

New Letter of Agreement

(Not Appended to the Collective Agreement)

between

Upper Grand District School Board

and

The Ontario Secondary School Teachers' Federation, representing District 18 Occasional Teachers Employed by the Board in the Secondary Panel

Hiring to Posted Long-Term Occasional Teaching Positions

1. General Provisions

- A. The Board shall use the processes outlined in this Letter of Agreement for all posted Long-Term Occasional Teaching positions.
- B. The process outlined in this Letter of Agreement shall be used to fill all Long-Term Occasional teaching positions posted from September 1st through August 31st of each school year.
- C. This Letter of Agreement shall remain in effect during the 2017 local bargaining process and until a renewal Collective Agreement is reached.
- D. This Letter of Agreement shall be grievable.
- E. Members of the Teachers' Bargaining Unit (excluding temporary Vice-Principals) and/or the Occasional Teacher Bargaining Unit shall not participate in an interview of any candidate for any Long-term teaching position.
- F. A Teacher on the Long-Term Occasional List may apply for any number of Long-Term Occasional positions for which they are qualified.
- G. A Teacher on the Occasional Teacher Roster who is not on the Long-Term Occasional List may apply for any number of Long-Term Occasional positions for which they are qualified.
- H. This Letter is to be in effect no later than November 14th, 2016

1. Definitions

- A. "long-term occasional teachers' list" means a list established and maintained by the Board in accordance with sections 4 and 10 of Ontario Regulation 274/12;
- B. "roster of occasional teachers" means the roster of occasional teachers (Occasional Teacher Roster) established by the Board for the purposes of the Act;
- C. For clarity, it is understood that:
 - i. *Occasional Teacher Roster* means a list of all Occasional Teachers who have been accepted by the Board to teach as Occasional Teachers in the secondary panel.
 - ii. all Occasional Teachers employed by the Board are members of the Bargaining Unit.
 - iii. all Occasional Teachers must be members in good standing of the Ontario College of Teachers and must have a Certificate of Qualification from the Ontario College of Teachers or Interim Certificate of Qualification.
 - iv. All certification and required documentation must be submitted to the Senior Administrator of Human Resources or designate before a candidate's name is placed on the Occasional Teachers' Roster.

2. Requisite Qualifications

- A. The Board shall limit the requisite qualifications in all postings to those qualifications recognized by the Ontario College of Teachers.
- B. Notwithstanding A (above), *where necessary to meet program requirements, a posting may include additional requisite qualifications consistent with and limited to those qualifications held by the TBU member normally holding such a position.*

3. Information Provided in Postings

- A. The Board shall organize the available positions by workplace.
- B. If the school schedule tumbles (switches) the Board will note this on the posting for that school.
- C. The Board shall indicate the requisite qualifications for each position.

4. OSSTF Observer Status

The Bargaining Unit President shall be invited to observe the first three (3) Central Placement processes

5. Access to Interviews & Ranking of Interviews

- A. The Board shall use a standardized scoring system as determined by the Board for placement on the Long-Term Occasional List;
- B. The Board shall offer the opportunity for an interview to each applicant from the OT Roster selected for consideration for a Long-Term Occasional position;
- C. If the Board interviews a Teacher on the Occasional Teacher Roster for permanent placement on the *Long-Term Occasional List* and scores their interview as successful, the Board shall deem as successful all of that teacher's future interviews for Long-Term Occasional postings and Long-Term Occasional applications for which that teacher has the requisite qualifications;
- D. Notwithstanding B and C (above), Members on the LTO List who submit an application for a Long-Term Occasional position will indicate on their Board-provided application form(s) whether or not they wish to have an interview for the position(s).
- E. Interviews of applicants for a Long-Term Occasional position shall receive a ranking of either Successful or Unsuccessful for the interview for that position.
- F. The Board shall restrict offers of work to teachers who complete a successful interview, or whom it deems to have completed a successful interview (as per D and E above), unless there are no successful qualified applicants from the Occasional Teachers' Roster.

6. Semester Start-Up -- Postings

A. Step One: Postings for Teachers on the Long-Term List

- i. The Board will post each Long-Term Occasional position for five (5) working days to accept applications from Occasional Teachers on the Long-Term Occasional List.
- ii. For each position, the Hiring Team shall receive for consideration those submissions from qualified teachers on the LTO List;

B. Step Two: Postings for Teachers on the OT Roster who are NOT on the Long-Term List and Postings for Teachers NOT on the OT Roster and External Applicants

If a position cannot be filled by an applicant from the LTO List, then the Hiring Team shall post each Long-Term Occasional position for five (5) working days to accept applications from teachers on the Occasional Teachers Roster who are not on the Long-Term List, and for teachers who are not on the Occasional Teacher Roster and external applicants.

7. Semester Start-up - Applications & Central Placements

A. Step One: Central Placement of Teachers from the Long-Term Occasional List (LTO List)

Applicants who are qualified as per the Long-Term Occasional job posting will be considered in the following manner:

- i. Applicants from the Long-Term Occasional List with the requisite qualifications (per 2A & 2B) will select the positions they want and rank them in order of preference, and indicate whether or not they wish to interview for the position.
- ii. Applicants with the requisite qualifications will be placed by seniority into the position(s) of their choice, subject to availability.
- iii. Applicants with the requisite qualifications shall be placed into LTO positions as follows:
 - a. Select the highest seniority teacher; check qualifications against their highest-ranked position.
 - b. Place the Teacher in their first choice or the highest-ranked remaining position available for which they are qualified.
 - c. Offer the job to the Teacher.
 - d. Proceed sequentially in seniority-order until all applicants have been considered or all openings have been filled.

B. Step Two: Hiring Teachers from the Occasional Teacher Roster who are NOT from the LTO List

If positions remain unfilled after exhausting the process outlined in Step One (above), the Board shall offer interviews to a minimum of three applicants from the Occasional Teacher Roster with the requisite qualifications, and offer the position to at least one of these applicants; if there are fewer than three applicants, then the Board need only offer interviews to those who apply.

C. Step Three: Hiring Teachers who are NOT on the Occasional Teacher Roster and External Applicants

If positions remain unfilled after exhausting the process outlined in both Step One and Step Two (above), the Board may offer the positions to teachers who are not on the Occasional Teacher Roster and external applicants

8. Mid-Semester Posting and Hiring

- A. The Board will post only once, each Long-Term Occasional position, and accept applications from:
 - i. Teachers on the Long-Term Occasional List,
 - ii. Teachers on the Occasional Teacher Roster who are not on the Long-Term Occasional List,
 - iii. Teachers who are not on the OT Roster and external applicants
- B. It is understood that first consideration shall be provided to Occasional Teachers on the LTO List, then to Occasional Teachers on the O.T. Roster, and finally consideration will be given to applicants who are not on the OT Roster.
- C. For each position the Hiring Team shall receive for consideration those applications submitted from teachers on the LTO List;
- D. If a position cannot be filled by an applicant from the LTO List, then the Hiring Team shall receive for consideration those applications submitted by teachers on the Occasional Teacher Roster who are not on the LTO List;
- E. If a position cannot be filled by an applicant from the OT Roster who is not on the LTO List, then the Board shall provide the Hiring Team with applications from teachers who are working on Long-term Assignments but who are not on the OT Roster, as well as with applications from applicants who are from outside the Bargaining Unit.

9. Mid-Semester Hiring

Teachers will apply to the positions for which they have the requisite qualifications and shall send their application electronically, as stated in the posting.

A. Step One: Hiring of Teachers from the Long-Term Occasional List (LTO List)

- i. The Hiring Team shall receive for consideration only the submissions of applicants with the requisite qualifications who are on the Long-Term Occasional List.
- ii. The Hiring Team shall place applicants into LTO position(s) as follows:
 - a. Select the highest seniority teacher; check qualifications against the requisite qualifications in the posting.
 - b. Offer the job to the Teacher.
 - c. Proceed sequentially in seniority order until all applicants have been considered or the opening has been filled.

B. Step Two: Placement of Teachers from Occasional Teacher Roster who are NOT on the LTO List

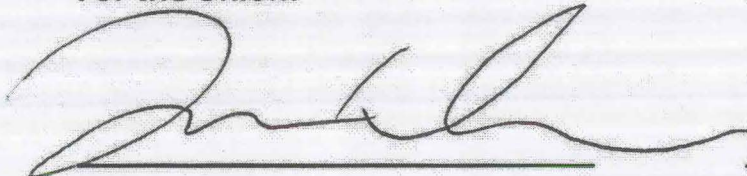
If positions remain unfilled after exhausting the process outlined in Step One (above), the Hiring Team shall offer interviews to a minimum of three applicants from the Occasional Teacher Roster with the requisite qualifications, and offer the position to at least one of these applicants; if there are fewer than three applicants, then the Hiring Team need only offer interviews to those who apply.

C. Step Three: Placement of Teachers who are NOT on the Occasional Teacher Roster and External Applicants

If positions remain unfilled after exhausting the process outlined in both Step One and Step Two (above), the Hiring Team may interview and make job offers to teachers who are working on Long-term Assignments but who are not on the OT Roster, and may interview and make job offers to applicants who are from outside the Bargaining Unit.

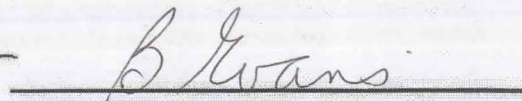
Dated this 20th day of December in 2016, in Guelph, Ontario

For the Union:

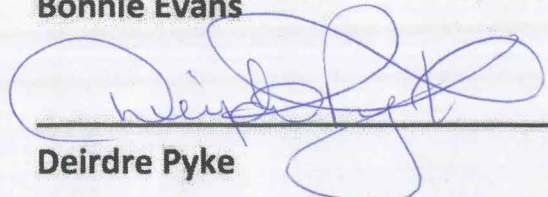


Mary Gardner

For the Board:



Bonnie Evans



Deirdre Pyke