

# OTBU NEWS & REPORTS



Volume 9, Issue 2

OSSTF D-12 Occasional Teachers

Nov./Dec., 2010

**“When we do the best we can, we never know what miracle is wrought in our life, or in the life of another.”**

Helen Keller

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## President's Report

Linda Bartram, OTBU President

Our Fall General Meeting has come and gone. It was a pleasure to see many of you at the meeting and I would encourage many more of you to attend our OTBU Annual General Meeting on May 26, 2011. It's a good chance to get a glimpse of the



workings of your union and also to get together socially with colleagues past and present at the BBQ which follows the meeting. I look forward to seeing you there.

### IS THERE A “BABY BOOM” ON THE WAY?

It is encouraging that the availability of work has been good this fall. The number of jobs this past September was up by 1860 over last September but the number of unfilled jobs was 141 compared to 95 in September 2009. This October there were 11,115 jobs but the unfilled jobs were up at 290. PLEASE, PICK UP THOSE JOBS!

As of November 9, there were 242 LTO positions being filled by our members. I received a report from the Parental and Adoption Leave Workshop which was held about a month ago that there were over 100 people in attendance. This bodes well for LTO positions coming up later this year and next as people take leaves to care for their children.

### THE OCCASIONAL TEACHERS LIST

At our Consultation meetings with the Board, we know that the only people being hired to the list are in areas of need. There is a shortage of teachers in some areas, for example in History, high needs Special Education and Tech. The areas of need could change as the year progresses, and we will continue to monitor hiring at our staffing meetings with the Board

Continued on page 6

## TDSB PAYROLL CONTACTS

| <b>Payroll Clerk Contact</b> | <b>Last Name of Employees</b>         |
|------------------------------|---------------------------------------|
| Olinda D'Costa               | Last names beginning with A & D       |
| Cassandra Singh              | Last names beginning with B & Z       |
| Kathy Nanos                  | Last names beginning with C,J,X&Y     |
| Imtithal Moubarak            | Last names beginning with E,R & T     |
| Diane Kruger                 | Last names beginning with F & G       |
| Nadine Ali                   | Last names beginning with H,I,Q,U & V |
| Nijole Mockevicius           | Last names beginning with K,L & W     |
| Mary Maclean                 | Last names beginning with M           |
| Terence Joseph               | Last names beginning with N,O & P     |
| Kay Davey                    | Last names beginning with S           |

Should you have a disagreement about pay and or not understand the calculations that have been done to reach your net pay, the people above are your contact people at the TDSB. Generally, the TDSB payroll staff are skilled and helpful and you will be able to resolve any difficulties. However, if you are unable to resolve a payroll question do not hesitate to call the OTBU Office for assistance.

## Semester Two Pay Dates

| <b>Pay Dates</b> | <b>For the Period Covering</b> |
|------------------|--------------------------------|
| March 3, 2011    | February 7 - 18, 2011          |
| March 17, 2011   | February 21 – March 4, 2011    |
| March 31, 2011   | March 7 - 18, 2011             |
| April 14, 2011   | March 21 – April 1, 2011       |
| April 28, 2011   | April 5 - 15, 2011             |
| May 12, 2011     | April 18 - 29, 2011            |
| May 26, 2011     | May 2 - 13, 2011               |
| June 9, 2011     | May 16 - 27, 2011              |
| June 23, 2011    | May 30 – June 10, 2011         |
| July 7, 2011     | June 13 - 24, 2011             |
| July 21, 2011    | June 27 - 30, 2011             |

## Supporting Casually Employed Teachers

By Paul Bocking , Executive Officer

Last month, your OTBU Executive endorsed an action plan that will see us recognize and address the growing phenomena of casualized teaching. It's no secret to anyone that for newly certified teachers seeking permanent, contract positions with the TDSB, the road is becoming increasingly circuitous as it winds its way through stints of daily supply work and LTOs. During the 2008-09 school year the TDSB hired 670 contract elementary and secondary teachers. This may seem like a large number, but it marks a 37% decline from the 1 062 teachers hired the year before by Canada's largest school board.

According to the 2009 Transition to Teaching report of the Ontario College of Teachers, only 32% of newly certified secondary teachers in Ontario obtained a permanent contract in their first year. Meanwhile, 45% of new secondary teachers worked as daily supply teachers last year, while 15% obtained no work as a teacher at all, being unable to get on an occasional teacher list.

Much of this growing employment insecurity for new teachers can be attributed to larger demographic shifts resulting in fewer children and declining school enrollment. This trend first became significant around 2003 (the year following Ontario's historic high point of student enrollment). The declining number of students entering elementary schools began to impact high schools three years later as reduced cohorts began entering grade 9.

On a province-wide basis, declining enrollment is expected to remain a major issue until at least 2020, when the population in most areas of Ontario is expected to stabilize. Declining enrollment has been particularly acute within Toronto, which saw the TDSB and the Toronto Catholic Board shrink by a total of 9% between 2002-03 and the 2007-08 school

years. Meanwhile, enrollment at the 905 boards ringed Toronto- Peel, York and Durham, has grown by 7%.

Beyond teaching and public education, rates of casual or precarious work have been increasing in numerous industries across the public and private sectors. The general rise in the number of people depending on fixed term job contracts, part time and temporary jobs- Canada's growing ranks of the underemployed, is paralleled by the rise of the overworked. Economists identify a growing divide between people who cannot get enough hours of work and the permanent, full time employees who have more overtime than they can handle.

Increasing numbers of firms use this dual approach to maximize their flexibility and reduce labour costs- bringing on temps when work levels rise, discarding them when it declines and putting more responsibilities onto a small core of experienced permanent employees. The TDSB attempted to apply a similar strategy in 2009 during negotiations with the Secondary Teachers Bargaining Unit (STBU) when it demanded the right to significantly increase the number of on-calls contract teachers could receive. In this instance, the workload of contract teachers would have increased, while daily supply teachers would have witnessed a decline in the availability of work- increasing underemployment and precariousness. STBU and OTBU members both benefited when this concession was tabled.

In the meantime, to the hundreds of OTBU members in your first years of teaching doing supply work and LTOs while seeking that elusive contract job- welcome, you're in good company.

## Long Term Occasional Checklist

| Once you have begun your Long-Term Assignment  | Check |
|--|-------|
| Contact the OSSTF Certification Department and begin the process to get an Official OSSTF Rating statement   | ✓     |
| Obtain evidence of previous experience (while you can assume that the TDSB will have a record of any TDSB experience you should hedge your bets and keep careful records of any LTO work you have done previously for the TDSB). <ul style="list-style-type: none"> <li>• Record of experience from other Boards (start date and end date)</li> <li>• Proof that work was done by you as certified teacher</li> <li>• Proof the school(s) you worked at were Ministry approved.</li> </ul> |       |
| Send a Letter of Intent to the TDSB [ <i>there is a form letter available on the TDSB web site</i> ] stating that you are in the process of : <ul style="list-style-type: none"> <li>• Getting an OSSTF Rating Statement</li> <li>• Getting a re-evaluated Rating Statement</li> <li>• Obtaining proof of any previous “teaching” experience</li> </ul> <p style="text-align: center;"><i>Do not wait do this. Do this as soon as possible.</i></p>  |       |
| Make sure the school you are working in has submitted the LTO form on the 10 <sup>th</sup> day of work to notify the Board that you have passed the qualifying period for an LTO.  |       |
| Keep a record of any sick time you accrued during the LTO (2 days/month) and how much if any you used.   |       |
| Submit as soon as you get them your: <ul style="list-style-type: none"> <li>• OSSTF Rating Statement</li> <li>• Evidence of previous experience as a certified teacher</li> </ul>  |       |
| Get an administrator to do a formal evaluation of your classroom work and any other work you do in the school – Chess Club.  |       |
| If you were on the Eligible to Hire List before you began your LTO, inform the Board <i>immediately</i> , when you have completed the LTO so that you may be put back on the List.   |       |
| If you are not on the Eligible to Hire List, or if you are in the 2 <sup>nd</sup> Year of eligibility, begin to prepare your documents – evaluations, letters of recommendation etc for your application to be considered for the Eligible to Hire List – Process generally begins in January  |       |
| IF YOU HAVE ANY QUESTIONS CONTACT THE LTO RECORDS MANAGEMENT ASSISTANT AT – 416-397-3249,<br>Or<br>The OTBU OFFICE AT 416-423-3600.  |       |

**KEEP THE DATE**

**REMEMBER PROFESSIONAL DEVELOPMENT DAY IS**

**ON**

**FEBRUARY 18<sup>TH</sup>**

**WATCH FOR INFORMATION ABOUT A LOCATION AND  
ACTIVITIES PLANNED FOR OCCASIONAL TEACHERS**

## AUDITOR'S REPORT



August 19, 2010

Shakeel Ahad  
 Treasurer  
 District 12 – Occasionals  
 95 Thorncliffe Pk Drive  
 Toronto, ON  
 M4H 1L7

Dear Shakeel Ahad

As a follow-up to my visit, I am writing to report on my findings after a review of the financial records of District 12 - Occasionals for the year ended June 30, 2010.

The scope of my review included the accounting records, banking documents, vouchers and invoices and financial reports. As a result of this review, in my opinion, the financial records are complete and accurate. Sufficient and appropriate documentation is provided to justify the expenditures made. The financial reporting accurately represents the activities during the year and provides a complete picture of the assets held by the District as at June 30, 2010.

I have no recommendations to assist in improving your financial records.

I would like to thank you for your assistance during the course of my review. If you have any questions, please feel free to call.

Yours truly

Jim Spray, CA  
 Chief Financial Officer

c: Linda Bartram, President

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**Protecting and Enhancing Public Education**  
**Protéger et faire avancer l'éducation publique**

**Ontario Secondary School Teachers' Federation**  
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Continued from page 1 ...**THIS COULDN'T HAPPEN TO ME**

We have had occasion to represent several members already this year that have been sent home for allegations of touching students. The Board has a very strict protocol when allegations of this nature are made and principals are required to follow it to the letter. This usually involves calling the police and the CAS. Should allegations of this nature be made against you, do not speak to anyone, including the police, until you have called the union. You can tell police that you are willing to cooperate, but cannot speak to them until you have received advice from legal counsel.

As well, we have represented several members who have had difficulties for making allegedly unprofessional comments to students and/or for using cameras, cell phones and social media with students. My advice to you is always be professional when speaking to students AND never take pictures of students, never give out your email address or take a student's email address. Never respond to friend requests on Facebook, .....nothing. Be careful out there, it is a brave new world and it can sometimes be unkind to Occasional Teachers.

### **YOUR UNION WORKING FOR YOU**

The OTBU Executive has taken a proactive stance with regard to student behaviour towards Occasional Teachers. We have developed a form titled "STUDENT BULLYING AND HARASSMENT FORM" which is for **union use only**. The form is included in this newsletter and can be copied for your use if the need arises. This form should be filled out by you if you encounter harassment and/or bullying by a student or students. It should then be faxed or mailed DIRECTLY to the union. All the information is confidential to the union.

In order to gather evidence about what the problem of student behaviour is and its impact on Occasional Teachers, we need **clear and specific** information. The Board has several forms which you should use to report to the administration in the school any incident of violence and/or harassment by students towards you. **Please note that these forms should be completed and submitted to the Board.** However the union may never hear of the results of these school based investigations and neither may you. That is why we are asking you to complete and submit the OTBU Bullying & Harassment Form to the OTBU office. Using these forms, we will work together with the Teachers' Bargaining Unit on the issue of workplace violence. Workplace safety is paramount. Fill out the paper work, please. Without it we have nothing specific to take forward to the Board and if necessary, the Ministry of Labour for action.

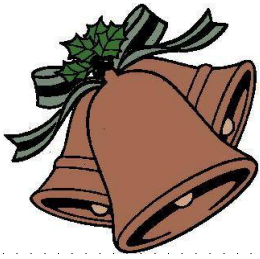
### **MISSING MONEY?**

I have recently received information from Provincial OSSTF that there are hundreds of teacher-members who have failed to apply for a Certification Rating Statement from OSSTF resulting in significant loss of pay. Some of these teachers might be OTBU members. If you are beyond your first years of teaching and are still in Group 1, you can request a Certification Rating Statement from OSSTF. The CRS only applies when you are in an LTO position and are placed on the Teachers' pay grid.

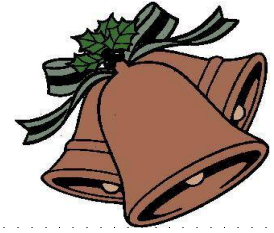
### **OCCASIONAL TEACHERS DESERVE RECOGNITION**

Each year, the Vice Presidents of Provincial OSSTF write an Annual Action Plan which states the focus of OSSTF initiatives and direction for the coming year. District 12 OTBU and District 25 OTBU (Ottawa) have jointly submitted a program for consideration for inclusion in the 2011-2012 Annual Action Plan. The title is **Mobilizing Casual, Part-time and Temporary Workers**. The program we are proposing offers some ways for OSSTF to recognize and mobilize the casual, part-time and temporary membership.

Finally, I would like to wish each of you a very happy, healthy and restful Winter Break.



**Holiday Season Word Search – Let It Ring**



SGNOGX I  
LOONYEB  
L I L L D R A  
E P O I G E T  
B P R D N U H  
S H B G O E R T H  
O G N H O C L U B  
N R I P A R R I B T O  
E O D E N T B L U R C A R  
M O D L L U S E M I H C E S K  
M E E T S P E L L B O L U N G  
W T E J I N G L E B E L L S O  
X O B L E W E J R W B O X E R  
A W E  
J

BATHTUB

BOXER

BRIDE

CHIMES

CIRCUS

DOORBELL

GONG

GROOM

JEWEL BOX

JEWELER

JINGLE BELLS

SATURN

SLEIGH BELLS

TELEPHONE

WEDDING

XYLOPHONE

## AMPA DELEGATES ELECTED

Congratulations and thank you to all those members who stood for election as delegates to the Annual Meeting of the Provincial Assembly (AMPA). Each year these members give up part of their March Break in order to represent the interests of the Bargaining Unit and the general membership at large. It is an important commitment of personal time.

Listed below are those eight members who were elected by the General Meeting to represent us all.

Linda Bartram  
 Vincent Zambrano  
 Bill Pryde  
 Coleridge M. Browne  
 Ann Burke  
 Art Turner  
 Shak Ahad  
 Paul Bocking

## Take Notice

During the 2009-2010 academic year, the TDSB was faced with a number of school zones which were continually underserved leading to a high number of unfilled jobs. The Board and the Union have worked together to try and rectify this by directing Occasional Teachers to areas which were experiencing a high number of unfilled jobs.

Unfortunately this problem has begun to recur this year and the Board has given notice that they may be in a position to enforce work clauses in the Collective Agreement to try and alleviate the ongoing problem of unfilled jobs.

The clauses in question are:

- 20.7.0** An Occasional Teacher who refuses four (4) or more assignments within a period of twenty(20) school days or who cannot be personally contacted for an assignment over a period of fifteen (15) consecutive school days may be removed from the list
- 20.7.1** The provision of 20.7.0 applies only to assignment calls made before 8:00 a.m. on the day of the assignment.
- 20.7.2** Prior to being taken off the Occasional Teacher List, a notice will be sent to the last known address of the Occasional Teacher and to the President of the Bargaining Unit advising the Occasional Teacher that he/she may be removed from the Occasional Teacher List under 20.7.0.
- 20.7.3** The Occasional Teacher shall have an opportunity to apply, to the person designated by the Employer, within ten (10) school days of the mailing of the notice for continued status on the Occasional Teacher List. Such application for continued status shall not be reasonably denied.

**If any member believes they may in the position described above, OR, gets a notice from the TDSB, call the OTBU office immediately for advice.**

## NUTS!

**By Linda Enright**

At the GM dinner the tables were set with appetizing bowl of nuts. As a library specialist OT, I began pondering the versatility of the word “nuts” and how it could be applied to the November 24 Meeting.

The Concise Oxford Thesaurus lists 55 different kinds of nuts but also informs us that as a noun, nut can refer to a devotee or an aficionado. We can all describe ourselves! We should be proud of supporting our colleagues and co-workers. Nut also can describe a follower, freak or fiend or worse: lunatic, weirdo or crackpot. Thank goodness we are all in the devotee category. As an adjective, nut could be replaced by deranged, batty or boring. I may be deranged when I try to decipher my notes. Linda Bartram could be a little batty after the 15-minute debate on the agenda. Boring, well nothing is ever boring at a GM.

The Encyclopedia of Word and Phrase origins is even more enlightening. ‘Nuts!’ is apparently a euphemism for a scatological term. The Shorter Oxford Dictionary On Historical Principles is a great tome. It goes into detail outlining how nuts can refer to a valuable part of male anatomy. I shall not announce, “nuts are served” at a GM dinner

Nuts aside, it was a good GM. Rosemary Clark chaired in her usual professional manner, Paul Elliot represented the Province and outlined the suggested political focus for the Bargaining Unit during the next couple of years, get politicians elected who support public education. Craig Brockwell was our anti-harassment / bullying officer, a theme that reoccurred many times during the Meeting as Members expressed their concern about the apparent deterioration of student behaviour in the schools.

Members of the Executive, Linda Bartram, Shak Ahad and Paul Bocking gave excellent reports. The 19 potential AMPA delegates presented the Membership with their credentials and the 8 AMPA delegates were determined. The majority of the Resolutions were discussed and voted upon. We adjourned the meeting on time and departed for Mobile Drive for the dinner, social and iPod Touch draw for those Members who had submitted their email address.

Check our website for more GM information.

Be a nut, the devotee, aficionado kind. Come to the next meeting. Support your colleagues. We need you.

### **Internationally-Trained Teachers**

**Thanks to all those members who have participated in the meetings this Fall. To everyone, a Safe and Good Holiday!**

**Workshops for Internationally-Trained Teachers will resume in the NEW YEAR, the first on Jan. 14 at CALC (Broadview & Danforth) at 4:30 pm . Information about the time and place of further workshops will be available on the OTBU web site at [www.obtud12.com](http://www.obtud12.com)**

## Further Information for Members on Re-Employment

There continue to be a number of questions from members who are in receipt of an Ontario Teachers' Pension about the new rules announced this past Spring by the Pension Board. Please remember that the ability to work 50 days without penalty does not come into force until September 2012.

Another frequent area of inquiry is about work done for private schools, the Ministry of Education, and organizations like the Ontario Teachers' Federation. Also, a number of members continue to engage in volunteer work in their neighbourhood schools, as coaches, stage crew, field trip assistants, and library assistants, to name a few.

The recent issue of the Teachers' Pension Plan *Pension News*, Fall edition had this to say about the above questions.

“If you are self-employed or work for a third party and you provide services to a participating employer [whose employees are members of the OTPP], you need to be aware of the changes in the re-employment rules. Here are some simple screening questions to help you determine if the re-employment rules count in your situation:

1. Are your services provided directly to a participating employer?
2. Are the services you provide normally performed by an employee at the participating employer?
3. Does the participating employer assign and control your duties?

If you answered ‘Yes’ to any of the questions above, then your work after retirement is likely subject to the re-employment rules.”

Hopefully this will clear up some of the questions that members have in the area of volunteering and contract work. However, if you have further questions, the best strategy for you to follow is to contact an advisor at the Pension Board and get a ruling on any potential re-employment situations.

### ERRATA

In the September/October Issue of the *OTBU News and Reports* on page 16 under the subtitle **Case Three** it was reported that if you retired in June 2008 you could work a specified number of days. The correct date for retirement should have been **June 2009**.

**We apologize for any confusion this might have caused members.**

## THE GENERAL MEETING

By Vincent Zambrano, 1<sup>st</sup> VP.

The General Meeting, which took place on November 24, 2010, saw a fair turnout relative to other General Meetings of the Bargaining Unit. Most of the business of the Bargaining Unit was efficiently carried out. This meeting is where the AMPA delegates are chosen. These 8 elected delegates will represent the OTBU, as part of the District 12 delegation, at the Annual Meeting of the Provincial Assembly in March 2011.

Just as important, at this General Meeting the majority of the assembled membership, and your Executive, supported the following resolution:

*“BIRT this meeting request the Executive to undertake an investigation of the problem of student uncooperativeness, rudeness and violence toward Occasional Teachers, the enquiry to be conducted by soliciting input from the Membership and by requesting submissions, in writing, with all recommendations for improvement of student behaviour to be presented by an OTBU delegation to the appropriate TDSB Standing Committee, as well as to the Chair and the Director of the TDSB as soon as possible.”*

The OTBU Executive anticipating that this resolution would pass, had prepared a “**Bullying and Harassment Form**” for use by the members. The Executive hopes that this form will be used by the members to report any and all instances of Bullying and Harassment. You will find the form on the website. Examples of the two-page form were handed out to the members who attended the General Meeting.

We would like to report that, to date, we have received several completed forms.

The **Bullying and Harassment Form** will go a long way toward quantifying what up to now were mostly anecdotal reports. The information gathered from these forms will provide the Executive with specific information about instances of bullying and harassment faced by OTBU members.

**The form is for the use of the Bargaining Unit ONLY** no outside agency or organization will see the raw data although there will be a report to the OTBU membership as sufficient data is compiled.

The Executive will use the information at every opportunity to make representations to all levels of the Board, and if need be to the Ministry of Labour and Ministry of Education, as we advocate for more support and resources to be devoted to this issue. This issue is of importance not just to our members but all those who are part of the school community.

The business part of the meeting was followed by a social. The highlight of the social was the draw for the “really cool piece of technology” and ELLEN FRANCIS is the winner of the Ipod TOUCH. It would be great if ELLEN could come and claim it at the OTBU office or arrange for it to be delivered. There will be other contests in the future, but the purpose of the contests is really to help us compile an email list which we hope to use to communicate electronically with members and save paper and postage. We should warn people that TDSB email addresses are not appropriate to submit in this instance, as we do not wish to communicate or conduct union business on our employer’s web site.

Thank you to all who participated in the General Meeting and in the contest.

# PROTOCOL FOR OTBU MEMBERS AFTER ASSAULT IN THE WORKPLACE

## What is assault?

Assault is an act of verbal aggression, or an act or threat of physical aggression, which produces damaging or hurtful results.

## What to do when assaulted?

1. Immediately report the incident to school administration and the police.
2. Immediately seek medical attention, if necessary. Only medical attention from a doctor who fills out a "Form 8" is recognized for WSIB purposes.
3. Notify the OTBU office via telephone (416-423-3600) or e-mail ([otbud12@sympatico.ca](mailto:otbud12@sympatico.ca)).
4. Document what took place before, during, and after the assault and include names of witnesses.
5. Fill out the:
  - TDSB " Joint Health and Safety Committee Violent Incident Reporting Form"
  - TDSB "Employee's Report of Accident Injury" if necessary
  - TDSB "Health and Safety Concern Form" if necessary
  - TDSB "Safe and Caring Schools incident Reporting Form"

## Who investigates?

- Your OSSTF OTBU Health & Safety Representatives.
- Joint Health & Safety Committee,
- Employer.
- Police, and Ministry of Labour, if required.

## What legal procedures can be followed?

- If the police have not been notified, the assaulted Member should do so in a timely fashion.
- The Workplace Safety & Insurance Board (WSIB) will take action against assailants. The injured worker must sign a document giving the WSIB the right to seek restitution for payments made to victims of workplace violence.

## When can you refuse unsafe work?

- The Occupational Health and Safety Act gives most workers the right to refuse work due to violence (Bill 168) and if the physical condition of the workplace is likely to endanger them. [Section 43(3)(b)]
- This Act also requires all workers to work in a safe manner that will not create a condition endangering themselves or other workers. [Section 28(2)(b)]
- Refer to Provincial OSSTF's Health and Safety Information Bulletin at [www.osstf.on.ca](http://www.osstf.on.ca) "Right to Refuse Work" for correct procedure and programme exceptions.

## What prevention measures can be taken?

- All workers have a right to a safe and healthy workplace. The responsibility for providing and maintaining this safe workplace belongs to the employer.
- All workers have the Right to Know about hazards in their workplace and safe procedures. The employer must provide training programs to all workers to enable them to identify any hazard in their workplace and to perform their work in a safe manner. This should include potentially violent situations and the necessary prevention techniques. Training programs must be developed and implemented in consultation with the Joint Health & Safety Committee.
- Where a potentially violent situation has been identified and cannot be eliminated, specific protective measures should be developed. This usually involves modifying existing practices or written procedures to conform with the board's Violence-Free Policy (required by the Ministry of Education) in consultation with the Joint Health and Safety Committee. Bottom of Form

# General Meeting 2010



**OTBU D12**

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## **Employment Insurance Update – December 2010**

By Linda Bartram, President

Many members apply for Employment Insurance during the winter holiday layoff. You may only apply for Employment Insurance if you do not receive paid vacation during this period. **We are providing the information below to help you with that process.**

**Whether you are reactivating an existing claim or starting a new claim, you are requested to do this on-line at [www.servicecanada.ca](http://www.servicecanada.ca) . If you do not have a computer at home, you may do this by using a computer in your local Service Canada Office or Public Library.**

If you started a new claim last March break or in the Summer, **you only need to reactivate the claim.**

If you are starting a new claim, **follow the instructions below.**

If you did not apply for Employment Insurance last year, you will need Records of Employment (ROE) for the past 104 weeks.

If you did apply for Employment Insurance last year, you will only require Records of Employment for the past 52 weeks.

If you have continued to file your EI reports during the Fall, you will just continue to do so.

You must request your ROE individually from the Payroll Department at the TDSB by calling your payroll officer or the Payroll reception number at 416-395-9642.

**It is very important to check your ROE to ensure it covers the full year or two years required.**

You must apply for EI within 14 days of being laid off.

You should know that comments you make to EI officers over the phone are written down.

**You have a right to be treated with respect by employees of Service Canada. If this is not the case, ask the person for their name and speak with their supervisor.**

**The OTBU will assist you with any problems you encounter with your unemployment insurance claim.**