

## ETFO-TORONTO OCCASIONAL TEACHERS

### LOCAL CONTACT INFORMATION

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#### Upcoming Meetings

##### 2024-2025 Local Executive Meetings

Members may attend Local Executive Meetings as an Observer. Members shall be required to email the Local's President or Vice-Presidents, notifying them of their intent to observe an Executive Meeting, at least 24 hours prior to the scheduled start time of the Executive Meeting.

##### 2024-2025 Executive Meeting Dates:

October 7th,  
October 21st,  
November 18th,  
December 16th,  
January 20th,  
February 10th,  
March 18th,  
April 22nd,  
May 12th,  
June 2nd

##### 2024-2025 Membership Meeting Dates

All members in good standing are invited to attend General and Annual Meetings. The date, time, location and format of these meetings will be communicated to members on the Local's website, by email and/or in a newsletter. All Member Meeting Dates:

##### General Meetings:

November 12th Location: Virtual  
and February 19th Location TBD

Annual Meeting: May 21st and 28th Location  
TBD

##### As per Constitution Article VIII Section: 8.1.5

Any substantive motion altering the direction of the organization or impacting on the membership as a whole must be received by the Local office in writing or by email not less than thirty (30) days prior to a General Meeting, to enable communication of that motion to the membership.

#### Message from your Chief Negotiator / Vice-President Sophie Kroesen

**On September 19, your local Executive met and elected your 2024-2025 Collective Bargaining Committee:**

**Sophie Kroesen** – Chief Negotiator,  
Vice-President

**Marisa Gallippi** – President,  
Committee Member

**Laura Barrett** – First Vice-President,  
Committee Member

**Gabrielle Blais-Jones** – Vice-President,  
Committee Member

**Jeishan Rajakulasingam** – Health and Safety  
Representative, Committee Member

**On October 2, your local Collective Bargaining Committee and our ETFO Provincial Staff Officer met with representatives from the Toronto District School Board. Bargaining was conducted with the assistance of a conciliation officer appointed by the Ministry of Labour. Incremental progress was made.**

**Additional Local bargaining meeting dates have been set:**

- November 4 and 26
- December 9

Your Local will continue to update members in a timely manner following these bargaining meetings.

Should you have any questions related to Collective Bargaining, please do not hesitate to reach out to any of your local Collective Bargaining Committee members or to your Chief Negotiator at 416-201-2267 or [skroesen@etfo-torots.org](mailto:skroesen@etfo-torots.org).

**In solidarity,  
Your Collective Bargaining Committee**

#### President's Message

Welcome back to a brand new school year! We hope you've all settled in comfortably as we embark on the exciting journey of the 2024-2025 academic year together. The executive team and I are genuinely thrilled to continue serving our dedicated members and to engage with you through a variety of communications, meetings, professional learning opportunities, and enriching events designed to enhance your professional journey. Your voices and experiences are invaluable to us, so please don't hesitate to reach out with any questions or concerns you may have; we are wholeheartedly here to support you in every possible way. Together, let's foster a collaborative and empowering environment that not only strengthens our community but also uplifts each one of us as we navigate this academic year side by side.

**In Solidarity,  
Marisa Gallippi**



## ETFO-TORONTO OCCASIONAL TEACHERS

### National Day for Truth and Reconciliation



**September 30 is the National Day for Truth and Reconciliation**, inviting Canadians to reflect on the legacy of the residential school system, honor Survivors and their families, and remember the children who never returned home. Established as a federal holiday in 2021, it promotes dialogue about Indigenous and non-Indigenous relationships and highlights ongoing injustices.

It is also Orange Shirt Day, inspired by Phyllis Webstad, whose new orange shirt—a gift from her grandmother—was taken on her first day at St. Joseph's Mission Residential School. Her story sparked a campaign in 2013 that raised awareness of the forced assimilation of Indigenous children and the message that every child matters.



#### Message from your First Vice-President

**Laura Barrett**

I'm honoured to be your First Vice-President this year, and excited to take on the Health & Safety and Communications portfolios, as we enter a dynamic new school year! I'm glad to be able to support our members and work with the Executive to explore new solutions and opportunities.

We are all entitled to a safe workplace! However, we know that schools can be the site of risks and hazards, both physical and social.

Make sure you know how to report accidents, injuries, and workplace violence (see page 3 of this newsletter) and don't hesitate to contact me with your questions or concerns, via e-mail at [lbarrett@etfo-torots.org](mailto:lbarrett@etfo-torots.org) or phone at (647) 614-4223.

#### Message from your Vice-President

**Gabrielle Blais-Jones**

It's hard to believe we are already a month into the school year! I have been busy learning about being a released officer and have been happy to help members when they call or send e-mails. In addition to helping members and working with the other released officers to move the local forward, I attended "POTs" as a note taker to learn about perspectives, successes, and challenges facing OT locals across the province. I also attended ETFO Leadership as the Status of Women representative to learn about the funding opportunities our local can take advantage of from ETFO Provincial. The Professional Learning portfolio is one of my responsibilities this year, and we already hosted our first workshop on IEPs last Wednesday, October 2nd. I am eager to start planning more workshops with the PL Committee, but want your opinion!

Keep your eyes out for a Google Form from the PL committee about event ideas! The updated Professional Learning Reimbursement Forms are also posted on the website. Looking forward to a busy and fruitful year! ~ Gabrielle

#### 2024-2025 Executive Members

**Sujatha Chintakunta**  
Executive Member

**Beverley Flynn-Samuels**  
Executive Member

**Efstathia Sotiropoulos**  
Executive Member

**Nathan Goveas**  
Executive Member

**Gail James**  
Executive Member

**Jeishan Rajakulasingam**  
Executive Member  
TDSB Joint Health & Safety  
Committee Representative  
TDSB Health & Safety  
Inspector



## ETFO-TORONTO OCCASIONAL TEACHERS

# Health and Safety at work

## Health and Safety

**If you experience an accident or injury at work**, fill out an Employee's Report of Accident/Injury (ERAI) as soon as possible. Even if the injury seems minor at the time, documentation is useful in case you need to take time off in the future. It is always a good idea to document a workplace injury with a healthcare provider.

**If you experience violence on the job**, report it to a supervisor/admin and complete the Employee's Report of a Workplace Violent Incident (ERWVI) as soon as possible. If this violence resulted in an injury, you will also need to fill out the ERAI form.

**If you lose time due to a workplace accident or injury (if seeking medical assistance caused you to leave before the end of your assignment or cancel pre-booked jobs)**, this will trigger a process via the Workplace Safety and Insurance Board (WSIB), by which you can be compensated for the time lost due to accident or injury.

**If you witness violence between students**, you have a legal obligation to report it, using the Caring and Safe Schools form (accessed via the ERWVI pathway).

**Remember: you have a right to refuse unsafe work.** This plays out differently in school-based settings than in other professions, because of our supervisory obligations, but it is a right under the Occupational Health and Safety Act.

**For more information about health and safety in elementary schools, please visit [www.etfohealthandsafety.ca](http://www.etfohealthandsafety.ca).**

**Direct link to TDSB Health & Safety forms (requires TDSB login):**

[https://tdsbweb.tdsb.on.ca/es\\_health\\_safety/Forms-and-Documents/Forms](https://tdsbweb.tdsb.on.ca/es_health_safety/Forms-and-Documents/Forms)

**Pathway through the TDSB staff website:**

[www.tdsb.on.ca](http://www.tdsb.on.ca) > Staff > TDSBWeb > People & Culture > Health & Safety > Forms

## DON'T FORGET

### 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](mailto:compliance@tdsb.on.ca)

## ETFO-TORONTO OCCASIONAL TEACHERS



# HEALTH AND SAFETY - KEEPING OUR OTS SAFE ZERO TOUCH POLICY



As we navigate the complexities of our roles as educators, it is essential to emphasize the importance of adhering to the TDSB's zero touch policy. This clear guideline prohibits any physical interaction with students, especially in contexts related to discipline or classroom management.

All members, particularly our dedicated Occasional Teachers, must take proactive steps to avoid any form of physical contact. Crossing these boundaries, even with the best intentions, can expose you to potential allegations of physical harm or emotional distress, as outlined in PR 560.

It's vital to recognize that there is no such thing as 'safe touch' in the teacher-student dynamic; the actions and interpretations of students, as well as their parents or guardians, can be unpredictable. The emotional and professional stress stemming from such allegations can be overwhelming, and it's crucial to protect yourself by understanding these boundaries. We encourage you to engage with the ETFO PRS Matters Bulletin, specifically the section on "Professional Boundaries," to gain valuable insights and guidance.

Remember, you are not alone in this journey—ETFO is here to support you. If you have any questions or need further assistance regarding these matters, please don't hesitate to reach out.

Together, we can foster a safe and supportive educational environment for both educators and students.

## 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):

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-TORONTO OCCASIONAL TEACHERS



### IMPORTANT NOTICE

As per Constitution Article VIII Section: 8.1.5 Any substantive motion altering the direction of the organization or impacting on the membership as a whole must be received by the Local office in writing or by email not less than thirty (30) days prior to a General Meeting, to enable communication of that motion to the membership.

**Fall General Meeting and a notice of deadline for substantive motions to be submitted at least 30 days prior to a General Meeting**

### DISPATCH NEWSLETTER SURVEY

As the the local moves to digital / electronic communications, the Local will be conducting a communication survey.

**In order to receive a paper copy of the local's 2024-25 Dispatch newsletters,** members must click "YES", otherwise, you will receive communications by digital/electronic means only.



### IMPORTANT NOTICE BY-ELECTION

#### **Vacancy: 2024-25 Secretary**

A by-election will be held on November 12, 2024 during the Fall General Meeting, in accordance with the Local's Constitution, By-Laws, and Reference Manual. More details will be shared via Constant Contact. Stay tuned for more information!

#### **As per the Constitution Section 2.3**

**Fall General Meetings: 2.3.1** A by-election for any unfilled Executive positions may be held at this meeting.

### MEAL ALLOWANCES FOR MEMBERS

In light of our local's financial position, the Executive Committee has made some changes regarding meal allowances. Starting September 19, we no longer allow meal reimbursements for online all-member meetings. Additionally, beginning October 7th, meal reimbursements for committee meetings, both online and in-person, will also be discontinued. We appreciate your understanding as we navigate these adjustments together.

## ETFO-TORONTO OCCASIONAL TEACHERS

### Getting Paid on Time

To ensure timely payment, make sure you record your job number and that you sign in at the office. If you encounter any issues with your pay, whether it's a delay, underpayment, or overpayment, first confirm with your school administration that your job was approved in the system.

If everything is in order but you still have concerns, contact your payroll assistant or the payroll department for assistance.

If the job was approved and you still haven't been paid, please contact your payroll assistant for help. For any pay issues, whether underpayment or overpayment, reach out to the payroll department to resolve the situation and refer to the [Collective Agreement](#) Section 10.9.0.

### RECOVERY OF OVERPAYMENT/UNDERPAYMENT

10.9.1. In the case of underpayment, the following shall apply:

1. If a Occasional Teacher believes that an underpayment has occurred, the Occasional Teacher should contact the appropriate payroll and/or staffing officer.
2. Any corroborated underpayment should be corrected within one to three pay periods.
3. In the event that a Occasional Teacher is not being paid at all (basic salary), the Payroll Department will issue a cheque as an advancement on salary

**10.9.2 Overpayment:** In the case of overpayment, the following shall apply:

1. If a substantiated overpayment has occurred, the payroll department will communicate with the Occasional Teacher to obtain agreement to recover the overpayment. Examples of repayment schedules are below.

Overpayment Amount	Recovery Period
\$1,000 or less	3 pay periods
\$1,001 - \$5,000	10 pay periods
\$5,001-\$10,000	16 pay periods
\$10,000 and greater	26 pay periods

## PLEASE ENSURE YOU ARE CHECKING YOUR TDSB GMAIL FOR UPDATES TO ALL EMPLOYEES FROM THE BOARD

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

> **People and Culture**

> **Forms**

> **Occasional Teaching and/or Elementary Teaching.**

## ETFO-TORONTO OCCASIONAL TEACHERS

### Teaching Experience, Salary, and Qualifications

If the TDSB does not have your most recent QECO rating, you must submit your current rating to the Occasional Teaching office to ensure you are paid correctly on the contract teachers' salary grid.

According to section 10.5.0 (pg. 49) of our [Collective Agreement](#), you should apply for this rating before the end of your Long-Term Occasional (LTO) assignment.

To do this, complete the TDSB Online Letter of Intent – Change in Salary Group, indicating that you have applied for your statement and will provide the necessary documentation as soon as possible. To complete the online application visit the TDSB website (tdsbWeb), log in to the staff site, Forms - Occasional Teaching.

Once that information has been received and processed by the TDSB, the salary adjustment(s) will be made.

### QECO can be accessed through their website - <https://qeco.ca> (Allow 12 weeks for processing)

Teaching experience with other Boards of Education or Ministry inspected private schools may be credited.

It is your responsibility to contact your previous Board employer(s) and request a statement of teaching experience on official letterhead showing the start and end dates of employment (day/month/year) and whether you were employed as a contract or LTO teacher, with full or part-time experience.

### Collective Agreement Section 10.3.0

Recognized teaching experience shall include:

- All contract teaching experience,
- All Long Term Occasional Teaching experience,
- Short Term Elementary Occasional teaching experience with the Toronto District School Board obtained after September 1, 2006.

Short Term and Long Term Occasional teaching experience will be calculated such that each day of experience shall equate to 1/194 of a year of credit, rounded to the nearest 1/10 of a year as per standard rounding procedures.

### Section 10.4.0.

In determining the category placement of a Long Term Occasional Teacher, the Board will be guided by the definitions set out in the most recent scale as set out by QECO. No qualification may receive duplicate recognition.

### Section 10.5.0.

It shall be the responsibility of the Long Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents no later than the end of the long term occasional teaching assignment.

**World Teachers' Day**  
**October 05, 2024**



**“Teachers are the backbone of Ontario’s public education system. Every day, they go above and beyond to support students and foster brighter futures,” says ETFO President Karen Brown.**

Your commitment is essential to our high-quality education system, with an impact that extends well beyond the classroom. As we recognize your vital contributions, we also reaffirm our commitment to ensuring that every teacher is supported and respected in your crucial role.

World Teachers’ Day reminds us of the invaluable work teachers do every day, engaging students and providing equitable, high-quality education.



**UPCOMING LOCAL EVENTS**  
**For a complete list of upcoming local events, please check the local’s website:**  
**[www.etfo-torots.org](http://www.etfo-torots.org)**

Local events are posted on the local’s website for all members to access. Members will be given equitable consideration for events when registered by the indicated deadline.



## ETFO-TORONTO OCCASIONAL TEACHERS

### IMPORTANT NOTICE

#### PENSION & WORKING DAY LIMITS OTPP

#### 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](mailto: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 centre hours: 8:30 am to 5:00 pm,  
Monday to Friday

#### The Ontario Teachers' Pension Plan for teachers and occasional teachers who are within 5 years of retirement.

OTPP offers virtual presentations to help members learn more about their pension. Many members find these online workshops convenient and helpful so please feel free to pass the information along to your members. Members who register will receive an email confirming their registration and will be sent a reminder email to join one hour before the workshop.

Join the Ontario Teachers' Pension Plan for a virtual presentation to learn about one of your most important financial assets: your pension. Click here for more information: <https://www.otpp.com/en-ca/members/news/plan-updates-and-news/upcoming-virtual-presentations>

#### Preparing to Retire (for members within 5 years of retirement)

Each session is about 1.5 hours with a Q&A session.

Each presentation will be the same, so please choose one date below and click on it to register.

#### October

[Tuesday, October 22, 2024 at 5 pm](#)

[Thursday, October 24, 2024 at 6 pm](#)

[Tuesday, October 29, 2024 at 5 pm](#)

#### November

##### Séance en français

Mercredi le 20 novembre, 2024 à 18h00

[Tuesday, November 5, 2024 at 5 pm](#)

[Wednesday, November 6, 2024 at 6 pm](#)

[Tuesday, November 12, 2024 at 5 pm](#)

[Wednesday, November 13, 2024 at 6 pm](#)

[Tuesday, November 19, 2024 at 5 pm](#)

