

PRESIDENT: Susan Brighton

**NEW:**

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**KEEP THESE DATES IN MIND:**

PD Day April 28, 2017

OCT/TS AGM May 25, 2017

DIST AGM May 31, 2017

OSSTF Retirement Dinner

June 7, 2017

Board Retirement Dinner

June 15, 2017

Last day for Elementary students

June 29, 2017

Last day for Secondary classes

June 20, 2017

*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)

**YOUR 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*

The weather has been very nice for the last few days and it has given me a new zest. It is great to be back full time! I now have the phone back 519 943 4659 please call anytime should you need my assistance.

Our PD Day planning has been done and I look forward to spending the morning and lunch with you, but I have to go to Toronto for an overnight meeting immediately following lunch.

Our AGM is coming up next month (see reverse for info). I am hoping to serve as your President for another two year term. It would be appreciated if you would consider filling in any of the vacancies currently on our Executive.

We try to meet once a month, barring bad weather, it would be great to see some keen members ready to serve.

*Susan Brighton*

## COLLECTIVELY SPEAKING!

Since my return I have dealt with numerous issues surrounding the use of Smart Find.

Kathy Gristey, Grievance Officer, and I have addressed these issues with the HR department at a recent Labour Management meeting on April 6, 2017.

Erin Robertson has advertised and held interviews for the hiring of new/more casuals. Their tentative training date is May 24<sup>th</sup>, 2017.

At that time their names will be added to the Casual Members list.

According to the Collective Agreement all replacement staff are to be called using the Smart Find system.

If you are calling a casual directly, other than your currently assigned AOA, by passing Smart Find, you must stop that practice immediately and start using Smart Find. Principals and Vice Principals will be informed of this via HR.

If procedures are not followed the union will be forced to file grievances to correct the behaviour.

At no time will the union support the use of 'emergency' people (not on the casual list) being called in to fill a vacancy and we will file a grievance if this practice continues. Nor will we support another OSSTF bargaining unit member filling in for an OCT/TS member.

# Page 2

It's that time of year again. Our AGM is fast approaching, May 25<sup>th</sup>, 2017 at 5:00 p.m. hosted at the OSSTF office on 294 Mill Street, Elora.

I hope to see you there and I am hoping that we can inspire some of you to step up and run for an office.

This year the office of President is up and I am willing to serve the members for another two year term.

The Treasurer's office is also up for re-election and Barb Fatt-Merilees has indicated her willingness to serve for another two year term.

Area Reps positions are as follows  
**\*\*willing to remain for additional two year term**

2 Wellington Elementary-**vacant**

2 Secondary Wellington-**vacant**

2 Guelph Board Office-Barb Fatt Merilees\*\* and Louise Rowsom

1 Casual-Maureen MacNeil

1 Transportation Services-Bev Savoie\*\*

1 Con. Ed. Orangeville-Betty Voigt

1 Dufferin Elementary-Noella English\*\*

1 Grant Evans Education Centre-Barb Whyton\*\*

1 Secondary Dufferin-Jean May\*\*

1 Technical Support-**vacant**

1 Con. Ed. Wellington-Gail Kieswetter\*\*

Communications Officer Position is currently held by Janice Minor who is willing to return for an additional two year term.

The above offices are for a two year term.

The positions below are for a one year term only.

AMPA Delegate (1)  
PD Committee (4)

All members who would like to run for office should send an email to Lea Anne Smith, our executive secretary, of their intentions; stating their current place of employment, their full name, and the position that they are interested in running for.

If you are unsuccessful in the office you have put your name forward for and you wish to offer your name to the position below it you are welcome to drop down. I.e. running for President you are unsuccessful you drop down to Treasurer, then drop down to Area Reps and finally the Communication Officer.

You would also be eligible to drop down to AMPA delegate or PD Committee but for a one year term only.

## BEING THE BEST YOU CAN BE!

- You are required to work 7 hours per day – do you arrive a few minutes before your start time so that you are ready to commence work at your start time?
- If you need to leave early or alter your working hours do you make that arrangement with your supervisor?

- Do you go through the proper channels to schedule your vacation?
- Are your 411's signed and approved prior to taking the day off?
- Do you gossip about co-workers with co-workers?
- Are you offering disparaging opinions about co-workers?

Consider the above – are you working to your full potential. Your administration is fully within their rights to call you to a meeting to discuss these issues. Make sure that you have Union representation for these meetings – discipline can apply in the above mentioned situations.

Reminder: If you are experiencing difficulty with a co-worker about work or simply a difference in personality and you feel that you need to address this issue with your supervisor – you must first file an adverse report with the individual you are experiencing the problem with.

If you are uncomfortable giving a written or verbal adverse report then you should be calling me prior to addressing the issue with administration. I am here to help and can offer mediation when necessary to solve this type of problem. It's my job, call me before speaking with administration. Thanks.