

Letter of Agreement  
Between  
The Halton District School Board  
(hereinafter referred to as the "Board")  
And  
The Ontario Secondary School Teachers' Federation representing the  
Secondary Teachers, District 20, Halton  
Composed of Teachers employed by the Board  
(hereinafter referred to as the "Union")

**Gary Allan High School**

1. Without Prejudice or Precedent

It is understood by the Union and the Board that protocols developed specifically for Gary Allan High School (GAHS), an adult and alternative high school, are not transferable or applicable to any other secondary school in the Halton District School Board without the written agreement of the Board and the Union.

2. Headships

- a. Headships are to be based on curriculum areas as outlined in articles 06.07.00 and 10.07.00 of the collective agreement. All Headships at GAHS will be advertised with curriculum responsibilities and with additional school wide responsibilities in the format and under the conditions as per the Joint Staffing Advisory Committee as agreed on March 3, 2010. In addition:
  - i. The following descriptors may be used for GAHS headships: Alternative Programs, Bronte Creek/Trailhead Project, Self Reliant Learner Program, Curriculum, and Co-operative Education.
  - ii. The Heads at the various sites will all be hired with different subject- area specialties, as per Article 10.07.00.b of the Collective Agreement. Heads will provide curriculum support in their respective subject areas to teachers at their home sites and to Teachers at other sites in GAHS.
- b. In addition, school-wide responsibilities may be assigned to Heads, such as Literacy, Numeracy, Staff Development, and Community Liaison. This is not an exclusive list.
- c. It is understood the major sites (Burlington, Oakville, Halton Hills and Milton) will have the role of Lead Teacher attached to one of the Headships assigned to the site with the following criteria:
  - i. The Lead Teacher role will be advertised as part of the headship having this responsibility, e.g. Head of Self Reliant and Lead Teacher.

- ii. The Lead Teacher is delegated responsibility for the daily operation and programs at the site in the absence of the Principal.
- iii. Heads acting as a Lead Teacher are not to evaluate or discipline other Teachers. Lead Teachers provide input to the Principal on timetables and/or teacher assignments.
- iv. Lead Teachers may mentor staff where there is mutual agreement.
- v. It is understood that while the Lead Teacher defined under ii) is delegated responsibility for the daily operation of the site, the Head of the Alternative program has responsibility for the school wide program that may operate at any given site including staff development, curriculum and instruction.
- vi. If the role of Lead Teacher is assigned to, or taken away from, a Headship, this will be deemed a significant change and will be covered under 10.07.03 of the collective agreement.

### 3. Transfers

- i. For the 2011-2012 and subsequent school years, the Principal of GAHS will assign Teachers during the staffing process to assignments within GAHS to programs/sites/subjects by order of seniority and qualifications in accordance with the student demand for the subjects/programs.
- ii. All Teachers who may be asked to change program or location will be given their tentative assignments within GAHS prior to the April 1<sup>st</sup> surplus declaration date. A Teacher may choose to accept or decline the assignment.
- iii. Where a Teacher declines the assignment offered above, the Teacher will be declared surplus to GAHS in accordance with Article 19.01.08. The Teacher will have the automatic right of first refusal for other positions at the school in accordance with 19.02.05 a) and b) for which the teacher is qualified.
- iv. The Board agrees to advise new hires to GAHS in writing that the program/site needs may require them to be assigned to an alternate site/program if necessary due to changes in enrolment/program demand and the Board will also advise new members in writing on the options outlined in 3. ii,iii above
- v. Notwithstanding the above, the Board and the Union agree that staffing changes due to retirements, resignations, transfers, program changes etc, that occur subsequent to April 1<sup>st</sup> may result in changes to a Teacher's assignment to meet the needs of the students and GAHS.
- vi. Where there are program and or site placement changes and the teacher is not in agreement, the Principal will endeavour to find an alternate placement if a suitable vacancy exists in the opinion of the Principal.

4. Scheduling

- i. If the scheduling and/or program needs of the school require a Teacher to be scheduled in both a morning and evening timeslot but not working during the afternoon (split shift) the Principal will communicate this need to the Teacher and to their Branch President. If the Teacher is in agreement, the Principal will advise the Manager of Human Resources who will communicate this requirement to the Union President.
- ii. If a teacher does not wish to accept a split shift the Principal will rearrange the teaching assignment to eliminate the need for the need for the split shift.
- iii. Assignment of a split shift at the request of the Teacher will be subject to the scheduling needs of the school.

5. Lunch Period

- i. The teacher's lunch period will be outlined on each site schedule.

6. Mileage

Where a Teacher may be required to teach at different sites, the teacher will be given consideration in their timetable for travel and the teacher will be eligible for mileage in accordance with the Board mileage policy. Geography will be considered in making such assignments.

Dated at Burlington this 2 day of June, 2010.

FOR THE HALTON DISTRICT SCHOOL  
BOARD

\_\_\_\_\_  
Executive Officer of Human Resources

\_\_\_\_\_  
Manager of Human Resources

FOR THE OSSTF TEACHER  
BARGAINING UNIT

\_\_\_\_\_  
President, O.S.S.T.F. District 20 TBU

\_\_\_\_\_  
Chief Negotiator, O.S.S.T.F. District 20 TBU