

OSSTF Toronto Teachers  
Branch President's Training Workshop Nov 2025



# Branch President Leadership

*....Navigating Everyday Branch Challenges*

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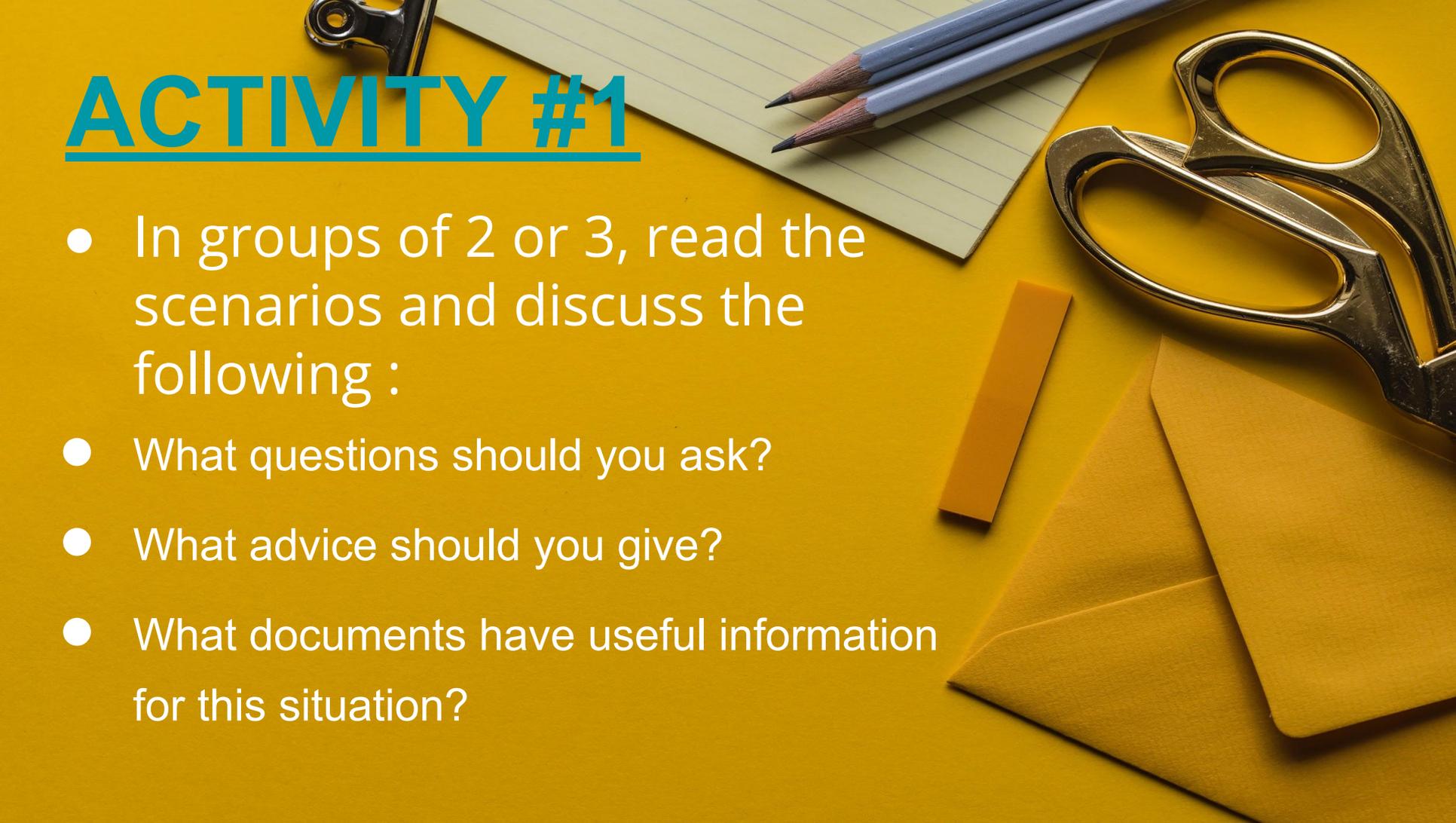


# Presentation Goals

- Examine the common challenges and situations faced by Branch Presidents
  - Apply the Collective Agreement to scenarios, showing how it affects members' daily working lives
  - Interpersonal conflict at the Branch - What should you do?
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# Scenarios

# ACTIVITY #1

A top-down view of various office supplies on a bright yellow background. In the upper left, a silver binder clip is partially visible. Next to it is a piece of white lined paper with two blue pencils resting on it. To the right, a pair of silver-handled scissors is open. Below the scissors, there are two brown envelopes and a small orange rectangular piece of paper.

- In groups of 2 or 3, read the scenarios and discuss the following :
- What questions should you ask?
- What advice should you give?
- What documents have useful information for this situation?

## Scenario A

It is the first day back to school and a teacher asks:

I just got my new schedule, what on earth is TAS109? And there are 38 students on my attendance list. Isn't that way above cap?

What questions should you ask? What advice should you give? What documents have useful information for this situation?

# Answer:

## [Staffing Manual:](#)

### [Certification codes](#)

TDSB Secondary Certification/Subject Codes 2025

|  | <u>Cert. Code</u> | <u>Certification Description</u> | <u>Subject Description</u> | <u>Ministry Subject Code</u> | <u>TDSB Cert. Code</u> ▾ | <u>Experienced but not Certified Code</u> ⬇ |
|--|-------------------|----------------------------------|----------------------------|------------------------------|--------------------------|---|
|--|-------------------|----------------------------------|----------------------------|------------------------------|--------------------------|---|

|    |                   |                                   |        |    |     |
|----|-------------------|-----------------------------------|--------|----|-----|
| 10 | Technical - Other | Technology and the Skilled Trades | TAS1/2 | ** | n/a |
|----|-------------------|-----------------------------------|--------|----|-----|

\*\* certification is specific to the nature of the course as determined by the Principal

## [Staffing Rules](#) and [Role of the School Staffing Committees](#)

### **MUTUAL CONSENT FORM FOR UNCERTIFIED SUBJECT SECONDARY TEACHING**

In order to make an informed decision, the Teacher must be given a reasonable amount of time in order to avail him/herself of the option of consulting with a school administrator, a Secondary Teaching Staffing Officer and/or an OSSTF TTBU executive representative. All parties should understand that this is a confidential process.

## Workload Accord Class Size

4. No school will have more than 15% of its classes utilizing the 5% flex factor.

Full year schools and semester one in semestered schools may not use the flex factor after October 31 without exemption from the Secondary Consultation Committee.

In semester two, semestered schools may not use the flex factor after March 1, except by exemption from the Secondary Consultation Committee.

## Scenario B

It is mid-October and a teacher asks:

Why have I gotten 10 on calls when I know some folks have only gotten 3 and even 1 teacher who hasn't gotten any?

What questions should you ask? What advice should you give? What documents have useful information for this situation?

Answer:

## Workload Accord

### Curriculum Leaders/Assistant Curriculum Leaders

2. Alternative Professional Assignments will include a reduced level of coverage and supervision which is 14

### Co-operative Education Teachers

2. Alternative Professional Assignment to identify and support at-risk students for Student Mentoring in lieu of coverage/supervision.

# Coverage and Supervision and Utilization Survey

|   |                                | Toronto District School Board<br>Secondary Teacher<br>Coverage & Supervision Utilization Survey<br>2021-2022   |                  |               |             |                  |               |             |                  |               |             |                  |               | For each month:<br>Partial Day Coverage = number of half periods worked as coverage when the teacher being replaced is absent for a partial day<br>Full Day Coverage = number of half periods worked as coverage when the teacher being replaced is absent for a full day<br>Supervision = number of half periods worked as supervision (half duty, etc.) |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             |           |          |             |  |          |
|---|--------------------------------|--|------------------|---------------|-------------|------------------|---------------|-------------|------------------|---------------|-------------|------------------|---------------|---|------------------|---------------|-------------|------------------|---------------|-------------|------------------|---------------|-------------|------------------|---------------|-------------|------------------|---------------|-------------|------------------|---------------|-------------|-----------|----------|-------------|--|----------|
| School: <input type="text" value="Happy Days TCI"/>                     |                                | NOTE: If the total number of coverage + supervision >20, the Teacher Name will be highlighted in red<br>If the total number of coverage + supervision >27, the Teacher Name cell will display as red |                  |               |             |                  |               |             |                  |               |             |                  |               |   |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             |           |          |             |  |          |
| Average Length of Period (in minutes) <input type="text" value="50.0"/> |                                | September  |                  |               | October     |                  |               | November    |                  |               | December    |                  |               | January   |                  |               | February    |                  |               | March       |                  |               | April       |                  |               | May         |                  |               | June        |                  |               | TOTAL       |           |          | Grand Total | # of On-Calls to Be Credited for Next Year |          |
| Teacher Name  | F.T.E.                         | Available 50 Min. Periods  | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision   | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision | Partial Day Cov. | Full Day Cov. | Supervision |           |          |             |  |          |
| 11  | A                              | 1.0  | POR              | 14            |             |                  | 1             |             |                  | 1             |             | 1                | 3             |   |                  | 3             |             |                  | 2             |             |                  | 6             |             |                  | 7             |             |                  | 3             |             |                  | 2             | 1           | 28        | 0        |             |  |          |
| 12  | B                              | 1.0  |                  | 27+5          | 1           |                  |               | 1           |                  |               | 1           |                  | 1             |   |                  | 1             |             | 1                | 6             |             |                  | 13            |             |                  | 6             |             |                  | 4             |             |                  | 3             | 2           | 36        | 0        |             |  |          |
| 13  | C                              | 1.0  |                  | 27+5          |             |                  |               |             |                  | 2             |             |                  | 3             |   |                  | 2             |             |                  | 5             |             |                  | 2             |             |                  | 5             |             | 1                | 3             |             | 1                | 2             | 4           | 22        | 0        |             |  |          |
| 14  | D                              | 1.0  |                  | 27+5          |             |                  | 2             |             |                  | 2             |             |                  | 2             |   |                  | 1             |             |                  | 2             |             |                  | 5             |             | 2                | 5             |             |                  | 3             |             | 2                | 2             | 22          | 0         |          |             |  |          |
| 15  | E                              | 1.0  |                  | 27+5          |             |                  |               |             | 1                |               |             |                  | 1             |   |                  | 3             |             |                  | 1             |             | 1                | 1             |             | 2                | 2             |             | 1                | 2             |             | 2                | 5             | 12          | 0         |          |             |  |          |
| 16  | F                              | 1.0  |                  | 27+5          |             |                  | 2             | 1           |                  |               |             | 1                |               |   | 1                |               |             | 7                |               |             | 10               |               |             | 7                |               |             | 5                |               | 2           | 3                | 4             | 35          | 0         |          |             |  |          |
| 17  | G                              | 1.0  |                  | 27+5          |             |                  | 2             |             |                  | 1             |             |                  |               |   | 2                |               |             | 5                |               |             | 11               |               |             | 8                |               | 1           | 5                |               |             | 1                | 1             | 35          | 0         |          |             |  |          |
| 18  | H                              | 1.0  |                  | 27+5          |             |                  |               |             |                  |               |             |                  |               |   |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  | 0             | 0           | 0         |          |             |  |          |
| 19  | I                              | 1.0  |                  | 27+5          |             | 1                |               |             | 2                |               |             |                  |               |   | 1                |               |             |                  |               |             |                  |               |             |                  |               |             |                  | 6             |             | 1                | 2             | 1           | 14        | 0        |             |  |          |
| 20  | J                              | 1.0  | POR              | 14            |             |                  |               |             |                  |               |             |                  |               |   |                  |               | 4           |                  |               | 7           |                  |               | 2           |                  |               | 1           |                  |               |             | 0                | 14            | 0           |           |          |             |  |          |
| 21  | K                              | 1.0  |                  | 27+5          |             |                  | 1             |             |                  | 1             |             |                  | 4             |   |                  | 1             |             |                  | 7             |             | 4                | 7             |             | 2                | 6             |             | 2                |               | 2           | 6                | 29            | 2           |           |          |             |  |          |
| 22  | L                              | 1.0  |                  | 27+5          | 1           | 1                |               |             | 1                |               |             | 1                |               | 2   |                  |               |             |                  | 2             |             | 3                | 5             |             | 11               |               | 1           | 2                |               | 3           | 5                | 28            | 0           |           |          |             |  |          |
| 23  | M                              | 1.0  |                  | 27+5          |             |                  |               | 1           |                  |               | 2           |                  |               | 1   |                  |               | 2           |                  | 8             |             | 3                | 9             |             | 1                | 8             |             | 1                | 4             |             | 4                | 5             | 39          | 0         |          |             |  |          |
| 24  | N                              | 1.0  | POR              | 14            |             |                  | 1             |             |                  | 1             |             |                  | 1             | 1   |                  |               | 1           |                  | 2             |             | 1                | 8             |             | 1                | 3             |             | 1                |               | 1           | 4                | 16            | 2           |           |          |             |  |          |
| 25  | O                              | 1.0  |                  | 27+5          |             |                  |               |             |                  |               |             |                  |               |   |                  |               |             | 5                |               | 2           | 12               |               | 2           | 4                |               | 3           | 3                |               | 1           | 4                | 8             | 28          | 0         |          |             |  |          |
| 26  | P                              | 1.0  |                  | 27+5          |             |                  |               |             |                  | 1             |             |                  | 1             |   |                  | 2             |             |                  | 6             |             |                  | 12            |             | 1                | 5             |             | 5                |               | 3           | 1                | 35            | 0           |           |          |             |  |          |
| 27  | Q                              | 1.0  |                  | 27+5          |             | 1                |               |             |                  |               |             |                  |               |   |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             | 0                | 1             | 0           | 0         |          |             |  |          |
| 28  | R                              | 1.0  |                  | 27+5          |             |                  |               |             |                  |               |             |                  |               |   |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             | 0                | 0             | 0           | 0         |          |             |  |          |
| 29  | S                              | 0.5  |                  | 27+5          |             |                  |               |             |                  | 1             |             |                  | 1             | 2   |                  |               |             |                  |               |             |                  |               |             |                  |               |             |                  |               |             | 2                | 2             | 0           | 0         |          |             |  |          |
| 30  | T                              | 1.0  | POR              | 14            |             |                  |               | 1           |                  |               |             |                  | 2             |   |                  |               |             |                  | 1             | 3           |                  | 1             | 5           |                  | 2             |             | 1                |               | 3           | 2                | 17            | 0           |           |          |             |  |          |
| 31  | <b>Total Contract Teachers</b> |  |                  |               | <b>2</b>    | <b>3</b>         | <b>2</b>      | <b>2</b>    | <b>12</b>        | <b>2</b>      | <b>4</b>    | <b>9</b>         | <b>0</b>      | <b>3</b>  | <b>26</b>        | <b>0</b>      | <b>0</b>    | <b>20</b>        | <b>0</b>      | <b>2</b>    | <b>64</b>        | <b>0</b>      | <b>17</b>   | <b>113</b>       | <b>0</b>      | <b>9</b>    | <b>80</b>        | <b>0</b>      | <b>9</b>    | <b>49</b>        | <b>0</b>      | <b>5</b>    | <b>37</b> | <b>0</b> | <b>53</b>   | <b>413</b>                                 | <b>4</b> |

## Scenario C

You are at an Adult Day School and a teacher reports:

The VP has sent an email to all staff. All grade 11 teachers have been told to meet at lunch to discuss students who are in risk.

What questions should you ask? What advice should you give?

What documents have useful information for this situation?

Answer:

## Collective Agreement

L57.0 SALARY FOR ADULT DAY SCHOOL CONTINUING EDUCATION L57.1 An Adult Day School Continuing Education Teacher shall be paid in accordance with the following hourly Salary Schedule.

L60.0 WORKING CONDITIONS FOR ADULT DAY SCHOOL CONTINUING EDUCATION Part B-69 L60.1 Each Adult Day School Continuing Education Teacher shall have a minimum of 40 consecutive minutes for lunch.

## Scenario D

It is almost the end of September and the ACL of Special Education asks you:

I sent each teacher the list of students for whom they are writing IEPs. I have offered 'lunch and learns'. However, they are not close to being done and the deadline is fast approaching. Will I get into trouble if they are not completed?

What questions should you ask? What advice should you give? What documents have useful information for this situation?

# Answer:

[Collective Agreement](#) - L26.0 WORKLOAD L26.1 Each Teacher shall have a minimum period of 40 consecutive minutes for lunch. Such period shall commence no earlier than 11:00 a.m. and no later than 1:30 p.m.

[IEP memo](#) Other Suggestions In a school where a large majority of students require IEPs, in addition to the above or in lieu of the above, the following may be considered:

- For completion of the IEP, use Occasional Teachers to generate release time for teachers coordinating the development and writing of IEPs.
- With Superintendent approval, consider the use of a shortened day(s) so that Teachers may be involved in IEP development.

[The Role of the POR](#) CLs and ACLs are not managers and have no managerial authority. They do not have the authority to evaluate colleagues, nor to direct them, nor to discipline them. Those powers rest with the administrators, exclusively.

# Position of Responsibility

The duties of a POR are not detailed in the Collective Agreement. Management is free to define the job description, provided that they adhere to the provision of the collective agreement that apply to members.



## PORs Are...

- ❖ Mentors
- ❖ Leaders in curricular initiatives
- ❖ Conduit of information and/or resources

## PORs Are not ...

- ❖ Managers or Supervisors
- ❖ Direct, Manage or Discipline colleagues
- ❖ Take on Managerial tasks





# Interpersonal Conflict

- OSSTF Solutions - Mediation Services Resource Bank
- TDSB Non Code or Code Based Harassment Investigation
- OSSTF Adverse Report



# Interpersonal conflict

I'm going to grieve you!

I'm reporting you to the union!



**INCORRECT**

# Interpersonal Conflict

- We represent the member in relation to the employer, not in relation to parents, students, or other members. Individuals do not grieve each other, the TTBU files grievances against the Board on behalf of the membership.





# Interpersonal Conflict

- While Branch Presidents are often the first point of contact when it comes to conflict, you are expected to mediate it.
- The main tool we have to address interpersonal conflict between OSSTF members is mediation.



# Mediation Services Resource Bank

Who

MSRB is available to OSSTF/FEESO members.

What

Mediation is a **voluntary**, where a **neutral mediator** helps OSSTF/FEESO members **resolve disputes** through **mutual agreement**

Where

The **mediator proposes the time and place** for the mediation session once both parties have agreed to it.

When

The mediator sets the time and place once both parties agree; sessions typically take a ½ day to a full day.

How

Your Executive Officer requests mediation with Provincial OSSTF.

# Mediation Services Resource Bank



**MSRB is not appropriate when:**

- A member feels coerced to participate.
- If the dispute is a matter of grievance.
- If the dispute is before the College of Teachers, Judicial Council, or the Labour Relations Board.
- If a harassment or human rights complaint has already been made to the Board.
- If the dispute is subject to criminal charges or civil action.

## **Mediation Services Resource Bank is often used in situations of**

- General acts of rudeness or incivility. For example, occasionally responding in an abrupt manner, not extending general courtesy like saying please or thank you, or not promptly responding to emails or voice mail;

# Harassment in the Workplace - Examples

## Verbal / Psychological

- Insults, demeaning remarks, yelling, mocking
- Abusive language or excessive criticism
- Threats or intimidating comments

## Social / Relational

- Gossip, rumours, exclusion, ostracizing
- Public shaming or humiliation
- Hazing

## Cyber / Written

- Harassing emails, messages, or posts
- Circulating offensive images or materials

# Harassment in the Workplace - Examples

## Physical / Intimidated

- Aggressive acts  
(slamming doors,  
blocking paths)
- Vandalism or graffiti

## Abuse of Authority

- Withholding  
resources or  
information
- Misusing power to  
intimidate




- Prior to making the complaint, the Board recommends, that if you feel comfortable, the behaviour is not welcome and that you wish it to stop.

- Home
- ▼ Reporting an Incident/ Filing a Human Rights Complaint
- ▼ Filing a Complaint
- Human Rights Complaint Forms
- The Ontario Human Rights Code
- Tips for Filing a Complaint or Incident
- ▶ PR728 Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools

## Filing a Complaint

### REPORTING AN INCIDENT OF RACISM, BIAS OR HATE INVOLVING OR IMPACTING TDSB STAFF

I am TDSB staff who has experienced or witnessed an incident of racism, bias or hate

If you feel comfortable, speak with the person who has harmed you and try to resolved it informally

I do not think the matter was resolved

If at any point you would like more information about your human rights, you may contact the Human Rights Office at:  
 HumanRightsOffice@tdsb.on.ca or  
 416-397-3622

When possible, follow



**TDSB HUMAN RIGHTS OFFICE**

**ABOUT US**

**YOUR HUMAN RIGHTS**

# Harassment Investigation

FYI  
Information  
only

Non- Code

PO34: Workplace  
Harassment  
Prevention for Non-  
Human Rights Code  
Harassment

The complaint  
process is outlined  
in PR740, and the  
form for reporting  
non-code  
harassment is Form  
740A

TDSB INVESTIGATION

Human Rights

PR515 –  
Workplace  
Harassment  
Prevention and  
Human Rights

The complaint  
form is PR515A

Not for your  
Action

# HUMAN RIGHTS: PROTECTED GROUNDS

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Grounds upon which discrimination is prohibited under the Ontario Human Rights Code

- Age (an age that is 18 years or more)
- Ancestry
- Citizenship
- Colour
- Creed
- Disability
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race
- Sex (includes pregnancy and breastfeeding)
- Sexual orientation
- Socio-economic status
- Record of offences
- Association with a person identified by a ground listed above



# OSSTF Adverse report



- While in most circumstances, our Constitution requires members, when filing an “adverse report” against another member to “furnish the member with a written statement of the report at the earliest possible time and not later than three days after making the report” (2.3.3.1.2). However, this is no longer a requirement in “matters pertaining to Human Rights on all protected grounds under the Ontario Human Rights Code and harassment allegations” (2.3.3.1.2.3.3.).

# OSSTF Adverse report

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OSSTF constitutional bylaws (2.3.3.1.3.) language about informing the member:

*“Prior to registering a complaint of harassment or bullying against another member, inform the member, either personally or through a representative, that the actions are unwelcome and must cease.”*

QUESTIONS?



## **Group Discussion**

What are some challenges to being a Branch President that hasn't been mentioned?

Are there any tips you can share that help build a sense of community at your branch?



