



Policy & Procedure Handbook

April 2024

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Parliamentary Authority

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the most recent edition of "ROBERT'S RULES OF ORDER", shall be the authority for parliamentary procedures.

Changes to Policies and Procedures

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that policy motions require a minimum two-week notice of motion. Written rationale must be provided.

Human Rights and Land Acknowledgement Statements

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that every Local meeting or workshop shall start with the reading of the ETFO Human Rights statement and a Land Acknowledgement statement.

Voting Majorities

POLICY:

In accordance with the constitutional precedent, it is the policy of Ottawa Carleton ETFO/FEEO that the following special voting majorities shall apply:

1. Two-thirds of the Members present at a General Meeting to amend the Constitution.
2. A simple majority vote to add to, amend or rescind Policies and Procedures, and/or By-Laws.

Voting by Total Membership

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the total membership shall vote on the following matters:

1. Proposed changes to the Collective Agreement.
2. Changes to the Constitution and Bylaws of Ottawa Carleton ETFO/FEEO.
3. Election of the Executive and the C.B.C.
4. Other matters as determined by Council.

Voting by Executive

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Executive shall vote on:

1. (Approve) Routine matters of Executive business.
2. (Approve) Decisions involving expenditures of the Executive budget.
3. (Approve) Guidelines for Committees.
4. (Approve) Times and places of meetings.
5. (Ratify) The appointment of Ottawa Carleton ETFO/FEEO members to joint Ottawa Carleton District School Board (OCDSB)/Ottawa Carleton ETFO/FEEO Committees and those acting as observers to Board Committees.

Voting by Ottawa Carleton ETFO/FEEO Council

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Ottawa Carleton ETFO/FEEO Council shall vote on:

1. (Approve) Routine matters of Ottawa Carleton ETFO/FEEO Council business.
2. (Ratify) The budget proposed by the Executive.
3. (Ratify) Applicable Executive decisions.
4. (Make) Changes to Ottawa Carleton ETFO/FEEO Policies and Procedures.
5. Expenditure of Ottawa Carleton ETFO/FEEO Reserve Funds.

Recorded Vote at Ottawa Carleton ETFO/FEEO Council

PROCEDURE:

When a recorded vote is required or requested at an Ottawa Carleton ETFO/FEEO Council meeting, all school Stewards (or designates), Executive Members and Committee Chairpersons (or designates) shall be listed.

Voting and Balloting Procedures

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that there shall be a standardized, systematic voting and balloting procedure.

A) THE BALLOTS

PROCEDURES:

1. All Ballots will clearly and unmistakably indicate the intent of the vote in order to be valid.
2. Defaced ballots shall be invalid.
3. Comment sheets shall be available with each ballot envelope where an in-school vote is taken.
4. taken.
5. Wherever possible separate ballots shall be used for each resolution.
6. For the election of officers at the Annual Meeting and for by-elections colour-coded ballots shall be used.
7. When several nominees for equal offices are voted for in a group:
 - a) a ballot containing fewer votes than the number of positions to be filled shall be valid.
 - b) a ballot containing votes for more than the number of positions to be filled shall be invalid.

B) BALLOT COUNTING

PROCEDURES:

1. The name(s) of a Returning Officer(s) shall be submitted by the Ottawa Carleton ETFO/FEEO Executive for Council ratification for each vote by secret ballot held within the organization.
2. The Returning Officer(s) shall be fully cognizant of Ottawa Carleton ETFO/FEEO voting and balloting procedures before counting begins.
3. Scrutineers will be appointed by the Executive.
4. After voting, ballot envelopes will be delivered to and checked by the Returning Officer(s).
5. When there has been an in-school vote, ballot envelopes will be opened and the Scrutineers will verify that the number of ballots corresponds to the number of voters.
6. All ballots will then be placed in a central pool.
7. The Scrutineers will tabulate the vote by taking ballots from the central pool.
8. A standardized tally sheet will be used.
9. The Returning Officer(s) will be responsible for the final tabulation of the ballots and will prepare and submit a signed report to the Executive.
10. Counted ballots shall be retained pending a motion for recycling.

Voting and Election Procedures at the Annual General Meeting

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that elections for all Released, Executive, and Collective Bargaining Committee positions shall occur at the Annual General Meeting as per the Constitution Article VI. To facilitate participation for the General Membership, these elections will be conducted using an electronic or on-line voting procedure that is accessible in real-time to Members attending the meeting in person, or not able to attend the meeting in person. The election of all positions, including drop-downs, shall be conducted at the same meeting.

PROCEDURES:

1. Executive shall establish an on-line voting procedure which allows access for General Members no later than two months before the Annual General Meeting.
2. The procedure will be shared with the Chief Returning Officer who will provide input.
3. Executive shall take any input from the Chief Returning Officer to propose a final procedure to the Chief Returning Officer.
4. Executive and the Chief Returning Officer should strive to find consensus on the procedure; the Chief Returning Officer will have final authority to approve.
5. The procedure will be clearly outlined to Members at least two weeks prior to the vote.
6. Members who have medical accommodation needs can contact the Chief Returning Officer no later than one week before the vote to request consideration for accommodation where appropriate.
7. The Chief Returning Officer's decisions on medical accommodations are final.
8. The procedure will allow for the General Membership to see candidate speeches both at the meeting and online, and cast votes in real-time both at the meeting and online.
9. A single, ranked-transferable electronic vote cast in real-time both in person or online will allow for an election to be conducted electronically without requiring run-offs for each position.
10. No Member will be entitled to cast multiple electronic votes for other Members.
11. Voting by proxy will not be permitted unless the Chief Returning Officer has approved this as part of a medical accommodation request.
12. Final results will be confirmed by the Chief Returning Officer. The Chief Returning Officer shall communicate numerical results to the Candidates only.
13. Candidates will have up to 5 minutes after results for earlier positions are announced to declare if they are "dropping down" to stand for subsequent positions.
14. Elections will continue using the same on-line voting procedure until all positions are filled.
15. All other business at the Annual General Meeting including procedural motions and Constitutional amendments shall be conducted in-person as per Constitution Article VI, Article X, and Article XII.

In-School Voting Council Motions

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that motions approved by Council as requiring every member vote/referendum be conducted through on-line voting.

PROCEDURES:

1. Executive shall establish an on-line voting process which allows easy Internet access for members.
2. The process shall be clearly outlined to members, through Stewards, at least two weeks prior to the vote.
3. Voting will take place over a period of time of at least three working days.
4. Final results will be tabulated through the Ottawa Carleton ETFO/FEEO office and announced within two working days following the close of the voting period.
5. Member requiring adaptations to the procedure due to medical accommodations needs shall contact the President who will provide an alternate voting process where appropriate.

In-School Voting

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that matters regarding the Collective Agreement may be decided through an in-school vote.

It is the policy of Ottawa Carleton ETFO/FEEO that ballot envelopes, which have not been delivered to the Returning Officer(s) by the specified time shall not be counted. Exceptions may be made at the discretion of the Returning Officer(s).

PROCEDURES:

1. The voting package shall be prepared at the Ottawa Carleton ETFO/FEEO office for each school.
2. Instructions for voters shall be attached to the voting package.
3. The voting package shall be delivered at least one day prior to the voting day, including voting instructions to Stewards or designates.
4. The Returning Officer(s) shall be provided with a list of Ottawa Carleton ETFO/FEEO Stewards and both their home and school telephone numbers.
5. Voting in the schools shall take place before a specified time and the Steward shall act as a Scrutineer.

6. Voting by Ottawa Carleton ETFO/FEEO members located in sites other than schools shall occur at that site or the Ottawa Carleton ETFO/FEEO Office at a specified time.
7. The Ottawa Carleton ETFO/FEEO Steward shall deliver the sealed ballot envelope to a predetermined drop-off school by a specified time. Ottawa Carleton ETFO/FEEO ballot counting policy will be followed.
8. Persons delivering ballot envelopes are to contact the Ottawa Carleton ETFO/FEEO Office directly if an emergency develops.
9. Teachers on leave who have registered with the Ottawa Carleton ETFO/FEEO Office shall be instructed to vote at the Ottawa Carleton ETFO/FEEO Office.

Voting Procedures - Election of Officers

Ottawa Carleton ETFO/FEEO Annual Meeting

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that a standardized procedure be followed at the Annual meeting with respect to the election of Executive Members and Collective Bargaining Committee Members.

PROCEDURE:

1. Prior to the date of the Annual Meeting the following action should have taken place:
 - a) The Nominating Committee shall be appointed by the President as outlined in By-Law VI, Section 6.7.
 - b) Ballot books shall be prepared, each containing 9 ballots of various colours. These ballots shall be numbered 1 through 9 in the upper right-hand corner. Extra ballots, if needed, shall be available from the Chief Returning Officer.
 - c) The Executive shall appoint a Chief Returning Officer and up to 20 Scrutineers to fulfill the following functions at the Annual General Meeting:
 - Distribution of ballot books
 - Collection of ballots cast
 - Tabulation of votes cast
 - Preparation of Election Results
 - d) The Chief Returning Officer shall notify each candidate of their right to have an agent oversee the tabulation of ballots.
 - e) An Annual Meeting Committee appointed by the Executive shall make provisions for:
 - Location of the Annual General Meeting
 - Tables for ballot distribution
 - A private area at the Annual Meeting location for the tabulation of votes with tables and chairs for the Chief Returning Officer and the Scrutineers.

- 2. a)** At the Annual General Meeting the following action should take place until the commencement of the elections:

 - Ottawa Carleton ETFO/FEEO members proceed to duly marked tables to receive a ballot book.
 - All members sign a form to indicate receipt of a ballot book.
- b)** Ballot books lost or misplaced during the course of the meeting will not be replaced.

- 3.** The order of elections shall be:

 - i.** President
 - ii.** 1st Vice-President
 - iii.** 2nd Vice-President
 - iv.** Chief Negotiating Officer,
 - v.** 3rd Vice-President,
 - vi.** Secretary
 - vii.** Treasurer
 - viii.** One (1) Designated Executive member and Six (6) Executive Members at large and
 - ix.** One (1) Designated CBC member (as appropriate) and Collective Bargaining Committee at large

- 4.** Following the candidates' speeches, the Chief Returning Officer will announce the colour and number of the ballot to be used. The Chief Returning Officer will announce when the voting period has ended and Scrutineers will collect the ballots.

- 5.** The Chief Returning Officer will oversee the sealing of the ballot envelopes and their removal to the tabulation area.

- 6.** Following the tabulation, the Chief Returning Officer will complete an Election Report, which shall be delivered immediately to the presiding officer. To be declared successful, a candidate for any designated office must obtain a majority of votes. In the case of more than 2 nominees for the position, and failing a majority for any candidate on the first ballot, the count of votes shall be announced and the name of the candidate with the least number of votes shall be dropped from the second succeeding ballots until one of the candidates has a majority.

- 7.** At the conclusion of the Election of Officers and C.B.C. members, the Chief Returning Officer shall move that the ballots be recycled. However, this action may be deferred at the request of a candidate seeking a recount.

By-Elections

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that, in the event of a vacancy arising on Executive, a by-election will be held at an Ottawa Carleton ETFO/FEEO General Meeting. This meeting shall be held at the earliest convenient date that the meeting can be arranged.

PROCEDURE:

A by-election for executive at large, the candidate(s) with the most votes shall be declared elected. There will be only one ballot. Table officer positions require a clear majority and may require more than one ballot.

A by-election for CBC, the candidate with the most votes shall be declared elected. There will only be one ballot. In the event of an election to fill multiple positions with different terms of duration, the candidate with the most votes shall be deemed to be elected to the longest available term, the second most votes to the second longest terms etc.

Elected Positions in Ottawa Carleton ETFO/FEEO

POLICY:

1. Elected terms for the President, Vice-Presidents and Chief Negotiating Officer will be two years. All other elected positions will be a term of one year, with the exception of the Collective Bargaining Committee, some of whom will hold office for three years.
2. The President, 1st Vice President, 2nd Vice-President and Chief Negotiating Officer shall be granted full-time release from teaching duties for the term of office.
3. The 3rd Vice President shall be granted 1.0 FTE release from teaching duties for the term of office.
4. An active member in good standing with Ottawa Carleton ETFO/FEEO may be nominated to stand for elected office.
5. That nominations for release positions close two weeks prior to the commencement of the AGM.
6. Should there be no nominations received for a specific release position, then the two-week period shall be waived, and nominations shall remain open for that position up until the election.
7. The Nominating Committee Chairperson shall submit to the Annual Meeting or to the General Meeting called for the purpose of a By-Election a slate of nominees for the offices of Ottawa Carleton ETFO/FEEO.

8. Additional nominees for each and all positions will be accepted from the floor of the Annual Meeting or of the General Meeting called for the purpose of a By-Election if the nominator and seconder are in attendance.
9. That candidates for released positions shall be allowed a \$100 reimbursement for election costs, provided receipts are maintained and submitted within 30 days of the election.
10. Elections shall be held prior to June 1st of each school year.

PROCEDURE:

1. Members of the Ottawa Carleton ETFO/FEEO in good standing may be nominated for any elected position.
2. Nominations may be sent to the Chairperson of the Nominating Committee at any point during the school year, prior to the Annual Meeting. Nominations may also be submitted via e-mail to the Ottawa Carleton ETFO/FEEO office manager. The manager will post candidates' profiles in the Ottawa Carleton ETFO/FEEO folder if it is received one month prior to the Annual Meeting.
3. Each candidate for the position of President shall be given five (5) minutes to address the assembled members.
4. Each candidate for the position of 1st Vice-President, 2nd Vice-President, Chief Negotiating Officer and 3rd Vice-President shall be given three (3) minutes to address the assembled members.
5. Each candidate for the position of Treasurer, and Secretary shall be given two (2) minutes to address the assembled members.
6. Each candidate for the position of Executive Members shall be given two (2) minutes to address the assembled members.
7. Each candidate for the position of the Collective Bargaining Committee shall be given two (2) minutes to address the assembled members.
8. Candidates who have been unsuccessful in an election may choose to seek another position without re-nomination as long as they declare their intention to the assembled members prior to the close of nominations.
9. Each candidate is encouraged to appoint a Scrutineer to observe the counting of the ballots for that candidate's election.
10. Voting procedures are as stated in the Ottawa Carleton ETFO/FEEO POLICY and PROCEDURES.

Remuneration of Release Officers

POLICY:

It is the Policy of Ottawa Carleton ETFO/FEEO that release officers receive remuneration based on the following structure.

That Ottawa Carleton ETFO/FEEO Released Officers be remunerated based on the following structure:

| | |
|---------------------|--------------|
| President: | A4 max + 20% |
| 1 st VP: | A4 max + 15% |
| 2 nd VP: | A4 max + 15% |
| CNO: | A4 max + 15% |
| 3 rd VP | A4 max + 15% |

Discretionary Powers of the President

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the President shall have the discretionary power to call Executive Meetings. Should this be impossible or impractical, the President may make binding decisions (other than those requiring Council or General Membership ratification as outlined in Voting Majorities and Voting by the Total Membership) on behalf of the Members of Ottawa Carleton ETFO/FEEO during Christmas Break, March Break and the Summer Recess.

Executive

POLICY:

It is a policy of Ottawa Carleton ETFO/FEEO that:

1. The Executive shall include planning for Council Meetings as a regular item on the agenda of Executive Meetings.
2. Executive Members shall participate in an orientation session on their roles and responsibilities prior to October 31st.
3. Dinner be provided from the Executive budget when Executive meetings extend beyond a reasonable hour.
4. The Executive shall provide an Orientation Session for the Ottawa Carleton ETFO/FEEO Council and at least one Steward Training Session.

Delegations to Executive

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. The Executive shall receive delegations from Ottawa Carleton ETFO/FEEO members upon request.
2. The Executive may receive delegations from non-Ottawa Carleton ETFO/FEEO members after Executive consideration of the request.
3. Where applicable, delegations shall receive a timely response from the Executive.

PROCEDURE:

1. Delegations shall be placed on the agenda to present as a timed item.
2. Discussion and debate by Executive shall be held in-camera.
3. Where applicable, a timely response from Executive shall be given.

Presentation to Council

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Executive shall screen all requests for presentation at Ottawa Carleton ETFO/FEEO Council meetings.

Survey of Members

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that individuals or groups, including committees, who wish to survey or determine the opinions of the membership shall first request and receive approval of the Ottawa Carleton ETFO/FEEO Executive before conducting the survey.

Liaison with Trustees

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. The Executive shall maintain a continuing liaison with Trustees.
2. The President or designate shall attend all Board Meetings.

PROCEDURE:

1. The Executive shall appoint observers for teams for each Standing Committee and may appoint an observer team for Advisory Committees of the Board.
2. The Executive shall appoint two members to act as observers to the Budget Committee of the “OCDSB”.
3. The observer teams shall report on a regular basis to the Executive.
4. The Executive shall hold an annual reception for Trustees.

Liaison Ottawa Carleton ETFO/FEEO with Committees/Associations

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Executive shall maintain continuing liaison with the standing committees/associations of Ottawa Carleton ETFO/FEEO.

PROCEDURE:

1. By the second Executive Meeting of the year Executive Members shall be designated to liaise with a specific standing committee/association of Ottawa Carleton ETFO/FEEO.
2. The Chair and the Executive Liaison will maintain regular communication concerning committee activities.

Ottawa Carleton ETFO/FEEO Committees/Associations

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. All Committees/Associations shall be directly responsible to the Executive.
2. All policy items emanating from Committees/Associations shall be forwarded to the Executive for review.
3. Committees/Associations who wish to survey or determine the opinions of the membership shall first request and receive approval of the Ottawa Carleton ETFO/FEEO Executive.
4. Communication to Trustees, the Director or Senior Staff shall be made through the Executive. All contracts must be signed by the President or his/her Designate. Agreements and obligations must be approved by the President.
5. Communication with the Executive shall be done through the Executive Liaison.
6. The Executive liaison members shall be informed of all Committee/Association meetings/workshops, and meetings of the Committee/Association Executive.

7. Executive liaison members shall receive copies of both any outgoing Committee/Association correspondence and minutes of the meetings.
8. Committees/Associations shall operate within the budget guidelines.
9. Each Committee/Association shall prepare a budget annually on a standardized form at the direction of the Executive, and shall bring said budget to the budget meeting attended by the Committee/Association Chairpersons and the Budget Committee.
10. Light refreshments may be provided at regularly scheduled Committee/Association Executive Meetings. This item is to be included in Committee/Association budgets.
11. Committee expenses must be in accordance with their approved budget proposal and within the budget amount allotted in the budget.
12. In honour of Denis Landry, all profits generated through Wellness Committee activities shall be donated to activities or programs to enhance the wellness of children, such programs to be determined by the Wellness Committee.

PROCEDURE:

Unexpected expenses or expenses beyond the budget line must be approved by the President.

Collective Bargaining

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. The Chief Negotiating Officer of the Collective Bargaining Committee shall contact as necessary senior staff regarding matters emanating from the Collective Agreement. The Chief Negotiating Officer shall keep the President and Executive of Ottawa Carleton ETFO/FEEO informed regarding such contacts.
2. The President and the Chief Negotiating Officer of C.B.C. shall sign negotiations updates sent to the Membership. Members of the Executive shall receive copies of the updates prior to distribution to the members.
3. The President of Ottawa Carleton ETFO/FEEO shall agree with inter-panel transfers in accordance with the appropriate section of the Collective Agreement only when the needs of the elementary members have been met.
4. The C.B.C. shall provide members of the Executive copies of the items in the Preliminary Submission shown on overheads or computer at the General Meeting.
5. All members shall be paid on the same salary grid and shall work the same teaching year, with the exception of released officers who shall have a separate grid.
6. Collective Bargaining shall be conducted in accordance with the Ontario Labour Relations Act and the policies of Ottawa Carleton ETFO/FEEO.
7. Matters related to the Collective Agreement, including ratifying both the Preliminary Submission and the Tentative Agreement shall be decided by an all member vote.

PROCEDURE:

1. When a member calls the President or the Chief Negotiating Officer of C.B.C. regarding the Collective Agreement, the President and the Chief Negotiating Officer of C.B.C. shall consult as soon as practicable.
2. The President and the Chief Negotiating Officer of C.B.C. shall discuss the question and agree on a course of action.
3. If the President and the Chief Negotiating Officer of C.B.C. do not agree on a procedure, the matter shall be referred to Executive.

Information to Members

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that all Members shall be kept informed of the proceedings of Council.

PROCEDURE:

1. Attendance shall be taken at all meetings of Council.
2. All Council material will be sent to Stewards and Committee Chairs who were absent from Council.
3. Council Highlights will be a regular feature in the Ottawa Carleton ETFO/FEEO Newsletter.
4. Upon request, seconded Members shall receive the Minutes of Council.
5. Upon request, Minutes of Council shall be sent to Ottawa Carleton ETFO/FEEO members on exchange in the secondary panel.

Monthly Calendar

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that there shall be a monthly calendar of scheduled Federation activities.

PROCEDURE:

The monthly calendar shall be distributed to the Stewards.

Budget

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that an annual budget be prepared and voted on at the Ottawa Carleton ETFO/FEEO Annual General Meeting.

PROCEDURE:

The Annual Budget shall be prepared and voted on according to the terms of VII, Section 7.4 paragraph v.

Treasury

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. The Treasurer shall report each month to Council or as directed.
2. Receipts for all expenditures of the Ottawa Carleton ETFO/FEEO money shall be submitted to the Comptroller, and subsequently approved by the Treasurer.
3. All cheques shall be payable to Ottawa Carleton ETFO/FEEO.
4. All credits shall be deposited to the Ottawa Carleton ETFO/FEEO account.
5. The Treasurer, President and 1st Vice-President and Comptroller shall have the authority to sign cheques. All cheques must have two signatures to be valid.
6. The Federation shall make provisions for release time for the Treasurer upon approval by the President.

PROCEDURE:

Requests from any Committee member for payment of money shall require approval by the Chairperson and/or Treasurer of that committee.

Travel Allowances

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that members of Ottawa Carleton ETFO/FEEO whose salaries are paid by Ottawa Carleton ETFO/FEEO, as well as Executive members and CBC members, shall receive a travel allowance equal to the current Ottawa Carleton ETFO/FEEO or ETFO rate, whichever is higher, for mileage incurred while attending approved meetings and functions.

PROCEDURE:

1. a) Eligibility for Allowance:
Executive Members - Executive meetings, Ottawa Carleton ETFO/FEEO Committee meetings, OCDSB Committee meetings (as the designated member), and other Executive business as approved by the President.
CBC Members - CBC meetings, negotiation sessions, school visits and other business as approved by the Chief Negotiating Officer.

- b) Travel Allowance shall be calculated as follows:
For midday meetings - calculate the actual mileage, from work site to meeting and return to work site.

For after school meetings - subtract the distance from work site (school) to home from the sum of the distance from work site to meeting and meeting to home.
 Example:

$$(School\ to\ meeting) + (meeting\ to\ home) - (school\ to\ home) = KM\ claimed$$

$$5 \quad + \quad 7 \quad - \quad 8 \quad = \quad 4$$

2. Travel Allowance forms shall be provided by the Ottawa Carleton ETFO/FEEO Office.

3. Members shall submit Travel Allowance forms to the Treasurer at the end of November, February and May. If applicable, there shall be a projection for scheduled June meetings.

Ottawa Carleton ETFO/FEEO Office

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that a suite of offices be provided for the Executive and office staff of Ottawa Carleton ETFO/FEEO and that Federation offices be barrier free.

PROCEDURE:

1. Prior to the expiration of the lease, the President or Designate shall meet with the landlord to negotiate a tentative lease renewal.
2. The President or Designate may engage a real-estate agent to search out alternate locations.
3. The President or Designate shall conduct a cost analysis and make a recommendation to Executive.

Office Staff

POLICY:

The President shall be responsible for, and make, recommendations regarding office staff.

PROCEDURE:

1. The President shall review annually and recommend to the Executive the salary of the Office Staff.
2. The President, in consultation with the Executive, shall recommend to Council any need to increase or decrease the office staff of Ottawa Carleton ETFO/FEEO.

Entertainment

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that expenses shall be paid from the Executive budget when entertaining at the discretion of Council or Executive.

PROCEDURE:

1. The President shall use a credit card to pay for the entertainment of persons entertained on the behalf of and/or at the direction of Council.
2. Receipts and the monthly credit card statement shall be submitted to the Comptroller, prior to payment of the bill.
3. If requested, the President shall give a full accounting of such expenses to Council.
4. All members of Ottawa Carleton ETFO/FEEO shall pay their own expenses at any Ottawa Carleton ETFO/FEEO function attended by the general membership.
5. Persons invited to Ottawa Carleton ETFO/FEEO in a consultative capacity shall be offered payment for transportation costs.

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Executive shall respond to requests for immediate action at the local level from OTF and ETFO.

PROCEDURE:

- A) When there are requests for Every-Member action within a 48-hour period:
1. The President shall contact the members of the Executive.
 2. If a majority of the Executive deems it necessary, the President shall convene a Special Executive Meeting for the purpose of developing an Action Plan.
 3. The Action Plan may contain:
 - a) a request for Executive Member telephone contact with schools.
 - b) a request for Executive Member to visit schools in his/her immediate area.
 - c) an issuance of a memorandum of verbal messages to members which clearly states:
 - i) the nature of the request;
 - ii) the reason for and the source of the request;
 - iii) the degree of autonomy of flexibility permissible at the school staff level;
 - iv) the method of funding communications that are part of the Action Plan;
 - v) the time allocation for completion of the Action Plan.
 - d) such other aspects as deemed necessary by the Executive Officers.
- B) When there are requests for Every-Member Action within a weekly/monthly time frame:
1. The President shall:
 - a) place the matter on the agenda of the next Executive or Council Meeting.
 - b) if necessary convene a special Executive Meeting.
 2. The Executive or Council shall determine the Action Plan in accordance with the nature of the request.

Strike Discipline Policy

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. All members of the Ottawa Carleton Elementary Teachers' Federation of Ontario will support a sanction approved by the membership.
2. Any member not supporting such a sanction may be subject to any or all of the following disciplinary measures:
 - a) Names will be published in all schools;
 - b) NO involvement will be allowed in any Ottawa Carleton ETFO/FEEO activity for a period of five (5) years.
 - c) NO membership on any Ottawa Carleton ETFO/FEEO committee will be allowed for a period of five (5) years.
 - d) NO Conference funds will be approved for a period of five (5) years.

- e) The member will not be allowed to vote on any Ottawa Carleton ETFO/FEEO matter (excepting the Collective Agreement) for a period of five (5) years.
 - f) The member will not be served by the Ottawa Carleton ETFO/FEEO in any matter except those specifically provided for in the Collective Agreement.
3. Prior to any disciplinary measures being taken, the member shall have the right to appeal the disciplinary action before the Ottawa Carleton ETFO/FEEO Executive.

Professional Development

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that: (Amended 2016)

1. "Members shall attend Ottawa Carleton ETFO/FEEO's Annual Professional Development Day."
2. Professional Development Day presentations/workshops may be of a philosophical, motivational, or personal growth nature and may include workshops on current initiatives.
3. Ottawa Carleton ETFO/FEEO members presenting a workshop are encouraged to attend at least one (1) presentation/workshop for their own professional growth.
4. Ottawa Carleton ETFO/FEEO presenters shall be given an honorarium.

Conference Funding

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that Ottawa Carleton ETFO/FEEO provide Professional Learning Funding for its members.

PROCEDURE:

The Professional Learning Committee shall:

1. Grant funds for professionally related conferences / workshops or courses.
2. Not grant funds for any conference which falls on the same day as "Ottawa Carleton ETFO/FEEO's" Annual Professional Development Day.
3. Not provide funding for activities that are sponsored by the OCDSB.
4. Have the authority to provide assistance to any member up to a maximum of five hundred dollars (\$500) in any two-year period, effective July 1st, 2017.
5. Pay only for the registration, dependent care and parking up to the amount stated above for Ottawa area workshops. Out of town workshops will qualify for additional expenses as outlined on the application form.
6. Not permit funds granted to an Ottawa Carleton ETFO/FEEO member for a particular conference to be transferred to another member or conference. Substitutions of this nature shall invalidate the original request

7. Process only those applications signed by the Member making the request.
8. Provide written confirmation of the approval or the refusal of funds.

School Year

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the four Professional Activity Days shall be as follows:

1. Two days for consultation with parents;
2. One Federation Day;
3. The last day of the school year;
4. There should be additional day(s) devoted to in-school activities and in service, as determined by staff consensus.

Death of a Member

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the death of a member shall be acknowledged.

PROCEDURE:

The Executive, on the death of a member shall:

1. Delegate a member of Ottawa Carleton ETFO/FEEO to call upon the family of the deceased to express sympathy on behalf of the membership.
2. Arrange a tribute in the name of the deceased person by making a donation to a recognized charity, the amount to be determined annually by the Executive.
3. Observe a moment of silence for the deceased member at the next Council meeting.

Retiring Members

POLICY:

It is the Policy of Ottawa Carleton ETFO/FEEO that:

The members of Ottawa Carleton ETFO/FEEO shall honour members who are retiring from the profession. Retirement shall be defined by Article 18.01 of the Collective Agreement. The Executive shall maintain a list of Ottawa Carleton ETFO/FEEO members who have retired. The Executive shall approve a standard approach to honour retiring members.

PROCEDURE:

The Retiring member shall be honoured by:

1. Receiving an invitation and ticket to the event at which the presentation ceremony will take place.
2. Receiving a corsage or boutonniere and a certificate appropriate to the occasion.
3. A public commendation for service to the profession

Ottawa Carleton ETFO/FEEO New Teacher Service Award

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to recognize one (1) member in their first five years of membership who has been active and or a leader in federation activities. The member demonstrates good knowledge of federation objectives.

PROCEDURE:

1. Not more than one award shall be presented annually;
2. Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the awards;
3. The Awards Committee may receive nominations from individual Ottawa Carleton ETFO/FEEO members, Committees of Ottawa Carleton ETFO/FEEO, school staffs, Ottawa Carleton ETFO/FEEO Executive;
4. The recipient shall be recognized at the annual Ottawa Carleton ETFO/FEEO Awards event.

Ottawa Carleton ETFO/FEEO Social Justice Award

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to recognize members who have made significant contributions to areas of social justice.

PROCEDURE:

1. Not more than one award shall be presented annually;
2. Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the awards;
3. The Awards Committee may receive nominations from individual Ottawa Carleton ETFO/FEEO members, Committees of Ottawa Carleton ETFO/FEEO, school staffs, Ottawa Carleton ETFO/FEEO Executive;
4. The recipient shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Ottawa Carleton ETFO/FEEO Conservation Award

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to recognize an Ottawa Carleton ETFO/FEEO member who has made a significant contribution to education in the area of conservation.

PROCEDURE:

1. Not more than one award shall be presented annually;
2. Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the awards;
3. The Awards Committee may receive nominations from individual Ottawa Carleton ETFO/FEEO members, Committees of Ottawa Carleton ETFO/FEEO, school staffs, Ottawa Carleton ETFO/FEEO Executive;
4. The recipient shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Ottawa Carleton ETFO/FEEO Health and Safety Award

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to recognize an Ottawa Carleton ETFO/FEEO member who has made a significant contribution to the area of health and safety.

PROCEDURE:

1. Not more than one award shall be presented annually;
2. Is a member in good standing;
3. Has demonstrated significant contribution to the area of health and safety.

Ottawa Carleton ETFO/FEEO Service Leadership Award

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to recognize members who have been active and outstanding contributors to Ottawa Carleton ETFO/FEEO and to the teaching profession. A minimum of three years' service in an acknowledged Ottawa Carleton ETFO/FEEO or ETFO leadership role is required for consideration.

PROCEDURE:

1. Up to two awards may be granted annually.
2. Standardized nomination forms shall be distributed to schools and posted by Stewards.
3. Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the award.
4. The recipient(s) shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Mary Hill Memorial Award

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that one (1) member who has been an outstanding contributor to Ottawa Carleton ETFO/FEEO and made significant contributions to the Federation at the local level for more than five years shall receive the Mary Hill Award.

PROCEDURE:

1. The recipient will have served the Federation members in at least two different leadership positions;
2. Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the award.
3. The recipient is a member who has provided exemplary leadership at the local level, and leadership and service at the provincial level.
4. The recipient shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Honorary Life Membership Award

PROCEDURE:

Honorary Life Memberships may be granted each year to persons who:

- a. Have been members of the Ottawa Carleton ETFO/FEEO;
- b. Have been active supporters of the initiatives and objectives of the Ottawa Carleton ETFO/FEEO;
- c. Have made positive and significant contributions to the teaching profession;
- d. Have retired on pension;
- e. Have made significant contributions to the Federation at the Local and/or Provincial level.

1. Honorary Life Memberships shall not exceed two (2) persons per year.
2. Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the award.
3. The Awards Committee may receive nominations from individual Ottawa Carleton ETFO/FEEO members, Committees of Ottawa Carleton ETFO/FEEO, school staffs, Ottawa Carleton ETFO/FEEO Executive.
4. The recipient shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event

Non-Ottawa Carleton ETFO/FEEO Awards

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to honour the contribution of non-Ottawa Carleton ETFO/FEEO members (such as but not limited to District Early Childhood Educators, Educational Assistants, Office Administrators) to the actions, initiatives and objectives of the Ottawa Carleton Elementary Teachers' Federation through the bestowing of the Honorary Membership Award.

Terry Murphy Award of Excellence

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO to recognize school chief custodians who have contributed in an exemplary way to their school or the people in it, by awarding the Terry Murphy Award of Excellence.

PROCEDURE:

1. The award shall be sponsored by Jackie Martell in memory of her son.
2. The award shall be granted to one chief custodian annually.
3. Nominations shall be made by school staffs and be signed by at least (5) members of the staff. The nomination shall consist of a one-page document explaining the nomination.
4. The recipient(s) shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Jill Paré Award

PROCEDURE:

Jill Paré Award may be granted each year to a school Office Administrator who:

- a.** Is not a member of Ottawa Carleton ETFO/FEEO;
 - b.** Demonstrates outstanding commitment, resourcefulness and professionalism with staff and students that positively contribute to the effectiveness of school operations.
 - c.** Demonstrates teamwork and contributes to creating a harmonious work environment that fosters a positive school community.
 - d.** Demonstrates a caring, helpful attitude towards students, staff, p[arents/guardians and community members.
- 1.** Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the award.
 - 2.** The Awards Committee may receive nominations from individual Ottawa Carleton ETFO/FEEO members, committees of Ottawa Carleton ETFO/FEEO, school staffs, Ottawa Carleton ETFO/FEEO Executive.
 - 3.** The recipient shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Honorary Membership Award

PROCEDURE:

Honorary Membership may be granted each year to one person who:

- a.** Is not a member of Ottawa Carleton ETFO/FEEO;
 - b.** Has supported by actions and initiatives the objectives of Ottawa Carleton ETFO/FEEO;
 - c.** Has made a positive and significant contribution to the teaching profession.
- 4.** Executive shall appoint an Awards Committee (according to By-Law VII, Section 7.3) to solicit and receive nominations for the award.
 - 5.** The Awards Committee may receive nominations from individual Ottawa Carleton ETFO/FEEO members, committees of Ottawa Carleton ETFO/FEEO, school staffs, Ottawa Carleton ETFO/FEEO Executive.
 - 6.** The recipient shall be recognized at an annual Ottawa Carleton ETFO/FEEO Awards event.

Honorariums

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that a gift certificate of up to seventy-five dollars (\$75.00) shall be the standard honorarium.

Social

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that members shall be allowed to invite guests to all Ottawa Carleton ETFO/FEEO social functions.

Bilingualism

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that communication with members may be made available in both official languages.

Conservation

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Ottawa Carleton Elementary Teachers' Federation of Ontario promotes the concept of environmentally friendly products and practices.

School Construction

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that when a new school is built:

1. The Principal be named when the Board's Project Committee for a school is formed;
2. The Principal be appointed, and the Vice-Principal be named effective February 1st, of the school year prior to the expected opening of the school.

It is the policy of Ottawa Carleton ETFO/FEEO that if a second phase of existing schools is to be built, then concurrent with the beginning of construction:

1. The Principal be released from the day-to-day administrative responsibilities for the existing school so that he/she can focus on the setting up, equipping and daily demands of a school under construction;
2. The Vice-Principal be given full-time release to administer the existing school;
3. A member be appointed Vice-Principal (with acting pay), either from the staff or from the VP list, depending on the amount of school time during which the second phase would be under construction.

Violence

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that there be zero tolerance towards violence in the schools.

Four-Year-Old Kindergarten (JK)

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. There shall be universal access to four-year-old kindergarten (Junior Kindergarten).
2. Class size shall not exceed 16 children.
3. Junior Kindergarten classes are an integral part of the school program and should continue to be staffed by members in good standing of the College of Teachers.

Class Size

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that class size shall not exceed:

| | |
|-----------------------|-------------|
| Junior Kindergarten | 16 students |
| Senior Kindergarten | 18 students |
| Primary Division | 20 students |
| Junior Division | 25 students |
| Intermediate Division | 25 students |

Seniority

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. Seniority shall be defined as the total continuous years of credited teaching experience with the Board or its predecessor Boards since the most recent date of hire.
2. Where seniority is equal, tiebreakers shall be in accordance with the Collective Agreement.
3. Members shall be declared surplus to a school on the basis of system seniority and qualifications.

Redundancy

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that no Member shall be declared redundant.

Staffing

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. Staffing transfer and placement procedures shall be as in the Collective Agreement.
2. A vacancy at a school created by the absence of a Principal or Vice-Principal for a period exceeding three months shall be filled from the respective eligibility list.
3. There be a ranked eligibility list for PAR positions.
4. Any Ottawa Carleton ETFO/FEEO member released from regular classroom duties to work on special assignment while being paid by the OCDSB, after the beginning of the school year, shall have the right to return to his/her school until the end of the school year subsequent to the one in which the assignment began.
5. When a school is relocated to a whole new site, the teaching staff shall be assigned to the new site. The staff members shall be subject to the transfer placement procedure.
6.
 - a) The duties of the Administrative Designate in schools, when there is no Vice-Principal shall be as outlined in letters between the Director and the President, September and October 1999. Accordingly, the Administrative Designates will not be involved in direct staff appraisal or the discipline or potential discipline of a teacher.
 - b) The Administrative Designate only fulfills that function when the principal is absent from the school. In an emergency situation, the Administrative Designate will act on the advice and under the traditional role of the Vice-Principal such as time-tabling, calling of occasional teachers, reading of report cards, or the monitoring of duty schedules when the principal is absent from the school for an extended period of time.
 - c) The Administrative Designate shall be replaced by an occasional teacher when the Principal is absent.

French Second Language Training

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that:

1. No member shall lose his/her job due to an inability to perform their duties in the second language.
2. It shall be the responsibility of the employer to develop teachers of a second language from within the present staff rather than laying off in one program and hiring in another.
3. It shall be the responsibility of the employer to project on a five-year basis its administrative and instructional requirements in Second Language Programs and to publish the same by April 15 of each year. 4. The projection shall include:
 - i. the number of teachers required to implement program(s).
 - ii. the types of program(s) to be implemented.
 - iii. the levels of competency required.
5. Decisions pertaining to the selection of Ottawa Carleton ETFO/FEEO members for second language training and the program to be followed shall be made by a committee of a least fifty percent (50%) Ottawa Carleton ETFO/FEEO members.
6. Priority in second language training shall be given to those members whose training would alleviate the redundancy problems. Should no redundancy exist, priority in second language training shall be given to identified instructional and administrative needs.
7. Release time for second language training shall be granted to members selected by the joint Ottawa Carleton ETFO/FEEO/OCDSB committee. These members shall be deemed capable of becoming qualified to teach a second language program during the term of the leave.
8. Members who apply for second language positions shall not be required to submit to any other selection procedures than those that exist in the regular program.
9. Whenever possible, Ottawa Carleton ETFO/FEEO members shall be used as instructors in the staff second language training programs.
10. The amount of money allocated by the employer for elementary staff second language training shall be clearly stated and in keeping with identified needs.
11. Nothing in this policy shall affect existing leave programs.

Positions of Added Responsibility

POLICY:

1. It is the policy of Ottawa Carleton ETFO/FEEO that there be a Principal in every school.
2. It is the policy of Ottawa Carleton ETFO/FEEO that there be a Vice-Principal in every school.
3. It is the policy of Ottawa Carleton ETFO/FEEO that there be an Administrative Designate in every school without a Vice-Principal.

Consultation with Parents

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that principals, in consultation with staffs, shall be allowed to adjust school hours, without lengthening the number of working hours, to facilitate parent consultation and the Executive shall seek to have the OCDSB adopt similar policy.

Volunteers

POLICY:

1. It is the policy of Ottawa Carleton ETFO/FEEO that a volunteer is not intended to replace qualified personnel (Educational Assistant, etc.).
2. That is be the right of a teacher to decline volunteer services.
3. That the work of volunteers be supervised at all times by designated teachers.
4. That there be no access to confidential records of students by volunteers.

Teachers in Dispute

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that members shall not enter any Board of Education property where a teacher group is engaged in legal strike.

Insurance

POLICY:

1. It is the policy of Ottawa Carleton ETFO/FEEO that benefits shall be viewed as employee owned and that any surplus from the funds shall be returned to the employees.
2. It is the policy of Ottawa Carleton ETFO/FEEO that the agent of record of Ottawa Carleton ETFO/FEEO shall be determined by Executive and Council and reviewed annually.

Member in Good Standing

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that members who are in good standing may benefit from the Ottawa Carleton ETFO/FEEO Conference Fund or Bursaries and may hold elected or appointed positions in Ottawa Carleton ETFO/FEEO, in accordance with the Ottawa Carleton ETFO/FEEO Constitution and By-laws.

PROCEDURE:

The President, after being informed that a member may be in violation of Article 3.4: Member in Good Standing shall discuss the matter with the member. If there is valid cause for concern, the President should inform the member of the Member in Good Standing Article and ask him/her to reconsider his/her actions. The president shall report to Executive.

Rate Stabilization Fund

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that the Rate Stabilization Fund be utilized exclusively for the purposes of reducing premium increases to the Ottawa Carleton ETFO/FEEO LTD Plan.

Ottawa Carleton ETFO/FEEO Representatives

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that no member shall fulfill the role of Steward, Ottawa Carleton ETFO/FEEO Health and Safety Representative, School Council Teacher Representative or Ottawa Carleton ETFO/FEEO School Supervision Committee Representative while employed as an Acting Vice-Principal or Acting Principal.

Delegates to the ETFO Annual Meeting

POLICY:

It is the policy of Ottawa Carleton ETFO/FEEO that Delegates to the ETFO Annual Meeting chosen according to the process outlined in By-Law 6.10 be Active Members in Good Standing. For further clarity, Members who have retired in the June retirement period may attend the ETFO Annual Meeting in the Summer immediately following their June retirement. Members who are named OCDSB Administrators (including Probationary or Acting) after being selected for the Delegation and who will be in that role in the following School year shall withdraw from the Delegation and be replaced by the Delegation Chairperson as outlined in By-Law 6.8.