

2023-2024 TTBU Executive Manual

Contents

Section 1. Introduction to the TTBU Executive

Section 2. Obligations and Duties of the Executive

- Anti-Black Racism/Anti-Racism Training
- Code of Conduct
- Executive Structure
- School Assignments
- Daily Duties
- Member Representation
- Office Computers
- Cell Phones
- Executive School Visits
- Committee Liaison Responsibilities
- TTBU Executive and In-House Grievance Meetings
- Grievances

Section 3. Other Information

- Expectations and Obligations of Executive Members at Executive Meetings
- Executive Role as Liaison to OSSTF Committees
- TTBU Council
- OSSTF Toronto Executive Meetings
- Executive Role as Representative of OSSTF Toronto at non-OSSTF Meetings

Section 4. Communications

- General Communications
- The President's Memo
- Weekly All-Member Memo
- Mass Media
- Social Media

Section 5. Executive Appointments

- Staffing Officers
- Chief Negotiator and the Negotiating Team
- Health and Safety Officer and Inspectors
- Other Executive Appointments

Section 6. Executive Expenses

1. Introduction to the TTBU Executive

This manual is designed to provide information on the structure, duties and obligations, and assignments of the Executive. The manual was originally produced as part of the effort to address the problems the OSSTF Toronto TTBU Executive experienced immediately after amalgamation. In order to provide for a cohesive approach to member service and protection, all TTBU Executive members were given full-time release (paid for by a local membership levy) and assigned precise duties and obligations. There are, however, still only ten Executive members serving secondary teachers in the fourth largest Board in North America, creating the necessity for the rules described in this manual. Some of the rules are as a result of the workload; others are standard rules in a union that are intended to produce a strong, united Executive to lead a strong, united membership.

The primary duty of the Executive is to be available to provide service and protection to the membership. For this reason, the duties of Executive members as described in this manual must be followed in order to ensure the operations of the Executive run efficiently and smoothly - the members deserve no less.

For the purposes of the functions of the Executive and the assignment of duties, the President is the Chief Executive Officer and *ex officio* member of all committees, as such, is responsible for the efficient operation of the Executive and Staff in the office.

Executive decisions are made collectively with each Executive member having a single vote. The Executive functions best as a team with all members supporting each other. Differences of opinion are healthy and free debate is important as the Executive comes to important decisions. To ensure that all members feel free to speak without fear of having their statements repeated out of context or characterised unfairly, the deliberations of the Executive are confidential except for the public announcement of the policies adopted. This is discussed in more detail under Executive Meetings in Section 3. The President, in consultation with the VicePresidents, assign duties to all Executive members. These duties are ratified by the Executive at, or in August prior to its Annual Planning Meeting.

2. Obligations and Duties of the Executive

Anti-Black Racism/Anti-Racism Training

All Members of the TTBU Executive will participate in training on Anti-Black Racism/Anti-Racism training at a minimum of every two years, to be timed in conjunction with the start of an Executive's Term.

Code of Conduct

All Members of the TTBU Executive will conduct themselves in accordance with the OSSTF/FEESO Anti-harassment Statement.

Executive Structure

For the purposes of direct member service and protection, the Executive Officers are organized into two groups each under the direction of one of the Vice-Presidents who in turn work under the direction of the President. The Treasurer works under the direction of the President. Each Executive Officer will keep their respective Vice-President informed of their activities.

School Assignments

The President, in consultation with the Vice-Presidents, and taking into consideration equalization of workload (Total FTE) as much as possible, will assign to each Executive Officer a group of schools to which that Executive Officer will be the primary liaison/representative.

Daily Duties

The OSSTF Toronto TBU Office hours are from 8:30 – 4:30 pm Monday-Friday.

All Members of the Executive are expected to inform their Executive Assistant as to where they are if out of the office, and when they expect to be in the office, as well as if they can be contacted while out, and if so, how.

Working hours of the President, Treasurer and Vice-Presidents are according to their assigned responsibilities which includes being in the office and available to assist other members of the Executive when not otherwise required elsewhere.

The primary job of Executive Officers is to be available to assist the many members who contact the office. Therefore, Executive Officers are expected to be in the office from 8:30 am to 4:30 pm unless otherwise engaged in official OSSTF Toronto business

approved in advance by a Vice-President or the President, as is appropriate.

Personal appointment absence should be noted as such, and at all times during business hours, your Administrative Assistant and Vice-President or the President should know how to reach you should the need arise.

When out of the office for any reason, calls from members of that Executive Officer's school will be directed whenever possible to his or her voice mail so as not to overburden other Members of the Executive. Where immediate assistance is required and the Executive Officer is not available, the call will then be directed to the appropriate Vice-President, or if unavailable to the other Vice-President, the President or Treasurer, or to another Executive Officer.

As member service is our main priority, it is expected that inquiries from members will be acknowledged no later than the end of the next regular working day.

In all cases when talking to a member from a school assigned to another Executive Officer, the Executive member will email to the assigned Executive Officer a record of the contact that includes contact information for the member along with a summary of the information sought, and advice given, if any.

Executive Officers should be cautious in giving advice to members not in their assigned schools without first consulting with the assigned Executive Officer.

School visits during the day are, for the most part, limited to member protection meetings where Board management or a Board investigator is present.

During the work day, Executive members should not engage in discussions on public electronic bulletin boards or chat rooms. In all interactions, Executive members must keep in mind that as elected OSSTF officials, OSSTF Bylaws must be adhered to at all times.

Member Representation

Representation shall be provided upon request to all members who face discipline or could potentially face discipline in accordance with L4.3 of the Collective Agreement.

Representation and support for Members participating in TDSB Human Rights Policy and Procedure shall be provided in accordance with *Guidelines for OSSTF Support and/or Representation in TDSB Human Rights Policy (PO31) & Procedure (PR515) Investigations 2022*.

Office Computers

Each Executive member has a computer in his or her office equipped with the following software: Microsoft Outlook, Microsoft Office, Chrome, and Edge. Executive members will be assigned an OSSTF Toronto G Suite account. To avoid security breaches, Executive members should log into their OSSTF Toronto account using their own device(s) or office computers. Passwords should be changed every three months.

To avoid viruses and other computer problems, no other software may be loaded on computers without the permission of the Treasurer and President. Executive members should not open attachments to emails from unknown sources. If problems with a computer arise that the Executive Member assigned as IT assistant can't resolve, the Treasurer should be immediately informed.

Cell Phones

Each Executive Member will be issued a cell phone with which to do Federation business, or have the appropriate portion of the bill of their personal phone covered by the office. Executive members should keep their cell phone activated at all times so that they can be contacted by the office. Cell phones are for internal communication and the numbers are confidential to the Executive and Staff.

Executive School Visits

School visits, other than a full Executive "Road Show", and those scheduled for representing a Member, must be with the knowledge of the appropriate Vice-President and must only occur at schools for which the Executive Officer is responsible. If possible, the respective Vice-Presidents will accompany the Executive Officer on the authorized school visit. The President and Vice-Presidents may visit schools upon the request of the Branch Presidents.

Committee Liaison Responsibilities

Executive liaisons to committees are expected to attend all their committee activities. They are responsible for building security after office hours when their committees meet and should ensure that all members have left the premises, the lights are out and the doors are locked after any meetings. Executive members are required to be in attendance when the 4th floor is booked for an event sponsored by them. Any event or meeting held in the OSSTF Toronto parts of the building must have the approval of the Executive.

TTBU Executive and In-House Grievance Meetings

Executive and In-House Grievance Meetings occur every Tuesday. All members of the Executive are expected to attend both meetings unless otherwise approved by their Vice-President or the President. Executive members should not schedule any other meetings for Tuesdays throughout the year.

Cell phones should be muted during meetings. Sufficient break time to check emails will be provided such that there should be no need to be answering emails during these meetings.

Staff will call executive members out of the meeting if there is an emergency.

Grievances

All Members of the Executive are involved in grievances under the direction of the Vice-Presidents.

Executives will carry forward individual and group grievances resulting from the schools to which they are assigned.

All Policy Grievances will be carried by the President or the Vice-Presidents, unless in consultation with the In-House Grievance Committee it is determined otherwise.

Executive members will attend all Grievance Meetings.

In consultation with the In-House Grievance Committee, Vice-Presidents decide which grievances are taken forward to Step 1 and Step 2 and are responsible for signing all grievance letters.

It is the responsibility of the Executive Officers to maintain complete files on their grievances as well as to write individual grievance-related correspondence, and keep the appropriate Members up to date.

Per the Collective Agreement, grievances are owned by the Bargaining Unit and therefore, Executive Officers must keep the rest of the Executive informed at all times of the grievances they are filing. Internal grievance meetings are held for this purpose and no grievance can be carried forward without the approval of the Executive.

When all the information including a written or verbal legal opinion is available to the Executive, the Executive decides on whether a grievance is recommended for arbitration.

All materials related to grievances, written and verbal, are considered to be confidential to the Executive and are subject to the same conditions as Executive Session (see below for description of Executive Session).

All contacts with the solicitor will be initiated by the President and Vice-Presidents only.

3. Other Information

Expectations and Obligations of Executive Members at Executive Meetings

Executive meetings are public meetings only to the extent that the decisions are publicized and the minutes are available to members of OSSTF Toronto TTBU.

In order to ensure an environment of healthy debate, discussions in an Executive meeting are confidential to those in the meeting. While topics that were discussed are not confidential, what individual Executive members say in the meeting is confidential to attendees of the meeting.

All decisions are made as a result of a majority vote or, in some instances, by consensus. The President or designate will chair and conduct the meetings in a fair, equitable and open manner. The Chair may participate in debate and vote as per Rule 3.7 of OSSTF Rules of Order as determined by Bylaw 20 of the OSSTF/FEESO Constitution and Bylaws.

When matters relating to personnel, individual Members, or matters otherwise deemed in need of confidentiality a request to go into Executive Session will be put. Once in Executive Session all discussions and decisions are confidential except those decisions subsequently passed in the public session of the Executive meeting.

The Chair will signify when “Executive Session” is in effect.

All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF.

Once a decision is reached through a vote or through consensus, it becomes the decision of the entire Executive and therefore supported by all Executive members.

In the event that an Executive member who voted against a majority position feels so strongly about the issue that he or she is not able to support the decision of the Executive, that person will declare in the Executive Meeting at which the decision was taken that they reserve on the issue and will state their reasons. The dissenter is then

free to state their opposition to the Executive decision publicly.

The Executive will make every effort to reach consensus.

Executive Role as Liaison to OSSTF Committees

Executive members are assigned by the President to the District's and Bargaining Unit's standing and *ad hoc* committees.

Only the Executive Officer officially assigned to the committee and/or the President can attend meetings or events organized by or for committees, unless otherwise agreed by the Executive. The only exceptions are special committee events where the entire Executive is invited or when other Executive members have volunteered for specific duties to help with the event.

Liaisons are the "voice" of the Executive at committees in that they present Executive initiatives and messages in a report to the committees. As an appointed Liaison to the committee, an Executive member ensures that information from the Executive is provided to the committee and that the committee's concerns and viewpoints are relayed to the Executive. They are also responsible for bringing committee initiatives to the Executive for information and/or approval.

Constitutionally, the President is an *Ex Officio* member of all District and Bargaining Unit committees.

Any expenditure that is a part of the committee's work and mandate will be approved by recorded majority vote by the Committee Members. Any expenditure outside these parameters must be referred to either the Bargaining Unit or District Executive, as appropriate, for approval.

The Executive Liaison will report on all budget expenditures made by the committee (other than incidental expenditures for meeting refreshments) at the next scheduled meeting of the appropriate Executive.

The Liaison will bring any committee recommendation to the appropriate Executive for endorsement, sponsorship or support of any non-OSSTF event. A committee may not officially endorse or sponsor a non-OSSTF event or group without the expressed approval of the appropriate Executive.

The Executive Liaison will work with the committee to create and implement programs that are in keeping with the committee's mandate and OSSTF Policies and Bylaws. The Liaison will work with the assistance of the Committee Chair, to ensure the committee functions well and productively.

The Executive Liaison will facilitate the work of the committee by ensuring the meeting room is booked and that refreshments, if required, are ordered.

In order to facilitate member engagement, the Executive Liaison should encourage the committee to undertake activities rather than simply give advice to the Executive.

The Executive Liaison will ensure Committee Members know that all committees function under the policies of and with the approval of the Executive.

TTBU Council

Each member of the Executive is a member of TTBU Council and has a vote. Additionally, each Executive member has an opportunity to report in writing to Council on their particular assignments, if approved by the President. The nature/content of any report to Council, whether in writing or verbal will be discussed at the Executive Meeting immediately prior to the Council date, and approved by The President. All written reports must be provided to the appropriate Administrative Assistant per their direction.

The President is responsible for answering questions from Council but may, when appropriate, call upon other Executive members to respond. Executive members are expected to remain visible and accessible during the Executive Report and questions to the Executive.

If the Executive has taken a position on a Council motion, Executive members must abide by that position in debate and in the vote unless they voted against and “Reserved” on the Executive position.

OSSTF Toronto Executive Meetings

Members of the TTBU Executive are also members of the OSSTF Toronto Executive which meets a minimum of six times a year. Business that is expected to arise at these meetings will be discussed in advance by the TTBU Executive.

All members of the TTBU Executive must attend the District meetings.

As with the TTBU Council, if the Executive has taken a position on a motion, Executive members must abide by that position in debate and the vote unless they voted against and reserved on the Executive position.

Executive Role as Representative of OSSTF Toronto at non-OSSTF Meetings

As well as assignments to District and Bargaining Unit committees and work groups,

members of the Executive are assigned to duties as liaison to Board committees, Labour Council and as representatives to other community and union groups, as the need arises.

Executive members attend these on behalf of the appointing body (TTBU or District and will perform these assignments as such, representing OSSTF Toronto policy and direction at these meetings and will ensure that the Executive is fully informed of the activities of these organizations. Executives will not make any commitment on behalf of OSSTF, without the commitment first being discussed with and agreed upon by the Executive.

Only those Executive members assigned as representatives to a particular non-OSSTF organization may attend their meetings, unless approved by the President.

All OSSTF presentations to Trustees at Board or Committee meetings will be made by the President or designate. Any other presentation made by an Executive member in the name of OSSTF must first have the approval of the Executive.

Executive members assigned to Board Committees are to check the agenda for that committee when it is posted on the TDSB website (tdsb.on.ca) and to attend the committee's meetings, taking careful note of any announcements or activity of the committee that may have an impact on OSSTF members, and reporting back to the President on any such initiative.

4. Communications

General Communications

Other than meeting notices and minutes, any and all mass mailings, including distribution list e-mails that come from the OSSTF Toronto Office must be approved by the Executive before being sent out. If a situation arises that requires immediate communication, the President may, after consultation with one or both of the Vice-Presidents, send out a mass mailing.

The President's Memo

The President's Memo is one of the official publications of the Executive and is used as a means of in-depth communication about specific topics of importance, e.g. bargaining or political action endeavours, or general union-board relations. Executive

members can prepare material for inclusion in *The President's Memo*. The President acts as editor.

Weekly All-Member Memo

The *Informing & Engaging Members* weekly memo is the responsibility of the Bargaining Unit Communications Officer. Executive Officers will be asked for input as to content. The Bargaining Unit Communications Officer and/or President act as editor.

Mass Media

Only the President or President's designate is authorised to speak to Media on behalf of OSSTF Toronto.

Social Media

The OSSTF Toronto Twitter and Facebook accounts are managed by the Bargaining Unit Communications Officer.

5. Executive Appointments

Staffing Officers

Staffing Officers will be designated each year under Executive Assignments. One of the Vice-Presidents will be assigned primary responsibilities for staffing.

Chief Negotiator and the Negotiating Team

In the final year of a Collective Agreement, the Executive will appoint a member as Chief Negotiator. In addition to the Chief Negotiator, the President will be on the Negotiating Team. The President may appoint other members to the Negotiating Team.

Health and Safety Officer and Inspectors

The Executive is responsible for the appointments of Health and Safety Inspectors. The President appoints from the Executive a Health and Safety Officer. The Health and Safety Officer will maintain regular communication with the Bargaining Unit Health and Safety Inspectors.

It is the responsibility of the Health and Safety Officer in consultation with the President, to assign inspectors and alternates to inspections outside of the regular school year's 194 school days. The Officer will inquire as to available dates from the Bargaining Unit's

official alternates and potentially the Occasional Teachers Bargaining Unit's alternates, as directed by the President as to those willing to work inspections outside the regular 194 day school year, and form the schedule with the President accordingly. For the summer schedule this should be completed no later than the third Monday of June.

Other Executive Appointments

The Executive may appoint other people to assist in special projects. If required, the Executive will approve short-term Federation leave for such appointments.

6. Executive Expenses

Expenses of members of the Executive when performing union duties are billed to OSSTF Toronto or OSSTF TTBU. Expenses must be presented with receipts and must include the names of all parties if meals are included as part of the expenses.

Other than for mileage and committee meeting refreshments, Executive Officer expenses should receive prior approval from their Vice-President.

Mileage, at the rate of 64 cents per kilometer, is paid when members of the Executive use their cars for Federation business. Mileage from home to the office daily and return is not billable. Mileage rate will be re-evaluated every January and automatically adjusted based on CRA rates in accordance with the Provincial OSSTF Financial Handbook.

Members of the Executive will describe the details of the expense, location(s) and purpose in writing for approval in order for the Treasurer to provide remittance.

Expense applications should be submitted monthly by the Executive Officers to their Vice-President who will review and approve the expenses and then submit them to the Treasurer for processing. The Vice-Presidents and President will submit their expenses for approval and processing to the Treasurer.