



THE DISPATCH FALL 2023

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TRUTH & RECONCILIATION TOOL KITS FROM RECONCILIATION CANADA

Increasingly, occasional teachers are asking: What can I do to take reconciliation action in my community and my classroom?

Inspired by the commitment to reconciliation, we hope that the Community Action Toolkits can assist to answer your search:

<https://reconciliationcanada.ca/toolkits-2/>



"The Community Action Toolkits are intended to provide you with some guidelines and ideas on how to start the reconciliation conversation. Of course, every community and situation is different and we invite you, as the expert in your own community, to use these tools in a way that is appropriate, impactful, and safe in your respective environments and situations."
-Reconciliation Canada

CHECK YOUR TDSB EMAIL REGULARLY

A reminder to check your TDSB email regularly. There is often news on Board policies, procedures as well as updates on job postings.

Also, check the tdsbWeb for forms (i.e. Change in Salary, Leave of Absence etc.), booklets, and other administrative information. Once you complete the tdsbWeb staff login, navigate to **Employee Services > Forms > Occasional Teaching and/or Elementary Teaching**.



Changed your phone number or address?

Update your contact information online to stay connected

[Update now](#)

Upcoming virtual

Sign in to your account

Email or account number

[Sign in](#)

[Register](#) →

PENSION & WORKING DAY LIMITS OTPP

Do you have questions about your pension or working day limits this year as a retired teacher and OT? Contact the Ontario Teachers' Pension Plan below.

🖱️ Login to your OTPP account: <https://www.otpp.com/members/my/>

✉️ Email: inquiry@otpp.com

☎️ Phone: 416-226-2700 or 1-800-668-0105 (toll free)

📠 Fax: 416-730-7807 or 1-800-949-8208 (toll free)

🕒 Contact center hours: 8:30 am to 5:00 pm, Monday to Friday



For the 2023-2024 school year the 50 Day rule is back in place. The 50-Day re-employment rule for retirees was increased to 95 days for OTPP retirees until June 30, 2023. The employment limit for retirees reverted to 50 days on July 1, 2023.

CB UPDATE

Hello and Welcome,

This is a bargaining year, and your Collective Bargaining Committee (CB) is willing and able to advocate on behalf of our membership.

I would like to introduce myself. My name is Sharon Brown, and I am your local Chief Negotiator. Thank you, Sophie, for all your work last year.

I would also like to introduce the CB Team for this year: Christina Meynell, Laura Barrett, Marisa Gallippi and Sarah Boomhower



- Facility Services
- ▶ Health & Safety
- ▶ About Us
- AED Monitoring Program

Occupational Health and Safety Reporting Forms

Guide to Occupational Health and Safety Reporting Forms – will help you identify exactly which forms are required and under which circumstances.

HEALTH AND SAFETY: VIOLENT INCIDENTS, ACCIDENTS/INJURIES AND CONCERNS

Did you know that the TDSB has health and safety forms available to occasional teachers? But when do we use these forms? This question is particularly important for OTs because they can be uniquely vulnerable in the workplace.

We are concerned that occasional teachers are not reporting violent incidents and injuries that occur for fear of reprisals from the administration. Remember, reprisals cannot result from filling out one of these forms. Forms are available on the staff side of the tdsbWeb under Employee Services Occasional Teachers' OH&S Forms (Occupational Health & Safety Forms).

Additionally, please visit the HEALTH & SAFETY tab on the local's website:
<https://effo-torots.org/health-safety/>
Here's a breakdown of the TDSB health and safety forms:



1. Employees Report of a Workplace Volent Incident (ERWVI)

Always complete an ERWVI when an act of violence has occurred. An "act of violence" is defined as "threatened, attempted, or actual contact conduct of a person that causes or is likely to cause physical injury."

2. Employees Report of Accident/Injury (ERAI)

Always complete an ERAI when an injury requires first aid or medical attention. If you cannot complete the form, the supervisor may do so on your behalf. Hardcopy forms are available on your school schools' health and safety bulletin board, from the principal or online on the tdsbWeb. Provide a copy to the principal if the injury/illness results in lost time, the principal will complete a Supervisors Accident/Injury Investigation Report. Keep a copy and send a copy to the TDSB Disability Claim administration office by fax or by email DCMsubmissions@tdsb.on.ca. Visit a healthcare professional and let them know that this accident/injury occurred at work so that they will fill out WSIB Form 8.

When injured in the workplace, employees fill out WSIB Form 6 and your supervisor is required to fill out WSIB Form 7.

All workplace injuries must be reported to the TDSB Disability Claim Administration office within 48 business hours of when the injury occurred. All employees injured at work should complete the Employees Report of Accident/Injury form and ensure it is signed by the site supervisor before sending it to the TDSB Disability Claims Administration office. That office can be reached by email at DCMsubmissions@tdsb.on.ca or by phone at 416-397-3325.

3. Concern Form – Concern/Near Miss Incident Form

A Concern/Near Miss Incident Form is completed by a worker who has a concern identified as “a potential of an existing hazard which presents risk to the health or safety of individuals in the workplace”. Use this form after having a conversation with your supervisor/administrator, download the online form, print, and complete the form. Date the form, keep a copy, and provide a copy to your principal who must respond to you in writing within five days. A copy of this form along with the principal's response is sent by the principal to the TDSB Occupational Health and Safety Office.

4. Safe and Caring Schools Form (Incident Report)

This form is to be completed by a worker who has witnessed student on student violence, or anything under the Education Act Part Eight “suspensible or possible expulsion”. Complete this form online and send it. Please note that this form is accessible through the violent incident form link. Be sure to keep a copy.

To access all TDSB health and safety forms online go to my tdsb.on.ca login to the staff side of the tdsbWeb. On the top right Health and Safety on drop-down OH&S Reporting Forms (Occupational Health and Safety Reporting Forms), click the name of the form you are looking for, and always print a copy for yourself and provide a copy to the principal.

Let's put a stop to workplace violence and unsafe work environments in the TDSB. Please fill out your health and safety forms.

HEALTH & SAFETY RESOURCES

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

1. Workplace violence in school boards: A guide to the law
<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law>
2. Part V: Right to refuse or to stop work when health and safety in danger.
<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>
3. Part VII: Notices
<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-vii-notices>
4. MLITSD: Workplace Violence in Education Compliance Initiative Webinar
<https://www.pshsa.ca/training>
5. Workplace Violence Risk Assessment Tools
<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-tools>



COMPLIANCE TRAINING

All TDSB employees must complete Board mandated and Ministry legislated compliance training.

Two of the courses are to be completed on an annual basis:

1. Dealing with Abuse & Neglect of Students (PR560)
2. Supporting Children and Students with Prevalent Medical Conditions in Schools

Access your compliance training through myPATH. For more information visit <http://TDSBweb/ComplianceTraining>, or email the Leadership Development & Training Department at compliance@tdsb.on.ca



KEEPING OUR OTS SAFE: ZERO TOUCH POLICY REMINDER

The TDSB has [a clear] policy of 'no touch' when employees interact with students, particularly when it relates to discipline or classroom control. For this reason, it is critical that all members take precautionary steps to avoid any physical contact with students.

Any time a teacher, particularly an Occasional Teacher, crosses the boundaries around touch, they are putting themselves at risk of an allegation of physical harm or emotional trauma (PR 560). There is no safe touch in the relationship between a teacher and a student no matter how innocent or well-meaning your intentions. You cannot anticipate either their reaction or interpretation of the child or their parent(s)/guardian(s).

The stress on a member who faces an allegation cannot be overstated. Don't put yourself at risk.

Please refer to ETFO PRS Matters Bulletin, "Professional Boundaries: An Important Issue For You..." located on the ETFO Secure:

[https://members.efo.ca/resources/prs-matters-members-as-professionals/3-professional-boundaries-an-important-issue-for-you.../professional-boundaries-an-important-issue-for-you...-\(3\)](https://members.efo.ca/resources/prs-matters-members-as-professionals/3-professional-boundaries-an-important-issue-for-you.../professional-boundaries-an-important-issue-for-you...-(3))



ALLEGATIONS TOWARD OCCASIONAL TEACHERS – PR560 AND PR515

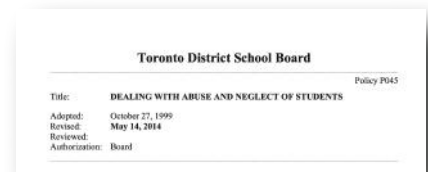
Unfortunately, allegations occur to Occasional Teachers far more than are warranted. Even allegations that appear to you to be frivolous or entirely false can result in Children's Aid Society (CAS) and/or police investigations. Many can also result in discipline by the TDSB and complaints to the Ontario College of Teachers.

Abuse and Neglect of Student (PR560) and Workplace Harassment and Human Rights (PR515) are the two types of allegations members can be confronted with.

Occasional Teachers are required to review and be familiar with the following TDSB policies.

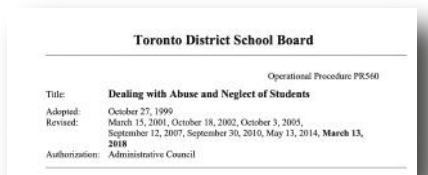
P045 Dealing with Abuse and Neglect of Students Objective:

- 1.1 To provide a safe, nurturing, positive, and respectful learning environment focused on preventing abuse and neglect for all students.
 - 1.2 To educate students about abuse and neglect.
 - 1.3 To train employees about abuse and neglect.
 - 1.4 To inform volunteers working with students about their legal duty to report abuse and neglect - suspected, witnessed and/or disclosed.
- <https://ppf.tdsb.on.ca/uploads/files/live/100/207.pdf>



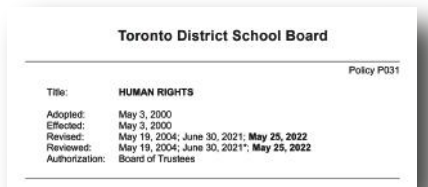
Procedure PR560 - Abuse and Neglect of Students

Objective: To provide guidelines for dealing with incidents of suspected abuse or neglect of students. <https://ppf.tdsb.on.ca/uploads/files/live/97/281.pdf>



Policy P031 Human Rights

Objective: To protect, promote and advance the human rights of all TDSB members to learn, function and work in an equitable, accessible, respectful, and inclusive environment free of discrimination and harassment on the basis of the protected grounds of discrimination specified in this Policy and protected under the Ontario Human Rights Code. <https://ppf.tdsb.on.ca/uploads/files/live/53/195.pdf>



PR515 Workplace Harassment and Human Rights

Objective: To provide information and instruction, regarding the process for how to effectively prevent and, where necessary, address harassment and unlawful discrimination. <https://www.tdsb.on.ca/About-Us/Detail/docId/238>



Procedure PR585 - Board Code of Conduct

Objective: To establish a Code of Conduct for students, employees, parents, permit holders and community members in accordance with the Education Act. <https://ppf.tdsb.on.ca/uploads/files/live/98/1714.pdf>



Ontario College of Teachers - Documents:

OCT Standards of Practice:

<https://www.oct.ca/public/professional-standards/standards-of-practice>

OCT Ethical Standards for the Teaching Profession:

<https://www.oct.ca/public/professional-standards/ethical-standards>

OCT Professional Boundaries:

<https://www.oct.ca/resources/advisories/professional-boundaries>



**Ontario
College of
Teachers**

WHAT TO DO IF AN ALLEGATION IS MADE AGAINST YOU

If you have an allegation made towards you, contact the local office as soon as possible so we can assist you with the process and follow up with the school.

Allegations and related investigations can be extremely stressful and isolating. As your union, we are here to support and assist you through the process. Counselling and additional support are also available through the TDSB's Employee and Family Assistance Plan (EFAP):

workhealthlife for TLO-TLO-2 OSSTF DISTRICT 12,
TORONTO (TEACHERSLIFE)

Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

1.844.880.9142 - [HTTP://WWW.WORKHEALTHLIFE.COM/](http://WWW.WORKHEALTHLIFE.COM/)

If you are contacted by the Toronto Police Service (TPS) or the Children's Aid Society (CAS) regarding an allegation made against you:

- ✓ DO NOT participate in or consent to an interview.
- ✓ Make no statement to anyone regarding the allegation or charges.
- ✓ Say, "I am willing to co-operate, but I am unable to comment until I contact my Federation and legal counsel."
- ✓ Get the name, title, and contact information for the police officer or CAS worker who has contacted you.
- ✓ Call ETFO Professional Relations Services (PRS) at 1-888-838-3836 or 416-962-3836 and state that your call is urgent.

ETFO  **FEEO**

Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario

LEGAL ASSISTANCE FOR MEMBERS

The Federation provides legal assistance to defend members against allegations that are related to the member's teaching duties or employment responsibilities.

If you are contacted by the police or Children's Aid Society (CAS) regarding an allegation against you:

- Do not participate in or consent to an interview.
- Make no statement to anyone regarding the allegation/charges.
- Say "I am willing to cooperate but I am unable to comment until I contact the Federation and legal counsel."
- Call ETFO professional relations staff at 1-888-838-3836 or 416-962-3836 and state that your call is urgent.

www.etfo.ca

MESSAGE FROM THE PRESIDENT

Welcome back!

I hope you have all settled into the 2023-2024 school year. The executive and I are looking forward to another year of serving members and engaging with you through communications, meetings, professional learning opportunities, and events. Please don't hesitate to reach out with any questions or concerns. We are here to assist in whatever way we can.

The Elementary Teachers' Federation of Ontario (ETFO) is your professional and protective organization that represents over 83,000 teachers, occasional teachers, designated early childhood educators (DECEs) and education workers employed in the public elementary schools of Ontario.

Welcome to ETFO - <https://www.etfo.ca/news-publications/publications/new-members-welcome-booklet> is a resource for all new members who have recently joined ETFO.

You are represented by ETFO provincially and by ETFO Toronto Occasional Teachers' locally. The Toronto OT Local is one of 76 ETFO locals across the province. Our local is represented by approximately 4000 members who are employed as daily and/or long-term occasional teachers (LTO) with the TDSB.

You will receive 4 local newsletters a year (Fall, Winter, Spring and Summer) and regular local email communications. If you are not receiving these email communications from the local and want to, please connect with me at christinameynell@ica.net and provide a non TDSB email address.

Have a great school year!

Christina

