



Trillium
Lakelands
Occasional
Teachers'
Local

Elementary Teachers' Federation of
Ontario

TRILLIUM LAKELANDS OCCASIONAL
TEACHERS' LOCAL

Policies and Procedures

Revised March 2019

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Section 1 – Office Management

A. Executive Expectations

- i) As per the TLOTL Constitution there will be at least 9 executive meetings per year.
- ii) All Executive Members are required to attend all executive meetings, the Annual General Meeting and all other meetings called by the President.
- iii) Meeting Dates:
 - a) The date of the first (September) meeting of each school year shall be determined in June.
 - b) The date of all other planned monthly meetings will be determined in September.
 - c) All meetings will be held outside the school day except the final meeting of the year (June) unless otherwise agreed to by the Executive.
 - d) If Local Executive Meetings are held either in the North or the South, Executive Members who live in the opposite region of the Board may be provided with a part day of release time to assist with travel. The Executive will make a decision on a case-by-case basis.
 - e) Once dates are set, if an Executive member fails to attend they shall be considered absent.
 - f) If a date needs to be changed by the President, all Executive Members will be consulted when setting a new date.
- iv) Once a new date is decided:
 - a) if an Executive Member declared a conflict, they shall not be considered absent.
 - b) if an Executive Member agreed to the new date and does not attend, they shall be considered absent.

B. Forms

- i) Forms for expenses and Release time are available from the President, Treasurer or designate.
- ii) Forms for the Member Development Fund (MDF), Dependent Care Subsidy and other member-related forms are available from the local website tlotl.ca
- iii) All forms must be completed and submitted with the appropriate supporting documentation. Electronic submissions are acceptable.

C. Communications

- i) The President is the official spokesperson for the Trillium Lakelands Occasional Teachers' Local. All communication must be issued and/or approved by the President.
- ii) Regular communication with the membership is the responsibility of the President.
- iii) The President shall maintain a database of member's personal emails.
- iv) The President will be an administrator and may designate administrators for the Local's website, Facebook page, Twitter account, and any other electronic communication methods.
- v) If Executive Members are approached for advice they should direct the member to contact the President.

D. Signing Officers

- i) Three (3) signing officers shall be named from the Executive for the Local. One of the signing officers must be the President, and another must be either the Vice-President or Secretary.
- ii) All cheques shall be signed by two (2) signing officers.
- iii) Every attempt will be made to have cheques signed by signing officers other than the person to whom the cheque is written.

E. TLOTL Committee Expectations

- i) Committees may be formed at the request of the President, an Executive Member or a Member of the Local (with the approval of the Executive) on an as needed basis.
- ii) Committees must include at least one member of the Executive.
- iii) Committee members are expected to attend all meetings required for their position. If unable to attend any meeting, notice must be given.
- iv) Committees are responsible for:
 - a) establishing a Terms of Reference, subject to the approval of the ETFO-TLOTL Executive;
 - b) selecting such officers as they deem necessary
 - c) submitting a written report or minutes of all meetings to the following Executive meeting or to the President.
 - d) submitting committee motions and/or budget proposals to the Executive

F. Elections

Policy

- i) TLOTL elections for Executive positions will be held every two years. The elections will be held at the May ETFO-TLOTL AGM. Candidates must be present for elections or be declared ineligible, unless special permission has been granted by the Executive and the Elections Chair for specific extenuating circumstances.
- ii) Eligibility is based upon the candidate's status of being an active ETFO-TLOTL member in good standing.
- iii) Nominations sent to the President must identify the name of the Member being nominated as well as the office to which they are seeking election.
- iv) The chair may accept nominations from the floor of the AGM when a position is left open with no candidate, and if the nominated person is in attendance at the AGM.
- v) The election of the ETFO-TLOTL Executive shall be by secret ballot held at the ETFO-TLOTL AGM.
- vii) Candidates shall be introduced to the Members by the Elections Chair and shall have up to two minutes to speak to the Members prior to the vote. Each candidate may appoint one scrutineer to observe the counting of the ballots by the Elections Chair.
- viii) The successful candidates for all elected positions shall be announced to the members at the AGM, followed by posting on the website within five (5) days of the election.
- ix) Candidates are successful when they receive a plurality of the ballots cast.
- x) There shall be no vote by proxy.
- xi) The elections shall follow Article IX in the ETFO-TLOTL Constitution.

Election Chair Responsibilities

- i) The Elections Chair will be responsible for the distribution of the campaign materials.
- ii) The Elections Chair will respond to questions or concerns of candidates about the election process.
- iii) The Chair will investigate concerns about campaigning violations.
- iv) The Chair is required to attend the TLOTL Annual General Meeting (AGM).
- v) The Chair will report to the membership at the TLOTL AGM and explain the election process, report any disciplinary action, introduce candidates or acclamations, distribute ballots, monitor ballot boxes, count ballots and announce winning candidates.

G. Documents

- i) TLOTL Constitution and Policies and Procedures – Whenever amendments are made to either document, current copies will be posted on the website within 30 days.

- ii) Collective Agreement – A copy of the current collective agreement shall be posted on the tlotl.ca website once it is compiled into its final format. An electronic copy may be sent to members upon request from the President.
- iii) Files will be maintained by the President. General Files will be culled on a five (5) year cycle. Financial information will be culled on a seven (7) year cycle. Files related to grievances or collective bargaining will not be culled.

H. Member Development Fund (MDF)

Criteria for Reimbursements

- i) When Members seek to augment their knowledge and/or skills so that the benefits are shown in the classroom and benefit themselves and their students.
- ii) Members may apply for reimbursement funds during the Fiscal year (July 1 to June 30) in which the learning was completed, or the resource purchased.
 - a) Must be a member of TLOTL at the time of completion or purchase.
- iii) The course, workshop, or resource must be paid for and completed prior to application. Receipts and documents must be provided to substantiate this information.
- iv) Funding will be provided for as long as the funds remain available. Budget may be exceeded by motion of the Executive.
- v) Member Development Funds will be provided on a first come basis. A member may access each reimbursement category once per fiscal year until the funds in that category are depleted. The amount each member may access will be established in the budget for that fiscal year and passed by the membership at the TLOTL Annual Meeting.
- vi) The Reimbursement categories will be as follows: 1. AQ/ABQ Reimbursement; 2. Teacher Resource Reimbursement (NOT including reproducibles); 3. NON-AQ/ABQ Professional Learning (Other workshops and conferences members may attend)
- vii) Applications must be received by June 15th of the fiscal year in which the application is being made. (Supporting Documentation may be submitted later for AQs that end in June)

Member Responsibilities

- i) The Member will request a Member Development Fund (MDF) application from the President or access the electronic copy via www.tlotl.ca.
- ii) After completing a course or workshop, the member will send the completed application, proof of payment and proof of successful completion to the president.
- iii) For a resource, proof of purchase, and a completed application form must be submitted to the President.

Executive Responsibilities

- i) The President will receive the MDF application forms from the Members and present them to the Executive at the next Executive Meeting for approval.
- ii) The Executive will review the MDF application form to see that it meets the criteria established.
- iii) The Executive will use a motion to accept or reject the MDF application from the Member.
- iv) If approved by the Executive, the President will send a cheque to the Member and keep records of this transaction.
- v) If rejected by the Executive, the President will inform the Member of the rejection and provide reasons for the rejection.

Criteria for Executive Member Development

- i) Any Executive Member may apply to any MDF category, just as any member of the Local may.
- ii) In addition, each Executive member has the opportunity to attend one professional learning event per year with any additional expenses covered under the budget line Executive MDF.

- iii) If it is an ETFO event, expenses not covered by ETFO – additional parking, 407, single room, registration fee will be covered.
- iv) If it is NOT an ETFO event, all standard expenses will be covered – meals, mileage, accommodation, parking, registration
- v) ETFO events are automatically approved; other events require prior approval by the Executive.
- vi) Events are limited to those occurring in Ontario.

Criteria for Dependent Care Subsidy

- i) The Trillium Lakelands Occasional Teachers' Local offers a subsidy for dependent care so members may attend professional learning opportunities.
- ii) Application forms are available from www.tlotl.ca and at PL events.
- iii) The rates are as follows per member NOT per child:
 - a) up to \$50.00 per day (full day workshop – over 5 hours);
 - b) up to \$35 per half day (over 3 hrs, up to 5 hour workshop)
 - c) up to \$25.00 per afterschool/evening event (1 hr up to 3 hour workshop).
- iv) Guidelines for Payment:
 - a) Payment for childcare is limited to dependents 12 years of age and under.
 - b) Payment for adult dependent care is limited to an adult whose care is the responsibility of the member, or dependents 12-18 years with special needs.
 - c) The Caregiver may not be the partner of the member.
 - d) Payment for a Caregiver who resides at the same address as the member, such as an older child, shall not be reimbursed unless that Caregiver is usually paid for such services by the member.
 - e) A receipt signed by the caregiver must accompany this form
 - f) This form must be returned to the Trillium Lakelands Occasional Teachers' Local no later than 14 days after the event.

I. Office

- i) As per the TLOTL Constitution, the President is the Chief Executive Officer of the Local and the Manager of the TLOTL office.
- ii) The President decides on the location of the TLOTL office.
- iii) It is the responsibility of the President/Office Manager to keep an organized filing system of all ETFO materials, all TLOTL materials and all the correspondence between the Local and the other organizations and individuals.
- iv) It is the responsibility of the President/Office Manager to keep all office equipment well maintained.
- v) An Office and equipment inventory list will be provided to the Executive at the first executive meeting in the new school year.
- vi) It is the responsibility of the President/Office Manager to buy equipment, services, furniture or supplies that are required for the functioning of the TLOTL office within the confines of the established TLOTL Budget for office expenditures. Any item that goes beyond the office expenditures in the budget require the approval of the Executive either at an Executive meeting or by e-mail/telephone.
- vii) The President/Office manager, after leaving office, will organize and make available, with the assistance of the new President and other members of the Executive assigned to help, all files and equipment for the new TLOTL office.
- viii) If the president chooses to operate the TLOTL office from their home, they will receive a remuneration of \$250/month for maintenance and cleaning costs. This amount will not be paid if office space is rented.
- ix) Other customary office expenses (internet, cell phone, etc.), will also be paid by the local.

Section 2 - Financial Business

A. Banking

- i) The Local will maintain a general chequing account, and a savings Collective Bargaining account (Effective June 2017). Additional short-term investments may be made, as necessary.

B. Release and Honoraria

Release – Executive Duties

- i) Unless the President holds additional roles in the Local (as set out below), all meetings attended on behalf of the President shall come out of the allotted President's pay, unless noted otherwise.
- ii) In the event the President becomes 1.0 release – any articles referencing the President being paid at the daily-rate pay are nullified.
- iii) The following compensation shall be given each fiscal year.
 - a) The Treasurer will receive 1/2 day of release time if in an LTO, or ½ of a day's pay at the daily rate per school month to complete the books. As well, 1 day of pay/release will be provided to attend the OT treasurers conference, and 1 day of pay/release will be provided for the completion of the budget. (Total 7 days.)
 - b) The Secretary will receive 1/2 day of release time if in an LTO, or ½ of a day's pay at the daily rate per school month to complete the minutes. (Total 5 days.)
 - c) The member updating the website will receive up to a total of 3 days release time (if in an LTO), or 3 days pay at daily rate depending on updates and changes requested by the President.
 - d) The PL Chair/Executive Liaison will receive a half (.5) day of pay at the daily rate, or ½ day release for the afternoon of any PL event that runs after school on a regular school day. As well, an additional half (0.5) day of pay at the daily rate, or 0.5 day of release will be provided for every two (2) workshops that are planned. They will also receive one (1) day of pay at the daily rate or one (1) day of release for attending the PLOTs conference. Additional release may be provided, by Executive decision, depending on the location of the PLOTS conference.
- iv) If an Executive Member is asked to attend a local meeting/event on behalf of the Local, the member shall be paid the daily rate for the day. Eg. Policy reviews, NTIP steering, etc.
- v) If an Executive Member is asked to attend any event that release time is not otherwise paid, the Local shall pay the member the daily rate. Eg. POTs, GHOTs, etc.
- vi) All Executive Members (including the President) shall be paid the daily rate for any additional meetings related to Collective Bargaining.
- vii) All Executive Members (including the President) shall be paid the daily rate for attending any executive meetings held during a regular school day.

Release - Other Union Work

- i) When Release Time is required by a Member for Union business, a request for Release Time must be made to the President for authorization.
- ii) The President may assign union work.
- iii) If Release Time is required by an Executive Member, and it is approved by the President, the President will inform the Executive Member.
- iv) Release Time will be paid for by the Union at the daily occasional rate for either a 0.5 or 1.0 day.
- v) If Release Time is required by a Daily Occasional Teacher, it must be approved by the President and then the President shall inform the Member. The Member must book off the appropriate time through SFE.
- vi) If Release Time is required by an LTO in order to complete Union Local Work, the President will inform the Employer. It is the responsibility of the LTO Member to inform the Principal at their worksite that Union Leave is required. The LTO Member will not be

compensated by the Union Local. The expense of an occasional teacher to replace the Member will be the responsibility of the Local.

- vii) Any Member who does not obtain approval from the President before taking Union Local Leave or before doing Union Local Work will be responsible for all costs themselves.
- viii) The President will record all Release Time and will inform the Executive of all Union Local Leave and Work. The President will present a copy of the record to the Treasurer.

Honoraria

- i) An honorarium is presented at the end of the school year in recognition of the Executive Members carrying out their responsibilities on behalf of the membership. The honorariums are paid as per section 7.2.21 of the Constitution.
- ii) Executive Members are allowed to miss two executive meetings per year due to unforeseen circumstances without loss of any part of the honorarium.
- iii) If an Executive Member misses more than two executive meetings in a year, the honorarium will be deducted on a proportional basis.
- iv) Should the Executive Member wish to have extenuating circumstances considered, they may make an appeal to the Executive as per the Constitution 7.2.20.

C. Mileage and Travel Expenses

- i) Mileage
 - a) Executive Members will be paid mileage to attend executive meetings and other meetings where attendance is mandatory.
 - b) Mileage will be paid as per the ETFO travel guidelines (currently 50 cents per kilometer).
 - c) All mileage calculations will be from the Executive Member's home to the event location, except:
 - 1) If an Executive Member lives outside the TLDSB borders, the closest TLDSB school to the member's home will be the starting point for all mileage calculations.
 - 2) If an Executive Member is in an LTO their calculation will be from their home school to the event.
 - d) Carpooling allowances will be added as per ETFO travel guidelines (5 cents per kilometer per person)
- ii) Meals
 - a) Costs will be paid as per the ETFO travel guidelines (currently \$15 breakfast, \$20 lunch, \$45 dinner).
- iii) Single Room Supplement
 - a) The single room supplement will be paid for any Executive Member attending an event on behalf of the local.
- iv) 407 ETR Usage
 - a) TLOTL will pay the yearly transponder fee for the President. TLOTL may pay the yearly transponder fee for other Executive Members with prior approval.
 - b) Executive Members may claim 407 ETR fees for travel to an ETFO event that they are attending on behalf of the Executive or if they are claiming the event under the Executive Member Development budget line.
- v) Parking
 - a) TLOTL will pay parking fees incurred by Executive Members if they are attending an event on behalf of the Executive. If the parking costs are covered by ETFO but the costs exceed the amount allowed by ETFO (due to parking available), TLOTL will pay the difference.

- vi) Inclement Weather
 - a) If inclement weather would prevent an Executive Member from travelling safely to an event, cancelling their attendance is appropriate.
 - b) If inclement weather would prevent an Executive Member from travelling home safely after an event, the Member may stay in a hotel and TLOTL will pay the cost of the room and meals until the Member can safely travel home.
 - c) This does not require prior approval, but the Member should inform the President as soon as possible.

D. Expenses

- i) Other expenses incurred while doing the business of the Local must be itemized and submitted on an expense form with the appropriate documentation.
- ii) Expenses are usually submitted three (3) times during the school year; however Executive members may submit expenses at any executive meeting.

E. Defence Fund

- i) In non-bargaining years \$5000 will be budgeted for Collective Bargaining – Local, this amount will increase to \$7000.00 in a year during which bargaining is to take place.
- ii) At the end of each fiscal year, the balance remaining in the line budgeted for Collective Bargaining – Local, shall be transferred into a savings account.
- iii) The amount held in the savings account shall be considered the Defense Fund.
- iv) The assets of the Defense Fund shall accumulate from year to year.
- v) If costs of local collective bargaining exceed the budgeted amount in any year, money will be transferred out of the Defense Fund to cover those costs.
- vi) The assets of the Defense Fund shall be only used to:
 - a) Pay the approved costs incurred for local collective bargaining, including but not limited to:
 - 1) Release time for Collective Bargaining committee members
 - 2) Meals, accommodation, mileage and other traveling expenses for the Collective Bargaining committee members
 - 3) Meeting space costs
 - 4) Printing, photocopying, mailing costs related to local collective bargaining
 - b) Fund collective bargaining initiatives as approved by the Executive
- vii) Revenue earned by the Defense Fund shall remain in the Defense Fund.
- viii) If the balance of the defense fund exceeds the total of one year of fee rebates and levy income, the executive shall report with recommendations to that year's Annual General Meeting.

F. Support for Members running for Provincial Executive

- i) The TLOTL Executive may determine by vote to support a nomination of a TLOTL member wishing to run for Provincial Executive.
- ii) The TLOTL Executive may financially support a TLOTL member running for Provincial Executive by an amount determined by the Executive (not to exceed \$2500)
 - a) The amount determined would be the total amount given, less any donations provided by other locals.
 - b) The member must provide receipts for all money spent.
- iii) The TLOTL Executive may financially support an ETFO member (not from TLOTL) running for Provincial Executive by an amount determined by the Executive (not to exceed \$100).

G. Donations

- i) The Local will donate yearly \$250 to each of the local women's shelters.

- ii) An additional donation of up to \$500 will be made to one, or more, other organization that is associated with helping children. The Executive will choose the organization(s) and amount.
- iii) Additional donation money up to \$500.00 is available for sudden unexpected events such as a humanitarian crisis or natural disaster. A decision to use these additional funds will be made by motion to the Executive.

Section 3 – Procedures

A. Delegates to the ETFO annual meeting

- i) TLOTL is allocated at least two delegates and one paid alternate.
- ii) Effective 2016, TLOTL may take one additional alternate as per Article X of the TLOTL constitution.
- iii) Annual Meeting delegates/alternates will be provided with accommodation the evening prior to the start of the meeting.
- iv) ETFO provides the Local with funds to cover the costs of meals from Monday evening until Thursday, excluding Wednesday dinner, for delegates and one (1) alternate. The TLOT Local will provide delegates and all alternates who travel up on Sunday, the amount provided by ETFO, plus an additional \$100, to cover additional meals and snacks for the floor. Delegates/alternates who do not arrive until Monday, will receive an additional \$55.00. Receipts will not be required. Delegates who choose not to attend the formal dinner on Wednesday will be required to expense their meal to the Local.
- v) Annual Meeting delegates/alternates are expected to be available for the duration of the Annual Meeting unless prior arrangements are made.
- vi) Priority will be given to selecting delegates/alternates who will be available for the entire duration of the event.
- vii) Annual Meeting delegates/alternates are expected to be on the meeting floor (in designated seats or observer section) other than during pre-determined breaks to ensure that all voting positions are filled.

B. Observers at Meetings of the TLOTL Executive

- i) Only Members of TLOTL or an ETFO Executive Liaison may observe at meetings of the Executive
- ii) A Member shall contact the President by email requesting to observe at an Executive Meeting no less than 48 hours prior to the start of the meeting.
- iii) The president shall forward to the Member the date and location of the Executive Meeting at which the Member may observe.
- iv) A Member may observe at an Executive Meeting in accordance with the following provisions:
 - a) There shall be no additional cost to the Local. (Food may be provided.)
 - b) The Member shall be responsible for the travel, accommodation, or incidental expenses of the Member.
 - c) Materials provided to the Member during the meeting will remain property of the Local and must be returned at the end of the meeting.
 - d) The Member will be excluded from parts of the Executive Meeting that are held in camera.
 - e) The Member shall keep confidential all privileged information obtained during the meeting.
- v) During the meeting, Members observing may not participate in discussions or ask questions. There will be time allotted at the end of the meeting for questions.
- vi) Electronics must be set to vibrate and only work-related calls are acceptable.