injury or liability for negligence. Such procedures include but are not limited to administration of medication, catheterization, lifting a pupil, physiotherapy, feeding handicapped pupils, postural drainage, manual expression of the bladder, and toileting assistance. (R.11)
- 6.8.2 It is the policy of OSSTF that each employer should engage personnel to carry out physical procedures required by pupils. (R.10)

- 6.8.3 It is the policy of OSSTF that, where it is not possible or feasible to provide the services in Policy 6.8.2 to a particular worksite, the student should be placed in a worksite where the services are available or the district school board should purchase such services from a neighbouring board as provided for in the legislation. (R.10)
- 6.8.4 It is the policy of OSSTF that employers, through existing or supplementary insurance coverage, should adequately insure personnel against claims arising from the administration of medication through policy, or directive, and those employees who in an emergency must deal with medical procedures. (R.10)
- 6.8.5 It is the policy of OSSTF that there should be no unilateral imposition of first aid training on Members by employers. (R.10)
- 6.8.6 It is the policy of OSSTF that an employer should employ a qualified replacement to cover any absences caused by a Member undertaking first aid training provided by the employer during work hours. (R.10)
- 6.8.7 It is the policy of OSSTF that employers should provide adequate information, equipment, material, and methods of safe disposal of those materials, for Members providing medical procedures, dispensing medication and/or providing other health-related services when they are contracted as a specific function of their job-related duties. (R.10)
- 6.8.8 It is the policy of OSSTF that employers should provide appropriate training from appropriate medical personnel to Members who perform medical procedures, dispense medication, and/or provide other health-related services when they are contracted as a specific function of their job-related duties. (R.10)
- 6.8.9 It is the policy of OSSTF that employers should provide workplace training in the use of Automatic External Defibrillators. (A.11)
- 6.9 **School-Community Program**
- 6.9.1 It is the policy of OSSTF that variations in a Member's timetable, workload, or compensation that may arise from implementation of school-community programs should be a matter for consideration in the negotiations of collective agreements. (R.10)
- 6.10 **Transfers**
- 6.10.1 It is the policy of OSSTF that employers should be encouraged to establish voluntary and reciprocal transfer schemes to allow Members to move to another worksite in the system. (R.10)
- 6.10.2 It is the policy of OSSTF that there should be no involuntary transfer of Members unless the transfer is affected through the surplus and redundancy procedures stipulated in collective agreements. (R.10)
- 6.11 **Work Areas and Resources**
- 6.11.1 It is the policy of OSSTF that all Members should be provided with adequate individual preparation areas. (R.10)
- 6.11.2 It is the policy of OSSTF that employers should provide all members with the requisite equipment and software to enable them to perform their jobs effectively. (R.10)
- 6.11.3 It is the policy of OSSTF that the development of e-mail or Internet policies or protocols designed to apply to members who use employer-owned computers should be done in consultation with and with the agreement of the Bargaining Unit. (R.10)
- 6.11.4 It is the policy of OSSTF that student assessments and interventions should be conducted within appropriate settings which are respectful of the needs of the student and staff member and meet confidentiality and safety concerns. (A.07)
- 6.11.5 It is the policy of OSSTF that all OSSTF members should have access to gender neutral washrooms at their workplaces. (A.14)
- 6.12 **Bilateral Committees**
- 6.12.1 It is the policy of OSSTF that any bilateral committee struck between a Bargaining Unit and an employer should, except as otherwise provided by law or specific OSSTF policy, include at least as many OSSTF representatives as there are employer representatives. (R.10)
- 6.13 **Volunteers**
- 6.13.1 It is the policy of OSSTF that volunteers should not replace or displace Members or prevent laid-off workers from being recalled. (R.10)
- 6.13.2 It is the policy of OSSTF that at no time should a volunteer be used as a substitute for a Member who is absent from work. (R.10)
- 6.13.3 It is the policy of OSSTF that, if volunteers are assigned to an educational setting, Members should be included in the discussion related to the assignments of tasks to the volunteers. (R.10)
- 6.13.4 It is the policy of OSSTF that, if a legal strike is initiated by OSSTF or an employer lockout occurs, volunteers should be removed from the workplace. (A.12)
- 6.14 **Surveillance**
- 6.14.1 It is the policy of OSSTF that the use of video surveillance in educational worksites should be limited to security purposes. (A.05)
- 6.14.2 It is the policy of OSSTF that use of video surveillance should not be used to monitor the performance of an OSSTF member. (A.05)
- 6.14.3 It is the policy of OSSTF that OSSTF members should not have the responsibility of reporting on other OSSTF members

- and/or staff resulting from video surveillance or videotaping. (A.05)
- 6.14.4 It is the policy of OSSTF that there should be no audio or video recording of classroom activities unless authorized by all OSSTF members working in that classroom. (A.06)
- 6.15 **Impact of Technology**
- 6.15.1 It is the policy of OSSTF that incoming school telephone calls should be answered during normal hours of operation by support staff personnel normally assigned those duties, that there should be dedicated and protected funding to maintain sufficient levels of support staff in schools, offices, libraries, and information technology departments, and that there be no compulsory use of voice mail, answering machines or e-mail. (R.10)
- 6.15.2 It is the policy of OSSTF that when Members are required to use voice mail, answering machines, e-mail or school web-sites, this work should be limited to the work day. (A.06)
- 6.15.3 It is the policy of OSSTF that OSSTF members should not have the responsibility of reporting on other OSSTF members and/or staff resulting from accessing computer files beyond reporting which is required by law. (A.06)
- 6.15.4 It is the policy of OSSTF that schools should prohibit students' personal use of cell phones, cameras or similar communication devices during the school day. (A.07)
- 6.15.5 It is the policy of OSSTF that the introduction of digital communication, digital technology and digital literacy should take place in a manner that ensures that there are no reductions in the number of jobs for educational workers. (A.11)
- 6.16 **Mentoring**
- 6.16.1 It is the policy of OSSTF that (A.06)
- 6.16.1.1 where mentoring is offered as part of an induction program for newly-hired Bargaining Unit members, the opportunity to act as a mentor should accrue to members of the Bargaining Unit in the workplace who have volunteered to perform that role, in the following order of priority: (A.06)
- 6.16.1.1.1 department heads or supervisors of organizational units where newly hired Members work; (A.06)
- 6.16.1.1.2 other experienced Members of the same organizational units: (A.06)
- 6.16.1.1.3 other experienced Members from the same workplace and job class: (A.06)
- 6.16.1.2 Members should not be penalized for not volunteering to act as mentors or for terminating their role as mentors; (A.06)
- 6.16.1.3 Time spent acting as a mentor should form part of a Member's assigned work time. (A.06)
- 6.16.1.4 Members who are mentoring as part of an

induction program for newly hired bargaining unit members should not participate in any evaluation process. (A.07)

Policy 7 Educational Finance (EDFI Policy)

7.1 Taxation

- 7.1.1 It is the policy of OSSTF that the locally elected representatives of the public, i.e., the boards of education, should retain the basic right to set their own budgetary priorities and to raise extra funds from local sources to meet the demonstrated needs of their local community. (R.10)
- 7.1.2 It is the policy of OSSTF that funds sufficient to maintain and improve the quality of education in Ontario, as defined in the Salary, Professional Development, and other pertinent sections of these Policy Statements, should be ensured by a system of guidelines issued by the Minister of Education. (R.10)
- 7.1.3 It is the policy of OSSTF that local school boards should retain complete autonomy over local assessment and taxation. (R.10)
- 7.1.4 It is the policy of OSSTF that local boards of education should receive their share of grants in lieu of taxes currently paid to and retained by local municipalities. (R.10)

7.2 Budgeting

- 7.2.1 It is the policy of OSSTF that employers should develop a rational approach to the allocation of resources, both to education as a function in society and within the educational sector itself. (A.12)

7.3 Program Delivery

- 7.3.1 It is the policy of OSSTF with regard to the difficulties of declining enrolment and financing education that the Ministry of Education should (R.10)
- 7.3.1.1 fund district school boards such that the boards are not adversely affected by changes to capital or accommodation grants; (R.10)
- 7.3.1.2 ensure sufficient program-based funding so that district school boards with very small enrolments in sparsely populated areas can offer a full range of program; (R.10)
- 7.3.1.3 give some financial protection to boards experiencing greater than average rates of enrolment decline. (R.10)
- 7.3.2 It is the policy of OSSTF that the Ministry of Education should ensure sufficient funding to allow for program viability in single secondary school communities. (R.10)
- 7.3.3 It is the policy of OSSTF that the per pupil expenditure grants should be set at realistic levels corresponding to current actual program costs. (R.10)
- 7.3.4 It is the policy of OSSTF that variations in program costs should be recognized by the Ministry of Education for grant purposes. (R.10)
- 7.3.5 It is the policy of OSSTF that new program

	and curriculum initiatives introduced by the Ministry of Education should be completely funded by the Ministry. (R.10)	8.1.1.3 Proficiency - achievement for all (R.10)
		8.1.1.4 Accountability - value for all (R.10)
		8.1.2 It is the policy of OSSTF that the goals of education should enhance the student's ability to: (R.10)
7.4	Government Funding	
7.4.1	It is the policy of OSSTF that there should be no direct or indirect funding of private schools or religious schools. (R.10)	8.1.2.1 use language to think, learn and communicate effectively; (R.10)
7.4.2	It is the policy of OSSTF that there should be additional government funding provided to district school boards to cover capital expenditures, including refurbishing of existing older plants and constructing new facilities. (R.10)	8.1.2.2 use mathematical skills with confidence in practical situations; (R.10)
7.4.3	It is the policy of OSSTF that there should be no use of vouchers to fund schools. (R.10)	8.1.2.3 use science and technology to gain access to information and make decisions; (R.10)
7.4.4	It is the policy of OSSTF that the Ministry of Education should ensure that there will be adequate sustained funding to support curriculum programs for public school education. (A.09)	8.1.2.4 understand how history, geography, cultural and environmental forces shape the Canadian identity and the world; (R.10)
7.4.5	<u>It is the policy of OSSTF that there should be dedicated and transparent funding from the Ontario Government for support staff positions at all publicly funded Ontario Universities and Colleges.</u> (A.14)	8.1.2.5 actively appreciate the arts; (R.10)
7.4.6	<u>It is the policy of OSSTF that there should be increased, sustainable, and transparent funding from the Ontario Government for all publicly funded Universities and Colleges.</u> (A.14)	8.1.2.6 learn in a self-directed manner; (R.10)
		8.1.2.7 apply creative thinking skills to solve problems; (R.10)
		8.1.2.8 assume responsibility for a healthy life style; (R.10)
		8.1.2.9 understand group dynamics and decision making; (R.10)
		8.1.2.10 appreciate individual, religious and cultural diversity; (R.10)
		8.1.2.11 understand and challenge human rights violations such as sexism, racism, homophobia and harassment and other forms of such injustice including violence; (R.14)
		8.1.2.12 choose an appropriate career path. (R.14)
		8.1.2.13 critically evaluate all forms of media. (A.07)
7.5	Publicly Funded School Boards	8.2 Charter Schools, Privatization and Commercialization
7.5.1	It is the policy of OSSTF that there should be only one publicly funded school system for each official language. (A.13)	8.2.1 It is the policy of OSSTF that there should be no tax credits for private education and no introduction of charter schools or voucher education in Ontario. (R.12)
7.5.2	It is the policy of OSSTF that no OSSTF jobs should be lost as a result of moving to one publicly funded school system for each official language. (A.13)	8.2.2 It is the policy of OSSTF that there should be no introduction of privatized management of school boards, school board operations or schools. (R.10)
7.6	Rating Capacity of School	8.2.3 It is the policy of OSSTF that school boards should not permit or introduce television networks like Youth News Network (YNN) into the classrooms of Ontario schools. (R.10)
7.6.1	It is the policy of OSSTF that the Ministry of Education's "School Rating Capacity" should reflect school program and changes in school program. (R.10)	8.2.4 It is the policy of OSSTF that all foods sold or served anywhere in the school during the day should meet high nutritional standards. (R.11)
7.6.2	It is the policy of OSSTF that publicly funded school boards should be encouraged to seek immediate revisions of the current Ministry secondary school capacity formula such that these revisions reflect the realities of the current curriculum, adult education, special education, collective agreements and other conditions that may prevail. (A.09)	8.2.5 It is the policy of OSSTF that all commercial advertising aimed at children should be banned in public schools. (R.11)
		8.2.6 It is the policy of OSSTF that district school boards should hold public hearings and consultations prior to signing any exclusive contracts with vendors/suppliers. (R.11)
		8.2.7 It is the policy of OSSTF that district school boards/schools should be prohibited from signing exclusive contracts with private vendors aimed at promoting brand loyalty among students. (R.11)
		8.2.8 It is the policy of OSSTF that commercial signage should be prohibited on school property and school buses. (R.11)
Policy 8 Educational Issues (EDIS Policy)		
8.1	Goals of Education	
8.1.1	It is the policy of OSSTF that the publicly funded school system should recognize the following principles: (A.10)	
8.1.1.1	Universality - access for all (R.10)	
8.1.1.2	Comprehensiveness - opportunity for all (R.10)	

- 8.2.9 It is the policy of OSSTF that any district school board debate or decisions on matters involving privatization, outsourcing, or commercialization take place in public session at district school board meetings. (R.11)
- 8.2.10 It is the policy of OSSTF that Total Quality Management business models should not be transplanted into district school boards and workplaces. (R.12)
- 8.2.11 It is the policy of OSSTF that only accredited schools with fully qualified staff should be licensed to grant secondary school credits based on Ministry of Education curricula. (A.05)
- 8.2.12 It is the policy of OSSTF that there should be no public/private partnerships (P3s) in publicly funded education in Ontario. (A.07)
- 8.2.13 It is the policy of OSSTF that publicly funded schools in Ontario should not be funded by corporate partnerships and/or fundraising with private and/or business organizations. (A.10)
- 8.3 Educational Change**
- 8.3.1 It is the policy of OSSTF that any educational change should follow a Ministry of Education change protocol that: (R.10)
- 8.3.1.1 enhances the principles of universality, comprehensiveness, proficiency and accountability; (R.10)
- 8.3.1.2 clearly defines and articulates the purpose and goals of the reform; (R.10)
- 8.3.1.3 includes a clear vision of student outcomes for both students leaving school to enter the workforce directly and students proceeding to post-secondary education; and (R.10)
- 8.3.1.4 involves true collaboration with all partners in the educational system. (R.10)
- 8.3.2 It is the policy of OSSTF that the Ministry of Education should provide for significant and official OSSTF representation on all advisory committees which have a direct or indirect effect on publicly-funded education. (R.10)
- 8.3.3 It is the policy of OSSTF that employers should provide for significant and official OSSTF representation on all employer advisory committees which have a direct or indirect effect on publicly-funded education. (A.12)
- 8.3.4 It is the policy of OSSTF that the making of policy decisions within each school should be the joint responsibility of the principal and all the staff. (R.10)
- 8.3.5 It is the policy of OSSTF that members should have meaningful involvement in the decision-making process affecting education at all organizational levels. (R.10)
- 8.3.6 It is the policy of OSSTF that the implementation of innovations should be undertaken only after proper pilot testing occurs in a controlled environment and with members involved officially, as equal partners, in the implementation and evaluation teams. (R.10)
- 8.3.7 It is the policy of OSSTF that the Ministry of Education and the EQAO should examine the effects of socioeconomic conditions and family background on the education and achievement of all students with the aim of making relevant school program changes. (R.10)
- 8.4 Curriculum Review and Development**
- 8.4.1 It is the policy of OSSTF that employers and/or the Ministry of Education should provide opportunities for members to be involved as equal partners in all aspects of the curriculum development process, including policy formulation, planning, development, validation, evaluation, and review at all levels from classroom through to the provincial level. (A.12)
- 8.4.2 It is the policy of OSSTF that the Ministry of Education, in conjunction with the teacher federations, should establish and maintain long-range planning policies and procedures for curriculum development, implementation and review, which include: (R.10)
- 8.4.2.1 a clear outline of the government's commitment to provide sufficient time, finances, human and material resources, in-service and professional development; (R.10)
- 8.4.2.2 provisions for conducting Ontario-based applied research in all areas related to student learning; (R.10)
- 8.4.2.3 provisions for Ministry-funded pilot projects which have an urban/rural and geographic distribution; (R.10)
- 8.4.2.4 provisions for incentive funding for school-based pilot projects; (R.10)
- 8.4.2.5 provisions for research and pilot projects into curriculum development in alternative delivery systems. (R.10)
- 8.4.3 It is the policy of OSSTF that Ministry curriculum writing teams should be composed of practising Ontario teachers who have been recommended by the Affiliates of OTF or appropriate Subject Associations. (R.10)
- 8.4.4 It is the policy of OSSTF that employers should relieve members from professional duties or compensate them in other ways for the purpose of developing curriculum, support materials, and services. (A.12)
- 8.4.5 It is the policy of OSSTF that teachers should have the responsibility and the right to adapt and in special cases amend curriculum policy to the advantage of students. (R.10)
- 8.4.6 It is the policy of OSSTF that "Scientific Creationism" should not be introduced by employers or the Ministry into the pure and social science programs of the public schools. (A.12)
- 8.4.7 It is the policy of OSSTF that labour studies should be part of all relevant curricula. (A.09)

- 8.5 Curriculum Implementation and Delivery**
- 8.5.1 It is the policy of OSSTF that members should be free to pursue the goals and objectives of courses being taught, in an atmosphere of openness and sensitivity. (R.10)
- 8.5.2 It is the policy of OSSTF that learning expectations in secondary education should be organized and delivered through subject disciplines and subject-based credits, such that an adequate range of subject options should be offered, in addition to the core curriculum, in all secondary schools of Ontario, and that, if necessary, special funding arrangements should be made to enable such a range to be offered. (R.10)
- 8.5.3 It is the policy of OSSTF that school boards should offer and deliver through school board personnel all appropriate support services for students. (R.12)
- 8.5.4 It is the policy of OSSTF that the Ministry of Education should provide, along with curriculum policy, appropriate course profiles, adequate funding for texts and other learning resources in both official languages, and appropriate professional development well in advance of the date of implementation. (R.14)
- 8.5.5 It is the policy of OSSTF that the scheduling, organization, and execution of programs of study, and inquiry into controversial, difficult, and disturbing issues should be a fundamental right of teachers in the schools of Ontario. (R.10)
- 8.5.6 It is the policy of OSSTF that there should be no teaching of denominational religious courses as options for credit in the public secondary schools of Ontario, but that the acquisition of information about and respect for all religions should be recognized as an objective of the educational system. (R.10)
- 8.5.7 It is the policy of OSSTF that all public boards of education should provide full-time, fully-funded early learning and care programmes, including full-day, fully-funded junior kindergarten and senior kindergarten. (A.09)
- 8.5.8 It is the policy of OSSTF that full-day junior and senior kindergarten programmes be provided within the context of a full system of early learning and care guided by the following principles: (A.09)
- 8.5.8.1 Programming and curriculum should be child-centred, developmentally appropriate and support growth in all developmental domains; (A.09)
- 8.5.8.2 Programmes should be built on an integrated model that makes professional student services personnel and other supports available for children and families; (A.09)
- 8.5.8.3 Programmes should provide a high quality and well-resourced learning and care environment with qualified, well-paid and well-supported staff; (A.09)
- 8.5.8.4 Programmes should offer a universal entitlement to children and their families: (A.09)
- 8.5.8.5 Programmes should be fully-public and non-profit; and (A.09)
- 8.5.8.6 Programmes should be founded on the principles of equity and inclusion. (A.09)
- 8.5.9 It is the policy of OSSTF that full-day junior and senior kindergarten programmes should be staffed by an early learning team, including a minimum of a certified teacher and a certified early childhood educator in every classroom. (A.09)
- 8.5.10 It is the policy of OSSTF that the Prior Learning Assessment and Recognition [PLAR] program for regular day school students other than mature students should be withdrawn. (R.14)
- 8.5.11 It is the policy of OSSTF that statistical data collected by the Ministry of Education from employers should be made available to educational stakeholders in a timely fashion. (A.12)
- 8.5.12 It is the policy of OSSTF that the Ontario Secondary School Literacy Course should not be offered by the Independent Learning Centre. (A.05)
- 8.5.13 It is the policy of OSSTF that courses or programs which are recognized by the Ontario Ministry of Education as counting towards the successful completion of the Ontario Secondary School Diploma (OSSD) should be taught by teachers who are members of the Ontario College of Teachers and employees of Ontario's publicly funded school boards. (A.06)
- 8.5.14 It is the policy of OSSTF, where teachers are required to use computers for instruction and evaluation, that those computers should be distributed equitably within the school and across the district, and in such a way that neither students nor OSSTF members are disadvantaged. (A.07)
- 8.5.15 It is the policy of OSSTF that in order to maintain the integrity and value of credits issued to secondary school students any student success or credit recovery programs implemented to enhance support for students who are struggling to succeed should meet the following minimum requirements: (A.07)
- 8.5.15.1 Employer-wide standards must be established in consultation with OSSTF designated representatives, that are clearly communicated, consistently followed and that clearly define which students will receive support; (A.12)
- 8.5.15.2 Employer-wide procedures must be in place that are clearly communicated, consistently followed and that clearly outline how students are to legitimately earn credits. (A.12)

- 8.6 Student Assessment and Evaluation**
- 8.6.1 It is the policy of OSSTF that province-wide, system-wide, or international tests should not be used in the supervision or evaluation of teachers or to compare schools and/or district school boards. (R.10)
- 8.6.2 It is the policy of OSSTF that there should be no reintroduction of public, province-wide exit examinations. (R.10)
- 8.6.3 It is the policy of OSSTF that student assessment instruments should be developed by the Ministry of Education and/or district school boards in collaboration with the teaching federations during all stages of planning, development, implementation and review. (R.10)
- 8.6.4 It is the policy of OSSTF that, if province-wide or system-wide tests are used, then they should: (R.10)
- 8.6.4.1 take into account the diversity of the student population in Ontario; (R.10)
- 8.6.4.2 be based on curriculum objectives; (R.10)
- 8.6.4.3 be used to make recommendations to improve student achievement; (R.10)
- 8.6.4.4 be used to make recommendations to improve teaching strategies and/or modify program; (R.10)
- 8.6.4.5 be free from discriminatory bias; (R.10)
- 8.6.4.6 be reported to the student and parent by appropriate personnel who have access to pertinent printed information; (R.10)
- 8.6.4.7 be accompanied by current information useful in interpreting scores from test programs; (R.10)
- 8.6.4.8 be marked during the summer months by trained, practising, certified teachers; (A.03)
- 8.6.4.9 employ a transparent and consistent passing standard, which is similar to that required for any secondary school credit, and which is established and released prior to the administration of the test (R.13)
- 8.6.4.10 have their design and evaluation procedures clearly and concisely explained to all members of education community, including parents and students. (A.05)
- 8.6.5 It is the policy of OSSTF that
- 8.6.5.1 the classroom teacher should be the primary assessor/evaluator of student progress; (R.10)
- 8.6.5.2 any assessment/evaluation strategy should be of benefit to the students; (R.10)
- 8.6.5.3 student assessment/evaluation should be a significant aspect of the learning process; and (R.10)
- 8.6.5.4 students should be assessed and evaluated through a variety of written and non-written strategies. (R.10)
- 8.6.6 It is the policy of OSSTF that information from provincial standardized testing should not identify any student by class section or teacher. (R.11)
- 8.6.7 It is the policy of OSSTF that the Ministry Identification Number of the Ontario secondary school that grants each credit should be shown on the Ontario Student Transcript. (A.05)
- 8.6.8 It is the policy of OSSTF that OSSTF opposes, in principle, the use of the Blended Mode Assessment Process imposed unilaterally by any employer. (A.12)
- 8.6.9 It is the policy of OSSTF that employers should accept zero as a mark when teachers, in their professional opinion, believe this is the appropriate mark. (A.12)
- 8.6.10 It is the policy of OSSTF that teachers should be permitted to assign percentage or other penalties for late assignments and to enter “zero” marks at their own professional discretion. (A.07)
- 8.6.11 It is the policy of OSSTF that teachers should be allowed to use the assessment tools that, in their professional opinion, best meet the needs of their students and Ministry reporting requirements. (A.07)
- 8.6.12 It is the policy of OSSTF that teachers should only be required to complete report cards twice per course, as outlined by the Ministry of Education. (A.09)
- 8.7 Learning Resources**
- 8.7.1 It is the policy of OSSTF that all communications, publications, and curriculum materials should be inclusive and free of discriminatory bias and terminology. (R.11)
- 8.7.2 It is the policy of OSSTF that employers should have procedures satisfactory to staff, students and parents for the selection of learning resources. (A.12)
- 8.7.3 It is the policy of OSSTF that members should have the right to make fair use of copyright materials including programs carried on commercial radio or television. (R.10)
- 8.7.4 It is the policy of OSSTF that fair use provision should be provided in law and that compensation to copyright holders should be provided by the Federal and/or Provincial Government(s). (R.10)
- 8.7.5 It is the policy of OSSTF that members should not be required to incorporate materials or information provided by business organizations into the curriculum to be used in their classrooms. (R.10)
- 8.7.6 It is the policy of OSSTF that there should be no arbitrary or unilateral removal of learning materials or units of study. (R.10)
- 8.7.7 It is the policy of OSSTF that members of the teaching profession should have a fundamental right to select the approach and resources that they consider most appropriate in presenting potentially controversial materials and topics. (R.10)
- 8.7.8 It is the policy of OSSTF that any classroom materials used in credit courses should be provided to students at no charge. (R.12)
- 8.7.9 It is the policy of OSSTF that adequate funding should be provided for learning resources in all grades, levels and subject areas. (R.13)

- 8.7.10 It is the policy of OSSTF that the approval, and costs associated with the approval, of texts and other learning resources should be the responsibility of the Ministry of Education. (R.14)
- 8.7.11 It is the policy of OSSTF that employers should provide adequate release time or appropriate compensation to assist staff in developing units of study and classroom materials. (A.12)
- 8.7.12 It is the policy of OSSTF that adequate funding of school library information centres should be provided to allow for a rich diversity of resources to meet the requirements of all curricular areas and the diverse reading and information needs of students. (A.07)
- 8.7.13 It is the policy of OSSTF that teachers should have access to necessary support services provided by professional school board personnel to best meet student needs. (A.07)
- 8.7.14 It is the policy of OSSTF that the government should approve electronic, open-source texts in publicly-funded schools. (A.12)
- 8.8 Professional Development**
- 8.8.1 It is the policy of OSSTF that members should have the right to determine the objectives and programs of their professional development activities. (R.10)
- 8.8.2 It is the policy of OSSTF that Professional Development Days and their format should be selected by the Bargaining Unit. (R.10)
- 8.8.3 It is the policy of OSSTF that it is the professional responsibility of members to participate actively in professional development programs. (R.10)
- 8.8.4 It is the policy of OSSTF that professional development should be an activity that is designated specifically for the personal and professional growth of members and will be an activity that is initiated by, planned by, implemented by, and evaluated by member(s) and/or their elected or appointed representatives. (R.10)
- 8.8.5 It is a policy of OSSTF that a professional activity should be an activity that is considered to be essential to the functioning of the educational system. (R.10)
- 8.8.6 It is the policy of OSSTF that all members should have access to a variety of ongoing professional development growth opportunities to assist with the planning and implementation of effective and innovative educational practices. (R.10)
- 8.8.7 It is the policy of OSSTF that members should be provided with a variety of opportunities to collaborate, share ideas and reflect upon educational concerns. (R.10)
- 8.8.8 It is the policy of OSSTF that professional development should not be imposed on Members by the Ontario College of Teachers or any other body. (R.10)
- 8.8.9 It is the policy of OSSTF that employers offering bilingual programs should make available courses in second language training to members who wish to achieve competency in the use of the other official language, at the employers' expense and during regular working hours. (A.12)
- 8.8.10 It is the policy of OSSTF that the Province of Ontario should establish bursaries for all educational workers for purposes of updating or retraining. (A.10)
- 8.8.11 It is the policy of OSSTF that continuing education programs, designed in cooperation with teachers, should be available to all teachers. (R.10)
- 8.8.12 It is the policy of OSSTF that all Members should be released from their work for at least one academic term every seven years in order to participate in professional development activities. (R.14)
- 8.8.13 It is the policy of OSSTF that employers should provide ongoing in-service training programs designed in cooperation with OSSTF members to improve the quality of education. (A.10)
- 8.8.14 It is the policy of OSSTF that district school boards and employers should provide professional development opportunities and curriculum units to assist staff and students in the understanding of and coping with actual or suspected child abuse, child neglect or domestic violence and/or harassment and bullying in any of its variant forms towards all staff and students at risk. (A.08)
- 8.8.15 It is the policy of OSSTF that each faculty of education should maintain a department of continuing teacher education in consultation with OSSTF for the purpose of teacher retraining, upgrading, and professional development. (R.10)
- 8.8.16 It is the policy of OSSTF that any retraining of members necessitated by the implementation of legislated and/or organizational changes resulting in the significant restructuring of educational program should be funded by the Ministry of Education and/or the employers. (A.05)
- 8.8.17 It is the policy of OSSTF that accreditation of in-service courses for teachers should be limited to Additional Qualifications courses or other courses specified in Regulation 184 under the *Ontario College of Teachers Act*. (R.12)
- 8.8.18 It is the policy of OSSTF that professional development days should be implemented in a way that does not reduce working days for Occasional Teachers and other education workers. (A.07)
- 8.8.19 It is the policy of OSSTF that the Ministry of Education and employers should provide adequate funding, resources, preparation time and in-service opportunities during work hours to support any Ministry of Education or employer initiative which

- references a specific methodology or technology. (A.14)
- 8.9 **Student and Parent Rights and Responsibilities**
- 8.9.1 It is the policy of OSSTF that equality of educational opportunity should be a matter of right for all Ontario students. (R.10)
- 8.9.2 It is the policy of OSSTF that all district school boards should make available to students a variety of programs provided by school board personnel to suit special needs. These programs should accommodate: (A.07)
- 8.9.2.1 students at risk and students identified by the IPRC; (R.10)
- 8.9.2.2 the need for work-study programs, co-operative education programs, linkage programs and apprenticeship programs, designed, co-ordinated, and evaluated by teachers and, where appropriate, in consultation with management and labour, to suit the vocational aims and expectations of students; (R.10)
- 8.9.2.3 the need for flexible and bias-free entry, re-entry and transfer policies in response to individual student needs; (R.10)
- 8.9.2.4 the needs of students with regard to eliminating the effects of current and past gender role stereotyping, and the design of programs and resource materials to meet those needs. (R.10)
- 8.9.3 It is the policy of OSSTF that all students should be encouraged to take a well-rounded program composed of both compulsory and non-compulsory subjects. (R.10)
- 8.9.4 It is the policy of OSSTF that schools should be organized to provide: (R.10)
- 8.9.4.1 a variety of levels of instruction;
- 8.9.4.2 appropriate groupings of students for instructional purposes; (R.10)
- 8.9.4.3 programs to assist students in selecting levels of instruction; (R.10)
- 8.9.4.4 programs to ease transition between levels of instruction; (R.10)
- 8.9.4.5 safeguards which ensure that working class and immigrant students are not penalized by being disproportionately streamed into lower levels of academic instruction. (R.10)
- 8.9.5 It is the policy of OSSTF that corporal punishment should not be used in the disciplining of a student. (R.10)
- 8.9.6 It is the policy of OSSTF that program and curriculum reviews by the Ministry of Education should incorporate student feedback on the program and curriculum and that such feedback not be used to evaluate schools or staff. (R.10)
- 8.9.7 It is the policy of OSSTF that students should be entitled to an education in an environment free of violence, harassment and bullying in any of its variant forms. (A.08)
- 8.9.8 It is the policy of OSSTF that no student should be refused admission to a secondary school on the basis of linguistic background. (R.10)
- 8.9.9 It is the policy of OSSTF that the study of and inquiry into controversial, difficult, and disturbing issues should be a fundamental right of students. (R.10)
- 8.9.10 It is the policy of OSSTF that school advisory councils should include, but not be limited to, parents, teachers, support staff, and students; and that such councils should be governed by a constitution which states clearly the goals, rights, and responsibilities of the council and recognizes the primacy of the *Education Act* and Regulations, and collective agreements. (R.10)
- 8.9.11 It is the policy of OSSTF that Ontario parents should have the right to have their children educated in the Canadian official language of their choice, and that educational authorities should have the duty to provide suitable facilities to do so at all levels of education. (R.10)
- 8.9.12 It is the policy of OSSTF that a parent's expression of concern about any aspect of a student's program and the suggestion of alternative contents and methods should be a fundamental right of the parents of the student. (R.10)
- 8.9.13 It is the policy of OSSTF that students and/or parents should be required to pay for textbooks and other school-purchased educational resources which are lost or damaged. (A.12)
- 8.9.14 It is the policy of OSSTF that policies, programs, curriculum and learning resources should be in place to ensure that all students have an opportunity to obtain an Ontario Secondary School Diploma. (R.13)
- 8.9.15 It is the policy of OSSTF that there should be no implementation of alternative or substitute Ontario Secondary School Diplomas. (R.13)
- 8.9.16 It is the policy of OSSTF that all Ontario employers who are covered by the provisions of the *Occupational Health and Safety Act* and who hire student employees on a part-time or casual basis should exercise their duty to provide information, instruction and supervision to protect the health and safety of those employees in the same manner as if they were regular full-time employees. (R.14)
- 8.9.17 It is the policy of OSSTF that undocumented students graduating from Ontario secondary schools should be considered under the same fee structure as Ontario resident students for post-secondary education. (A.12)
- 8.9.18 It is the policy that all Ontario students should have access to gender neutral washrooms in their places of learning. (A.14)

- 8.9.19 It is the policy of OSSTF that Ontario students should have the right to use washrooms that co-relate with their identity and /or expression. (A.14)
- 8.10 **Continuing and Adult Education**
- 8.10.1 It is the policy of OSSTF that the delivery of secondary school credit courses, non-credit English as a Second Language (ESL/LINC) and non-credit Literacy and Basic Skills (LBS) courses to adults should become a mandatory responsibility of district school boards. (A.07)
- 8.10.2 It is the policy of OSSTF that each school offering day school programs and continuing and adult education programs should be structured as an integrated administrative unit and should receive appropriate staff and budget allocation. (R.10)
- 8.10.3 It is the policy of OSSTF that the Ministry of Education in conjunction with teacher federations should develop and promote prior learning assessment programs to assist adult learners in achieving an Ontario Secondary School Diploma. (R.10)
- 8.10.4 It is the policy of OSSTF that adult and continuing education secondary school credits should be taught by qualified secondary school teachers through publicly funded school boards. (R.10)
- 8.10.5 It is the policy of OSSTF that secondary school graduation diplomas and/or their equivalency in adult and continuing education should be granted by secondary school principals of publicly-funded school boards. (R.10)
- 8.10.6 It is the policy of OSSTF that an appropriate education program should be offered in all adult provincial correctional facilities, taught by certified teachers and/or instructors employed under a teacher's and/or instructor's contract. (R.10)
- 8.11 **Special Education**
- 8.11.1 It is the policy of OSSTF that every student with an exceptionality should be identified by an Identification, Placement, and Review Committee. (R.10)
- 8.11.2 It is the policy of OSSTF that integration of an exceptional student into regular classes should be recognized as a "process" to allow exceptional students to reach their fullest potential and not just as a matter of placement. (R.10)
- 8.11.3 It is the policy of OSSTF that integration of an exceptional student into regular classes should be a flexible goal which means to the greatest degree possible; the degree of integration should change as the child's needs change. (R.10)
- 8.11.4 It is the policy of OSSTF that, in terms of integration of exceptional students into regular classes, there should be adequate human and financial resources, training, safeguards, and leadership provided by the appropriate Ministry or Ministries and the district school boards. (R.12)
- 8.11.5 It is the policy of OSSTF that special education should be administered through a departmental structure complete with positions of responsibility. (R.10)
- 8.11.6 It is the policy of OSSTF that, in the implementation of special education provisions, an essential component should be the fostering of a positive attitude toward exceptional students among teachers and educational workers, trustees, administrators, parents, other students, and the community. (R.12)
- 8.11.7 It is the policy of OSSTF that the Ministry of Education should create a central data bank, which would be easily available to all members, of different methodologies, resources, curriculum guides, and program models for the various exceptionalities. (R.10)
- 8.11.8 It is the policy of OSSTF that the funding for special education should be reviewed by the Minister of Education in consultation with teachers and educational workers, trustees', and administrators' organizations on an annual basis to ensure adequate funds and resources to carry out the requirements of the *Education Act*. (R.12)
- 8.11.9 It is the policy of OSSTF that special education training should be an important component of pre-service and in-service training for teachers and educational workers. (R.12)
- 8.11.10 It is the policy of OSSTF that there should be a positive and ongoing liaison and co-operation between the elementary and secondary schools to ensure that the process of an exceptional student's education is not interrupted. (R.10)
- 8.11.11 It is the policy of OSSTF that educational workers should be informed, on a confidential basis, of the identity of the exceptional students in their classrooms and the nature of the exceptionalities to enable the educational workers to meet the needs of those exceptional students. (A.10)
- 8.11.12 It is the policy of OSSTF that all necessary assessments and interventions required to identify and/or assist in programming for exceptional students, other than those required of qualified medical personnel, should be provided by qualified school board personnel. (A.07)
- 8.11.13 It is the policy of OSSTF that teachers and educational workers involved with identified students in segregated classes should be provided with adequate human and financial resources, training, safeguards and leadership by the appropriate Ministry or Ministries and by district school boards. (R.12)
- 8.11.14 It is the policy of OSSTF that there should be a positive and supportive liaison and cooperation between the sending and

- receiving district school boards to ensure that the process of an exceptional student's education is not interrupted. (R.12)
- 8.11.15 It is the policy of OSSTF that the identification of every student with an exceptionality as identified by any Identification Placement and Review Committee should be accepted by all receiving school boards to ensure that the process of an exceptional student's education is not interrupted. (A.05)
- 8.11.16 It is the policy of OSSTF that the Ontario Ministry of Education should provide provincial standards, curriculum guides and curriculum resources for all special education self-contained or partially self-contained classes. (A.07)
- 8.12 Co-operative Education**
- 8.12.1 It is the policy of OSSTF that for each secondary school credit offered as part of a co-operative education program, the sum of the actual hours of in-school instruction and off-school site placement should be at least 110 hours. (R.10)
- 8.12.2 It is the policy of OSSTF that co-operative education programs should contain the following components: (R.10)
- 8.12.2.1 a training profile for each student, specifying the relationship between the co-operative education placement and the in-school component, and identifying the specific educational objectives of the placement; (R.10)
- 8.12.2.2 evaluation by the supervising teacher of the student's experience and performance in the placement on the basis of the objectives stated in the profile and the training profile should be made available to the school, the student and the employer; (R.10)
- 8.12.2.3 the identification of potential placements and the placement, supervision and evaluation of students should be the responsibility of the co-operative education teacher; (A.14)
- 8.12.2.4 the monitoring and staffing of co-operative education programs should be on a regular and consistent basis; (R.10)
- 8.12.2.5 students placed in co-operative education should be monitored by the teacher every forty hours worked by each student or every two weeks, whichever comes first; (R.10)
- 8.12.2.6 every period or section of co-operative education on-site learning on a student's timetable should be covered by assigned teacher time, as specified in Regulations under the *Education Act*, and further that each co-operative education period or section should generate no more than 16 credits for which an assigned teacher is responsible. (R.11)
- 8.12.3 It is the policy of OSSTF that appropriate in-service programs should be provided for all teachers of co-operative education. (R.10)
- 8.12.4 It is the policy of OSSTF that teachers of subject-related co-operative education programs should meet the qualifications requirements of Regulation 298. (R.10)
- 8.12.5 It is the policy of OSSTF that no employer should use a volunteer or co-operative program to replace or to diminish the number of employee positions available in that workplace. (R.10)
- 8.13 Skills Training Programs and Apprenticeships**
- 8.13.1 It is the policy of OSSTF that skills training should be developed within the context of the goals of education in Ontario. (R.10)
- 8.13.2 It is the policy of OSSTF that skills training programs should: (R.10)
- 8.13.2.1 be open to all students; (R.10)
- 8.13.2.2 be designed to embody the generic skills built into the regular school program; (R.10)
- 8.13.2.3 incorporate information that enables the trainees to work safely; (R.10)
- 8.13.2.4 incorporate information to help trainees understand their rights both individually and collectively; (R.10)
- 8.13.2.5 flow from teacher-based identification of skills needs, and should be developed in conjunction with labour as well as with employers or consultants. (R.10)
- 8.13.3 It is the policy of OSSTF that skills training programs appropriate for the age and developmental level of the trainees should be offered through public secondary schools. (R.10)
- 8.13.4 It is the policy of OSSTF that school workplace apprenticeship programs should be designed so that: (R.10)
- 8.13.4.1 successful graduates have the same options available to them as do graduates of the regular program; (R.10)
- 8.13.4.2 programs should have additional options which result from having completed a considerable portion of an apprenticeship program. (R.10)
- 8.13.5 It is the policy of OSSTF that school workplace apprenticeship programs should be designed to allow for the easy transition of students to and from the regular program. (R.10)
- 8.14 Peace and Global Education**
- 8.14.1 It is the policy of OSSTF that the Ministry of Education should develop curriculum guidelines and programs on peace and nuclear disarmament and conventional disarmament and global education, in consultation with OTF and the Affiliates. (R.10)
- 8.14.2 It is the policy of OSSTF that Global Education should be a cross-curriculum priority in all public secondary schools and should incorporate the critical examination of the following: (R.10)
- 8.14.2.1 the impact of militarism and war on the planet and its inhabitants, including strategies for the promotion and

- maintenance of peace; in particular, conflict resolution as it applies to the human condition; (R.10)
- 8.14.2.2. the imperatives of environmental awareness, ecological balance, energy conservation and sustainable development within the context of global interdependency; (R.10)
- 8.14.2.3 the universal requirements for constitutional provisions and guarantees for human rights based on the principles of justice and equity for all; (R.10)
- 8.14.2.4 the causes and impact of underdevelopment in countries containing the majority of the world's population; and (R.10)
- 8.14.2.5 other concepts and developments which have an impact on the quality of human existence. (R.10)
- 8.15 **Anti-racism and Anti-discrimination**
- 8.15.1 It is the policy of OSSTF that employers of members should establish equal opportunity policies and programs to ameliorate the circumstances for disadvantaged individuals, including those who are disadvantaged because of race, religion, political affiliation, national or ethnic origin, colour, citizenship, creed, age, sex and sexual orientation, gender identity, gender expression, marital status, family status, mental or physical disability, or socioeconomic status. (A.13)
- 8.15.2 It is the policy of OSSTF that the Ministry of Education and employers should provide significant and official representation based on the principle of equal partnership on all committees established to identify, develop, implement, and monitor policy and make recommendations regarding materials related to anti-discrimination education. (R.10)
- 8.15.3 It is the policy of OSSTF that boards of education, the Ministry of Education, faculties of education, and other post-secondary institutions should provide professional development opportunities to assist Members in developing practices that contribute to anti-racism, anti-homophobia, anti-sexism, cultural pluralism, ethnocultural equity and a positive self-image in all learners. (A.12)
- 8.15.4 It is the policy of OSSTF that employers should examine curricula and practices in workplaces with the object of eliminating stereotyping in all facets of the learning process, including role modelling, classroom management practices, resource materials, use of technology, curricula and guidance programs. (R.10)
- 8.15.5 It is the policy of OSSTF that all employers, in co-operation with OSSTF Bargaining Units, should develop, implement and monitor policies on equity and diversity. (A.10)
- 8.15.6 It is the policy of OSSTF that governments should provide adequate time, funds and resources for educators to implement anti-discriminatory curriculum, policies, practices and in-service. (R.10)
- 8.15.7 It is the policy of OSSTF that the cultural and racial identities of students should be affirmed in an equitable and appropriate way through learning experiences in schools. (R.10)
- 8.15.8 It is the policy of OSSTF that employers, in cooperation with each Bargaining Unit, should identify and eliminate bias and discriminatory barriers in existing curriculum programs, school structures and learning materials. (A.10)
- 8.15.9 It is the policy of OSSTF that all secondary schools and universities should have Gay Straight Alliances to support LGBTQ students and their allies. (A.12)
- 8.15.10 It is the policy of OSSTF that all students of publicly-funded employers in Ontario should have the right to organize school groups that explicitly use the following terms: sexual orientation, lesbian, gay, bisexual, transgender, queer and two-spirited. (A.12)
- 8.16 **Teacher Qualifications and Training**
- 8.16.1 It is the policy of OSSTF that all teachers who teach credit courses in Ontario should be required to hold an Ontario Teacher's Certificate or equivalent qualifications as allowed by the Ontario College of Teachers. (R.10)
- 8.16.2 It is the policy of OSSTF that the qualifications and training of teachers should be relevant to the development and needs of the students in the divisions in which they are teaching. (R.10)
- 8.16.3 It is the policy of OSSTF that consecutive pre-service teacher education required to earn a Bachelor of Education degree and a teaching certificate should be limited to one full school year. (R.10)
- 8.16.4 It is the policy of OSSTF that faculties/schools of education should ensure that admission practices and policies permit equality of access for all teacher education candidates. (R.10)
- 8.16.5 It is the policy of OSSTF that the pre-service curriculum should include a professional issues component. (R.10)
- 8.16.6 It is the policy of OSSTF that all costs associated with the piloting and full implementation of any induction program should be borne by the Government of Ontario. (R.10)
- 8.16.7 It is the policy of OSSTF that:
- 8.16.7.1 all new teachers and new occasional teachers should have access to an induction/mentorship program; (A.10)
- 8.16.7.2 induction/mentorship programs be fully funded by the Ministry of Education, and include funding to allow new teachers to engage in reflective practice activities and to meet with their mentors; (A.10)

- 8.16.7.3 the assignment of a new teacher while participating in an induction/mentorship program should be two-thirds teaching load and one-third time for reflective practice without any reduction in salary for the reflective practice portion; (A.10)
- 8.16.8 It is the policy of OSSTF that there should be no reduction or substitution for wage-earning experience requirements for technical teachers as presently required for the admission to faculties/schools of education. (R.10)
- 8.16.9 It is the policy of OSSTF that guidelines should be developed, in consultation with OSSTF and other affiliates, for the identification, selection and training of associate teachers and mentors. (R.10)
- 8.16.10 It is the policy of OSSTF that associate/mentor teachers should have access to ministry-allocated funding for time release in order to be able to meet with their teacher candidate/mentees. (A.10)
- 8.16.11 It is the policy of OSSTF that the Ministry of Education should provide grants specifically designated for teacher education practicum and internship programs to cover the costs of reduced workloads for associate/mentor teachers. (R.10)
- 8.16.12 It is the policy of OSSTF that faculties of education should encourage the active involvement of students and staff with local Districts. (R.10)
- 8.16.13 It is the policy of OSSTF that adult education should be a Three-Part Specialist course. (R.10)
- 8.16.14 It is the policy of OSSTF that all consultants, co-ordinators, and master teachers with duties and responsibilities relating to the secondary panel should be required to have secondary school qualifications and experience. (R.10)
- 8.16.15 It is the policy of OSSTF that only Faculties of Education in Ontario public universities should be accredited to deliver the Principals' Qualification Program and the Supervisory Officers' Qualification Program. (R.12)
- 8.16.16 It is the policy of OSSTF that only Faculties of Education in Ontario public universities should be accredited to deliver pre-service teacher education programs in Ontario. (R.12)
- 8.16.17 It is the policy of OSSTF that any entry-to-profession testing be limited to assessments based on and administered within the normal pre-service courses delivered by an accredited Ontario Faculty of Education. (R.13)
- 8.16.18 It is the policy of OSSTF that teachers certified by the Ontario College of Teachers should not be required to recertify. (R.12)
- 8.16.19 It is the policy of OSSTF that Ontario faculties of education should include in their teacher education programs the study of students at risk as mandatory course work. (R.14)
- 8.16.20 It is the policy of OSSTF that Ontario faculties of education should include in their teacher education programs an awareness of human rights violations such as sexism, racism, homophobia, harassment, bullying in any of its variant forms, or any other such injustice, including violence. (A.08)
- 8.16.21 It is the policy of OSSTF that Ontario faculties of education should include in their teacher education programs the study of sensitivity to gender, human rights and native Canadian issues. (A.05)
- 8.16.22 It is the policy of OSSTF that Ontario faculties of education should deliver their education programs in a way to assist teacher candidates in meeting the goals of education in Policy 8.1.2. (A.07)
- 8.16.23 It is the policy of OSSTF that: (A.10)
- 8.16.23.1 participation as an associate/mentor teacher be voluntary; (A.10)
- 8.16.23.2 any stipend for associate teacher duties be paid to the teacher, and be considered pensionable earnings; (A.10)
- 8.16.23.3 an associate teacher be responsible for one teacher candidate per placement; (A.10)
- 8.16.23.4 members who serve as associate teachers should give priority to teacher candidates enrolled in teacher education programs at publicly-funded Ontario universities. (A.10)
- 8.17 **Junior High Schools and Intermediate Division**
- 8.17.1 It is the policy of OSSTF that junior high schools and senior public schools should be recognized as secondary schools. (R.10)
- 8.17.2 It is the policy of OSSTF that secondary education should encompass programs from grades seven through twelve. (R.14)
- 8.17.3 It is the policy of OSSTF that junior high schools should meet or be working towards the achievement of the requirements of "secondary education," which in this context implies the following minimum requirements: (R.10)
- 8.17.3.1 a rotary system which makes it possible to provide curricula suited to the needs of individual students. (R.10)
- 8.17.3.2 guidance counselling provided by trained personnel; (R.10)
- 8.17.3.3 organized departments headed by the holder of a Subject Specialist Certificate; (R.10)
- 8.17.3.4 fully equipped libraries under the direction of professional teacher librarians; (R.10)
- 8.17.3.5 appropriate support staff to meet student needs; (R.10)
- 8.17.3.6 the availability of suitable staff, facilities, and equipment for the teaching of a broad range of subjects. (R.10)
- 8.17.4 It is the policy of OSSTF that, in order to ease the transition from grade eight to nine, the Ministry of Education should provide

- increased resources that would allow for improvement in a wide range of services such as the following: (R.10)
- 8.17.4.1 increased collaboration between secondary and elementary staff in areas such as curriculum, evaluation, counselling, staff development, community-school activities and co-operative strategies to address the special needs of individual students; (R.10)
- 8.17.4.2 voluntary staff transfer and exchange opportunities. (R.10)
- 8.18 **Colleges of Applied Arts and Technology**
- 8.18.1 It is the policy of OSSTF that the Association of Colleges of Applied Arts and Technology of Ontario, the Ministry of Colleges and Universities and the Ministry of Education should provide resources for improved collaboration between members in secondary schools and college teachers in areas related to program delivery and student admissions. (R.10)
- 8.18.2 It is the policy of OSSTF that an articulation agreement between an Ontario community college and a district school board should: (R.10)
- 8.18.2.1 guarantee that OSSD credit courses or their equivalent offered under programs covered by the agreement be provided by qualified secondary school teachers employed by the district school board; (R.10)
- 8.18.2.2 comply fully with the terms and conditions of employment found in the collective agreement between the employer and the Bargaining Units, or as suitably modified or negotiated and mutually agreed to in writing between the Bargaining Unit and the employer. (A.12)
- 8.19 **Academic Year**
- 8.19.1 It is the policy of OSSTF that the school year should consist of a maximum of 194 school days, and that no fewer than nine school days should be designated as paid Professional Activity Days, at least two of such professional activity days to be used for professional development purposes. (A.10)
- 8.19.2 It is the policy of OSSTF that no fewer than 15 instructional days should be designated as examination days. (R.10)
- 8.19.3 It is the policy of OSSTF that any modification of the present school year as it applies to schools should be decided upon by the employer in agreement with the Bargaining Units representing the Ontario Secondary School Teachers' Federation. (A.12)
- 8.19.4 It is the policy of OSSTF that there should be no change in the college/university year that would adversely affect the employment opportunities of students and the scholastic opportunities of members. (R.10)
- 8.20 **Electronic and Distance Education**
- 8.20.1 It is the policy of OSSTF that any electronic and distance education in Ontario should be delivered by certified, fully salaried teachers, using curriculum developed in Ontario, and with controlled class sizes no larger than in comparable courses in a regular secondary school. (R.10)
- 8.20.2 It is the policy of OSSTF that any course offered by a school board for credit on-line should be part of the board's day school credit course program. (R.11)
- 8.20.3 It is the policy of OSSTF that any electronic or distance education program should be developed in the context of the Ontario curriculum and assessment policy. (R.11)
- 8.20.4 It is the policy of OSSTF that any electronic or distance education program should encompass a full range of student services, such as student advising and guidance, counselling and appropriate technological training and support for both students and staff. (R.11)
- 8.20.5 It is the policy of OSSTF that any student, prior to enrolling in an on-line course, should be able to demonstrate the technological competency and skills required to access the course successfully. (R.11)
- 8.20.6 It is the policy of OSSTF that any distance education courses which offer Ontario secondary school credits be delivered by district school boards or provincial school authorities and be fully funded by the Ontario government. (R.11)
- 8.20.7 It is the policy of OSSTF that electronic or distance education credit courses should only be offered to students for whom a comparable course is not available in the regular day school program. (R.11)
- 8.20.8 It is the policy of OSSTF that no student should be offered electronic or distance education as the only way to obtain a secondary school credit course. (R.11)
- 8.20.9 It is the policy of OSSTF that the Ministry of Education and school boards should conduct ongoing research into the effectiveness of distance education for particular subjects and students. (R.11)
- 8.20.10 It is the policy of OSSTF that students taking electronic and distance education courses should be given advance information about course requirements, equipment needs and techniques for succeeding in distance education courses, as well as technical training and support throughout the course. (R.11)
- 8.20.11 It is the policy of OSSTF that personal interaction should be maintained in distance education courses among students and between teachers and students through electronic means, with opportunities for face-to-face interaction provided whenever feasible. (R.11)
- 8.20.12 It is the policy of OSSTF that the Ministry of Education should develop clear indicators

- for evaluating the quality of secondary school credit courses offered online. (R.14)
- 8.20.13 It is the policy of OSSTF that the Ministry of Education should ensure that all students in publicly-funded schools should have equal access to online credit courses, including but not limited to covering the cost of online credit courses for low-income students and making available computers, modems and Internet access. (R.14)
- 8.20.14 It is the policy of OSSTF that the Ontario Secondary School Literacy Course should not be offered as an online credit course. (R.14)
- 8.21 **First Nation, Métis and Inuit Education**
- 8.21.1 It is the policy of OSSTF that the teachings of First Nation, Métis and Inuit peoples (their culture, history, science and technology) should be integrated across the curriculum and at all grades. (A.14)
- 8.21.2 It is the policy of OSSTF that professional development programs be provided about the authentic historical experiences of First Nation, Métis and Inuit people from their perspective. (A.14)
- 8.21.3 It is the policy of OSSTF that appropriate instructional resources to support the inclusion of the teachings of First Nation, Métis and Inuit peoples be provided. (A.14)
- 8.21.4 It is the policy of OSSTF that the Federal government should fully fund a second official language instruction (ESL/FSL) for First Nation, Métis and Inuit students that require such instruction. (A.14)
- 8.21.5 It is the policy of OSSTF that any form of standardized testing to assess First Nations, Métis and Inuit students should accommodate their linguistic and cultural understandings. (A.14)
- 8.21.6 It is the policy of OSSTF that the provincial and federal levels of government should provide stable funding to First Nations/Métis/Inuit language and culture education programs. (A.14)
- 8.21.7 It is the policy of OSSTF that funding should be provided by government to programs for First Nations, Métis and Inuit peoples to become qualified in various educational professions. (A.14)
- 8.21.8 It is the policy of OSSTF that, where it does not violate seniority rights, or any other provision of a collective agreement, senior Native Studies courses should be taught by those who hold qualifications to teach Native Studies. (A.14)
- 8.21.9 It is the policy of OSSTF that Native Studies qualification courses should be widely available. (A.14)
- 8.22 **School Councils**
- 8.22.1 It is the policy of OSSTF that school councils should be optional. (R.14)
- 8.22.2 It is the policy of OSSTF that school councils should be advisory. (R.14)
- 8.22.3 It is the policy of OSSTF that school councils should have no involvement in the evaluation, hiring, firing or promotion of any school personnel. (R.14)
- 8.22.4 It is the policy of OSSTF that school councils should not be obliged to raise funds for schools. (R.14)
- 8.22.5 It is the policy of OSSTF that school councils should avoid activities that would result in commercialization of schools. (R.14)
- 8.22.6 It is the policy of OSSTF that there should be no limitation on eligibility for holding school council positions based on a parent's employment with the employer. (A.12)
- 8.22.7 It is the policy of OSSTF that school councils should advocate for quality and diversity of school programs. (R.14)
- 8.22.8 It is the policy of OSSTF that school councils should advocate for the interests of all students in the school. (R.14)
- 8.23 **Character Education**
- 8.23.1 It is the policy of OSSTF that if character education programs are implemented in Ontario schools, adequate funding should be provided to district school boards and other employers for planning, resources, staff development during the school day, and release time to research and introduce and run the programs. (R.14)
- 8.24 **Dual/External Credit Programs**
- 8.24.1 It is the policy of OSSTF that all Dual Credit programs should meet all of the following criteria: (A.07)
- 8.24.1.1 the focus must be students who are at risk of not achieving an Ontario Secondary School Diploma by age 18; (A.07)
- 8.24.1.2 students must be fully funded (i.e. timetabled on day school registers as part of the ADE and subject to all available grants); (A.07)
- 8.24.1.3 all courses must be taught or supervised by teachers as part of their regular assignment under the secondary teachers' collective agreement; (A.07)
- 8.24.1.4 each credit must meet the requirements of Section 6 of Ontario Secondary Schools, Grades 9 - 12: Program and Diploma Requirements, 1999 (i.e. course is at least 110 hours, has a defined course of study and complies with Ministry assessment and evaluation policies); (A.07)
- 8.24.1.5 all students in these programs must have access to Special Education supports and other services provided by school board employees. (A.07)
- 8.25 **Head Injuries and Concussions**
- 8.25.1 It is the policy of OSSTF that employers should develop, in consultation with OSSTF, employer policies and procedures, which are based on the most recent research, to deal appropriately with head injuries and concussions. (A.12)

- 8.25.2 It is the policy of OSSTF that employers should be responsible for developing and delivering up-to-date training for all staff members to help them understand the seriousness of concussions and head injuries, to recognize and appropriately respond to head injuries and concussions, and to provide all required resources for the appropriate accommodations, when necessary, for individuals with concussions and/or head injuries. (A.12)
- 8.25.3 It is the policy of OSSTF that all training related to employer policies and procedures dealing with head injuries and concussions should be offered during the regular workday for all employees. (A.12)
- 8.26 **Professional Learning Community**
- 8.26.1 It is the policy of OSSTF that participation in a Professional Learning Community (PLC) or any other similar type of structure should be voluntary for all members. (A.12)
- 8.26.2 It is the policy of OSSTF that participation in a Professional Learning Community (PLC) or any other similar type of structure should not require attendance outside of the member's instructional day, during a member's unassigned time or during lunchtime. (A.12)
- 8.26.3 It is the policy of OSSTF that notices for a Professional Learning Community (PLC) meeting or any other similar type of structure should be provided to all members. (A.12)
- 8.26.4 It is the policy of OSSTF that no aspect of member participation in a Professional Learning Community (PLC) or any other similar type of structure should be used in any performance appraisal of members. (A.12)
- 8.26.5 It is the policy of OSSTF that the employer should provide non-mandatory in-service opportunities to all members on the role and function of a Professional Learning Community (PLC) prior to and throughout the development of a Professional Learning Community (PLC) or any other similar type of structure. (A.12)
- 8.26.6 It is the policy of OSSTF that the Professional Learning Community (PLC) or any other similar type of structure should be adequately resourced, be collaborative in nature, where shared decision-making is the norm, and be focused on issues and topics agreed to by all participants in the Professional Learning Community (PLC). (A.12)
- 8.26.7 It is the policy of OSSTF that decisions made by a Professional Learning Community (PLC) or any other similar type of structure should not increase the workload of any member without the mutual consent of the member, OSSTF and the employer. (A.12)
- 8.27 **Professional Rights**
- 8.27.1 It is the policy of OSSTF that employer policies and procedures should not limit the professional rights of teachers and educational workers as outlined by provincial Ministry policies. (A.12)
- 8.28 **Professional Judgment**
- 8.28.1 It is the policy of OSSTF that teachers and educational workers should use their professional judgment in determining which pedagogical techniques to use and should not be required to use the pedagogical techniques presented in the Ministry resource document *Learning for All, K-12*. (A.12)
- 8.28.2 It is the policy of OSSTF that new pedagogical tools and/or techniques should be used at the discretion of the educational worker. (A.14)
- 8.28.3 It is the policy of OSSTF that with the exception of technologies prescribed for students through an IEP, the use of any technology in the classroom or learning environment should be at the professional judgment of the member. (A.14)
- 8.28.4 It is the policy of OSSTF that the professional judgment of teachers, acting within the policies and guidelines established by the Ministry and their employer, should be critical in determining the strategy that will most benefit student learning. (A.12)
- 8.28.5 It is the policy of OSSTF that teachers, where in their professional judgment it is appropriate to do so, should determine what strategy may be used to help prevent and/or address late or missed assignments, cheating and plagiarism. (A.12)
- 8.28.6 It is the policy of OSSTF that employer assessment, evaluation, and reporting policies should clearly state that students are responsible for providing evidence of their learning within established timelines, and that there are consequences for cheating, plagiarizing, not completing work, and submitting work late. (A.12)
- 8.28.7 It is the policy of OSSTF that teachers, where in their professional judgment it is appropriate to do so, should be able to deduct marks for late assignments, up to and including the full value of the assignment. (A.12)
- 8.28.8 It is the policy of OSSTF that teachers, based on their professional judgment, should determine when it is appropriate to use an "I", for students in Grades 9 and 10, in a mark book and/or on a report card, including the final report card, to indicate that insufficient evidence is available to determine a percentage mark. (A.12)
- 8.28.9 It is the policy of OSSTF that the evaluation of student learning should be the responsibility of the teacher and should not

- include the judgment of the student or of the student's peers. (A.12)
- 8.28.10 It is the policy of OSSTF that, in order to ensure equity for all students, assignments for evaluation, and tests or exams should be completed, whenever possible, under the supervision of educators. (A.12)
- 8.28.11 It is the policy of OSSTF that teachers, in their professional judgment, should determine the format and frequency of communicating student progress to parents/guardians, students, and administration outside of the mandated Provincial Report Cards. (A.12)
- 8.28.12 It is the policy of OSSTF that teachers, based on their professional judgment, should be permitted to assign a mark of 0 to 49 per cent on the mandated Ontario Provincial Report Cards for Grades 9-12 and other employer required reports in order to provide a true indication of a student's level of achievement of the overall curriculum expectations that falls below Level 1 (50 per cent). (A.12)
- 8.28.13 It is the policy of OSSTF that teachers, based on their professional judgment, and taking into consideration all evidence of learning, should determine a student's report card grade. (A.12)
- 8.28.14 It is the policy of OSSTF that a report card grade should represent a student's achievement of overall curriculum expectations, as demonstrated to that point in time. (A.12)
- 8.29 **Growing Success**
- 8.29.1 It is the policy of OSSTF that employer and school Credit Recovery programs should be consistent with the Credit Recovery guiding principles in the Ministry's *Growing Success* policy document. (A.12)
- 8.29.2 It is the policy of OSSTF that all secondary schools should have a Credit Recovery Team compliant with the Credit Recovery section of the Ministry of Education's *Growing Success* policy document. (A.12)
- 8.29.3 It is the policy of OSSTF that all Credit Recovery Teams should include educational support staff and professional student support personnel who have worked with the students who are to be considered for placement in a Credit Recovery program. (A.12)
- 8.29.4 It is the policy of OSSTF that a Credit Recovery Profile submitted to the Credit Recovery Team should only consist of the units/concepts/expectations not successfully achieved by a student and relevant information related to learning skills and work habits. (A.12)
- 8.29.5 It is the policy of OSSTF that a Subject Teacher's collaboration with a Credit Recovery Teacher for a student in a Credit Recovery program should be voluntary once the Subject Teacher has completed the Credit Recovery Profile. (A.12)

- 8.29.6 It is the policy of OSSTF that employers should provide all necessary resources to complete the Credit Recovery process such as, but not limited to, templates for Recommended Course Placement Forms and Credit Recovery Profiles, Credit Recovery curriculum resources, and appropriate time and staffing levels for Credit Recovery Teams. (A.12)

8.30 **Alternative Education**

- 8.30.1 It is the policy of OSSTF that students in alternative education programs/schools should have access to the same resources, services and supports as students in the mainstream regardless of the number of students and/or location of the alternative education centre. (A.14)

Policy 9 Communications/Political Action (CPA Policy)

9.1 **Wage and Price Controls**

- 9.1.1 It is the policy of OSSTF that there should be no wage controls. (A.09)

9.2 **Negotiations Legislation**

- 9.2.1 It is the policy of OSSTF that there should be no legislation that denies our members the right to strike. (R.10)
- 9.2.2 It is the policy of OSSTF that any legislation which addresses the collective bargaining rights of Members should include a prohibition on the use of Bargaining Unit employees and replacement workers during a strike. (R.10)
- 9.2.3 It is the policy of OSSTF that any legislation which addresses the collective rights of members should include the right to the continuation of benefits during a strike. (R.10)
- 9.2.4 It is the policy of OSSTF that essential services legislation should not be introduced in the education sector. (R.12)
- 9.2.5 It is the policy of OSSTF that there should be no direct or indirect attempt to inhibit free collective bargaining by the imposition of restrictions on either wages or transfer payments to employers. (A.09)
- 9.2.6 It is the policy of OSSTF that provincial discussion tables or any similar collective bargaining processes imposed by the Ontario Government should be subject to the provisions of the *Ontario Labour Relations Act*. (A.09)

9.3 **The Education Act**

- 9.3.1 It is the policy of OSSTF that the *Education Act* should be amended so that a member can be elected to the position of trustee, on the board of education of which the member is an employee, with due safeguards on all employer decisions in regard to collective bargaining. (A.12)
- 9.3.2 It is the policy of OSSTF that the *Education Act* and Regulations should be amended to

- mandate employers to provide a full range of student support services. (A.12)
- 9.4 **Regulations Made under *The Education Act***
- 9.4.1 It is the policy of OSSTF that Ontario Regulations under the *Education Act* should be amended by inclusion of a provision to allow the elementary and secondary schools to follow different school-year plans which will allow each to fulfil their varied and different functions. (R.10)
- 9.4.2 It is the policy of OSSTF that the Ministry of Education should develop province-wide guidelines or regulations to prevent the commercialization of schools. (R.10)
- 9.5 **Members' Rights**
- 9.5.1 It is the policy of OSSTF that every negotiated collective agreement should include a clause guaranteeing the democratic right of Members to protest, even if necessary during school hours, against government policies perceived to be unjust and that the only penalty levied against any member should be limited to the loss of pay equivalent to the time absent from duties for the purpose of the protest. (R.10)
- 9.5.2 It is the policy of OSSTF that there should be no acts of violence and harassment perpetrated against members by governments, their agencies and officials in contravention of the *United Nations Charter of Rights*, the *Ontario Human Rights Code*, the *Canadian Human Rights Act*, and the *Canadian Charter of Rights and Freedoms*. (R.10)
- 9.5.3 It is the policy of OSSTF that the exemption for separate school boards under the *Ontario Human Rights Code, 1981*, should be removed and that any such exemption should not be extended in any act or regulation governing separate school boards. (R.10)
- 9.5.4 It is the policy of OSSTF that members with any type of disability should be accommodated by their employer in their work environment. (R.10)
- 9.5.5 It is the policy of OSSTF that there should be no violence against peaceful demonstrations and demonstrators. (R.11)
- 9.5.6 It is the policy of OSTF that no member should suffer financially due to pregnancy and parental leaves. (A.09)
- 9.6 **Global Priorities**
- 9.6.1 It is the policy of OSSTF that all governments and appropriate agencies of governments should establish as their highest priorities: (R.10)
- 9.6.1.1 the immediate attainment of global peace and a commitment to ongoing peace; (R.10)
- 9.6.1.2 the resolution of social conflicts;
- 9.6.1.3 the commitment to guaranteeing the achievement and maintenance of environmental conditions supportive of healthy living; (R.10)
- 9.6.1.4 the establishment and promotion of universal human rights, social equity and public education; (R.10)
- 9.6.1.5 an immediate commitment to the elimination of poverty, violence against women, human trafficking for the purposes of exploitation, illiteracy, malnutrition, disease and homelessness, wherever possible; and (A.14)
- 9.6.1.6 a commitment to oppose the unethical genetic manipulation of human genes, patenting of human tissue, and the cloning of human life. (R.10)
- 9.6.1.7 a commitment to create and maintain communities that are safe and free from physical, psychological and emotional harassment for all people. (A.10)
- 9.6.2 It is the policy of OSSTF that water is a basic human right which should not be privatized or delivered on a for-profit basis. (A.08)
- 9.7 **Global Relations**
- 9.7.1 It is the policy of OSSTF that governments, agencies of governments, non-governmental organizations, corporations and institutions should refrain from intervention in other countries that require foreign aid unless their involvement is such that it assists the peoples in those countries to improve their condition, without at the same time placing on them greater inhibitors or burdens that would prevent such improvements. (R.10)
- 9.8 **Bilingualism**
- 9.8.1 It is the policy of OSSTF that the Province of Ontario should declare itself officially bilingual by stating its intention to adhere to Sections 16 to 20 of the *Canadian Charter of Rights and Freedoms*. (R.10)
- 9.9 **Federal/Provincial Government**
- 9.9.1 It is the policy of OSSTF that the federal government should establish a permanent House of Commons committee on economic policy, whose function would include
- 9.9.1.1 conducting public pre-budget hearings, (R.10)
- 9.9.1.2 conducting an annual national forum on economic policy, (R.10)
- 9.9.1.3 conducting studies to show the impact of federal economic policy on equality of educational opportunity. (R.10)
- 9.9.2 It is the policy of OSSTF that the federal government should continue to provide transfer payments to the provinces for post-secondary education, with built-in guarantees that the funding will be used by the provinces for post-secondary education. (R.10)

- 9.9.3 It is the policy of OSSTF that there should be no trade arrangements made by the Federal Government of Canada that increase unemployment and/or jeopardize Canada's political or cultural sovereignty, social programs or the rights of unions and other employee organizations and groups. (R.10)
- 9.9.4 It is the policy of OSSTF that federal and provincial taxation policies should be based on progressive corporate and personal income taxes which result in an equitable distribution of taxation. (R.10)
- 9.9.5 It is the policy of OSSTF that a revised Canadian constitution should declare that all persons have the right to a job, an education, health care, and a clean environment. (R.10)
- 9.9.6 It is the policy of OSSTF that the *Ontario Workplace Safety and Insurance Act* should be amended so that the psychological and/or physical effects of workplace bullying are compensable in a manner comparable to any other recognized workplace injury. (R.14)
- 9.9.7 It is the policy of OSSTF that regulations should be enacted under the *Occupational Health and Safety Act* to address acts of workplace violence including physical or psychological violence or bullying in the workplace. (R.14)
- 9.9.8 It is the policy of OSSTF that recommendations resulting from a Coroner's Inquest, consistent with OSSTF policies and collective agreements, should be brought to the appropriate level of government for public discussion and decisions to determine how the recommendations should be implemented into legislation. (A08)
- 9.9.9 It is the policy of OSSTF that the *Ombudsman Act* be revised to cover all of the public sector. (A.08)
- 9.9.10 It is the policy of OSSTF that regulations should be enacted under the *Occupational Health and Safety Act* to address ergonomic hazards in workplaces. (A.08)
- 9.9.11 It is the policy of OSSTF that Joint Health and Safety Committees and unions be involved in the preparation of any pandemic plan and consulted during all aspects of its implementation. (A.08)
- 9.9.12 It is the policy of OSSTF that all Canadians should be entitled to publicly funded and publicly delivered universal health care. (A.09)
- 9.9.13 It is the policy of OSSTF that compassionate leave as defined under the *Employment Standards Act* and *Employment Insurance Regulations* should be expanded to cover abused women who need time to address legal issues, find housing and child care, and address wellness issues. (A.09)
- 9.9.14 It is the policy of OSSTF that the provincial and federal governments should support, through appropriate funding, the research and advocacy done by women's equality-seeking groups. (A.09)
- 9.9.15 It is a policy of OSSTF that the Government of Ontario and the Government of Canada should implement fair and progressive tax policies. (A.10)
- 9.9.16 It is the Policy of OSSTF that no legislation proposed by any provincial or federal government should limit the ability of citizens to exercise their Constitutional right to free and peaceful assembly. (A.13)
- 9.10 **Environment**
- 9.10.1 It is the policy of OSSTF that all governments, organizations, corporations, institutions and individuals should make every effort to act in ways that are compatible with sustaining a healthy environment for all. (R.10)
- 9.10.2 It is the policy of OSSTF that the Canadian government should ban the export of asbestos; withdraw its financial and political support from the Asbestos Institute; work with the unions and communities involved to ensure a just transition for workers in the asbestos mines and surrounding communities; and lobby for a world-wide ban on the use of asbestos. (A.07)
- 9.10.3 It is the policy of OSSTF to support taxing and/or banning plastic bags and similar plastic packaging items such as plastic can rings and bubble wrap in the Province of Ontario. (A.09)
- 9.10.4 It is the policy of OSSTF that any "cap and trade" system should not be implemented in Ontario. (A.10)
- 9.10.5 It is the policy of OSSTF that any "cap and trade" systems implemented in Ontario be publicly administered, owned and non-profit. (A.10)
- 9.11 **Rights of Women and Girls**
- 9.11.1 It is the policy of OSSTF that it is a fundamental human right for women and girls to have access to at least 12 years of quality, publicly funded education.(A.14)
- 9.11.2 It is the policy of OSSTF that it is a fundamental human right for girls and women to have freedom of choice about their reproductive health.(A.14)
- 9.11.3 It is the policy of OSSTF that it is a fundamental human right for girls and women to have unrestricted, publicly funded access to all medical treatments related to their health.(A.14)
- 9.11.4 It is the policy of OSSTF that it is a fundamental human right for girls and women to have freedom of choice without pressure from individuals, government or religious authorities. (A.14)

Policy 10 Pensions (PEN Policy)

10.1 Benefit Programs

- 10.1.1 It is the policy of OSSTF that the *Ontario Municipal Employees' Retirement System Act (OMERS Act)* and the *Teachers' Pension Act, 1989* should be amended so that the calculation of the average salary for pension purposes would be based on the best three years' rates of pay. (R.10)
- 10.1.2 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* should be amended so that the percentage figure used in the calculation of pensions would be 2 1/3 percent per year of pensionable credit. (R.10)
- 10.1.3 It is the policy of OSSTF that the *Teachers' Pension Act* should be amended by the removal of the time limit to make an application for a disability pension. (R.10)
- 10.1.4 It is the policy of OSSTF that, during a period of declining enrolment or downsizing, members who are entitled to a pension should receive the pension calculated under the *Act* without any reduction. (R.10)
- 10.1.5 It is the policy of OSSTF that government medical benefits should be extended to all totally disabled Canadians. (R.10)
- 10.1.6 It is the policy of OSSTF that any change in pension benefits should be automatically extended to all retired plan members. (R.10)
- 10.1.7 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* should be amended so that plan members qualify for an unreduced pension when their teaching or other qualifying service reaches 30 years regardless of age. (R.10)
- 10.1.8 It is the policy of OSSTF that there should be no increase in the percentage of salary OSSTF members contribute to their pension plans. (R.10)
- 10.1.9 It is the policy of OSSTF that pensioners should receive full indexation adjustment to their pension in the January following retirement. (R.10)
- 10.1.10 It is the policy of OSSTF that supplementary pension benefits in addition to the basic OMERS pension plan should be available to all Members who contribute to OMERS. (R.10)
- 10.1.11 It is the policy of OSSTF that retired teachers who are receiving a CPP disability pension should receive their complete teachers' pension without deduction of the CPP offset. (R.12)
- ### **10.2 Contributions**
- 10.2.1 It is the policy of OSSTF that all Members should contribute to the Ontario Teachers' Pension Plan or the Ontario Municipal Employees Retirement System (OMERS). (R.10)
- 10.2.2 It is the policy of OSSTF that the *Teachers' Pension Act* should be amended so that re-

- employed pensioners have the options of being employed in education (R.10)
- 10.2.2.1 without having their pensions suspended, and (R.10)
- 10.2.2.2 having their pensions suspended retroactively if necessary. (R.10)
- 10.2.3 It is the policy of OSSTF that members who, through no fault of their own, are denied an opportunity to full-time employment, and hence to maximal pension contributions should be allowed to pay the difference between the pension contribution paid on a full salary, and the amount he/she pays on a part-time salary; the matching employer's contribution being paid from general revenues. (R.10)
- 10.2.4 It is the policy of OSSTF that the *OMERS Act* and *Teachers' Pension Act* should be amended to remove all time limits for application and for completion of payment for the purchase of credit. (R.10)
- 10.2.5 It is the policy of OSSTF that members employed less than full time, and receiving partial salary, and not on pension, should have the option of making contributions and earn pension credit as if they were employed full time. (R.10)
- 10.2.6 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* should be amended so that contributors, having exercised their democratic right to protest against government policies which are perceived to be unjust, be allowed to make pension contributions in the amount that is not paid by them, plus the employer's matching contribution, for the period of the protest. (R.10)
- 10.2.7 It is the policy of OSSTF that early retirement incentive plans should be accepted and encouraged. (R.10)
- 10.2.8 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* should be amended so that contributors could make additional payments to purchase credit at a cost of double contributions plus interest or actuarial cost, whichever is lower, for (R.10)
- 10.2.8.1 years of work during which they were employed and (R.10)
- 10.2.8.1.1 were not members of a registered pension fund during those years, or (R.10)
- 10.2.8.1.2 were members of a registered pension fund during those years and can establish that they will not receive any benefit from any registered pension fund for those years of employment; (R.10)
- 10.2.8.2 years of training or education beyond the level of secondary school to qualify them to obtain the teaching certificate that permits them to contribute to the OTPP; (R.10)
- 10.2.8.3 years of graduate study completed while contributors were not otherwise eligible to contribute to the fund. (R.10)
- 10.2.9 It is the policy of OSSTF that the *Teachers' Pension Act* should be amended so that optional credit may be purchased in the

- OTPP for pre-January 1, 1992 leaves of absence or breaks in service taken for any purpose. (R.10)
- 10.2.10 It is the policy of OSSTF that the *Teachers' Pension Act* should be amended so that credited service may be purchased for leaves of absence or breaks in service taken prior to January 1992 to participate as candidates in federal, provincial, municipal, or board of education elections. (R.10)
- 10.2.11 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* should be amended to permit contributors who are, or have been, on a leave of absence or took a break in service because of pregnancy, the adoption of a child, and infant or child care to make contributions for these periods of time spent raising children under seven (7) years of age based on the member's pensionable salary had the member been employed. (R.10)
- 10.2.12 It is the policy of OSSTF that the *OMERS Act*, *Teachers' Pension Act*, and any other pensions affecting our members, should be amended to have provision for contributors to purchase credited service for approved leaves through an affordable and reasonable payment plan. (A.09)
- 10.2.13 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* should be amended to permit the inclusion of service in the merchant marines of any of Canada's allies as eligible war service. (R.10)
- 10.2.14 It is the policy of OSSTF that the *Income Tax Act of Canada* should be amended so that a person who participates in a registered pension fund may contribute additional payments to the fund not to exceed the principal and accumulated interest that would have been paid to the fund for a period of time prior to participating in the person's current registered pension fund. The additional payment into the registered pension fund may only be used to replace (R.10)
- 10.2.14.1 years of service in which a person was employed and was not a member of a registered pension fund during these years of employment; (R.10)
- 10.2.14.2 years of training or education beyond the level of secondary school to qualify a person to take a position that would allow the person to be employed and become a member of a registered pension fund. (R.10)
- 10.2.15 It is the policy of OSSTF that a member who has been employed less than full time should be allowed to purchase up to full-time credit. (R.10)
- 10.2.16 It is the policy of OSSTF that the *Teachers' Pension Act* should be amended so that a teacher should be eligible to purchase credit for a leave or break in service which would have been eligible for purchase of credit under the *Teachers' Superannuation Act 1983* if that teacher was certificated in Ontario and subsequently taught outside Ontario immediately prior to that teacher's leave or break in service. (R.10)
- 10.2.17 It is the policy of OSSTF that for pension purposes only, Members employed in education who are paid at an hourly rate and who contribute to the Ontario Teachers' Pension Plan should receive one day of credit in the Ontario Teachers' Pension Plan for each five hours of employment. (R.14)
- 10.2.18 It is the policy of OSSTF that for pension purposes only, teaching seven (7) Ontario Secondary School credits in a continuing education program should earn one year of credited service in the Ontario Teachers' Pension Plan. (R.14)
- 10.3 **Investments**
- 10.3.1 It is the policy of OSSTF that the teachers of Ontario should have total control of the OTPP, subject to the provisions of the *Pension Benefits Act of Ontario*. (R.10)
- 10.3.2 It is the policy of OSSTF that the OTPP assets should be diversified according to a plan to be formulated by the representatives of OTPP contributors and recipients of benefits under the OTPP subject to the provision of the *Pension Benefits Act of Ontario*. (R.12)
- 10.3.3 It is the policy of OSSTF that OMERS contributors should have total control of the OMERS pension plan, subject to the provisions of the *Pension Benefits Act of Ontario*. (R.10)
- 10.3.4 It is the policy of OSSTF that OMERS plan assets should be diversified according to a plan formulated by the representatives of OMERS contributors and recipients of benefits under the OMERS subject to the provisions of the *Pension Benefits Act of Ontario*. (R.12)
- 10.4 **Survivors**
- 10.4.1 It is the policy of OSSTF that the *Teachers' Pension Act* should be amended so that survivor pensions are increased to 60% without a raise in contribution rate or a reduction to a contributor's pension. (R.10)
- 10.4.2 It is the policy of OSSTF that no reduction in pension entitlement other than a reduction for integration with the Canada Pension Plan should occur at the contributor's or pensioner's death when the deceased teacher leaves more than one dependent. (R.10)
- 10.5 **Escalation**
- 10.5.1 It is the policy of OSSTF that the *OMERS Act* and the *Teachers' Pension Act* and other legislation governing the pensions of Members should include an escalation clause for members' pensions to relate to the increase in the cost of living. (A.10)

- 10.5.2 It is the policy of OSSTF that cost-of-living escalation for retired members' pensions should be based on the C.P.I. for Ontario. (R.10)
- 10.6 **Deficit/Surplus**
- 10.6.1 It is the policy of OSSTF that OMERS and OTPP surpluses and the surpluses of other pensions of Members should be used only to improve pension benefits. (A.10)
- 10.7 **General**
- 10.7.1 It is the policy of OSSTF that the *Income Tax Act of Canada* should be amended so that for registration of a pension plan in Canada a provision be included in every plan to permit the repayment of a refund if the purpose for repaying the refund is to transfer pension credit from the plan to another. (R.10)
- 10.7.2 It is the policy of OSSTF that pension legislation be amended to allow members to purchase credit for refunds taken from plans that now have reciprocal agreements with OMERS and/or the OTPP and/or with other pension plans of Members. (A.10)
- 10.7.3 It is the policy of OSSTF that members in all areas of the province should be given the opportunity to have personal interviews in their local areas with a counsellor from their plan in the year(s) immediately prior to retirement. (R.10)
- 10.7.4 It is the policy of OSSTF that the Ontario Teachers' Pension Plan Statement of Investment Policy and Goals should include ethical screens permitted within the legal framework of existing pension legislation. (R.10)
- 10.7.5 It is the policy of OSSTF that pension plans to which our members contribute should become signatories to the United Nations Principles for Responsible Investment. (A.09)
- 10.7.6 Pension plans to which OSSTF members contribute should not invest in companies that contribute to killing, torture, deprivation of freedom, or other violations of human rights. (A.14)
- 10.7.7 It is the policy of OSSTF that the Canada Pension Plan should be expanded as outlined by the Canadian Labour Congress. (A.14)
- 11.2.1.1 holds an approved teaching certificate valid in the Province of Ontario; (R.10)
- 11.2.1.2 is or has been a member in good standing of an OTF Affiliate, or is or has been a qualified member in good standing of a CTF Affiliate; or (R.10)
- 11.2.1.3 is a signed-up Member of an OSSTF Bargaining Unit duly constituted under the *Ontario Labour Relations Act*. (R.10)
- 11.3 **Ontario Teachers' Federation**
- 11.3.1 It is the policy of OSSTF that there should be cooperation among the Affiliates of OTF. (R.10)
- 11.3.2 It is the policy of OSSTF that staff appointments to OTF should be made with due regard to the principle of bilingualism. (R.10)
- 11.3.3 It is the policy of OSSTF that all Affiliates of OTF should adopt the practice of: (R.10)
- 11.3.3.1 publishing for their members the pension negotiating goals prior to or as soon as possible after the start of negotiations; (R.10)
- 11.3.3.2 publishing on a regular basis the status of these negotiations; and (R.10)
- 11.3.3.3 taking a vote by the membership of each of the Affiliates of OTF on the final pension settlement, with the results to be binding on their OTF negotiators and Governors. (R.10)
- 11.3.4 It is the policy of OSSTF that teachers teaching all or a major portion of their assignment in the secondary panel of a school board which is recognized in the *Education Act* as having the obligation or having the privilege to elect to perform the duties of a secondary school board should be Members of OSSTF. (R.10)
- 11.4 **Strikes by Other Personnel Employed by the Same Employer**
- 11.4.1 It is the policy of OSSTF that no Member of OSSTF should undertake, or cause to be undertaken, any function that, according to the current practice of the place of employment, is regularly undertaken by a member of the striking group. (R.10)
- 11.4.2 It is the policy of OSSTF that, notwithstanding Policy 11.4.1, when elementary teachers are on strike at a school where there are also OSSTF Members, the principal should be permitted to re-timetable classes for the duration of the strike so that the remaining OSSTF Members teach solely the remaining secondary students. (R.10)
- 11.4.3 It is the policy of OSSTF that, notwithstanding Policy 11.4.1 and Policy 11.4.2, collective agreements should contain language that says "no Member of OSSTF should cross a picket line of

Policy 11 Educator Associated Organizations (EAO Policy)

11.1 Principals and Vice-Principals

- 11.1.1 It is the policy of OSSTF that there should be no legislation or government regulation removing from secondary school principals and vice-principals their right to determine their membership in OSSTF. (R.10)

11.2 Non-Members

- 11.2.1 It is the policy of OSSTF that it should not be required to accept responsibility for

- another bargaining unit where an employer has caused to be undertaken by another person any function that, according to the current practice of the place of employment, is regularly undertaken by a Member of the striking group.” (R.10)
- 11.5 **Employers**
- 11.5.1 It is the policy of OSSTF that, where there is a sanction in effect against an employer involving Members of a teacher or occasional teacher Bargaining Unit, the schools of that employer should not be used for a practicum, in-service program leading to additional qualifications, or any other placement of student teachers. (A.12)
- 11.5.2 It is the policy of OSSTF that employers should include in their agreements with teacher education institutions/community colleges a provision for suspension of the practicum/placement in the event of a strike by the faculty of a teacher education institution/community college. (A.12)
- 11.5.3 It is the policy of OSSTF that every employer should develop and implement school-wide anti-violence programs which include harassment and bullying issues for all students, staff and parents. (A.12)
- 11.5.4 It is the policy of OSSTF that every employer should develop and implement a program to ensure hostility-free workplaces. (A.12)
- 11.5.5 It is the policy of OSSTF that every employer should promote the delivery of critical media literacy skills. (A.12)
- 11.6 **Ontario College of Teachers**
- 11.6.1 It is the policy of OSSTF that the *Ontario College of Teachers Act 1996* should be repealed. (R.10)
- 11.7 **Faculties of Education**
- 11.7.1 It is the policy of OSSTF that all deans of faculties of education in Ontario should possess a teacher's certificate or license in accordance with the rules and regulations of the jurisdiction in which the qualifications were granted. (R.11)
- 11.8 **Education Quality and Accountability Office**
- 11.8.1 It is the policy of OSSTF that the Education Quality and Accountability Office and its testing program should be abolished and that the savings should be allocated to the province's elementary and secondary public schools. (R.12)
- 11.9 **Private Schools**
- 11.9.1 It is the policy of OSSTF that all government policy memoranda should apply to all public and private schools in the province. (R.12)
- 11.9.2 It is the policy of OSSTF that tax credits should not be provided for the purpose of sending children to private schools. (R.12)

- 11.9.3 It is the policy of OSSTF that the Canada Revenue Agency should not consider private schools as charitable organizations. (R.12)
- 11.9.4 It is the policy of OSSTF that a student's transcript should indicate when a secondary school credit has been awarded by a private school, including the name of the school. (R.14)

Policy 12 Miscellaneous (MISP Policy)

- 12.1 It is the policy of OSSTF that "Capitation" as a system of dental care in the Province of Ontario should be opposed. (R.10)
- 12.2 It is the policy of OSSTF that the production, distribution, sale, and display in Canada of pornographic materials which exploit those persons that they portray by depicting them as victims of sexual abuse, humiliation, domination, mutilation, or murder for the sexual stimulation of the consumer should be forbidden by law. (R.10)
- 12.3 It is the policy of OSSTF that
- 12.3.1 students with HIV or AIDS should have the right to attend their regular classes; (R.10)
- 12.3.2 the identity of a student with HIV or AIDS should be protected. (R.10)
- 12.4 It is the policy of OSSTF that pre-service and in-service education should be made available to Members concerning infectious blood or body fluid-borne diseases. (R.10)
- 12.5 It is the policy of OSSTF that the Ontario government should mandate the development and implementation of comprehensive school nutrition policies by Ontario employers that include nutrition standards for all foods distributed in schools and reflect the current Canada's Food Guide to Healthy Eating. (A.12)
- 12.6 **Sexual Harassment**
- 12.6.1 It is the policy of OSSTF that members and all employees of OSSTF should be free from sexual harassment. Sexual harassment is defined as: (R.10)
- 12.6.1.1 repeated sexual advances which are known, or ought reasonably to have been known, to be unwelcome by the person making the advances; or (R.10)
- 12.6.1.2 repeated requests for sexual favours which are known, or ought reasonably to have been known, to be unwelcome by the person making the requests; or (R.10)
- 12.6.1.3 other repeated sexually-oriented remarks, innuendos or behaviour which are known, or ought reasonably to have been known, to be unwelcome by the person making the remarks, innuendos, or engaging in the behaviour, and which either may be reasonably expected to interfere with a

	person's work performance or may reasonably be perceived as creating an intimidating, hostile or offensive work environment; or (R.10)		are not being done in a discriminatory manner. (A.07)
12.6.1.4	a sexual advance or request for sexual favours made by a person in a position or perceived to be in a position to grant or deny a benefit, privilege, or advancement to the person, where the person making the advance or request knows, or ought reasonably to know, that it is unwelcome; or (R.10)	12.8	Early Learning and Care Programmes
		12.8.1	It is the policy of OSSTF that the governments of Canada and Ontario should provide and fully fund universally accessible, non-profit, publicly delivered, and high quality programmes of early learning and care for children aged 0 to 12. (A.09)
12.6.1.5	a reprisal, or threat of reprisal, for the rejection of a sexual advance or request for sexual favours where the reprisal is made or threatened by a person in a position or perceived to be in a position to grant, confer, or deny a benefit, privilege, or advancement; person making the advances; or (R.10)	12.8.2	It is the policy of OSSTF that full-time, fully-funded early learning and care programmes for children aged 0 to 12 should be provided as part of the public education. (A.09)
12.6.1.6	the communication of messages that are known, or ought reasonably to have been known, to be unwelcome through visual images, media, telecommunications, computer technology, language, cartoons or graffiti. (R.10)	12.9	School-Community Programs
12.6.2	It is the policy of OSSTF that employers of Members should consult with employees to establish policies and strategies and implement professional development programs in order to eliminate sexual harassment. (R.10)	12.9.1	It is the policy of OSSTF that, when new programs or organizational structures are created to increase school-community interaction and when these affect the education of secondary school students, the responsibility for their direction and control should be assigned to certificated teachers. (R.10)
12.7	Harassment and Bullying Policy	12.9.2	It is the policy of OSSTF that there should be community schools insofar as they can be implemented within the limitations of physical and human resources required for the maintenance of the primary role of the school, and the education of their students. (R.10)
12.7.1	It is the policy of OSSTF that members and all employees of OSSTF should be free from harassment and bullying in the workplace and at OSSTF sponsored functions. (A.07)	12.9.3	It is the policy of OSSTF that any increase in the utilization of school facilities, equipment, and other resources in the implementation of school-community programs should be accompanied by an appropriate increase in funding, and should not result in any erosion of financial support or utilization of school facilities for existing programs. (R.10)
12.7.2	Harassment is defined as any improper conduct by an individual that is directed at and offensive to another person or persons, and that the individual knows, or ought reasonably to know, would cause offence or harm: or (A.07)	12.9.4	It is the policy of OSSTF that there should be the creation of specific community-based programs for secondary school credit, and the facilitation of such courses through timetable and administrative flexibility. (R.10)
12.7.3	Any objectionable act, comment on or display that demeans, belittles, or causes personal humiliation or embarrassment; or any act of intimidation or threat. It includes harassment within the meaning of the <i>Ontario Human Rights Code</i> . (A.07)	12.9.5	It is the policy of OSSTF that school-community interactions should be viewed as an integral component in the educational program of a school, and these interactions should take their place in the considered priorities of every school. (R.10)
12.7.4	Personal harassment is defined as any objectionable conduct or comment that is directed toward a person that serves no legitimate work purpose and has the effect of creating an intimidating, humiliating or offensive work environment. (A.07)	12.9.6	It is the policy of OSSTF that the development of community schools should be within the existing framework of powers of boards of education. (R.10)
12.7.5	Abuse of authority is a type of bullying that occurs when a person uses authority unreasonably to interfere with an employee's job. It includes humiliation, intimidation, threats and coercion. It does not include normal managerial activities such as counselling, performance appraisals and discipline, as long as these	12.9.7	It is the policy of OSSTF that employers should develop policy and programs to promote environmental awareness and protection. (A.05)
		12.10	Insurance
		12.10.1	It is the policy of OSSTF that employers should provide annually to Members

- detailed information on the amounts and types of insurance coverage provided by the employer. (R.10)
- 12.10.2 It is the policy of OSSTF that Ontario should establish a system of public auto insurance. (R.14)
- 12.11 **Courier Service**
- 12.11.1 It is the policy of OSSTF that an employer should permit OSSTF to use the employer's courier or mail service without charge for the delivery of OSSTF information and materials to members. (R.10)
- 12.12 **Freedom of Information**
- 12.12.1 It is the policy of OSSTF that all providers of services to publicly-funded employers should be subject to the *Freedom of Information and Protection of Privacy Act*. (A.12)
- 12.13 **Fundraising**
- 12.13.1 It is the policy of OSSTF that district school boards and other educational employers should refrain from using, or transmitting for use by others, the employee or student database of names, addresses, telephone number and e-mail, for the purpose of fundraising solicitations without the expressed permission of those same individuals. (R.13)
- 12.13.2 It is the policy of OSSTF that no request for fundraising should be attached to a pay stub of an educational worker by a district school board or other educational employer. (R.13)
- 12.14 **Racial Profiling**
- 12.14.1 It is the policy of OSSTF that the practice of "racial profiling" should be opposed in all of its forms. (R.14)
- 12.15 **Participation in Union Activities**
- 12.15.1 It is the policy of OSSTF that no union member should encounter barriers to union involvement based on family status. (A.08)
- 12.15.2 It is the policy of OSSTF that no union member be negatively financially impacted by involvement in union activities. (A.08)
- 12.16 **Pay Equity**
- 12.16.1 It is the policy of OSSTF that pay equity should be based on the principle of equal pay for work of equal value. (A.09)
- 12.16.2 It is the policy of OSSTF that pay equity is a fundamental human right of women workers to be paid wages that are the same as men workers for work of comparable value. (A.09)
- 12.16.3 It is the policy of OSSTF that all governments should be obligated to provide human rights and economic leadership by enacting proactive and inclusive pay equity legislation with realistic and timely goals and providing funding and other supports necessary to ensure it is vigorously
- enforced. (A.09)
- 12.17 **Transportation of Students**
- 12.17.1 It is the policy of OSSTF that no member should be expected, required or requested to transport students in personal vehicles for Employer business. (A.09)
- 12.18 **Union Membership**
- 12.18.1 It is the policy of OSSTF that card certification should be the legal method for workers in the province of Ontario to join a union. (A.09)

OSSTF PROCEDURES

Establishment, amendment and rescission of OSSTF Procedures shall occur in accordance with Bylaw 21, Amendments.

Procedure 1 Preparation of the Budget

- 1.1 The OSSTF spending authorities shall consult with the Chair, Vice-Chair and/or designates of the provincial Finance Committee prior to the end of November to submit and review initial budget requests for all accounts under their authority. (A.12)
- 1.2 Notwithstanding the preceding, the initial budget amount for a provincial standing committee/council shall take into consideration that: (A.12)
 - 1.2.1 the budget be based on the base number of meetings of the applicable committee/council identified in the appropriate procedures or constitution in OSSTF's Policy and Procedures Manual, and (A.12)
 - 1.2.2 any non-voting Provincial Executive Liaison member appointed to a committee shall not be considered when determining the initial budget amount. (A.12)
- 1.3 Proposals regarding expenditures not already included in the Budget outlined above must first be referred to the Finance Committee before presentation to the Provincial Assembly. (A.12)
- 1.4 **Finance Committee Role:**
 - 1.4.1 The Finance Committee shall have the authority to and shall review the detailed authorized expenditures of the spending authorities of the Federation and shall prepare and present a written report to Provincial Assembly Delegates expressing the judgment of the Finance Committee as to whether or not the figures shown in the proposed Budget are reasonable figures for the service provided. (A.12)
 - 1.4.2 The Finance Committee shall submit a written report, including the submitted budget requests of the spending authorities, to the Provincial Council, for its information, at the February meeting. (A.12)
 - 1.4.3 The Finance Committee shall be guided by Bylaw 9.1.1.3 in preparing its written report to the Delegates of the Annual Meeting of the Provincial Assembly. (A.12)
 - 1.4.4 If the annual audit reveals that the level of liquid assets in the Member Protection Account is less than that year's fee income, the Finance Committee must bring a motion to deal with the situation to the following AMPA. (A.12)
 - 1.4.5 The Finance Committee shall, in the preparation of the Budget, recommend the amount to be allocated to the Contingency

Account for approval of the Annual Meeting of the Provincial Assembly. (A.12)

- 1.4.6 The Finance Committee, in order to discharge its duties, shall be present at the Provincial Assembly. (A.12)

Procedure 2 – Elections

2.1 Nominations

- 2.1.1 Nominations for the office of President, Vice-President, Executive Officer, Treasurer, and elected members of the Board of Governors of the OTF and OTF Table Officer must be submitted in writing to the General Secretary; either (A.14) not later than January 31st of an election year by a District or Bargaining Unit; nominations so received shall be forwarded by the General Secretary to the Bargaining Unit Presidents and to members of AMPA at least two weeks prior to AMPA, and shall be considered to be on-time; or (A.14) up to the opening of the afternoon session of the first day of AMPA signed by fifteen registered delegates and/or alternates to AMPA, representing at least five OSSTF Districts, and shall be considered to be from-the-floor.(A.14)
 - 2.1.1.1 not later than January 31st of an election year by a District or Bargaining Unit; nominations so received shall be forwarded by the General Secretary to the Bargaining Unit Presidents and to members of AMPA at least two weeks prior to AMPA, and shall be considered to be on-time; or (A.14) up to the opening of the afternoon session of the first day of AMPA signed by fifteen registered delegates and/or alternates to AMPA, representing at least five OSSTF Districts, and shall be considered to be from-the-floor.(A.14)
 - 2.1.1.2 up to the opening of the afternoon session of the first day of AMPA signed by fifteen registered delegates and/or alternates to AMPA, representing at least five OSSTF Districts, and shall be considered to be from-the-floor.(A.14)
 - 2.1.2 Nominations will be declared closed by the Chairperson after the opening of the afternoon session of the first day of AMPA. (A.14)
 - 2.1.3 Nominations shall be posted, after the close of nominations, during the first day of AMPA. (A.14)
 - 2.1.4 Nominees shall have the opportunity to briefly address the delegates and alternates to AMPA on the afternoon of the first day of AMPA. (A.14)
 - 2.1.5 Defeated candidates shall be considered nominees for office as follows: (A.14)
 - 2.1.5.1 a defeated candidate for President shall automatically be considered a candidate for Vice-President; (A.14)
 - 2.1.5.2 a defeated candidate for Vice-President shall automatically be considered a candidate for Executive Officer; (A.14)
 - 2.1.5.3 a defeated candidate for Treasurer shall automatically be considered a candidate for Executive Officer; (A.14)
 - 2.1.5.4 a defeated candidate for OTF Table Officer shall automatically be considered a candidate for OTF Board of Governors. (A.14)
- ### **2.2 Balloting**
- 2.2.1 Balloting Rules
 - 2.2.1.1 Election shall be by ballot, not earlier than the second day of AMPA, by those qualified to vote, present and voting.(A.14)
 - 2.2.1.2 Each qualified voter may cast a number of votes up to the number of positions to be filled by that ballot.(A.14)
 - 2.2.1.3 The phrase "receive(s) a majority of the votes" shall mean that the candidate's vote total exceeds 50% of the number of

- delegates present, qualified to vote and voting. (A.14)
- 2.2.2 Removing candidates from the ballot**
- 2.2.2.1 After a ballot takes place, candidates may be declared elected, as per Procedure 2.2.3, and removed from the ballot.(A.14)
- 2.2.2.2 If a further ballot is required, candidates are removed from the ballot as follows: (A.14)
- 2.2.2.2.1 The candidate receiving the lowest number of votes is always removed from the ballot. This may result in candidate(s) being declared elected. (A.14)
- 2.2.2.2.2 Any candidates receiving fewer than 40 votes are removed from the ballot, in order from lowest vote total to highest, providing that their removal does not result in the election of those remaining on the ballot. (A.14)
- 2.2.2.2.3 If only one candidate has been removed from the ballot either by following steps 2.2.2.2.1 and 2.2.2.2.2, or by being declared elected, then the candidate with the next lowest number of votes is removed, providing that their removal does not result in the election of those remaining on the ballot. (A.14)
- 2.2.2.2.4 In the event of a tie for the lowest number of votes, all candidates with the lowest number of votes shall be dropped, unless this would result in the election of the remaining candidate(s). In this case, the candidates will remain on the ballot. (A.14)
- 2.2.2.2.5 In the event of a tie between two candidates for the last elected position, a further ballot is held between these two candidates. If a tie occurs a second time, the candidates shall draw lots to see who is elected. (A.14)
- 2.2.3 Results of a ballot**
- 2.2.3.1 **One Position to Fill**
- 2.2.3.1.1 For the first ballot for the election of President, Treasurer or OTF Table Officer, or for the subsequent ballot of any elected position where one position remains to be filled, the following occurs after a ballot has been cast: (A.14)
- 2.2.3.1.1.1 If no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot shall be held. (A.14)
- 2.2.3.1.1.2 If one candidate receives a majority of the votes, the candidate shall be declared elected. (A.14)
- 2.2.3.2 **Two Positions to Fill**
- 2.2.3.2.1 For the first ballot for the election of Vice-President, or for the subsequent ballot of any elected position where two positions remain to be filled, the following occurs after a ballot has been cast: (A.14)
- 2.2.3.2.1.1 if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot shall be held, if necessary: (A.14)
- 2.2.3.2.1.2 if one candidate receives a majority of the votes, the candidate shall be declared

- elected, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held for the remaining position, if necessary: (A.14)
- 2.2.3.2.1.3 if two candidates receive a majority of the votes, they shall be declared elected.
- 2.2.3.2.1.4 If three candidates receive a majority of the votes: (A.14)
- 2.2.3.2.1.4.1 if these were the only candidates on the ballot, the two with the highest vote counts shall be declared elected, or(A.14)
- 2.2.3.2.1.4.2 a further ballot shall be held on which the names of only those three candidates appear. (A.14)
- 2.2.3.3 **Three Positions to Fill**
- 2.2.3.3.1 For the first ballot for the election of Executive Officer, or for the subsequent ballot of any elected position where three positions remain to be filled, the following occurs after a ballot has been cast: (A.14)
- 2.2.3.3.1.1 if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held, if necessary; (A.14)
- 2.2.3.3.1.2 if one or two candidates receive a majority of the votes, they shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held for the remaining position(s), if necessary; (A.14)
- 2.2.3.3.1.3 if three candidates receive a majority of the votes, they shall be declared elected; (A.14)
- 2.2.3.3.1.4 if four or five candidates receive a majority of the votes: (A.14)
- 2.2.3.3.1.4.1 if there were only four candidates on the ballot, the three with the highest vote counts shall be declared elected, or (A.14)
- 2.2.3.3.1.4.2 a further ballot shall be held on which the names of only those candidates who received a majority shall appear, and the candidates with the three highest vote counts on this ballot shall be declared elected. (A.14)
- 2.2.3.4 **Four Positions to Fill**
- 2.2.3.4.1 For the subsequent ballot for the election of OTF Governor where four positions remain to be filled, the following occurs after a ballot is cast: (A.14)
- 2.2.3.4.1.1 if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held, if necessary: (A.14)
- 2.2.3.4.1.2 if one, two, or three candidates receive a majority of the votes, they shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held for the remaining position(s), if necessary; (A.14)
- 2.2.3.4.1.3 if four candidates receive a majority of the votes, they shall be declared elected; (A.14)
- 2.2.3.4.1.4 if five, six or seven candidates receive a majority of the votes: (A.14)
- 2.2.3.4.1.4.1 if there were only five candidates on the ballot, the four with the highest vote

- counts shall be declared elected; or (A.14)
- 2.2.3.4.1.4.2 a further ballot shall be held on which the names of only those candidates who received a majority shall appear, and the candidates with the four highest vote counts on this ballot shall be declared elected. (A.14)
- 2.2.3.5 Five Positions to Fill
- 2.2.3.5.1 For the first ballot for the election of OTF Governor, or for the subsequent ballot for the election of OTF Governor where five positions remain to be filled, the following occurs after a ballot has been cast: (A.14)
- 2.2.3.5.1.1 if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held, if necessary; (A.14)
- 2.2.3.5.1.2 if one, two, three or four candidates receive a majority of the votes, they shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.2.2 and a further ballot will be held for the remaining position(s), if necessary; (A.14)
- 2.2.3.5.1.3 if five candidates receive a majority of the votes, they shall be declared elected; (A.14)
- 2.2.3.5.1.4 if six, seven, eight or nine candidates receive a majority of the votes: (A.14)
- 2.2.3.5.1.4.1 if there were only six candidates on the ballot, the five with the highest vote counts shall be declared elected; or (A.14)
- 2.2.3.5.1.4.2 a further ballot shall be held on which the names of only those candidates who received a majority shall appear, and the candidates with the five highest vote counts on this ballot shall be declared elected. (A.14)

2.3 Vacancies

- 2.3.1 The highest or higher number of votes shall be interpreted to mean the candidate receiving the most votes on the ballot on which a candidate is first declared elected. (A.14)
- 2.3.2 Should any Provincial Executive position become vacant during the current term and elections for the next term have not yet occurred, it will be filled in the following manner: (A.14)
- 2.3.2.1 President
- 2.3.2.1.1 the Vice-President who received the higher number of votes at AMPA shall fill the vacancy. In the event that the Vice-Presidents were acclaimed or received the same number of votes, the vacancy shall be filled at the next meeting of Provincial Council by an election in which the only candidates shall be the acclaimed or tied Vice-Presidents. (A.14)
- 2.3.2.2 Vice President
- 2.3.2.2.1 the Executive Officer who received the highest number of votes at AMPA shall fill the vacancy. In the event that the Executive Officers were acclaimed or two or more candidates were tied for the highest number of votes, the vacancy shall be filled at the next meeting of the Provincial Council by an

- election in which the only candidates shall be the acclaimed or tied Executive Officers. (A.14)
- 2.3.2.3 Executive Officer, Treasurer, OTF Table Officer, and OTF Governor (A.14)
- 2.3.2.3.1 an election at the Provincial Council in accordance with Procedure 2.3.4 to fill the vacancy. (A.14)
- 2.3.3 Should any Provincial Executive position become vacant during the current term and elections for the next term have already occurred, it will be filled in the following manner: (A.14)
- 2.3.3.1 President
- 2.3.3.1.1 if the President-elect is not the incumbent, the President-elect shall fill the vacancy; (A.14)
- 2.3.3.1.2 if the President-elect is the incumbent, the Vice-President-elect who received the higher number of votes at AMPA shall fill the vacancy. In the event that the Vice-Presidents-elect were acclaimed or received an equal number of votes, the vacancy shall be filled at the next meeting of the Provincial Council by an election in which the only candidates shall be the Vice-Presidents-elect. (A.14)
- 2.3.3.2 Vice President
- 2.3.3.2.1 if both of the Vice-Presidents-elect are not incumbents, the Vice-President-elect who received the higher number of votes at AMPA shall fill the vacancy. In the event that both candidates were acclaimed or received the same number of votes, the candidates shall draw lots to determine who shall fill the vacancy; (A.14)
- 2.3.3.2.3 if one Vice-President elect is an incumbent, the Vice-President-elect who is not an incumbent shall fill the vacancy; (A.14)
- 2.3.3.2.2 if both Vice-Presidents-elect are incumbents, the vacancy shall be filled by the Executive Officer-elect who received the highest number of votes at AMPA. In the event that the Executive Officers-elect were acclaimed or received the same number of votes, the vacancy shall be filled at the next meeting of the Provincial Council by an election in which the only candidates shall be the acclaimed or tied Executive Officers-elect. (A.14)
- 2.3.3.3 Executive Officer
- 2.3.3.3.1 if two or three of the Executive Officers-elect are not incumbents, the Executive Officer-elect who received the highest number of votes at the Provincial Assembly shall fill the vacancy. In the event that the two or three candidates were acclaimed or were tied for the highest number of votes, the tied or acclaimed candidates shall draw lots to determine who shall fill the vacancy; (A.14)
- 2.3.3.3.2 if one Executive Officer-elect is not an incumbent, the Executive Officer-elect shall fill the vacancy; (A.14)
- 2.3.3.3.3 if all Executive Officers-elect are incumbents, an election shall be held at

- Provincial Council in accordance with Procedure 2.3.4 to fill the vacancy. (A.14)
- 2.3.3.4 Treasurer
- 2.3.3.4.1 if the Treasurer-elect is not the incumbent, the Treasurer-elect shall fill the vacancy. (A.14)
- 2.3.3.4.2 if the Treasurer-elect is the incumbent, an election shall be held at Provincial Council in accordance with Procedure 2.3.4 to fill the vacancy. (A.14)
- 2.3.3.5 OTF Table Officer, and OTF Governor
- 2.3.3.5.1 an election shall be held at Provincial Council in accordance with Procedure 2.3.4 to fill the vacancy. (A.14)
- 2.3.3.5.2 If necessary, until the election occurs, the Provincial Executive shall appoint a person on a temporary basis to represent OSSTF at an OTF Board Meeting. (A.14)
- 2.3.4 Elections to Fill Vacancies**
- 2.3.4.1 When an election is necessary to fill a vacancy for the position of Executive Officer, Treasurer, elected OTF Governor or OTF Table Officer, the General Secretary shall immediately issue a notice of vacancy to every District, Bargaining Unit, and Branch. Interested Members shall be allowed three weeks to forward applications to the General Secretary, with a copy to the Bargaining Unit President. The election to fill the vacancy shall occur at the first regularly scheduled Provincial Council meeting following the conclusion of the application period. (A.14)
- 2.3.4.2 A candidate who receives a majority of the votes cast on any ballot shall be declared elected. Should no candidate receive a majority on the first ballot, the candidate receiving the fewest number of votes and any candidate receiving fewer than forty votes shall be dropped from succeeding ballots until a majority is reached. In the event of the two lowest candidates receiving the same number of votes, with more than three candidates on the ballot, both the tied candidates shall be dropped. (A.14)

Procedure 3 - Campaign Regulations

[Est. Under Bylaw 13.3]

CAMP Reg. 1

- 3.1 Each candidate, successful or defeated, shall submit to the General Secretary of OSSTF, by June 30 of the election year, on standard forms provided by the Treasurer of OSSTF, a financial statement detailing income and expenses incurred for the campaign. For the purposes of reporting, expenses shall be deemed to include both monies disbursed and goods and services donated on behalf of the candidate. (A.91)

CAMP Reg. 2

- 3.2 The candidate shall maintain for the period of the subsequent school year, and shall furnish upon the request of the Provincial Council through the General Secretary, all receipts, vouchers and all other

documentation validating the financial statement as reported. (A.91)

CAMP Reg. 3

- 3.3 The General Secretary shall provide a summary report of the financial statement for each candidate on time and in writing to the next regular meeting of the Provincial Council following June 30. (A.91)

CAMP Reg. 4

- 3.4 There shall be an Election Co-ordinator, assigned by the General Secretary, who shall:
- 3.4.1 prepare campaign guidelines and procedures to be submitted for the approval of the Provincial Council no later than the June meeting of Provincial Council; (A.12)
- 3.4.2 arrange for the distribution of the guidelines and procedures, as approved by Provincial Council, to be followed by all candidates.

CAMP Reg. 5

- 3.5 The cost of travel for those candidates nominated in accordance with Bylaw 13.2 and for one campaign worker if not otherwise covered by AMPA, and rental costs to a maximum of the rental cost of a medium-sized suite for two nights during AMPA, shall be paid by the provincial organization. (A.89)

Procedure 4 - Counselling and Mediation Procedures for Dealing with Disputes Affecting the Professional Relationships between Members

- 4.1 A Member(s) having a dispute affecting that Member(s)' professional relationship with another Member(s) may report such a matter to: (A.12)
- 4.1.1 that Member(s)' Field Personnel (the elected or appointed District/Bargaining Unit President or Officer or the Field Secretary). (A.12)
- 4.2 The Field Secretary may refer the matter to the Chair of Mediation Services Resource Bank. (A.12)
- 4.3 When a Member reports a dispute to Field Personnel, and the matter is not referred directly to Mediation Services Resource Bank the Field Personnel shall: (A.12)
- 4.3.1 counsel the Members and/or attempt resolution of the dispute; (A.12)
- 4.3.2 keep on file only meeting dates, whether the dispute was resolved, and records of agreements reached between the parties, and (A.12)
- 4.3.3 in the event that resolution by Field Personnel has been unsuccessful, advise the Member(s) of the right to: (A.12)
- 4.3.3.1 discontinue any further proceedings or (A.12)

- 4.3.3.2 proceed, as would be appropriate, to one of: (A.12)
- 4.3.3.2.1 a request to the Field Secretary to refer the matter to Mediation Services Resource Bank (for a Member(s) having a dispute affecting that Member(s)' professional relationship with another Member(s)); (A.12)
- 4.3.3.2.2 Judicial Council (for a matter involving a dispute between the Member(s) and OSSTF or an Officer(s) of OSSTF); or (A.12)
- 4.3.3.2.3 another venue. (A.12)
- 4.4 When the Member's dispute is referred by the Field Secretary to the Chair of Mediation Services Resource Bank, (A.12)
- 4.4.1 the Chair of Mediation Services Resource Bank shall acknowledge receipt of the request for mediation, forthwith and in writing, and shall ensure that all relevant parties consent to mediation and are advised of the procedures to be followed in the mediation process. (A.12)
- 4.5 Within forty-five (45) working days of the Field Secretary's referral of the request for mediation, the Chair of Mediation Services Resource Bank shall report to the Field Secretary, in writing, the outcome of the attempted mediation, including agreements reached, if any. (A.12)
- 4.5.1 Copies of this report shall be sent to the parties and to the General Secretary. (A.12)
- 4.6 No written records related to the mediation shall be kept on file except the original letter requesting mediation and the final report. (A.12)
- 4.7 All records shall be destroyed after a two (2) year period. (A.12)

Procedure 5 - Judicial Council Procedures

- 5.1 **Complaint Procedures** (A.13)
- 5.1.1 Complaint procedures in this section must be in accordance with Bylaw 6. (A.13)
- 5.1.2 In the case where the Formal Complaint is from a single complainant, it must be signed by the complainant. In all other cases, the complaint must be signed by an authorized representative of the complaining group. (A.13)
- 5.1.3 In all cases, the Formal Complaint shall clearly indicate that a copy of the Formal Complaint has been sent to the Member(s) complained against herein after referred to as the Respondent(s). (A.13)
- 5.1.4 In all cases, the Formal Complaint shall be copied to the General Secretary. (A.13)
- 5.1.5 In all cases, a Formal Complaint shall clearly indicate which applicable Bylaw(s) or Article(s) is alleged to have been violated in accordance with Bylaw 6, the

facts of the incident concisely stated, including the date of the alleged incident, giving rise to the complaint. (A.13)

- 5.1.6 In the case of a Formal Complaint made against an elected OSSTF official as per Bylaws 6.1.2, 6.1.3, 6.1.4, and 6.1.5 the Formal Complaint must indicate which Bylaw(s) or Article(s) is alleged to have been violated by the Respondent(s) in the performance of the duties of their office. (A.13)

5.2 Hearings Procedures

- 5.2.1 On receipt of a Formal Complaint filed in accordance with Bylaw 6, Judicial Council shall conduct a preliminary investigation into the details of each incident in the charges, and either hold a hearing or dismiss the case in accordance with its regulations. (A.13)
- 5.2.2 Where the Respondent expressly states that he/she will not defend himself/herself against the charge(s) set forth in the Formal Complaint, Judicial Council shall make such decision as it deems appropriate on the basis of the Formal Complaint and evidence received from the Complainant. (A.13)
- 5.2.3 In the case of hearings by Judicial Council, the Judicial Council shall: (A.13)
 - 5.2.3.1 consider the allegations, hear the evidence, and ascertain the facts of the case; (A.13)
 - 5.2.3.2 determine whether, upon the facts so ascertained, the allegations have been proved; (A.13)
 - 5.2.3.3 determine whether, in respect of the allegations so proved, the Member is guilty of a breach of the Duties of Members and either: (A.13)
 - 5.2.3.3.1 dismiss the complaint or (A.13)
 - 5.2.3.3.2 determine the penalty to be imposed in accordance with Bylaw 6." (A.13)
 - 5.2.3.3.2.1 with the severity of the penalty commensurate with the severity of the breach and/or (A.14)
 - 5.2.3.3.2.2 with the penalty(ies) increasing in severity if the breach is of an identical or similar nature to one for which the Member was previously found guilty. (A.14)
 - 5.2.3.3.2.2.1 The Judicial Council Panel will be provided with any and all past decisions involving the individual(s) as Respondent(s) with breaches of an identical or similar nature after a determination of guilt has been decided based on the evidence presented in the hearing and prior to the determination of the penalty. (A.14)

Procedure 6 - Application for Leave to

Appeal a Judicial Council Decision

- 6.1 A Request for Leave to Appeal a decision of the Judicial Council shall be submitted to the Chair of the Appeal Committee within fourteen days of the date the decision appealed from was served, with copies of the Request to the original Complainant or

- Respondent, to the Chair of Judicial Council, and to the General Secretary. (A.12)
- 6.2 The Request for Leave to Appeal shall state, in writing, the grounds and rationale for the appeal and the relief sought. (A.12)
- 6.3 The Appeal Committee will request submissions from the Chair of Judicial Council and from the original Complainant or Respondent with respect to whether Leave to Appeal should be granted. (A.12)
- 6.4 Representatives previously assigned to the Complainant and Respondent pursuant to Bylaw 6.6 will continue to be assigned if possible. (A.12)
- 6.5 Notwithstanding 6.3 and 6.4, for requests for Leave to Appeal a decision of Judicial Council to dismiss a case without a hearing, the following shall apply: (A.12)
- 6.5.1 The Respondent to the request for Leave to Appeal shall be the Chairperson of Judicial Council. (A.12)
- 6.5.2 The original Respondent named in the complaint submitted under Bylaw 6.1 shall have the opportunity to have third-party status at the Appeal Hearing, should Leave to Appeal be granted. (A.12)
- 6.5.3 Notwithstanding 6.3, the Appeal Committee shall request submissions from the Complainant and the Respondent as defined in Bylaw 6.5.1 with respect to whether Leave to Appeal should be granted. (A.12)
- 6.5.4 The General Secretary shall appoint an advocate from a list of candidates approved by the Provincial Executive to the Complainant, the Respondent, and any other parties granted status under 6.5.2 to assist in the preparation of hearings before the appeal committee. (A.12)
- 6.6 Leave to Appeal may be granted by the Appeal Committee if it is satisfied that the appeal raises matters of importance to the Federation involving the interpretation or application of its Constitution and/or Bylaws, and the member seeking leave to appeal demonstrates an arguable case. (A.12)
- 6.7 The Appeal Committee of Provincial Council shall render a decision to grant or deny Leave to Appeal not later than fifteen days after receipt of a Request for Leave to Appeal, with copies to interested parties as in 6.1. (A.12)

Procedure 7 - Documentation for an Appeal Hearing

- 7.1 When a Leave to Appeal is granted, the Chair of the Appeal Committee shall request the Appellant, Respondent, and

parties granted status under 6.5.2 to submit their arguments within fifteen days. (A.12)

- 7.2 The Chair of Judicial Council shall ensure that a transcript is made if a hearing is the source of the appeal. (A.12)
- 7.3 The Chair of the Appeal Committee shall ensure that the hearing panel and all parties receive copies as soon as possible of all submissions and transcripts relevant to the appeal. (A.12)

Procedure 8 - Appeals from a Decision of the Certification Appeal Board

- 8.1 Within five days of receipt of a request for an Appeal of a decision of the Certification Appeal Board, the Chair of the Appeal Committee shall request the representatives of the Appellant and Respondent to submit their arguments within fifteen days. (A.12)
- 8.2 No Appeal from a decision of the Certification Appeal Board may be granted if a prior decision has been made by the Appeal Committee on a similar issue within the previous five-year period. (A.12)
- 8.3 The Appeal Committee cannot rule in any manner that would change or amend the regulations made under the Certification Plan. (A.12)

Procedure 9 - Appeal Hearing and Decision

- 9.1 The Appeal Hearing shall not proceed in the absence of the Appellant or the Appellant's representative. If, however, after one adjournment, and on the next date set for the hearing, the Appellant or representative does not appear or provide reasonable grounds for not appearing, the appeal shall be dismissed. (A.12)
- 9.2 Hearings shall be conducted in accordance with rules approved by AMPA or Provincial Council. (A.12)
- 9.3 Within five days after the Hearing, the Appeal Committee of Provincial Council shall: (A.12)
- 9.3.1 confirm the decision of the body appealed from; (A.12)
- 9.3.2 vary the original decision of the body appealed from, in whole or in part; (A.12)
- 9.3.3 give such decision that ought to have been pronounced; or (A.12)
- 9.3.4 refer the matter back to the body appealed from. (A.12)
- 9.4 Any decision taken by the Appeal Committee of Provincial Council under Bylaw 7 shall be final and binding and without further right of appeal. (A.12)

9.5 The Chair of the Appeal Committee shall forward the decision to all parties within five days of the release of the decision. (A.12)

9.6 When the matter is referred back to the body appealed from, it shall be without prejudice to a party appealing a subsequent decision of the body. (A.12)

Procedure 10 – Districts in Difficulty

10.1 Districts in Difficulty shall be defined as districts where;

10.1.1 two or more bargaining unit Presidents and/or members who serve on a District or Bargaining Unit executive have serious disagreement(s) on issues of importance to the functioning of the District and are unable to resolve their differences despite repeated attempts to do so; (A.14)

10.1.2 the disagreement(s) have a significant impact on the ability of the District to function appropriately; and (A.14)

10.1.3 members are either directly impacted or have the potential to be directly impacted if the problems persist. (A.14)

10.2 Intervention

10.2.1 Upon written request from one of the parties involved, the General Secretary and one Associate General Secretary will interview all parties directly involved in the dispute, conduct fact finding and attempt dispute resolution. This step will not include rank and file members. (A.14)

10.2.2 If no resolution is found through the process in 10.2.1, the General Secretary will refer the matter to an Intervenor selected from the Official Retiree Volunteer List for formal intervention. (A.14)

10.2.3 Formal intervention will begin by a further attempt at dispute resolution by the Intervenor. Advocates will not be appointed in this process. (A.14)

10.2.3.1 Dispute resolution should involve, at minimum, a meeting with those parties directly involved or central to the issues, either individually or in small groups and whenever possible, a joint meeting, to attempt to find common ground and gain consensus. (A.14)

10.2.3.2 Dispute resolution will be deemed successful and completed when a written document is agreed to and signed by all affected parties. The document will outline the issues, solutions and timeframe for implementation. (A.14)

10.2.3.4 The assigned Intervenor will be seized with the document and may intervene at a later date if the conditions in the document are not met. (A.14)

10.2.4 If no resolution is found, the Intervenor will make a recommendation on Trusteeship of all affected bargaining units to the General Secretary who will bring the

recommendation to the Provincial Executive. (A.14)

Procedure 11 - Trusteeship

11.1 The Provincial Executive shall have the authority to put a District or Bargaining Unit into trusteeship in accordance with the following procedures: (A.12)

11.2 In the case of a District in Difficulty, the General Secretary shall bring the Intervenor's recommendation on trusteeship to the Provincial Executive.(A.14)

11.3 The Provincial Executive may initiate an investigation if: (A.12)

11.3.1 it has received information that leads it to be concerned with the financial mismanagement, or malpractice, or incapacitation of the District or Bargaining Unit officer(s), or failure to properly represent the membership by the District or Bargaining Unit or its officers, or, (A.12)

11.3.2 it has received a request for an investigation from a District or Bargaining Unit or from the Judicial Council of OSSTF. (A.12)

11.4 The investigation shall be conducted and a report made to the Provincial Executive by a team comprised of an Associate General Secretary, a retired member of the Secretariat, and the Chair of Provincial Council or his/her designate from among the Provincial Councillors. (A.12)

11.5 The Provincial Executive shall report the results of the investigation or intervention, and its decision whether or not to initiate trusteeship, to a Special General Meeting of the District or Bargaining Unit called by the Provincial Executive no later than 25 working days from the initiation of the investigation. (A.14)

11.6 The Chair of Provincial Council shall report the results of the investigation, and the decision made, to the next meeting of Provincial Council. (A.12)

11.7 In the event that the investigation results in the District or Bargaining Unit being placed in trusteeship, the Provincial Executive shall appoint the trustee. (A.12)

11.7.1 Without limiting the generality of the following, the trustee shall have full responsibility to conduct the affairs of the District or Bargaining Unit, to receive and distribute its funds, and in general to carry out the duties which could otherwise have been carried out by the officer(s), both individually or collectively, of the District or Bargaining Unit. (A.12)

11.7.2 The trustee shall also be responsible for

- calling regular meetings of the membership to keep them informed of the status of the trusteeship and the District or Bargaining Unit business. (A.12)
- 11.8 Notwithstanding Procedure 11, and notwithstanding trusteeship not being imposed, the Provincial Executive may suspend or remove from OSSTF office(s) any Member(s) of a District or Bargaining Unit Executive who has been found by the Provincial Executive as a result of an investigation pursuant to Procedure 11.4 to have been involved in the financial mismanagement or malpractice of a District or Bargaining Unit, or who has failed to properly represent the membership, or whose capacity to carry out their duties has found to be lacking. (A.12)
- 11.9 The Provincial Executive shall report to each regularly scheduled Provincial Council meeting on the status of a trusteeship and Provincial Council may make recommendations to the Provincial Executive regarding any matters related to the trusteeship. (A.12)
- 11.10 Subject to the provisions of the *Ontario Labour Relations Act*, the term of trusteeship shall remain in effect until such time as the problem(s) has (have) been resolved. In any event, the trusteeship shall not exceed a period of one year from the date of inception, unless otherwise approved by the Ontario Labour Relations Board. (A.12)

Procedure 12 – Teacher Certification

Introduction

Certification of Ontario teachers is the responsibility of the Ontario College of Teachers which issues the Certificate of Qualification, replacing the Ontario Teacher's Certificates and Ontario Teacher's Qualifications Records Cards which were formerly issued by the Ministry of Education. However, evaluation of the qualifications of Ontario teachers is the responsibility of the teacher federations. For Members of OSSTF, this evaluation process, including the issuance of the Certification Rating Statement, is the responsibility of the Certification Division. (A.12)

The Certification Division consists of

- (1) The Certification Council
Members of the Certification Council are practising teachers appointed in accordance with CERT Article 3. Duties of the Certification Council are outlined in CERT Article 4. (A.12)
- (2) The Certification Department
Members of the Certification Department are trained evaluators employed by OSSTF and maintained under the direction of the Certification Council for the following

purposes:

- (a) to evaluate teacher qualifications;
 - (b) to respond to requests from Members for course approvals for upgrading purposes;
 - (c) to answer enquiries regarding certification, and;
 - (d) to maintain files of the documents submitted. (A.12)
- (3) The Certification Appeal Board
Members of the Certification Appeal Board are practising teachers appointed in accordance with CERT Article 3. The Certification Appeal Board was established by the 1989 Annual Meeting of the Provincial Assembly (Article 7.6, OSSTF Constitution). The Certification Appeal Board provides Federation Members with a route for appealing decisions of the Certification Department. (A.13)

Role of the Certification Division is two-fold:

- (1) to evaluate qualifications of individual Members in accordance with the Certification Plan, and; (A.12)
- (2) to assist individual Members in improving their qualifications. (A.12)

THE CERTIFICATION PLAN

The Certification Division of the Ontario Secondary School Teachers' Federation operates in accordance with a Certification Plan approved by the Annual Meeting of the Provincial Assembly.

The Certification Plan consists of the Regulations and prefatory material governing the administration of teacher certification based on recognized standards of achievement and providing individual Members with a systematic and consistent method for improving qualifications. The plan is designed to provide a high level of credibility with the membership and with external educational agencies. (A.12)

Charts

Incorporated within the Regulations of the Certification Plan are the Charts (CERT Regs. 16, 17) which reflect the various areas and levels of specialization in teacher qualifications. These Charts are used to evaluate the qualifications of Members in possession of, or working towards, the Honour Specialist, the Three Session Specialist or the Honour Technological Education Specialist. The Certification Regulations are the sole criteria used in the evaluation of Members' qualifications. Each Chart is divided into four groups recognizing various levels of specialization and/or teacher training from the basic, Group 1, through to the most advanced, Group 4. (A.14)

PROCEDURES FOR OBTAINING AN EVALUATION (CERTIFICATION RATING STATEMENT)

Application

It is the responsibility of the individual Member to apply in writing for an initial Certification Rating Statement (Bylaw 22.2, 22.3) and for an updated Certification Rating Statement after the Member has obtained additional qualifications or after there has

been a revision of the Certification Plan. (A.12)

Note: Persons will not be evaluated if they are teaching under a letter of Permission, Letter of Eligibility or under any other document which is less than a basic secondary school teaching qualification but which permits the individual to be engaged by a school board in Ontario. (A.12)

All applications for Certification Rating Statements must be submitted in writing on the official application form for an OSSTF Certification Rating Statement. This application must be accompanied by the following: (A.12)

- (1) legible photocopy of the member's Certificate of Qualification(A.12)
- (2) original university transcripts and/or trade documents submitted by the university; (A.13)
- (3) official proof that any required additional courses have been successfully completed (original documentation); (A.12)
- (4) copy of contract or Acceptance of Position form or proof of OSSTF membership. (A.12)

Enquiries

All enquiries regarding current Certification Rating Statements or advancement to higher groups must be submitted in writing. Authoritative statements cannot be given verbally or by telephone. While Federation Officers and members of the Secretariat may be prepared to advise on how to proceed, it must be emphasized that authoritative statements may be provided only by the Certification Department following a documented submission. Members are referred to the Regulations of the Certification Plan for detailed information. (A.12)

Members working towards additional qualifications are strongly advised to seek prior written approval from the Certification Department on the acceptability of any course well in advance of the commencement date of the course. No guarantee can be given that a course which has not been given prior written approval by the Certification Department will receive recognition. (A.12)

Submissions

All applications, enquiries and related submissions should be addressed to: Certification Department, OSSTF, 60 Mobile Drive, Toronto, Ontario M4A 2P3. (A.12)

APPEALS TO THE CERTIFICATION APPEAL

BOARD members having received a rating statement which they wish to appeal should consult CERT Article 5. An application must be addressed to: Chairperson, Certification Appeal Board, OSSTF, 60 Mobile Drive, Toronto, Ontario M4A 2P3. (A.13)

ADDITIONAL INFORMATION

The relationship between certification groups and salary categories is entirely a matter between Bargaining Units and their respective school boards and is established in local collective agreements. (A.12)

Answers concerning the relationship between certification rating and salary should be sought in local collective agreements and/or from District/Bargaining Unit officers. (A.12)

CERT Reg. 1

1.1 [Note: CERT Reg. 1.1.1, 1.1.2, 1.1.2.1.1, and 1.1.2.1.3 were deleted by the Provincial Assembly, March, 2012. Moved to Bylaw 22 - Editor 2012]

[Note: CERT Reg. 1.1.2.1.2 was deleted by the Provincial Assembly, March 2012 – Editor 2012]

1.1.2.2 Certification Rating Statement with Stamp(s) (A.12)

1.1.2.2.1 Any course which has been taken towards an extra diploma and/or degree and which has been used by the Certification Department in establishing a Member's grouping shall be noted on the Certification Rating Statement by one of the following stamps: (A.12)

1.1.2.2.1.1 Stamp A "This grouping includes recognition of work done towards an extra degree." (A.12)

1.1.2.2.1.2 Stamp B "This grouping includes recognition of work done towards extra degrees." (A.12)

1.1.2.2.1.3 Stamp C "This grouping includes recognition of work done towards an acceptable post-secondary diploma." (A.12)

1.1.2.2.1.4 Stamp D "This grouping includes recognition of work done towards a post-graduate diploma from an accredited post-secondary educational institution. (A.12)

1.1.2.3 Certification Rating Statement with Seal

1.1.2.3.1 The Certification Department may affix a seal to any Certification Rating Statement indicating that one or more acceptable post-graduate degrees (or acceptable post-graduate diplomas) are in excess of the requirements for the grouping in which a Member has been placed. An appropriate seal is affixed provided the following conditions are met: (A.12)

1.1.2.3.1.1 no course involved in the degree has been used in establishing the Member's grouping, and, (A.12)

1.1.2.3.1.2 the acceptable post-graduate degree (or acceptable post-graduate diploma) is at least comparable to the normal requirements for a Master's degree in Ontario, (A.12)

1.1.2.3.1.3 the acceptable post-graduate degree does not contain any teacher training. (A.12)

1.1.2.3.2 This fact will be noted on the Certification Rating Statement by one of the following Seals: (A.12)

1.1.2.3.2.1 Seal 1 "Holds in addition a graduate degree from an accredited university."

- (A.12)
- 1.1.2.3.2.2 Seal 2 “Holds in addition a second graduate degree from an accredited university.” (A.12)
- 1.1.2.3.2.3 Seal 3 “Holds in addition a post-graduate diploma from an accredited institution” (A.12)

CERT Reg. 2

- 2.1 For the purposes of Certification (A.12)
- 2.1.1 **Acceptable** (A.12)
- 2.1.1.1 “Acceptable” throughout the Certification Plan refers to courses, degrees, diplomas and certificates which have been evaluated by the Certification Division of the OSSTF and which meet current OSSTF standards. (A.12)
- 2.1.2 **Alternate** (A.12)
- 2.1.2.1 “Alternate” throughout the Certification Plan refers to courses, degrees, diplomas and certificates which have been evaluated by the Certification Division of the OSSTF and which have been found to meet the intent of the Certification Plan. (A.12)
- 2.1.3 **Equivalent** (A.12)
- 2.1.3.1 “Equivalent” is the recognition of courses, programs, certificates, diplomas and degrees which are determined by the Certification Division to be of the same value in terms of course time spent, credit value granted and standard achieved. (A.12)
- 2.1.4 **Degrees and Diplomas** (A.12)
- 2.1.4.1 “Acceptable undergraduate three (3) year university degree” means an undergraduate degree granted by an accredited university upon the successful completion of an approved three (3) year university degree program (minimum 15 full courses) provided that this degree does not contain any teacher training. All degrees will be evaluated by the Certification Division of the OSSTF based upon qualifications of accredited universities in Canada or the United States. (A.12)
- 2.1.4.2 “Acceptable undergraduate four (4) year university degree” means an undergraduate degree granted by an accredited university upon successful completion of an approved four (4) year university degree program (minimum 20 full courses) provided that this degree does not contain any teacher training. All degrees will be evaluated by the Certification Division of the OSSTF based upon qualifications of accredited universities in Canada or the United States. (A.12)
- 2.1.4.3 “Acceptable Master's degree” is a post-graduate degree from an accredited university and is a completed program of studies normally requiring a minimum of one year's work beyond the undergraduate level. It is deemed to be equivalent to seven and one half full university courses provided it does not contain any teacher

- training and/or transfer credit from courses used in establishing the Member's group placement. (A.12)
- 2.1.4.4 “Acceptable Doctoral degree” is a post-graduate degree from an accredited university and it is deemed to be equivalent to ten (10) full university courses. (A.12)
- 2.1.4.5 “Acceptable post-graduate diploma” is a post-graduate diploma issued by an accredited post-secondary educational institution recognizing completion of a program of studies at least comparable to the normal requirements for a Master's degree in Ontario. (A.12)
- 2.1.4.6 “Acceptable post-secondary diploma” is an approved program of studies beyond the Secondary School Graduation Diploma issued by a member institution of the Association of Canadian Community Colleges (ACCC) as listed in the Directory of Universities, Colleges and Schools in Canada. (A.12)
- 2.1.5 **Accredited University** (A.12)
- 2.1.5.1 “Accredited university” means a post-secondary educational institution that (A.12)
- 2.1.5.1.1 is recognized in Canada as an ordinary member of the Association of Universities and Colleges of Canada as listed in the “Directory of Canadian Universities” published by the Association of Universities and Colleges of Canada (AUCC) as revised from time to time, or (A.12)
- 2.1.5.1.2 is recognized in the United Kingdom by the Association of Commonwealth Universities as listed in the “Commonwealth Universities Yearbook” published by the Association of Commonwealth Universities as revised from time to time, or (A.12)
- 2.1.5.1.3 is recognized in the United States by one of the following regional accrediting agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, as listed in the College Handbook, published by the College Board as revised from time to time, or (A.13)
- 2.1.5.1.4 is recognized in a country other than Canada, the United Kingdom and the United States and which is listed as a member institution in the “International Handbook of Universities” published by the International Association of Universities, or in the “Commonwealth Universities Yearbook,” and/or the World List of Universities and other Institutions of Higher Education published by the Association of Commonwealth Universities, both as revised from time to time, or is considered equivalent by the Certification Division to a university referred to in CERT Reg. 2.1.5.1.1, or (A.12)

- 2.1.5.1.5 is authorized to grant the degree under an Act of the Assembly, including a person that is authorized to grant the degree under the *Post-secondary Education Choice and Excellence Act, 2000*, or (A.12)
- 2.1.5.1.6 confers a degree that is considered by the Ontario College of Teachers to be equivalent to a degree described in CERT Reg. 2.1.5.1.5. (A.12)
- 2.1.6 **Advanced Academic Accreditation**
- 2.1.6.1 "Advanced Academic Accreditation" is the recognition that a teacher has successfully completed a minimum of 20 full university courses with an acceptable undergraduate degree. Included in these 20 full university courses must be 15 full university courses (second class average). Concentration of five (5) full university courses (second class average) in one specified subject area (2.1.14.1) or in a single subject area (2.1.14.2) or eight (8) full university courses (second class average) in two specified subject areas (2.1.14.1) or in two subject areas (2.1.14.2), four (4) full university courses in each area, shall be included in the 15 full university courses. A teacher who has graduated from a three (3) year general degree (minimum 15 full university courses) requires five (5) full university courses beyond such a degree. (A.12)
- 2.1.7 **Transcript**
- 2.1.7.1 "Transcript" is an official document containing a complete record of studies undertaken at a post-secondary institution bearing an official signature and the seal of the institution. It must be issued by the registrar's office of the institution. (A.12)
- 2.1.8 **University Course**
- 2.1.8.1 "University Course" is a course recognized for credit towards the granting of an approved degree. It is a full course when it extends over a period of two semesters or its equivalent in concentration (as in summer school) and is recognized as a full course by the university concerned. A university course is a half course when it extends over a period of one semester or its equivalent in concentration (as in summer school) and is recognized as a half course by the university concerned. Two half courses may be submitted for one full course. For OSSTF Certification purposes two (2) half courses or six (6) semester hours or nine (9) quarter-hours will constitute one full course. (A.12)
- 2.1.8.2 "Additional Qualification" courses shall be considered as acceptable Additional Qualification courses only if they are completed at an Ontario university Faculty of Education and appear on a university transcript showing the grade and credit value. (A.12)
- 2.1.9 **Advanced Standing**
- 2.1.9.1 Courses completed at an institution other than an "accredited University" may be considered as university courses provided they appear on an official transcript from an accredited university as advanced standing towards an acceptable undergraduate degree. (A.12)
- 2.1.9.2 If the university does not have the policy or mechanism to capture and record advanced standing courses on an official transcript, a university half course must be completed at that institution. An official transcript of the completed university half course plus a letter from the Registrar's office listing the specific courses accepted as advanced standing will be required for OSSTF Certification purposes. (A.12)
- 2.1.10 **Reasonable Progress**
- 2.1.10.1 "Reasonable progress" means the completion of one full course within an eighteen month period. (A.12)
- 2.1.11 **Second Class Average**
- 2.1.11.1 "Second class average" means an average of the courses involved that meets a B or higher standing as defined by the official grading system of the institution at which courses were taken. (A.12)
- 2.1.12 **Second Class Standing**
- 2.1.12.1 "Second class standing" in an acceptable four year undergraduate degree shall be based on 15 full courses having second class average including all the courses comprising the major within the degree. (A.12)
- 2.1.12.2 "Second class standing" in an acceptable three year Technologist Diploma shall be based on seventy-five percent of the courses required for the diploma having second class average including all the courses comprising the major within the diploma. (A.12)
- 2.1.13 **Date of Entry into the Profession**
- 2.1.13.1 "Date of Entry into the Profession" for certification purposes refers to the date when the Member became and remained a member of the Ontario Teachers' Federation. For the purpose of this part, a Member under contract but on a Leave of Absence approved by a Board of Education in Ontario shall be deemed to be a continuing Member of the OSSTF for certification purposes. (A.12)
- 2.1.14 **Specified Subject Area**
- 2.1.14.1 "Specified subject area" refers to a subject in which an Honour Specialist qualification is indicated on a Certificate of Qualification by the Ontario College of Teachers. (See O. Reg.176/10, Schedule E) (A.12)
- 2.1.14.2 "Single subject area" refers to courses bearing the same subject codes or labels as shown on an official transcript issued by the university concerned. (A.12)

- 2.1.15 **Three Session Qualifications**
 2.1.15.1 See O. Reg. 176/10, Schedule D. (A.12)
- 2.1.16 **Technological Qualifications**
 2.1.16.1 See O. Reg. 176/10 Schedule B (A.12)

CERT Reg. 3

- 3.1 It shall be fundamental to the application of the Certification Plan that no qualification may receive duplicate recognition. (A.12)

CERT Reg. 4

- 4.1 University courses in Education may be recognized as "university courses" for placement beyond Group 1 provided such courses neither duplicate nor parallel work done towards either professional qualifications or previous group placement. (A.12)

CERT Reg. 5

[Note: CERT Reg. 5 was deleted by the Provincial Assembly, March, 2012. Moved to Bylaw 22 - Editor 2012]

CERT Reg. 6

- 6.1 To obtain a Certification Rating Statement the member must submit the current application form to the Certification Department of the OSSTF and must include: (A.12)
- 6.1.1 originals of all university transcripts, (A.12)
- 6.1.2 a valid teaching Certificate issued by the Ontario College of Teachers, (A.12)
- 6.1.3 official proof that any required additional courses have been successfully completed, (A.12) and
- 6.1.4 proof of OSSTF membership. (A.12)
- 6.2 Incomplete applications or unsubstantiated documentation shall not be evaluated by the Certification Department. (A.12)

CERT Reg. 7

[Note: CERT Reg. 7 was deleted by the Provincial Assembly, March 2013. Moved to Bylaw 22 – Editor 2013]

CERT Reg. 8

[Note: CERT Reg. 8 was deleted by the Provincial Assembly, March, 2012. Moved to Bylaw 22 - Editor 2012]

CERT Reg. 9

[Note: CERT Reg. 9 was deleted by the Provincial Assembly, March, 2012 - Editor 2012]

CERT Reg. 10

[Note: CERT Reg. 10 was deleted by the Provincial Assembly, March, 2012. Moved to Bylaw 22 - Editor 2012]

CERT Reg. 11

[Note: CERT Reg. 11 was deleted by the Provincial Assembly, March, 2012 - Editor 2012]

CERT Reg. 12

- 12.1 Where there has not been an acceptable number of courses within a degree required for the Certificate of Qualification issued by the Ontario College of Teachers, a Member may not proceed to Group 2 or beyond until the deficiency has been removed by acceptable university courses. (A.12)

CERT Reg. 13

[Note: CERT Reg. 13 was deleted by the Provincial Assembly, March, 1990 - Editor 1993]

CERT Reg. 14

[Note: CERT Reg. 14 was deleted by the Provincial Assembly, March, 1990 - Editor 1990]

CERT Reg. 15

[Note: CERT Reg. 15 was deleted by the Provincial Assembly, March, 2006 - Editor 2006]

CERT Reg. 16 (A.14)

Academic Chart

16 All Members with Primary, Junior, Intermediate and/or Senior Qualifications on their valid teaching Certificate issued by the Ontario College of Teachers will use the following chart: (A.14)

16.1 GROUP 1

16.1.1 An acceptable three (3) year undergraduate degree, (pass standing) (A.14)

16.2 GROUP 2

16.2.1 (a) An acceptable four (4) year undergraduate degree, (pass standing) (A.14)

or

16.2.2 (b) An acceptable three (3) year undergraduate degree, with a concentration of five (5) full university courses (second class average) in a single subject area** or eight (8) full university courses in two (2) subject areas** (four (4) full courses in each area) (A.14)

or

16.2.3 (c) An acceptable three (3) year undergraduate degree (pass standing) plus one of the following: (A.14)

16.2.3.1 (i) Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses to a total of three (3) full courses (A.14)

16.2.3.2 (ii) A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)

16.2.3.3 (iii) Parts 1 and 2 of a Three Session Specialist qualification (A.14)

16.3 GROUP 3

16.3.1 (a) An acceptable four (4) year

- undergraduate degree, second class standing (A.14)
- or**
- 16.3.2 **(b)** An acceptable undergraduate degree plus an Honour Specialist qualification (A.14)
- or**
- 16.3.3 **(c)** An acceptable undergraduate degree with the Advanced Academic Accreditation with nine (9) full university courses (second class average) in one specified subject area* or 14 full university courses in two (2) specified subject areas* with no fewer than six (6) full university courses in each area (A.14)
- or**
- 16.3.4 **(d)** An acceptable four (4) year undergraduate degree, pass standing plus one of the following: (A.14)
- 16.3.4.1 (i) A Three Session Specialist qualification (A.14)
- 16.3.4.2 (ii) Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of two (2) full courses (A.14)
- 16.3.4.3 (iii) A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)
- or**
- 16.3.5 **(e)** An acceptable three (3) year undergraduate degree, with a concentration of five (5) full university courses (second class average) in a single subject area** or eight (8) full university courses in two (2) subject areas (four (4) full courses in each area) plus one of the following: (A.14)
- 16.3.5.1 (i) Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of five (5) full courses (A.14)
- 16.3.5.2 (ii) A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)
- 16.3.5.3 (iii) A Three Session Specialist qualification (A.14)
- or**
- 16.4 **(f)** An acceptable three (3) year undergraduate degree (pass standing) plus one of the following: (A.14)
- 16.4.1 (i) A Three Session Specialist qualification plus two (2) additional full university courses (second class average) (A.14)
- 16.4.2 (ii) Parts 1 and 2 of a Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of five (5) full courses (A.14)
- 16.4.3 (iii) A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)

16.5 GROUP 4

- 16.5.1 **(a)** An acceptable four (4) year undergraduate degree, with second class standing, or with the Advanced Academic Accreditation, plus one of the following: (A.14)
- 16.5.1.1 (i) Honour Specialist Qualification (A.14)
- 16.5.1.2 (ii) Three Session Specialist Qualification (A.14)
- 16.5.1.3 (iii) Acceptable Master's degree at the post-graduate level or PhD (A.14)
- 16.5.1.4 (iv) Acceptable Master's degree at the post-graduate level (which includes teacher training) plus 1.5 additional full university courses at the post-graduate level (second class average) (A.14)
- or**
- 16.6 **(b)** An acceptable four year undergraduate degree, pass standing plus one of the following: (A.14)
- 16.6.1 (i) Two Three Session Specialist qualifications (A.14)
- 16.6.2 (ii) A Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or university courses (second class average) to a total of two (2) full courses (A.14)
- 16.6.3 (iii) A Three Session Specialist qualification plus a three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)
- 16.6.4 (iv) Acceptable Master's degree at the post-graduate level (which includes teacher training) plus two (2) additional full university courses (second class average) at the post-graduate level (A.14)
- or**
- 16.7 **(c)** An acceptable three (3) year undergraduate degree with a concentration of five (5) full university courses (second class average) in a single subject area** or eight (8) full university courses (second class average) in two (2) subject areas (four (4) full courses in each area) plus one of the following: (A.14)
- 16.7.1 (i) Two Three Session Specialist qualifications (A.14)
- 16.7.2 (ii) A Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or university courses (second class average) to a total of five (5) full courses (A.14)
- 16.7.3 (iii) A Three Session Specialist qualification plus a three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)
- 16.7.4 (iv) Acceptable Master's degree at the post-graduate level or PhD plus Additional Qualification courses and/or university courses (second class average) to a

- 16.7.5 total of two (2) full courses (A.14)
 (v) Acceptable Master's degree at the post-graduate level which includes teacher training plus 2.5 additional full university courses at the post-graduate level (second class average) (A.14)
- 16.7.6 (vi) Acceptable two (2) year Master's degree at the post-graduate level (exclusive of teacher training) (A.14)
- or**
- 16.8 (d) An acceptable three (3) year undergraduate degree (pass standing) plus one of the following: (A.14)
- 16.8.1 (i) Two Three Session Specialist qualifications plus two (2) additional university courses (second class average) (A.14)
- 16.8.2 (ii) A Three Session Specialist qualification plus two (2) full university courses (second class average) plus a three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.14)
- 16.8.3 (iii) A Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of five (5) full courses plus two (2) full university courses (second class average) (A.14)
- 16.8.4 (iv) Acceptable Master's degree at the post-graduate level which includes teacher training and 2.5 additional full university courses at the post-graduate level (second class average) plus Additional Qualification courses and/or university courses (second class average) to a total of two (2) full courses (A.14)
- 16.9 "University Course" shall be as defined in CERT Reg. 2.1.8 (A.14)

Note: *See CERT Reg.2.1.14.1
 **See CERT Reg.2.1.14.2

CERT Reg. 17 TECHNOLOGICAL CHART

- 17 All Members with Technological Education Qualifications on their valid teaching Certificate issued by the Ontario College of Teachers will use the following chart: (A.14)
- 17.1 GROUP 1**
- 17.1.1 Valid teaching Certificate issued by the Ontario College of Teachers (A.14)
- 17.2 GROUP 2**
- 17.2.1 Three (3) acceptable full courses as outlined in 17.8 (A.14)
- 17.3 GROUP 3**
- 17.3.1 Six (6) acceptable full courses as outlined in 17.8 (A.14)

- 17.4 GROUP 4**
- 17.4.1 (a) Six (6) acceptable full courses, as outlined in 17.8, plus one of the following: (A.14)
- 17.4.1.1 (i) The Honour Technological Education Specialist Qualification (A.14)
- 17.4.1.2 (ii) Three Session Specialist Qualification (A.14)
- or**
- 17.5 (b) An acceptable four (4) year undergraduate degree, second class standing plus an acceptable Master's degree at the post-graduate level or PhD (A.14)
- or**
- 17.6 (c) An acceptable undergraduate degree with the Advanced Academic Accreditation plus an acceptable Master's degree at the post-graduate level or PhD (A.14)
- or**
- 17.7 (d) An acceptable three (3) year undergraduate degree with a concentration of five (5) full university courses (second class average) in a single subject area or eight (8) full university courses (second class average) in two (2) subject areas (four (4) full courses in each area) plus one of the following: (A.14)
- 17.7.1 (i) Acceptable Master's degree at the post-graduate level or PhD plus Additional Qualification courses and/or university courses (second class average) to a total of two (2) full courses (A.14)
- 17.7.1.2 (ii) Acceptable Master's degree at the post-graduate level which includes teacher training plus 2.5 additional full university courses at the post-graduate level (second class average) (A.14)
- 17.7.1.3 (iii) Acceptable two (2) year Master's degree at the post-graduate level (exclusive of teacher training) (A.14)
- 17.8 Acceptable Courses**
- 17.8.1 (i) An acceptable course must have a minimum of seventy-five hours duration for full credit or forty hours duration for half credit (A.14)
- 17.8.1.2 (ii) The course must be offered by an accredited institution and must form part of an accepted program of studies leading to an acceptable undergraduate degree, post-secondary Diploma or post-secondary Certificate (A.14)
- 17.8.1.3 (iii) Additional Qualification courses completed at an Ontario Faculty of Education may be considered for Groups 2, 3, or 4 but any used for admission to the Honour Technological Education Specialist must be replaced with equivalent courses before using the Specialist for Group 4 (A.14)

17.8.1.4 (iv) Grade 12 U/M, OAC's, and Grade 13 courses may be considered for upgrading purposes (A.14)

17.8.1.5 (v) A Certificate of Qualification or Statement of Membership** with a Red Seal (representing interprovincial standing) shall be deemed equivalent to three (3) full courses. Individually, a Certificate of Apprenticeship** and Certificate of Qualification/Statement of Membership** are equivalent to one (1) full course (A.14)

Note: **issued by the Ministry of Training, Colleges & Universities or the Ontario College of Trades.

CERT Reg. 19

[Note: CERT Reg. 19 was deleted by the Provincial Assembly, March, 2012. Moved to Bylaw 22 - Editor 2012]

Procedure 13 – Membership and Terms of Reference of Standing Committees

13.1 Collective Bargaining Committee

13.1.1 Membership (A.91)

13.1.1.1 (a) The Collective Bargaining Committee shall consist of up to twenty-five members as follows: (A.13)

- (1) up to seventeen members appointed by the Provincial Council; (A.02)
- (2) one member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and the Committee, and may serve on any subcommittee as required; (A.97)
- (3) one member, appointed by the Provincial Executive from its members who shall act as liaison between the Provincial Executive and the Committee, and who shall also act as liaison between the Provincial Executive and the Negotiations Advisory Subcommittee; (A.91)
- (4) one non-voting member from the Secretariat, designated by the General Secretary, who shall also serve on the Negotiations Advisory Subcommittee; (A.91)
- (5) one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee; (A.09)
- (6) up to eight members who may be co-opted, subject to the consent of Provincial Council. (A.91)
- (7) additional secretariat members, assigned by the General

Secretary, as non-voting resources to sub-committees. These secretariat members shall not be counted as part of a total committee membership determined by 13.1.1.1 (a). (A.10)

(b) The Collective Bargaining Committee shall: (A.91)

- (1) elect from among its members one Chairperson, who shall be an ex-officio member of each subcommittee, and four Vice-Chairpersons, who shall serve as Chairpersons of the four subcommittees; (A.13)
- (2) assign, on the advice of its Chairperson and Vice-Chairpersons, a minimum of six of its members, one of whom is a Vice-Chairperson, to act as Provincial/Regional Coordinators on the negotiations Advisory Subcommittee. (A.10)
- (3) assign, on the advice of its Chairperson and Vice-Chairperson, its remaining members to the Salary and working Conditions Subcommittee, the contract Maintenance Subcommittee, and the Education Funding and Benefits Subcommittee. (A.13)
- (4) designate the Chairperson, the four Vice-Chairpersons, the Provincial Executive liaison and the Secretariat member assigned to the Committee to be an Executive Subcommittee which shall be responsible for recommending priorities to the Committee. (A.13)
- (5) The chairperson will not count towards the minimum membership of each sub-committee. (A.10)

(c) The Negotiations Advisory Subcommittee shall consist of a minimum of six members of the Collective Bargaining Committee as follows: (A.10)

- (1) one Vice-Chairperson of the Collective Bargaining Committee, who shall serve as Chairperson of the Negotiations Advisory Subcommittee and a Regional Coordinator;
- (2) a minimum of five additional members including at least four additional Regional Coordinators: (A.10)
- (3) the Provincial Executive Liaison member;
- (4) In addition to the above there shall be one non-voting member from the Secretariat designated by the General Secretary. (A.05)

(d) The Salary and Working Conditions

- Subcommittee shall consist of a minimum of four members of the Collective Bargaining Committee as follows: (A.10)
- (1) one Vice-Chairperson of the Collective Bargaining Committee who shall serve as Chairperson of the Salary and Working Conditions Subcommittee; (A.91)
 - (2) a minimum of three members of the Collective Bargaining Committee; (A.10)
- (e) The Contract Maintenance Subcommittee shall consist of a minimum of three members of the Collective Bargaining Committee as follows: (A.10)
- (1) one Vice-Chairperson of the Collective Bargaining Committee, who shall serve as Chairperson of the Contract Maintenance Subcommittee; (A.91)
 - (2) a minimum of two members of the Collective Bargaining Committee; (A.10)
- (f) The Educational Finance Funding and Benefits Subcommittee shall consist of a minimum of three members of the Collective Bargaining Committee as follows: (A.10)
- (1) one Vice-Chairperson of the Collective Bargaining Committee who shall serve as Chairperson of the Educational Finance Funding and Benefits Subcommittee. (A.02)
 - (2) a minimum of two members of the Collective Bargaining Committee; (A.10)
- (g) The terms of reference of the Negotiations Advisory subcommittee, the Salary and Working Conditions Subcommittee, the Contract Maintenance Subcommittee, and the Educational Funding and Benefits Subcommittee shall be determined by the Collective Bargaining Committee within the area assigned to it be the Provincial Assembly. (A.10)
- 13.1.2 Meetings
- 13.1.2.1 The Collective Bargaining Committee's funding will be based on seven meetings per year. (A.09)
- 13.1.3 Terms of Reference
- 13.1.3.1 (a) To provide assistance to Provincial District/District and Bargaining Unit Officers on all aspects of the issues involved in the negotiation and maintenance of a collective agreement. (A. 98)
- (b) To establish and maintain an effective two-way communications network between the Provincial District/Districts and Bargaining Units organized by OSSTF and the Provincial organization with respect to collective bargaining matters. (A.12)
- (c) To recommend targets, programs and priorities to the Provincial Executive, and policy to the Provincial Council and Provincial Assembly.
 - (d) To make recommendations to the Provincial Executive for specific direction and action with respect to collective bargaining, legislative changes, negotiations, contract maintenance and member protection. (A.10)
 - (e) To monitor provincial grants, educational expenditures, negotiations and changes to education financial policy, both provincially and locally. (A.10)
 - (f) To assist local Collective Bargaining Committees in the analysis of employer finances and their impact on available resources. (A.12)
 - (g) To monitor and analyze current areas of emphasis by the Ministry of Education in the field of educational finance, and to assess the impact on Ontario funding models. (A.02)
 - (h) To report to Provincial Council on the Ontario CPI increase, including any taxation or pension contribution increases semi-annually at the January and June meetings of Provincial Council. (A.09)
 - (i) To monitor provincial and national educational expenditures and decision making, and determine their implications of quality, sustainable publicly-funded education. (A.10)
 - (j) To advise and communicate with the Provincial Executive, Provincial Council and membership on current issues in educational finance. (A.10)
 - (k) To do research and analyze data related to collective bargaining, including comparisons of existing Collective Agreements. (A.10)
 - (l) To develop model language for Collective Agreements. (A.10)
 - (m) To maintain a data bank of individuals with expertise on issues that fall under the terms of reference of the Collective Bargaining Committee. (A.10)
 - (n) To provide local leaders with training in contract maintenance that includes grievance and arbitration, employee contract rights, duty of fair representation, discipline and review of recent arbitration decisions. (A.13)
 - (o) To provide advice to the Negotiations and Contract maintenance department of the Provincial office regarding the creation of a central bargaining brief. (A.14)

13.2 Educational Services Committee

13.2.1 Membership

13.2.1.1 (a) The Educational Services Committee shall consist of up to twenty-five members as follows: (A.09)

- (1) up to 16 members appointed by Provincial Council; (A.03)
- (2) up to 5 members who may be co-opted subject to the approval of Provincial Council; (A.03)
- (3) one voting member appointed by Provincial Council as liaison; (A.03)
- (4) one voting member appointed by the Provincial Executive as liaison; (A.03)
- (5) one non-voting member of the Secretariat appointed by the General Secretary; (A.03)
- (6) one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee, (A.09)

(b) The Educational Services Committee shall:

- (1) elect a Chairperson and Vice-Chairperson of the subcommittees; (A.10)
- (2) select a Publications Coordinator; (A.10)
- (3) assign a minimum of seven members to the Professional Growth and Training Subcommittee; (A.10)
- (4) assign a minimum of seven members to the Educational Issues and Priorities Subcommittee; (A.10)
- (5) assign a minimum of seven members to the Curriculum, Resources and Research Subcommittee. (A.10)

13.2.2 Meetings

13.2.2.1 The Educational Services Committee's funding will be based on seven meetings per year. (A.09)

13.2.3 Terms of Reference

- 13.2.3.1 (a) To identify and monitor the professional, curricular, resource, training and educational issues and priorities of OSSTF members and to make recommendations to the Provincial Executive for the development of related policy, direction and actions. (A.06)
- (b) To provide advice and prepare discussion and position papers on educational issues and priorities for the consideration of the Provincial Executive. (A.06)
- (c) To promote, encourage and support education-related research and

effective models of professional development and training at the District and Bargaining Unit levels. (A.12)

- (d) To assist Members to work collaboratively to implement effective and innovative educational practices and to provide equality of access to professional growth and training. (A.06)
- (e) To promote and facilitate OSSTF endorsed (approved) programs, activities, training and conferences that address innovative educational trends and practices. (A.06)
- (f) To develop and distribute resource materials, information, surveys, questionnaires and research publications to assist members in the areas of professional development and training, the application of social policy to curriculum, and other issues of educational concern. (A.06)
- (g) To be responsible for the professional, curricular, training and educational issues and priorities related to adult and Continuing Education, English as a Second Language, special education and at risk students, and to make recommendations to the Provincial Executive for direction and actions. (A.06)
- (h) To encourage the interaction of all Members on educational issues through the sharing of educational resources, participation in common professional development and training activities and the maintenance of a data bank of resource professionals. (A.06)
- (i) To coordinate and promote Educational Services Officers' conferences; (A.10)
- (j) To coordinate and assist in the delivery of provincial/regional training of Educational Services Officers; (A.10)
- (k) To report on these activities to the Provincial Executive, Provincial Council and AMPA; (A.06)
- (l) To be responsible for the selection of recipients of awards, scholarships and bursaries as determined under Bylaw 8.2. (A.13)

13.3 Comité des services en langue française

13.3.1 Membership

13.3.1.1 (a) The Comité des services en langue française shall consist of up to twelve members as follows: (A.11)

- (1) eight members appointed by the Provincial Council, including at least one member from each of the French language Districts; two French-speaking members from English language school boards; and, two members, from other

bargaining units, who work in a French environment. (A.11)

- (2) one non-voting member appointed from the Secretariat;
- (3) one member, appointed by the Provincial Council from its members (francophone or French-speaking, if possible), who will act as liaison between the Provincial Council and the Committee; (A.86)
- (4) one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee; (A.09)
- (5) one additional member who may be co-opted subject to the consent of Provincial Council. (A.06)

13.3.2 Meetings

13.3.2.1 The Comité des Services en Langue Française funding will be based on seven meetings per year. (A.09)

13.3.3 Terms of Reference

- 13.3.3.1 (a) To advise the Provincial Executive, Provincial Council, and Provincial Assembly on matters relating to the special needs of Francophone Members and Members who speak French as part of their role within OSSTF and to French education. (A.11)
- (b) To consult Provincial District/Districts and Bargaining Units organized by OSSTF on matters related to the special needs of Francophone Members and Members who speak French as part of their role within OSSTF and to French education. (A.12)
- (c) To make recommendations concerning, and to assist in the coordination of, union training provided by OSSTF in French. (A.11)
- (d) To encourage, support, and/or provide professional development activities in Provincial District/Districts and Bargaining Units organized by OSSTF for OSSTF Francophone Members and Members who speak French as part of their role within OSSTF. (A.12)
- (e) To maintain liaison with Provincial Standing Committees and Councils and to provide assistance to the Standing Committees and Councils in meeting the needs of French-speaking members. (A.97)
- (f) To advise the Provincial Executive in the development of resources for francophone members as needed. (A.11)

13.4 Finance Committee

13.4.1 Membership

- 13.4.1.1(a) The Finance Committee shall consist of up to ten (10) members as follows: (A.14)
- (1) five members appointed by Provincial Council for five year terms, so appointed that each year one regular vacancy shall occur;
 - (2) one member, appointed by Provincial Council from its members, who will act as liaison between Provincial Council and the Committee;
 - (3) the Chief Financial Officer of OSSTF (non-voting); (A.09)
 - (4) the Treasurer of OSSTF;
 - (5) one Vice-President of OSSTF (non-voting), alternating annually; (A.09)
 - (6) one additional member who may be co-opted, subject to the consent of Provincial Council. (A.04)

13.4.2 Meetings

13.4.2.1 The Finance Committee's funding will be based on nine meetings per year. (A.09)

13.4.3 Terms of Reference

- 13.4.3.1 (a) To prepare a Budget for presentation to the Provincial Assembly in accordance with the Bylaws.
- (b) To advise the Provincial Assembly, Provincial Council and the Provincial Executive on all Federation financial matters including the management of all OSSTF funds, investments and properties as required by those bodies, (A.09)
- (c) To annually review the purposes and practices concerning the General Account including District funding, the Member Protection Account, and the Contingency Account, as well as any other accounts that may be created from time to time, and to report its findings each January to the Provincial Executive. (A.08)
- (d) To prepare a written report, including the submitted budget requests of the spending authorities, to the Provincial Council, for its information, at the February meeting. (A.92)
- (e) To perform duties related to the Annual Audit, which shall include:
- (1) To meet with external auditors to receive the annual audit plan;
 - (2) To receive and review the external auditor's Communication of Audit Results Report;
 - (3) To review any non-audit services that may affect the independence of the auditor and to make recommendations to the Provincial Executive on the approval of such services;
 - (4) To receive a report from the Chief

- Financial Officer on the adequacy of internal controls and the identification of any significant financial risks that may affect the Federation;
- (5) To receive a report from the Chief Financial Officer on the appropriateness of insurance coverage. (A.09)
 - (f) To provide advice on Federation resources to the Provincial Executive during the development of the Annual Action Plan. (A.09)
 - (g) To review and recommend amendments to the Financial Handbook. (A.09)
 - (h) To analyze and report annually to AMPA projected income and expenditures, including demands on the Member Protection Account, on a five year basis. (A.10)
 - (i) To hear FTE appeals received in accordance with Bylaw 10.2. (A.13)

13.5 Communications and Political Action Committee

13.5.1 Membership

- 13.5.1.1 (a) The Communications and Political Action Committee shall consist of up to twenty-five members as follows: (A.09)
- (1) up to 16 members appointed by the Provincial Council; (A.02)
 - (2) one member appointed by the Provincial Council from its members who will act as liaison between the Provincial Council and the Committee; (A.02)
 - (3) one member appointed by the Provincial Executive from its members who shall act as liaison between the Provincial Executive and the Committee; (A.02)
 - (4) one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee; (A.09)
 - (5) up to five members who may be co-opted, subject to the consent of the Provincial Council; (A.02)
 - (6) one non-voting member from the Secretariat designated by the General Secretary. (A.02)
 - (7) Additional secretariat members, assigned by the General Secretary, as non-voting resources to sub-committees. These secretariat members shall not be counted as part of the total committee membership determined by 13.5.1.1. (A.10)

- 13.5.2 (b) CPAC Organization
The Communications and Political Action Committee shall:

- (1) elect a chairperson and one vice-chair person for each Subcommittee; (A.10)
- (2) assign a minimum of five members to the Political Action and Activism Subcommittee. (A.10)
- (3) assign a minimum of five members to the Member Outreach and Networking Subcommittee (A.10)
- (4) assign a minimum of five members to the Recognition and Promotion Subcommittee. (A.10)

13.5.3 Meetings

- 13.5.3.1 The Communications and Political Action Committee's funding will be based on seven meetings per year. (A.09)

13.5.4 Terms of Reference (A.10)

- (a) To provide advice, assistance, training, support and resources to district and bargaining units regarding OSSTF communication and political action. (A.10)
- (b) To administer the annual selection and presentation of awards for excellence in communications, public relations and political action. (A.10)
- (c) To assist those responsible for the dissemination of information within Districts and/or Bargaining Units, by providing expertise and advice in improving communication techniques and by making recommendations for long term communication strategies which support the Priorities of the Federation. (A.10)
- (d) To promote the pride and participation of members in protecting and enhancing public education. (A.10)
- (e) To advise, assist, support and provide training and resources to all levels of the federation regarding political action, lobbying and activism with respect to but not limited to:
 - (1) governments at all levels
 - (2) political parties
 - (3) labour organizations
 - (4) community and education groups
 - (5) municipal/provincial elections (A.10)
- (f) To collaborate with other OSSTF provincial committees, councils and workgroups on issues of mutual concern. (A.10)
- (g) To coordinate and assist in the delivery of provincial/regional training of political action representatives. (A.10)

13.6 Status of Women Committee

13.6.1 Membership

- 13.6.1.1 (a) The Status of Women Committee shall consist of up to twelve members as follows: (A.09)
- (1) up to six members appointed by the Provincial Council;
 - (2) one member, appointed by the Provincial Council from its

members, who will act as liaison between the Provincial Council and the Committee;

- (3) up to three members who may be co-opted, subject to the consent of Provincial Council; (A.92)
- (4) one non-voting member from the Secretariat designated by the General Secretary.
- (5) one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee, (A.09)

13.6.2 Meetings

13.6.2.1 The Status of Women Committee's funding will be based on seven meetings per year. (A.09)

13.6.3 Terms of Reference

- 13.6.3.1
- (a) To monitor regularly the professional status of women Members of OSSTF and to advise the Provincial Executive on the need for appropriate action with respect to any developing trends.
 - (b) To provide a forum for the discussion of issues relevant to women in OSSTF.
 - (c) To recommend to the Provincial Executive research and educational programs designed to promote equality of opportunity with specific reference to women Members.
 - (d) To maintain liaison with provincial standing committees and councils concerning the status and proportional representation of women in OSSTF, and to provide assistance to standing committees and councils in meeting the needs of women members. (A.91)
 - (e) To provide Districts with assistance in establishing goals and directions for local Status of Women committees. (A.90)
 - (f) To recommend to the Provincial Executive on an annual basis, goals to be achieved in order to implement the OSSTF affirmative action statements, and ways to remove barriers to women's full participation in OSSTF. (A.97)
 - (g) To continue to report on proportional representation of women at various levels within the Federation. (A.97)
 - (h) To establish and maintain an effective communications network between the Provincial District/Districts, Bargaining Units and the Provincial organization with respect to women's issues. (A.12)
 - (i) To encourage and promote respect for the rights and the diverse needs of all Members with respect to their personal and family obligations. (A.97)
 - (j) To recommend targets, priorities, and programs to the Provincial Executive,

and policy to Provincial Council and AMPA. (A.92)

- (k) To ensure that the Chairperson meets at least once per year with the Chairperson of the Human Rights Committee. (A.13)
- (l) To develop and provide regional and/or local outreach workshops for members. (A.09)
- (m) to advise the Provincial Executive on liaison opportunities with Community partners who provide advocacy for women's issues. (A.14)
- (n) to advise the Provincial Executive on the OSSTF policies specific to girls and women. (A.14)

13.7 Human Rights Committee

13.7.1 Membership

13.7.1.1 The Human Rights Committee shall consist of up to twelve members as follows: (A.09)

- (a) up to seven members appointed by Provincial Council; (A.08)
- (b) one member appointed by Provincial Council from its members, who will act as liaison between Provincial Council and the Committee; (A.99)
- (c) up to two members who may be co-opted, subject to the consent of Provincial Council; and (A.99)
- (d) one non-voting member from the Secretariat designated by the General Secretary. (A.99)
- (e) one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee. (A.09)

13.7.2 Meetings

13.7.2.1 The Human Rights Committee's funding will be based on six meetings per year. (A.09)

13.7.3 Terms of Reference

- 13.7.3.1
- (a) To recommend to the Provincial Executive, on a regular basis, goals to be achieved in order to safeguard all of the human rights of members and to ensure that none of the human rights enjoyed by other Ontario residents shall be denied to members. (A.99)
 - (b) To recommend to the Provincial Executive policies and actions that will uphold the objects of the Federation to ensure equity and inclusiveness in the workplace. (A.99)
 - (c) To provide a forum to inform, discuss, and advise on human rights issues relevant to the professional careers of all members. (A.99)
 - (d) To establish and maintain an effective communications network between the Provincial District/Districts, Bargaining Units and the Provincial organization with respect to human rights issues. (A.12)
 - (e) To maintain liaison with provincial

- standing committees and councils concerning human rights issues. (A.99)
- (f) To recommend priorities and programs to the Provincial Executive, and policy to Provincial Council and AMPA. (A.99)
 - (g) To assist in the development of local committees to address the human rights concerns of members. (A.99)
 - (h) To assist members to recognize and appreciate the contribution of people of different racial groups, creeds, ethnicities, genders, sexual orientation and mental or physical abilities. (A.99)
 - (i) To provide advice and recommendations to the Provincial Executive on matters pertaining to International Assistance activities, global human rights, and other matters as may be referred to it by the Provincial Executive. (A.08)
 - (j) To ensure that the Chairperson meets at least once per year with the Chairperson of the Status of Women Committee. (A.13)
 - (k) To coordinate and promote the Human Rights conferences. (A.13)

13.8 Health and Safety/Workplace Safety Insurance Act Committee

- 13.8.1 Membership (A.13)
 - 13.8.1.1 The Health and Safety/Workplace Safety Insurance Act Committee shall consist of nine (9) members appointed by the Provincial Council; (A.13)
 - (a) one (1) additional member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and the Committee; (A.13)
 - (b) one (1) additional non-voting member from the Secretariat, designated by the General Secretary. (A.13)
 - (c) one (1) additional non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Committee; (A.13)
 - (d) up to two (2) members who may be co-opted, subject to the consent of Provincial Council. (A.13)
- 13.8.2 Election of Chair (A.13)
 - 13.8.2.1 The Health and Safety/Workplace Safety Insurance Act Committee shall elect from among its members a Chair. (A.13)
- 13.8.3 Meetings (A.13)
 - 13.8.3.1 The committee shall meet six (6) times per federation year. (A.13)
- 13.8.4 Terms of Reference (A.13)
 - (a) To provide assistance at Provincial, Regional workshops, Districts and local Bargaining Units, on all aspects of the issues involved in Health and Safety

- and Workplace Safety Insurance Act. (A.13)
- (b) To provide training at Provincial, Regional workshops, Districts and local Bargaining Units regarding Health and Safety and the Workplace Safety Insurance Act. (A.13)
- (c) To establish and maintain an effective two-way communications between the Health and Safety Committee and membership through the provincial office with regards to Health and Safety and the Workplace Safety Insurance Act. (A.13)
- (d) To encourage, promote, and educate members on healthy and safe working conditions. (A.13)
- (e) To promote and increase Health and Safety officer training through the Certificate Program in Health and Safety offered by the Workers' Health and Safety Centre. (A.13)
- (f) To promote and increase Workplace Safety Insurance Act training through the Certificate Program offered by the Occupational Disability Response Team. (A.13)
- (g) To monitor, analyze and inform members of current enforcement priorities of the Ministry of Labour in the field of Health and Safety. (A.13)
- (h) The chair shall advise and communicate with the Provincial Executive, Provincial Council, and membership on current issues and trends in Health and Safety in and outside Ontario. (A.13)
- (i) To make recommendations to the Provincial Executive for specific direction and action with respect to collective bargaining language, legislative changes, negotiations, contract maintenance and member protection. (A.13)

Procedure 14 – Membership and Constitutions /Terms of Reference of Councils

ACTIVE RETIRED MEMBERS' COUNCIL

ARM Council Constitution

ARM Article 1 - Name

- 1.1 The name of this organization shall be the Active Retired Members' Council (ARM). (A.00)

ARM Article 2 - Objectives

- 2.1 To foster the development of a strong, united, active body of retired members.
- 2.2 To provide a forum for furthering the goals and welfare of retired members.

- 2.3 To assist in furthering the objectives of OSSTF, especially in the area of political action and election readiness. (A.08)

ARM Article 3 - Representation

- 3.1 Active Retired Members of OSSTF shall be represented by the Active Retired Members' Council. (A.00)
- 3.2 An Active ARM Chapter will be defined as twenty-five or more Active ARM Members who have demonstrated evidence of a functioning executive, a record of activities and a financial statement of spending for the previous year. (A.08)
- 3.2.1 Notwithstanding Article 3.1, Districts with fewer than twenty-five Active Retired Members may apply to the General Secretary to combine their Active Retired Members with another nearby District with fewer than twenty-five Active Retired Members to form an Active ARM Chapter. (A.08)
- 3.2.2 Notwithstanding ARM Article 3.2, a District may apply to the General Secretary to combine with another nearby District to create an Active ARM Chapter consisting of the Active Retired Members from those Districts named in the application. (A.13)

ARM Article 4 - Membership

- 4.1 The Council shall consist of: (A.09)
- 4.1.1 nine Active Retired Members elected for a two-year term at a General Meeting of Active Retired Members; (A.13)
- 4.1.1.1 the nine elected Active Retired Members must represent different active ARM Chapters, when possible. (A.13)
- 4.1.1.2 Notwithstanding 4.1.1.1, if there are not nine active ARM Chapters, or nine members from different active ARM Chapters interested in running for election, a second Active Retired Member can be elected from an active ARM Chapter. (A.13)
- 4.1.2 one member of the Provincial Executive appointed by the President who will act as liaison between Provincial Executive and the Council; (A.13)
- 4.1.3 one member of the Secretariat (non-voting) designated by the General Secretary,
- 4.2 At the first meeting of the Council following the election, the Council shall elect a Chairperson and a Vice-Chairperson, each of whom shall hold office for a two-year term. (A.00)

ARM Article 5 - Meetings

- 5.1 Meetings of the Council shall be held up to five times per year with additional meetings as approved by the Provincial Executive. (A.08)
- 5.1.1 At least twice a year, the meetings of the Council should coincide with meetings of

the Executive of the Communications and Political Action Committee. (A.08)

- 5.2 A General Meeting of Active Retired Members shall be held biennially prior to the end of the Federation year. (A.13)
- 5.2.1 Representation at the General Meeting shall be composed of: (A.08)
- 5.2.1.1 the current members of the ARM Council; (A.08)
- 5.2.1.2 one delegate from each active ARM Chapter; (A.08)
- 5.2.1.3 where the membership of an active ARM Chapter exceeds 100, one additional delegate; (A.11)
- 5.2.1.4 additional delegates based on one delegate for each 200 members in excess of 100. (A.11)
- 5.2.1.5 one delegate appointed by the District Executive from each District without an active ARM Chapter and with twenty-five or more Active Retired Members. (A.11)

ARM Article 6 - Duties

- 6.1 To promote the objectives and activities of ARM.
- 6.2 To advise the Provincial Executive on the management of approved benefit plans for ARM members.
- 6.3 To report regularly to the Provincial Executive on the activities of the Active Retired Members' Council and membership issues.
- 6.4 To provide for liaison with other OSSTF committees and councils through the Provincial Executive Liaison.
- 6.5 To assist in the organization and function of local Chapters of Active Retired Members and to provide liaison with those chapters. (A.00)
- 6.6 To recommend to the Provincial Executive the ARM Council member to represent OSSTF at the Congress of Union Retirees (CLC) and the Ontario Federation of Union Retirees (OFL) when appropriate. (A.08)

BENEVOLENT COUNCIL

BC Constitution

BC Article 1 - Name

- 1.1 The name of this organization shall be the "Benevolent Council of the Ontario Secondary School Teachers' Federation."

BC Article 2 - Objects (A.07)

- 2.1 The objects of the Council shall be:
- 2.1.1 to make benevolent relief grants to an Active Member who demonstrates extreme financial need due to
- 2.1.1.1 prolonged illness,

- 2.1.1.2 accident,
- 2.1.1.3 emergency.

have full force and effect from the date of enactment.

BC Article 3 - Membership

- 3.1 The Council shall consist of not more than nine members as follows:
 - 3.1.1 one member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Benevolent Council;
 - 3.1.2 one non-voting member from the Secretariat designated by the General Secretary;
 - 3.1.3 one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Council; (A.09)
 - 3.1.4 up to six additional members appointed by the Provincial Council from the same District. (A.81)
 - 3.1.5 Members may be co-opted to replace members who have retired/resigned or are on an approved leave, subject to the approval of Provincial Council. (A.03)
- 3.2 The members of the Council shall have terms of office as follows:
 - 3.2.1 the liaison member between the Provincial Council and Benevolent Council shall be from the same District as the members of the Benevolent Council;
 - 3.2.2 the Secretariat member shall have an appointed term determined by the General Secretary;
 - 3.2.3 the members appointed by the Provincial Council shall have an initial term of one year but any member so appointed may request appointment for an immediately subsequent term; if he/she does so, then he/she shall be deemed to be appointed for a further three years; (A.10)
 - 3.2.4 the voting members of the Council shall elect one of their members to be the Chairperson (The term of office of the Chairperson shall be determined by the Council);
 - 3.2.5 the Council should be rotated to a different District every three years after the initial one-year term. (A.10)

BC Article 4 - Regulations

- 4.1 The Council may establish regulations to assist it in carrying out the duties assigned to it by the Provincial Assembly, subject to approval of the next meeting of Provincial Council within thirty days.
- 4.2 Regulations may be established by a majority vote of the membership of the Council.
 - 4.2.1 All regulations established by the Council and approved by Provincial Council must be presented to the next Annual Meeting of the Provincial Assembly for ratification or rescission by majority vote, but pending submission thereto such regulations shall

- 4.3 Regulations for the Council may also be established, amended or rescinded at an Annual Meeting of the Provincial Assembly in the same manner as that prescribed for amending the Constitution of OSSTF.

BC Article 5 - Duties

- 5.1 It shall be the duty of the Council
 - 5.1.1 to authorize outright benevolent relief grants in accordance with the Objects of its Constitution; (A.07)
 - 5.1.2 to recommend other ways and means to alleviate distress suffered by Members.

BC Regulations

BC Reg. 1 - Applications

- 1.1 An Active Member may make application for a benevolent relief grant from the Benevolent Council only through their District or Bargaining Unit President who shall submit the application directly to the Secretariat Liaison assigned to Benevolent Council on behalf of the Active Member with a written recommendation from the District or Bargaining Unit President. (A.07)

BC Reg. 2 - Authorization

- 2.1 No benevolent relief grants shall be made except by the approval of the Benevolent Council. Notwithstanding, between scheduled Benevolent Council meetings, the Chair of Benevolent Council, or designate from the Council if the Chair is unavailable, may approve an interim benevolent relief grant, based on extreme need, up to fifty percent (50%) of the maximum allowable annual benevolent relief grant. (A.07)

BC Reg. 3 - Recipients

- 3.1 Notwithstanding BC Article 2 -Objects, benevolent relief grants may be made to: (A.07)
 - 3.1.1 dependents of deceased Active Members, upon application to Benevolent Council, within one year of the death of the Active Member; (A.07)
 - 3.1.2 members whose employment has been terminated, and the termination is the subject of a grievance filed by OSSTF. (A.07)

BC Reg. 4 - Number of Benevolent Relief Grants

- 4.1 In extreme cases, more than one benevolent relief grant may be made to one recipient within a period of one federation year, subject to the annual benevolent relief grant limits in BC Reg. 6 - Amounts of Benevolent relief Grants. (A.07)

BC Reg. 5 - Loans

- 5.1 The Council may not make loans. (A.07)

BC Reg. 6 - Amounts of Benevolent Relief Grants

- 6.1 Benevolent Council may make outright benevolent relief grants of up to \$2500 in any one federation year. (A.07)
- 6.2 No Active Member may receive more than \$5,000 in benevolent relief grants from Benevolent Council within a five (5) year period. (A.07)

CERTIFICATION COUNCIL

CERT Constitution

CERT Article 1 - Name

- 1.1 The name of this organization shall be the "Certification Council of the Ontario Secondary School Teachers' Federation". (A.03)

CERT Article 2 - Objects

- 2.1 The object of the Council shall be (A.03)
- 2.1.1 to guide the Provincial Assembly of OSSTF in the formulation of Certification Regulations for its Members; (A.03)
- 2.1.2 to provide OSSTF members with a forum for appealing decisions of the Certification Department; (A.03)
- 2.1.3 to render Certification Appeal Board decisions that are consistent with the philosophy and Regulations of the Certification Plan. (A.03)

CERT Article 3 - Membership

- 3.1 The Council shall consist of not more than eleven members as follows: (A.09)
- 3.1.1 five members appointed by the Provincial Council for five year terms, so appointed that each year one regular vacancy shall occur; (A.03)
- 3.1.2 three members to serve as the Certification Appeal Board, appointed by the Provincial Executive with due regard to expertise in OSSTF Certification Regulations, for three year terms, so appointed that each year one regular vacancy shall occur; (A.03)
- 3.1.3 one member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and the Certification Council; (A.03)
- 3.1.4 one non-voting member from the Secretariat designated by the General Secretary; (A.03)
- 3.1.5 one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Council. (A.09)
- 3.2 Meetings
The Certification Council's funding will be based on seven meetings per year. (A.09)

CERT Article 4 - Duties

- 4.1 It shall be the duty of the Council (A.03)
- 4.1.1 to interpret Certification Regulations; (A.03)

- 4.1.2 to constantly review Certification Regulations; (A.03)
- 4.1.3 to initiate changes in Certification Regulations made necessary by the emergence of new degrees and certificates; (A.03)
- 4.1.4 to review the impact of Regulations under the *Ontario College of Teachers Act* and decisions made by the Ontario College of Teachers pursuant to those Regulations; (A.03)
- 4.1.5 to liaise with the Certification Department at OSSTF; (A.03)
- 4.1.6 to provide input to the Collective Bargaining Committee with respect to certification issues; (A.03)
- 4.1.7 to maintain a Certification Appeal Board; (A.03)
- 4.1.8 to review the results of appeals and the certification process. (A.03)
- 4.2 It shall be the duty of the Certification Appeal Board: (A.03)
- 4.2.1 to hear appeals of OSSTF members against rulings of the Certification Department; (A.03)
- 4.2.2 to interpret Certification Regulations; (A.03)
- 4.2.3 to make decisions in individual cases based on the merits of the overall documentation; (A.03)
- 4.2.4 to elect one of its members to act as the Chairperson of the Certification Appeal Board. (A.13)

CERT Article 5 - Appeal Application and Notice of Hearing

- 5.1 An OSSTF member who decides to appeal a decision of the Certification Department may apply to the Certification Appeal Board provided that: (A.03)
- 5.1.2 the grounds and documentation presented in an appeal to the Certification Appeal Board are the same as those originally submitted to the Certification Department and (A.03)
- 5.1.3 any new information has been reviewed by the Certification Department in advance. (A.03)
- 5.2 Prior to a formal hearing a Preliminary Certification Consultation* shall be held to attempt to reach a resolution. Those present at the Consultation may include the appellant, an OSSTF member advisor for the appellant and evaluator, the Secretariat Liaison to Certification Council and the Chair of the Certification Appeal Board. (A.03)
- 5.2.1 An application for a Preliminary Certification Consultation shall be made in writing to the Secretariat Liaison to Certification Council not later than 30 teaching days after receiving the decision of the Certification Department. (A.03)
- 5.3 Failing resolution at the Preliminary

Certification Consultation, an application for a hearing shall be made in writing to the Chairperson of CAB not later than 30 teaching days after the Preliminary Certification Consultation stating the grounds for the appeal and the relief being sought from the CAB. (A.03)

- 5.4 The Provincial Office shall forward to the appellant ten days prior to the date set for the hearing: (A.03)
 - 5.4.1 notice of the date set for the hearing; (A.03)
 - 5.4.2 a statement of the Certification Appeal Board's understanding of the basis of the application for a hearing; (A.03)
 - 5.4.3 a copy of all documentation on file that pertains to the appeal; and (A.03)
 - 5.4.4 a copy of the Conduct of Appeal Hearings. (A.03)
- 5.5 The appellant shall be requested to indicate if there is an agreement with the basis of the appeal and documentation. (A.03)
- 5.6 The appellant shall be advised that an OSSTF member may be selected as an advisor to assist with the presentation. (A.03)
 - 5.6.1 Upon written request, the General Secretary shall assign a Secretariat member as advisor. (A.03)
- 5.7 An OSSTF member who wishes to appeal the decision of the Certification Appeal Board may appeal to the Appeal Committee of Provincial Council in accordance with Bylaw 7, Appeal Procedures. (A.03)
- 5.8 The Certification Appeal Board may deny the member a hearing on the basis that the Appeal Committee of Provincial Council has already ruled on the same issue. (A.03)
 - 5.8.1 Such a denial may be appealed to the Appeal Committee of Provincial Council. (A.03)
- 5.9 Hearings shall be conducted in accordance with Conduct of Appeal Hearing Regulations. (A.03)

Note: "Consultation may be in the form of electronic communication, conference call, or a personal meeting at the discretion of the Secretariat Liaison to Certification Council." (A.03)

JUDICIAL COUNCIL

JC Constitution

JC Article 1 - Membership

- 1.1 There shall be a Judicial Council consisting of ten members appointed by the Provincial Executive for five-year terms. (A.12)

JC Article 2 - Duties

- 2.1 The Judicial Council shall provide members to act on formal Hearing Committees to adjudicate cases filed under Bylaw 6. (A.96)
- 2.2 The Judicial Council shall provide a minimum of three members to act as the panel in a formal hearing of Judicial Council. (A.89)
- 2.3 The Judicial Council shall conduct hearings in accordance with Bylaws and regulations governing hearings as approved by the Provincial Assembly or Provincial Council and shall, following its decision, forward its decision to the Provincial Executive for implementation. (A.83)
- 2.4 Meetings
 - 2.4.1 The Judicial Council's funding will be based on three meetings per year. (A09)

JC Article 3 - Regulations

- 3.1 The Council may propose regulations to assist it in carrying out the duties assigned to it by its constitution.
- 3.2 Regulations may be proposed by a majority vote of the membership of the Council.
 - 3.2.1 All regulations proposed by the Council must be presented to the next meeting of the Provincial Council for approval by a majority vote or to the Annual Meeting of the Provincial Assembly for approval by majority vote. The same procedure shall apply for amendments to or rescission of regulations. (A.12)
- 3.3 Regulations for the Council proposed by bodies or Members other than the Council may be established, amended or rescinded at an Annual Meeting of the Provincial Assembly in the same manner as that prescribed for amending the Constitution of OSSTF. (A.87)

JC Regulations

JC Reg. 1 - Dismissal

- 1.1 The Judicial Council shall have the right to dismiss a case or a charge at any time prior to the conclusion of a hearing if:
 - 1.1.1 mediation has been successful; (A.96)
 - 1.1.2 there is no evidence of an OSSTF Bylaw violation; or,
 - 1.1.3 there is no witness or documented evidence relating to the complaint; or,
 - 1.1.4 the Judicial Council or OSSTF does not have the authority to deal with the case; or,
 - 1.1.5 the charge is similar to a previously heard case involving the same parties on the same issue; (A.83)
 - 1.1.6 the reasons given by the complainant for requesting a hearing are found to be without substance.
 - 1.1.7 The charges are frivolous, vexatious, or an abuse of process. (A. 03)

- 1.2 Where a decision has been made to dismiss a case by the Judicial Council, that decision must be given in writing with reasons. On receipt of the reasons in writing, the Member is entitled to seek leave to appeal. (A.93)
- 1.3 Judicial Council shall hold in abeyance any case:
 (a) currently in another venue and/or
 (b) where the Respondent is no longer a Member. (A.93)
- JC Reg. 2 - Conduct of Adversary Hearings**
- 2.1 Definitions
- 2.1.1 "Complainant": the party who has filed a petition in accordance with the Bylaws and these regulations. (A.93)
- 2.1.2 "Respondent": the party against whom a charge or charges have been preferred in a petition. (A.80)
- 2.2 Venue
- 2.2.1 The hearing shall be held in the Federation District in which the Respondent was employed at the time the alleged offence or offences occurred, or in any other place determined by mutual consent of the Chair of the Hearing Committee and the Respondent. (A.79)
- 2.3 Nature of Proceedings
- 2.3.1 The hearing shall be in camera. The Hearing Committee shall afford all parties the right to
- 2.3.1.1 present a case or defence by oral and documentary evidence;
- 2.3.1.2 submit rebuttal evidence, and conduct such cross-examination as may be required for a full and true disclosure of the facts;
- 2.3.1.3 submit proposed findings of fact and conclusions and supporting reasons therefor;
- 2.3.1.4 make offers of settlement or proposal of adjustment;
- 2.3.1.5 be accompanied, represented, and advised by a Secretariat member or other Member, or represent themselves; (A.93)
- 2.3.1.6 be promptly notified of the denial in whole or in part of any request submitted in connection with the proceedings; (A.79)
- 2.3.1.7 reach a mutually agreeable resolution of the dispute at any time. (A.93)
- 2.4 Authority
- 2.4.1 The Chairperson of the Hearing Committee may
- 2.4.1.1 require that a pre-hearing Discovery be done before the case is heard; (A.93)
- 2.4.1.2 regulate the course of the hearing, which shall include limiting or restricting the nature and extent of examination, cross-examination, or re-examination; (A.79)
- 2.4.1.3 dispose of procedural requests or similar matters; (A.79)
- 2.4.1.4 hold conferences for the settlement or simplification of the issues by consent of the parties; (A.79)
- 2.4.1.5 take depositions or cause depositions to be taken; (A.79)
- 2.4.1.6 rule on the admissibility and relevance of evidence introduced; (A.79)
- 2.4.1.7 rule on a motion for dismissal; (A.80) and,
- 2.4.1.8 require Members or representatives to present a statement of agreed facts. (A.93)
- 2.5 Discovery (A.93)
- 2.5.1 Discovery may be informal and shall comply with the following requirements: (A.93)
- 2.5.1.1 A pre-hearing Discovery meeting will be held in advance of a scheduled hearing at a time to be set by the Chair of Judicial Council. (A.93)
- 2.5.1.2 Both Complainant and Respondent, along with their Secretariat or Member advisor(s), are entitled to be present. Failing the presence of either Complainant or Respondent, the Secretariat or Member advisor(s) to the absent party shall be present. The Chair of Judicial Council, or designate, who may be the Secretariat advisor to Judicial Council, shall be present. (A.93)
- 2.5.1.3 At the pre-hearing Discovery meeting, all documents to be submitted as evidence by either Complainant or Respondent shall be exchanged. Documents not produced and made available for exchange will not be admissible at the hearing unless the Hearing Committee decides that special circumstances exist which justify the failure to produce the document(s) at the pre-hearing Discovery. (A.93)
- 2.5.1.4 At the pre-hearing Discovery, both parties may agree that certain documents constitute uncontested facts of the case and do not need the presence of a witness to introduce them at the hearing. Such documents, by agreement of the parties, may be distributed to members of Judicial Council prior to the hearing. (A.93)
- 2.5.1.5 At the pre-hearing Discovery meeting, a list of witnesses who will be present at the hearing should be submitted by both parties along with a brief description of the testimony of each witness, clearly indicating to which incident(s) the witness will be testifying. (A.03)
- 2.6 Evidence
- 2.6.1 As a general rule, evidence shall be given viva voce at the hearing, but provision may be made where a matter is pending for depositions to be taken from witnesses who will be unable to attend the hearing. Secondary evidence (as in oral evidence of the contents of a lost document) is admissible only when it has been

- substantially proven that the lost document or other real thing did exist. Hearsay, indirect, or circumstantial evidence is normally rejected unless in the opinion of the Committee such evidence is specifically relevant to the main issue or issues under investigation. (A.79)
- 2.6.2 Non-Members of OSSTF shall not be permitted to give evidence unless the Hearing Committee rules otherwise. (A.93)
- 2.7 Records
- 2.7.1 The Hearing Committee shall, by stenographic, electronic, or mechanical means, accurately and completely preserve the testimony and exhibits in the proceedings and the recommendations of the Hearing Committee, together with all briefs, documents and requests filed in the proceedings, which shall constitute the exclusive record for the Committee recommendations and final ruling by the Provincial Executive. (A.79)
- 2.8 Absences
- 2.8.1 Failure without just cause on the part of the Complainant or the Respondent to appear at the hearing shall not prevent the Hearing Committee from proceeding with the case. (A.93)
- 2.9 Withdrawal
- 2.9.1 A petition, or any portion thereof, may be withdrawn by the Complainant at any time prior to the adjournment of the hearing. (A.93)
- 2.10 All filings with respect to a case and the contents of all meetings are *in camera* and strictly private and confidential. (A.14)
- 2.11 The final decision of Judicial Council in a case may be published pursuant to Bylaw 6.12. (A.14)
- 2.12 Should the Complainant and/or Respondent wish to release the full or any part of the decision, they must petition Judicial Council, state the reasons in writing and provide a copy of the portion(s) of the decision that they wish to make public. (A.14)
- 2.13 Permission from Judicial Council to release all or part of the decision will not be unreasonably withheld. (A.14)
- 2.14 No part of the decision may be made public by the parties until after the appeal process has concluded. (A.14)
- JC Reg. 3 - Reporting to the Provincial Executive**
- 3.1 The Judicial Council shall base its decision on certain findings of fact and shall determine whether the Member should be found guilty or not guilty of each offence

charged in the petition. (A.80)

- 3.2 The decision of the Judicial Council under JC Article 2.2 shall be forwarded to the Provincial Executive for implementation and shall be served by prepaid registered post at the last known address of the parties. (A.83)

MEDIATION SERVICES RESOURCE BANK

Terms of Reference

- 1. Name**
- 1.1 The name of this organization shall be the "Mediation Services Resource Bank of the Ontario Secondary School Teachers' Federation." (Hereinafter called "MSRB") (A.06)
- 2. Establishment and Responsibility**
- 2.1 The MSRB is established under the Constitution and Bylaws and shall be responsible to the Provincial Executive for the carrying out of its duties. (A.06)
- 3. Objects**
- 3.1 The Objects of the MSRB shall be:
- 3.1.1 to encourage and assist Members to resolve disputes in the interest of upholding the OSSTF Motto; and (A.06)
- 3.1.2 to encourage and assist the education and training of the Members in managing conflict. (A.06)
- 4. Membership**
- 4.1 The MSRB shall be composed of eleven members as follows: (A.11)
- 4.1.1 ten members of OSSTF, broadly representative of the membership and with due regard to expertise in mediation, who shall be appointed by the Provincial Executive; (A.11)
- 4.1.2 one non-voting member who shall be appointed from the Secretariat by the General Secretary. (A.06)
- 4.2 A member of the MSRB shall not be a member of Judicial Council. (A.06)
- 5. Meetings**
- 5.1 Meetings of the MSRB shall be held up to two times per year. Additional meetings may be called at the request of the Chairperson or upon written request by a majority of the MSRB. (A.06)
- 5.2 At the last meeting in the Federation year the MSRB shall: (A.06)
- 5.2.1 elect a Chairperson and Vice-Chairperson for the following year; (A.06)
- 5.2.2 determine the schedule of meetings for the following year. (A.06)
- 5.3 Whenever possible, the agenda and related materials should be mailed or delivered to the members at least one week in advance

- of any meeting. (A.06)
- 5.4 The Chairperson shall notify members of the MSRB of special meetings. (A.06)
- 6. Procedures**
- 6.1 The MSRB may propose procedures to assist it in carrying out its duties. (A.06)
- 6.2 All procedures proposed by the MSRB must be approved by the Provincial Executive. (A.06)
- 7. Powers and Duties**
- 7.1 The MSRB shall have the power and duty: (A.06)
- 7.1.1 to attempt mediation in response to all requests forwarded directly from the Field Secretary; (A.06)
- 7.1.1.1 to develop a protocol for the expedited outcome of mediation with due regard for extenuating circumstances; (A.06)
- 7.1.2 to review, on a periodic basis, member satisfaction with the mediation services provided; (A.06)
- 7.1.3 to report to the Provincial Executive regarding the conduct of mediation services to the membership; (A.06)
- 7.1.4 to provide training in conflict resolution for its members and other Members; (A.06)
- 7.1.5 to keep minutes of its meetings; (A.06)
- 7.1.6 to assign members of the MSRB to perform mediation. (A.06)
- 8. Review**
- 8.1 The MSRB shall be subject to review on a regular basis by the Committee to Review Committees and Councils who shall report the results of the review to the Provincial Executive. (A.06)
- 9. Removal of MSRB Member**
- 9.1 The Provincial Executive may remove a member of the MSRB who is not regularly available to provide mediation, based on the recommendation of the MSRB. (A.06)
- MSRB Guidelines**
- 1.1 Interpretation
- 1.1.1 In this section
- 1.1.1.1 "MSRB" shall mean the Mediation Services Resource Bank;
- 1.1.1.2 "Party" shall mean any Member or group of Members requesting mediation or identified within the mediation request;
- 1.2 Request For Mediation
- 1.2.1 On receipt of a request for mediation forwarded directly from the Field Secretary, the Chairperson shall attempt to obtain the mutual consent of all parties identified in the request for mediation in order to proceed with mediation. Where mutual consent is obtained, the Chairperson shall appoint a Mediator/Mediation Team.
- 1.2.2 The mediation process used shall be at the

- sole discretion of the Mediation Team. (A.06)
- 1.2.3 The Mediation Team shall discuss with both parties, without prejudice, possible ways of resolving the dispute. (A.06)
- 1.2.4 The Mediator/Mediation Team shall, within forty-five (45) working days of its establishment, report to the Chairperson whether the mediation was successful or not, or whether or not it is ongoing. (A.10)
- 1.2.5 The Chairperson, on behalf of MSRB, shall declare in writing that the mediation has been successful or that the mediation has not been successful. (A.10)
- 1.2.6 The Chairperson of the MSRB shall report to each of the parties, to the Field Secretary and to the General Secretary. (A.10)
- 1.2.7 Upon being notified that one of the parties is no longer a Member or that one of the parties is involved in related legal proceeding(s) and/or other related matters, including grievance procedures, the Chair of the MSRB shall notify the parties to the dispute, the Field Secretary, and the General Secretary that the request for mediation will be placed in abeyance and may be reactivated upon written request by the parties within the time lines specified in Bylaw 7 of a change in these circumstances. (A.06)
- 1.3 All information arising from the mediation shall remain confidential and may not be used against any one of the parties in the future. All documents shall be destroyed after a two-year period. (A.10)

PARLIAMENTARY AND CONSTITUTION COUNCIL

Constitution

PCC Article 1 - Membership

- 1.1 There shall be a Parliamentary and Constitution Council composed of up to 12 members as follows: (A.12)
- 1.1.1 nine members appointed by the Provincial Council for five-year terms, two to be appointed each year; (A.12)
- 1.1.2 up to two members who may be co-opted subject to the consent of Provincial Council.; (A.99)
- 1.1.3 one non-voting member from the Secretariat designated by the General Secretary. (A.99)
- 1.2 Meetings
- 1.2.1 The Parliamentary & Constitution Council's funding will be based on four meetings per year. (A.09)

PCC Article 2 - Duties

- 2.1 The Parliamentary and Constitution Council shall meet up to four times per year and perform the following duties: (A.99)

- 2.2 recommend to the President members to act as a Steering Committee at the meetings of the Provincial Assembly, who may not serve as Delegates or Alternates at meetings of the Provincial Assembly; (A.99)
- 2.3 provide two or three of its members to act as a Steering Committee at meetings of the Provincial Council; (A.99)
- 2.4 provide advice and assistance to the Provincial Executive, Provincial Council and/or Provincial Assembly, provincial committees and provincial councils on matters related to Constitution, Bylaws, Policy and Rules of Order; (A.12)
- 2.5 provide advice and assistance to Districts(s), Bargaining Units and Branches, on matters related to their constitutions, bylaws and policies; (A.12)
- 2.6 provide advice to the Presiding Officers of the Provincial Assembly and the Provincial Council, and upon request to the District(s), or Bargaining Units on: (A.12)
 - 2.6.1 matters of parliamentary procedures, the ordering of an agenda, and the sequencing of resolutions and procedures followed, (A.99)
 - 2.6.2 the drafting or phrasing of resolutions, (A.99)
 - 2.6.3 the possible effect of resolutions on procedures and/or on other resolutions, (A.99)
 - 2.6.4 any other matters referred to it by one of these bodies; (A.99)
- 2.7 upon request, provide a Speaker and/or Steering Committee to District or Bargaining Unit general meetings whenever possible. (A.12)
- 2.8 be responsible for the review of the constitution of each District and Bargaining Unit on a rotational basis every five years, with a report to the applicable District/Bargaining Unit; (A.12)

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