SEPTEMBER 2017

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KEEP THESE DATES IN MIND:

Labour Day Picnic

September 4, 2017, 12-3p.m.

OMERS workshop

November 8, 2017, 5-8pm, Elora

Although care has been taken in preparing the information contained in this publication, accuracy cannot be guaranteed. The opinions and views expressed do not necessarily reflect those of OSSTF District #18. We reserve the right to edit for content and/or space.

SOME USEFUL CONTACTS:

OTIP: 800 267 6847

519 888 9683

OR [www.otip.com](http://www.otip.com)

EAP: 1 800 387 4765

100% CONFIDENTIAL

OMERS:

1 800 387 0813 OR

416 752 6843

OSSTF Provincial Office:

1 800 267 7867

416 751 3394 FAX

[www.osstf.on.ca](http://www.osstf.on.ca)

YOU ARE ENTITLED:

To have union representation in any meeting you are called into by your administrator/management. Please use the numbers above if

you need my support and or assistance.

THE OCT/TS OUTPOST

*OFFICE, CLERICAL, TECHNICAL AND TRANSPORTATION UNIT OF DISTRICT #18*

Welcome back to everyone. I hope that everyone enjoyed the lovely weather over the summer break and feel that they can conquer whatever this school year is going to bring our way.

Personally I am looking forward to dealing with some issues that have been forced onto the back burner when the Government took it upon themselves to interfere in our rights to bargain in good faith with our employer.

I am hoping to get Pay Equity up and running early in the fall and we will be starting to plan PD in October.

I want to take this opportunity to let you know that we have been successful in adding OCT staffing in many of our school offices, and other work sites. I anticipate that all of our members will benefit from the lightened loads.

If you feel that work is being downloaded on to you that should not be please let me know immediately? Don’t do the work and then call me – I may be able to eliminate the job for you with a simple phone call.

Susan Brighton

COLLECTIVELY

SPEAKING!

So here we go again, that time of year when we are challenged with getting our school staff payroll paperwork up and running. Just a few tips to make things easier;

* **There are no timesheets required for LTO teachers however all other members EA, ECE, OCT etc. on LTO DO REQUIRE AN HOURLY TIME SHEET.**
* If you are unclear if the teacher is under a LTO contract check with your Principal first, if still in doubt email the payroll department – no phone calls please
* Daily OT teachers time sheets are two page carbon – white copy to Payroll – pink or yellow (depends on the version) goes to the staff member
* Hourly paid members are to be filled out on the one page hourly time sheet
* Late submission cannot be processed separately and will have to wait till the next submission period
* I would ask all OC’s to make sure that the pay schedules are posted in an area where ALL OSSTF members can have access to them.
* Make it a routine to check the cloud for information from the Payroll Department
* Watch for EI codes at Christmas, March break and summertime.

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Having trouble getting it all done?

This time of year is especially stressful in the school sites. Not only are the staff and students adjusting to one another, new staff are trying to get familiar with staff and staff routines. If you have experienced Administration changes over the summer, more stress. Just a few helpful hints to make it through to October;

* You are one person and you are not going to meet everyone’s needs, but most important are your needs – take your breaks and full lunches and remind staff it is your time!
* When Administration wants everything accomplished now do not be shy about asking them how they would like it prioritized as you are dancing as fast as you can!
* Smile and remember that feeling on your face. When things get tough stop, sigh and smile you will find new energy, I am not kidding!
* Count up the number of working days from the beginning of school to the middle of October. Divide that number into the number of Student Admission Forms sent out in your school. The result should be a reasonable amount to accomplish daily – share this goal with Administration so they are aware.
* Student Admission Forms, when they start coming back in should be retained systematically, i.e. by completed class sets or all alphabetically so that they can be easily accessed when necessary prior to their entry into Maplewood.
* Create a system that you can determine which new registrations have been fully entered into Maplewood so you are not backtracking unnecessarily.
* If you are not getting Life Threatening Forms back from parents in a timely manner let Administration deal with the straggling parents. Be sure to process received Life Threatening Forms as soon as possible and don’t forget to notify all necessary staff including the bus company and consortium.
* If you use student helpers to cover the office for your breaks and lunch get them working asap.
* Do not allow parents to steal your time with questions that are better answered by Administration.
* Don’t struggle with OEN problems get the ONSIS team helping you asap.
* When you go home at night strive for family balance – leave work at work.
* Get up from your desk hourly and take a body break even if it is a walk down the hall or around the office. This will help relieve body strain and muscle stress. Please consider your working neighbours and keep it on the quiet side.
* I would love to hear about . .
* Special occasions in your life – babies, grandbabies, engagements, weddings, getting your first house, etc.

I would love to dedicate a section of your newsletter to the blessings in our lives – sometimes we just need to know that good things do happen and they need to be celebrated and shared.

Please allow me to share your news!

District PD Planning

* Historically we have offered OMERS workshops for retirement annually in the fall – that will continue.
* This year the District will be attempting to offer other PD to members on various topics.
* Please watch the newsletters and Outlook for more information, take advantage of the opportunity to gain new skills.
* I hope to be able to develop some in house workshops through IT for members on PD Days on the calendar. I will be working with Brent McDonald and the IT department about the possibilities.
* If you have topics that you think should be covered on PD days please let me know.