

LETTER OF UNDERSTANDING

between

The Renfrew County Catholic District School Board

and

The Renfrew OECTA Occasional Teacher Bargaining Unit

of the

The Ontario English Catholic Teachers Association

RE: OCCASIONAL TEACHER CALL-OUT LISTS FOR THE ASSIGNMENT OF CASUAL DAILY OCCASIONAL TEACHER WORK

CALL-OUT LISTS:

1. The Board shall establish and maintain Occasional Teacher Lists based on the following criteria:
 - a) An 'A' list of all Occasional Teachers who are available for casual work in order of date of hire to the Occasional Teacher Bargaining Unit subject to his/her availability in accordance with #5 below.
 - b) A 'B' list of all Occasional Teachers who are not on the 'A' list and are available for casual work, in order of date of hire to the Occasional Teacher Bargaining Unit.
 - c) Notwithstanding a) and b) above, Occasional Teachers who are unavailable for casual work as a result of a long-term assignment with RCCDSB, a board approved leave or illness, shall retain his/her respective place on the 'A' or 'B' list during such period of unavailability.
2. a) Where the Board requires that a position be filled by an Occasional Teacher, such position shall be filled by a qualified Occasional Teacher on the 'A' list.
b) If no Occasional Teacher on the 'A' list is available, such position shall be filled by a qualified teacher on the 'B' list.
3. As a mandatory requirement for a person to be included and to remain on the call-out list of Occasional Teachers, a person:
 - a) shall be registered with the Ontario College of Teachers;
 - b) shall be qualified to teach in the province of Ontario, as evidenced by the Certificate of Qualification issued by the Ontario College of Teachers;
 - c) shall become and remain a member of the Association;

- d) shall submit proof of certification, annually, and all other required documentation; and
- e) shall have completed the required mandatory training, as per the collective agreement at the first available opportunity provided by the Board.
4. No later than June 15th, 2013 of each year, Occasional Teachers who are on the Occasional Teachers' call-out lists shall complete and submit the Board's Occasional Teacher Renewal Form to the Manager of Human Resources Services to remain on the lists for the upcoming school year.
- Failure to submit the Board's Occasional Teacher Renewal Form may result in removal from the call-out lists. The Board shall inform the President of the Occasional Teacher Bargaining Unit of any such removal by July 15th, 2013.
5. An Occasional Teacher shall be eligible to be added to the 'A' List if he/she is available to work the entire school year:
- a) A minimum of four (4) days per week;
 - b) In all schools within the selected geographic area(s); and
 - c) In all grades within his/her qualification area(s).
6. a) Notwithstanding #5 above, any teacher who has a less than full time LTO assignment with the RCCDSB and is on the 'A' list shall remain on the 'A' list for casual OT assignments prorated to the time available for casual OT assignments .
- b) Notwithstanding #5 above, any teacher who has a permanent part time assignment with the RCCDSB and is on the 'A' list shall remain on the 'A' list for casual OT assignments prorated to the time available for casual OT assignments.
7. a) Occasional Teachers on the 'A' list shall constitute 30% of the Board's regular (FTE) teaching complement. Where the number of occasional teachers on the 'A' list exceeds the above noted percentage such occasional teachers shall be 'grandfathered' until such time that attrition reduces the number of occasional teachers on the list to the percentage as defined above.
- b) Occasional Teachers on the 'B' list shall constitute 15% of the Board's regular (FTE) teaching complement. Where the number of occasional teachers on the 'B' list exceeds the above noted percentage such occasional teachers shall be 'grandfathered' until such time that attrition reduces the number of occasional teachers on the list to the percentage as defined above.
- c) Should a possible adjustment be needed to the percentage caps, the Parties shall meet to discuss and adjust as mutually agreed to.
- d) In the event that vacancies become available on the 'A' list as a result of attrition, Occasional Teachers from the 'B' list who meet the criteria established in #5 above, shall be moved to the 'A' list to

- the maximum defined in #7 (a) in order of date of hire to the Occasional Teacher Bargaining Unit and assigned to one or more geographical regions as determined by the Parties.
- e) In the event that vacancies become available on the 'B' list as a result of attrition or promotion to the 'A' list, the Board may hire Occasional Teachers to the maximum defined in #7 (b).
- f) Notwithstanding #7 (b) the Board may add the following teachers to the 'B' list, who shall not count towards the defined maximum:
- i) Teachers who are to be assigned only to those restricted subjects as per the Education Act and Regulations (FSL, Special Education, Technology) and as recorded on the Ontario College of Teachers' Certificate of Qualification that are under-represented on the 'A' list or 'B' list; and
 - ii) Teachers who have retired from the Board and are collecting a pension within one year of retirement.
 - g) To maintain the full complement on the 'A' list as outlined in #7 (a) members from the 'B' list may temporarily replace members on the 'A' list until such time as the 'A' list member returns. Accordingly, the Occasional Teacher will return to the 'B' list in his or her respective place. In such cases, the Board shall not hire a teacher to replace an Occasional Teacher who temporarily moves to the 'A' list in accordance with this clause. Transfers from the 'B' List to the 'A' List shall occur as mutually agreed to by the Parties.
 - 8. a) Teachers on the 'A' list who refuse and/or cancel three (3) assignments within a calendar month, and who fail to provide reasonable grounds for such refusal and/or cancellation, shall be moved to the 'B' List. Should the Board have any concerns about the availability of an occasional teacher on the 'A' List, the Parties shall meet to discuss the concerns and achieve a reasonable solution.
 - b) Teachers on the 'B' list who refuse and/or cancel three (3) assignments within a calendar month, and who fail to provide reasonable grounds for such refusal and/or cancellation, shall be removed from the 'B' List. Teachers on the 'B' List shall work a minimum of one (1) day a month for any month in which they have identified themselves as available for work provided such work is available. Should the Board have any concerns about the availability of an occasional teacher on the 'B' List, the Parties shall meet to discuss the concerns and achieve a reasonable solution.
 - 9. The Board shall maintain an 'A' and 'B' list, consisting of the names of teachers, contact information, qualifications and teaching preferences. The lists shall be forwarded electronically to the bargaining unit on a monthly basis.

EASY CONNECT AND CALL-OUT PROCEDURES:

1. The time of call-outs shall be between the hours of 5:30 p.m. and 9:30 p.m. for all absences, and between 6:00 a.m. and 12:00 p.m. for emergency absences. Any alteration of the hours identified above, shall be mutually agreed to by the Parties.
2. (a) All call-outs shall be done on a rotational basis based on the number of contacts an occasional teacher has received.
(b) All calls-outs shall come through the EasyConnect system (from Apply to Education). The Parties recognize that for emergency situations and/or as per Article 11.04 B of the collective agreement, the principal may manually fill an occasional teaching assignment. Occasional Teachers who are placed through a manual fill shall have such assignment counted as a contact.
(c) In the elementary panel, assignments in French as a Second Language, English as a Second Language, and Special Education shall first be offered to Occasional Teachers in rotation who hold qualifications as per the Education Act and Regulations and as recorded on the Ontario College of Teachers' Certificate of Qualification. If the Board is unable to fill the above noted assignments in the manner identified, such assignments shall be filled through the normal rotation.
(d) In the secondary panel, assignments in French as a Second Language, English as a Second Language, Special Education, and Technology shall first be offered to Occasional Teachers in rotation who hold qualifications as per the Education Act and Regulations and as recorded on the Ontario College of Teachers' Certificate of Qualification. In addition, assignments involving intermediate/senior mathematics and/or the sciences shall first be offered to Occasional Teachers in rotation who hold those senior qualifications as per the Education Act and Regulations and as recorded on the Ontario College of Teachers' Certificate of Qualification. If the Board is unable to fill the above noted assignments in the manner identified, such assignments shall be filled through the normal rotation.
3. Procedure for calling restricted subjects (FSL, Special Education, Technology):

'A' specific then 'B' specific then 'A' general then 'B' general

Procedure for calling non-restricted I/S Mathematics/Science:

'A' specific then 'A' general then 'B' specific then 'B' general

For transition purposes the procedure for calling restricted subjects and non-restricted intermediate/senior mathematics and/or the sciences shall be:

'A' specific then 'A' general then 'B'

4. The Board agrees to provide the Association with copies, on a monthly basis, of the available Automated call out system records, which shall include the names and dates of all Occasional Teachers who are employed to replace Teachers, as well as the same information for persons used as per Regulation 298, Section 21.

5. The following information shall be included in the EasyConnect call-out assignment:

- (i) The name of the teacher being replaced;
- (ii) The name of the school;
- (iii) The grade(s) of the assignment and for secondary assignments, the subject(s);
- (iv) Start and end times reflecting the official bell times; and
- (v) Special events planned for the day.

6. Should the Board create an assignment that replaces teachers who are not absent but are involved in other professional activities (eg. Coverage of IPRC meetings, grade placement meetings, divisional/team meetings), the call-out shall inform Occasional Teachers of the nature of the assignment, including the grade(s).

It is understood and agreed, that the Parties may meet upon request to discuss concerns regarding the implementation of the Occasional Teacher Call Out Lists for the Assignment of Casual Daily Occasional Teacher Work as delineated in this Letter of Understanding.

Dated at Pembroke this 10th day of June, 2013



Board Representative



OECTA Representative