

Policies & Procedures

Of

**Ontario Secondary School Teachers'
Federation (OSSTF)**

DISTRICT 20 (Halton)

**Occasional Teachers' Bargaining
Unit (OTBU)**

D20 OTBU POLICIES & PROCEDURES

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D20 OTBU POLICIES & PROCEDURES

DEFINITIONS

For the purpose of this document:

“Members rights” shall be maintained and defined according to the District 20 OTBU Collective Agreement and the Policies and Procedures of the Ontario Secondary Schools Teachers Federation (OSSTF).

“Member in good standing” shall mean registered with Ontario College of Teachers (OCT) and has worked in the previous 95 consecutive instructional days.

POLICY & PROCEDURES 1 ADHERENCE TO THE POLICIES AND PROCEDURES OF THE VARIOUS STAKEHOLDERS

- 1.1 D20 OTBU shall adhere to each of the Policies & Procedures of the OSSTF, provincial government, and the HDSB.

POLICY & PROCEDURES 2 ADHERENCE TO THE POLICIES AND PROCEDURES OUTLINED IN THE OSSTF FINANCIAL HANDBOOK

- 2.1 D20 OTBU shall adhere to the Policies & Procedures that are outlined in the current OSSTF Financial Handbook.

POLICY & PROCEDURES 3 VACANCIES IN EXECUTIVE POSITIONS

The Executive shall:

- 3.1 call for members willing to fill any vacant Executive position, other than the President’s position.
- 3.2 review all candidates and appoint members as per Bylaw 8 Vacancy.

POLICY & PROCEDURES 4 REMOVAL OF MEMBERS AND EXECUTIVE AND PERSONNEL HIRED BY D20 OTBU

Any Executive, or member, or any personnel hired by D20 OTBU, shall be automatically removed from the D20 OTBU under the following conditions:

- 4.1 Theft, fraud, and / or embezzlement of funds.
- 4.2 Behaviour inconsistent with the Code of Conduct that all members are bound by as described in the current OSSTF Constitution & Bylaws Articles 3 & 4. This code will also be deemed to apply to any personnel hired by D20 OTBU.

The procedure that will be followed for the removal of members and Executive and personnel hired by D20 OTBU is:

1. Written notification, either by email or letter, to indicate that they have been removed from D20 OTBU once all alleged charges, and appeals, have been resolved either in the Criminal or Civil Courts or with D20 OTBU and OSSTF.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 4 REMOVAL OF MEMBERS AND EXECUTIVE AND PERSONNEL HIRED BY D20 OTBU continued

In the case of an Executive member being removed due to lack of attendance at Executive meetings the following procedure will occur:

1. Written notification, either by email or letter, will be sent to the Executive member indicating that they have missed 2 meetings during one (1) fiscal year and after their third (3) non-attendance they will no longer be an Executive member as per the current D20 OTBU Constitution & Bylaws Section 8.
2. At the third (3) missed meeting the Executive will make a motion to remove the said Executive member. The said motion will be considered to be passed by a simple majority.
3. Once the motion is passed a written notification, either by email or letter, of Removal from Executive will be sent to the said Executive member.
4. If there are extenuating circumstances, such as, but not limited to, death in the family, severe illness, or family commitment, then the Executive member must inform the President as to the reason for their absence.
5. In the case that the President is to be removed from the Executive, then the Vice-President will assume the role of President.
6. For all other Executive positions, the Executive shall appoint a replacement for the rest of the term by a simple majority vote.

POLICY & PROCEDURES 5 STANDING COMMITTEES

The Executive shall:

- 5.1 call for members willing to fill the Standing Committee positions.
- 5.2 review all candidates and appoint members as per Bylaw 4 call for members willing to fill the Standing Committee positions.

POLICY & PROCEDURES 6 AD HOC COMMITTEES

6.1 Ad Hoc Committees:

The Executive shall:

- 6.1.1 call for members willing to fill the Ad Hoc Committee positions.
- 6.1.2 review all candidates and appoint members as per Bylaw 5 call for members willing to fill the Ad Hoc Committee positions.

6.2 Local Table Team:

The Executive shall:

- 6.2.1 call for members willing to join the Local Table Team according to Bylaw 5.2 Local Table Team.

D20 OTBU POLICIES & PROCEDURES

NOTE EXPENSES: Any and all expenses that are being reimbursed shall be:

1. a line item of the Budget for the following year which shall be approved at the AGM.
2. a line item of the Treasurer's Annual Report for the AGM.
3. reimbursed by cheque with the appropriate approval by the Executive, where required, and receipts must be submitted to the Treasurer.

POLICY & PROCEDURES 7 ALLOWABLE EXPENSES

Authorized expenses must be within the allowable limits. Expense vouchers must be accompanied by original itemized receipts. Members are encouraged to submit vouchers in a timely fashion. Exceptions to these guidelines will be made when a member requires an accommodation on human rights grounds or due to other barriers that may exist. Whenever feasible, members should identify a need for accommodation to the appropriate spending authority for the event in advance. **Refer Appendix A – Allowable Expenses** for the appropriate form. Ensure you use the D20 OTBU Expense Form only if you are submitting expenses for D20 OTBU local mileage and release time.

7.1 Travel:

7.1.1 Car

- Car travel will be reimbursed per kilometre from a member's place of work to the location of the meeting to home. The rate for a driver is 45 cents per kilometre.
- Car-pooling – all eligible passengers must be listed on the claim. For the first eligible passenger, car-pooling will be reimbursed at 55 cents per kilometre. For two or more eligible passengers, car-pooling will be reimbursed at 70 cents per kilometre.
- Car claims, including any associated meals, accommodations and time release cannot exceed the cost of a flight pass available at the time.
- Distances may be confirmed by a computerized mapping program.
- Toll charges, such as Highway 407, are not normally reimbursed.

7.1.2 Car Rental

Car rental charges will only be reimbursed if public transportation does not allow members to attend federation functions, or if the cost of car rental plus fuel is equal to or less than the regular reimbursement for car travel.

7.1.3 Rail/Bus

Economy or business fare will be reimbursed. If business fare is claimed, the total transportation costs must be equal to or less than the total cost to drive or to use flight passes.

7.1.4 Taxi

Regular taxi charges necessary for federation business will be reimbursed. Taxi charges between cities will only be reimbursed to the maximum amount that would have been reimbursed for car travel.

7.1.5 Parking

Self-parking charges required for Federation business will be reimbursed.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 7 ALLOWABLE EXPENSES continued

7.2 Meals

- Meals may be claimed when members are in lengthy travel to or from authorized OSSTF/FEESO activities or on OSSTF/FEESO business.
- If more than one member's meal is on the same bill, the names of each member claimed must be listed on the back of the bill.
- Computerized receipts must include date and time.
- Tear-off stubs are not acceptable.
- All claims must be supported by an itemized receipt of what was purchased.
- No claim may be made if "laid-on" meals are part of the OSSTF/FEESO activity.
- Refreshments for meetings may only be claimed by the appropriate Spending Authority.
- Gratuities are included in the allowable meal allowances.
- When six or more people eat together, a 15% gratuity is often added to the bill automatically. OSSTF/FEESO will not pay an additional gratuity.
- Per person allowances: Breakfast - \$13* Lunch - \$20 Dinner - \$47
- *If a hotel buffet is the only option for breakfast, the cost of the buffet breakfast and an appropriate tip will be reimbursed, even if it exceeds \$13.

7.3 Accommodation for additional and or alternate delegates

- Accommodation for meetings and conferences is usually arranged by the Provincial Office.
- If accommodation is required to attend other authorized OSSTF/FEESO activities, charges for moderate hotel/motel rooms to a maximum of \$130 per night will be reimbursed.

7.4 Internet

- Internet access in guest rooms is included at many hotels where OSSTF/FEESO meetings are held. At venues where a fee is charged for internet access, OSSTF/FEESO will only cover the charge for District and Bargaining Unit Presidents doing federation work when attending OSSTF/FEESO-sponsored activities. Free internet access is usually available in most hotel lobbies.

7.5 Childcare / Dependant Care

- Childcare or dependant care expenses to allow members to attend authorized OSSTF/FEESO activities will be reimbursed at \$15 per hour, **OR** at the Living Wage (www.livingwage.ca) established for the community in which the member resides (whichever is higher).
- The maximum reimbursement for a day will be 10 hours, regardless of the number of dependants.
- If overnight care is needed, up to \$50 will be provided for overnight care.
- Reimbursements will not normally be made to immediate family members, including parents and siblings.
- Receipts from the childcare or dependant care provider must be provided.
- If there are exceptional circumstances, contact D20 OTBU Office in advance for consideration of special approval.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 8 NON-ALLOWABLE EXPENSES

8.1 Non-Eligible Expenses not limited to:

- Hotel services such as movies, mini-bar items and laundry
- Pet care, pet sitting
- Any other expenses that are not normal federation expenses

POLICY & PROCEDURES 9 BENEVOLENT MEMBERS SUPPORT

- 9.1 Benevolent Members Support is available to a member that has been approved by the OSSTF Benevolent Council for a relief grant. The amount of this support will be approved at the OTBU D20AGM.
- 9.2 Benevolent Council exists for the purpose of providing assistance to active members who find themselves in extreme financial need due to:
- (a) prolonged illness;
 - (b) accident; or
 - (c) extreme emergency.

The benevolent relief grants are approved by the Benevolent Council. Refer to the Benevolent Council Application on the OSSTF website (www.osstf.ca).

POLICY & PROCEDURES 10 ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY (AMPA) EXPENSES

Costs for delegates are paid by the Provincial Office. Costs for alternates are the responsibility of the District.

- 10.1 Accommodation and meal costs for delegates are pre-paid by the Provincial Office. The criteria are outlined in AMPS Expenses in the current OSSTF Financial Handbook. Refer Appendix A – Allowable Expenses for the appropriate form.
- 10.2 To claim other expenses such as transportation, parking, and dependant care, delegates should complete a supplemental AMPA Expense Voucher. Refer Appendix A – Allowable Expenses for the appropriate form.
- 10.3 Costs for alternates are the responsibility of the District and will be paid based on the criteria as outlined in 7.1 and 7.2. Refer Appendix A – Allowable Expenses for the appropriate form.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 11 ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY (AMPA) DELEGATE SELECTION

- 11.1 Delegates will be appointed to Provincial Assembly (AMPA) positions at the December OTBU Executive meeting.
- 11.2 The Delegation Team size is determined annually by the Provincial OSSTF using the parameter of full time equivalent (FTE).
- 11.3 The Delegation Team must include:
 - 11.3.1. The D20 OTBU President
 - 11.3.2. Two (2) other D20 OTBU Executive members
 - 11.3.3. At last one (1) alternate member chosen from the D20 OTBU Executive
 - 11.3.4. Other delegates, as prescribed by the Provincial OSSTF FTE calculation, shall be chosen from the general D20 OTBU membership.
- 11.4 The Procedure that shall be followed for the selection of the D20 OTBU Member at Large and their willingness to allow their name to stand is:
 - 11.4.1. Written notification, including, by email, will be sent to the membership before November 15, to submit their willingness to attend AMPA as a D20 OTBU delegate.
 - 11.4.2. Any interested D20 OTBU member must submit their name and willingness to be considered on or before November 30.
 - 11.4.3. The D20 OTBU Executive will choose the required number of delegates from the submitted responses.
 - 11.4.4. The D20 OTBU Executive will inform in writing, including by email, the successful candidate(s) no later than December 31.

POLICY & PROCEDURES 12 OTBU D20 President's Phone

12.1 Reimbursement of the President's personal phone bill will be paid at a rate of 80% of the monthly phone bill to an approved maximum at the AGM.

POLICY & PROCEDURES 13 OTBU D20 AGM EXPENSES

- 13.1 AGM costs include room rental, meals, audio-visual equipment, promotional products, and alcohol beverages (as approved by at the Executive prior to the AGM).
- 13.2 Additional AGM costs may include centrepieces, etc. (as approved by at the Executive prior to the AGM).

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 14 OTBU D20 MEMBER ENGAGEMENT MEETINGS EXPENSES

- 14.1 Member Engagement meetings are, but not limited to, informal and varied social activities to provide an opportunity for members to feel connected to their union as well as social events with a member engagement focus that are also designed to promote an education related focus, and/or which have a member recognition component.
- 14.2 Member engagement meetings' costs may include room rental, meals, audio-visual equipment, decorations and promotional products, (as approved by at the Executive prior to the member meeting).
- 14.3 Reimbursement for Member engagement meetings costs may be available through accounts referred to in the current OSSTF Provincial Financial Handbook.
- 14.4 The Lunch & Learn Program budget line item is for informal lunch time visits to individual school to communicate with Occasional Teacher members about the roles, duties, opportunities for participation and advocacy of Provincial OSSTF and the Local D20 OTBU affiliate.

POLICY & PROCEDURES 15 HONORARIA

- 15.1 The OTBU D20 webmaster shall be paid an annual honorarium in recognition of the design and upkeep of the OTBU D20 webpage on eh District website. The OTBU D20 will determine the amount of honorarium based on the previous annual time and effort needed to look after the webpage.
- 15.2 An honorarium shall be paid to presenters for workshops/activities offered by the OTBU D20, up to a maximum of \$100.00, in appreciation for their time providing information for the OTBU D20 members. The OTBU D20 Executive shall determine the amount of the honorarium.
- 15.3 The OTBU D20 Executive shall consider sharing honoraria up to a maximum of \$100.00 with other workshops/activities that are jointly offered with other BU of D20.

POLICY & PROCEDURES 16 OTBU D20 SHARED EXPENSES

- 16.1 The OTBU D20 shared expenses shall be determined annually by the D20 Bargaining Units Council.
- 16.2 The shared expenses are, but not limited to, student awards, Oakville Labour District Council, Health & Safety Workshops.

POLICY & PROCEDURES 17 OTBU D20 OFFICE EXPENSES

- 17.1 The OTBU D20 office expenses shall be approved annually by the OTBU D20 at the AGM.
- 17.2 The office expenses are, but not limited to, mailing, software and hardware upgrades, rent (includes cleaning, printing costs and printer hardware, consumables, and anti-virus programs).

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 18 OTBU D20 PERSONAL PROFESSIONAL DEVELOPMENT EXPENSES

- 18.1 Personal PD Funding is to be applied towards a meeting, workshop and/or activity that lead to professional enhancement in the field of education.
- 18.2 The funding criteria are found in Appendix B Professional Development Application Form.
- 18.3 The Personal Professional Development expenses shall be approved annually by the at the AGM.

POLICY & PROCEDURES 19 OTBU D20 STANDING AND AD-HOC COMMITTEES EXPENSES

- 19.1 All Standing, and Ad Hoc committees will prepare a budget, prior to expenditures that shall be approved OTBU D20 Executive.

POLICY & PROCEDURES 20 OVER-EXPENDITURES

- 20.1 All over-expenditures must be approved for additional funding by submitting the details and rationale to the OTBU D20 Executive before the over- expenditure takes place.
- 20.2 The OTBU D20 Executive will examine the request and has the authority to approve or reject the over-expenditure request.

POLICY & PROCEDURES 21 PRESIDENT'S DISCRETIONARY FUND

- 21.1 The amount of the President's Discretionary Fund shall be a line item of the Budget for the following year which shall be approved at the AGM.
- 21.2 The amount of the President's Discretionary Fund shall be a line item of the Treasurer's Annual Report for the AGM.
- 21.3 All discretionary funds disbursements are to be reimbursed by cheque with the appropriate receipt submitted to the Treasurer
- 21.4 The President's Discretionary Fund will cover incidental expenses not defined by the Policies and Procedures 4 – Allowable Expenses. These items may include, but not limited to:
 - Out of office member meeting expenses
 - Table decoration
 - Party favours
 - Token gifts

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 22 OSSTF ALLOWABLE FUNDS

- 22.1 The policy of the D20 OTBU shall be that all allowable funds, defined in the current OSSTF Financial handbook, will be applied for.
- 22.2 D20 OTBU will be responsible for the payment of any balance for D20 OTBU incurred expenses.

POLICY & PROCEDURES 23 HALTON UNION COALITION (HUC) HOSTING

- 23.1 The HUC is comprised of representatives of each of the Employee and Union Groups for the Halton District School Board (HDSB).
- 23.2 Each monthly breakfast meeting is hosted by one of the Union Groups.

POLICY & PROCEDURES 24 EXECUTIVE COMMITTEE RELEASE TIME

- 24.1 The Executive Committee Release Time Fund will cover incidental expenses not defined by By-Law – Remuneration and Release Time Section 11.2. These items may include, but not limited to:
 - OSSTF Provincial meetings
 - Local HDSB meetings
 - Local OSSTF meetings

POLICY & PROCEDURES 25 CONFERENCES FOR EXECUTIVE

- 25.1 The Conferences for Executive budget line item is for those Executive delegates to attend conferences other than those that are funded by OSSTF or HDSB.
- 25.2 The OTBU D20 Executive will examine the written request to attend the conference prior to the event. The OTBU D20 Executive has the authority to approve or reject such request.

POLICY & PROCEDURES 26 DISTRICT EXPENSES

- 26.1 The District Expenses budget line item is determined by the four District 20 Bargaining Units (TBU, OTBU, OCTU and PSSP (Professional student services personnel)). This budget item is paid proportionately by these four units on a FTE percentage basis.

POLICY & PROCEDURES 27 POLITICAL ACTION

- 27.1 The Political Action budget line item is to be used for Executive approved actions for the benefit of the D20 OTBU local.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 28 WORKSHOPS

- 28.1 The Workshops budget line item is to be used for Executive approved workshops for the benefit of the members of the D20 OTBU local.

POLICY & PROCEDURES 29 NEGOTIATIONS

- 29.1 The Negotiations budget line item is to be used for Local Collective Bargaining Committee (CBC Negotiations) approved expenses related to negotiations and contract maintenance for the benefit of the members of the D20 OTBU local.
- 29.2 In a non-negotiating year, these expenses are usually for contract maintenance, any other applicable changes to the current Collective Agreement due to provincial legislations and member notifications and meetings as deemed appropriate as approved by the Executive.
- 29.3 In a negotiating year, these expenses are for contract negotiations including, but not limited to those defined in the current OSSTF Financial Handbook Section “Federation Activity Allowable Expenditures”.
- 29.4 In a negotiating year, Local Expenditures will be included in this budget line item. These expenditures will include, but not limited to, member surveys, member meetings, all member communication, ballots and ratification votes.

POLICY & PROCEDURES 30 GRIEVANCES

- 30.1 The Grievances budget line item is to be used for approved expenses related to grievances of the members of the D20 OTBU local as outlined in D20 OTBU Bylaws Sections 5.3 and 5.4.
- 30.2 The amount of the Grievances expenses will include, but not limited to, meeting with the member involved both on and off-site, all communication with regards to the alleged violation and any incidental expenses.

POLICY & PROCEDURES 31 HEALTH & SAFETY

- 31.1 The Health & Safety budget line item is to be used for approved expenses related to the Healthy Safety officer(s) completion of all Health & Safety activities.

POLICY & PROCEDURES 32 PROMOTIONS

- 32.1 The Promotions budget line item is to procure and purchase items, as approved by the Executive, to allow D20 OTBU to promote and advance the profile of OSSTF D20 OTBU among the members and general public, where applicable.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 33 MISCELLANEOUS

- 33.1 The Miscellaneous budget line item is to cover the costs and expenses, as approved by the Executive not, specifically identified above in the document.

POLICY & PROCEDURES 34 ANTI-HARRASSMENT RESOLUTION & COMPLAINT PROCEDURE

34.1 A member who believes they have been the target of harassment or discrimination at a D20 OTBU sponsored meeting or event is encouraged to take immediate action to ensure this behaviour is stopped.

As a first step, the member should make it clear to the perpetrator that they find the behaviour offensive and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, they should speak with the designated anti-harassment Officer (AHO) and ask them to act. If no AHO has been designated, the member should speak with the President or event Facilitator to ask that one be appointed.

The designated AHO will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated AHO, with the approval of the President or event Facilitator, may remove the respondent temporarily from the meeting if circumstances warrant.

The investigation shall be handled confidentially. However, all complaints will be reported by the AHO to the President.

If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the President for action. It shall be the joint responsibility of the President and one other Member of the Executive not connected to the complaint to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action.

34.2 Should the complaint involve the President, then the First Vice-President or their designate shall undertake the duties of the President as outlined above.

34.3 The parties involved will receive a written report stating the findings and any action taken.

34.4 Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from the meeting or event. If a decision is made to remove or exclude that member, and where this member is representing a bargaining unit, district, or the Provincial body, a confidential letter outlining the reasons for this decision will be sent to the president of the appropriate body.

34.5 Decisions may be reviewed by Members of the Executive not involved with the complaint or its investigation on the request of a Member.

34.6 A confidential file of all records and reports related to the investigation of written complaints shall be kept for a period of five years.

34.7 None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or make a complaint to police.

D20 OTBU POLICIES & PROCEDURES

POLICY & PROCEDURES 35 ANTI-HARRASSMENT APPEALS PROCEDURE

35.1 Members of the Unit affected by a decision resulting from a complaint under the Bargaining Unit's Anti-Harassment Policy may appeal this decision by submitting a written request for an Appeal Hearing to the President in a timely fashion.

35.2 Upon receiving the request, the President shall strike an Anti-Harassment Appeals Committee to consider the appeal.

35.3 The President shall Chair the Anti-Harassment Appeals Committee and shall appoint two additional members.

35.4 If the President is the subject of the complaint, the First Vice-President shall appoint three members to the Anti-Harassment Appeals Committee.

35.5 The Anti-Harassment Appeals Committee shall convene within ten (10) days of their appointment to consider the appeal. They will review the complaint, the investigation process and findings, and the decision. Following the review, the Committee shall either confirm or modify the decision.

35.6 The decision of the Committee shall be consistent with the Unit-Anti Harassment Policy and Procedures.

35.7 The Committee shall report the decision on the Appeal to Appellant and the President within five (5) days.

D20 OTBU POLICIES & PROCEDURES

APPENDICES

APPENDIX A – ALLOWABLE EXPENSES FORMS

1. OSSTF EXPENSE VOUCHER

RECEIPTS MUST ACCOMPANY ALL SUBMISSIONS

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario M4A 2P3

APPENDIX F

EXPENSE VOUCHER

PLEASE PRINT LEGIBLY

Name District
Home Address: NUMBER STREET TOWN/CITY POSTAL CODE

NAME OF COMMITTEE	FUNCTION	DATE/LOCATION OF MEETING	AMOUNT
012	Accommodation		
020	Breakfast		
020	Lunch		
020	Dinner		
040	Transportation	041 Air <input type="checkbox"/> 042 Train <input type="checkbox"/> 043 Bus <input type="checkbox"/> 044 Taxi <input type="checkbox"/>	
045	Auto (km) (If carpooling, list name(s) of passengers)		
046	Parking		
048	Dependant Care		
	Miscellaneous		

NAME OF COMMITTEE	FUNCTION	DATE/LOCATION OF MEETING	AMOUNT
012	Accommodation		
020	Breakfast		
020	Lunch		
020	Dinner		
040	Transportation	041 Air <input type="checkbox"/> 042 Train <input type="checkbox"/> 043 Bus <input type="checkbox"/> 044 Taxi <input type="checkbox"/>	
045	Auto (km) (If carpooling, list name(s) of passengers)		
046	Parking		
048	Dependant Care		
	Miscellaneous		

Account Name		Account Number	AMOUNT	TOTAL
AMOUNT TO BE PAID				

Member Signature Date

Signing Authority Date

Signing Authority Date

DO NOT WRITE IN SPACE BELOW – PROVINCIAL OFFICE USE ONLY					
Explanation	Amount	Detail	F/O		

WHITE ORIGINAL TO BE SUBMITTED FOR PAYMENT — YELLOW COPY TO BE RETAINED BY CLAIMANT

D20 OTBU POLICIES & PROCEDURES

2. OTBU D20 EXPENSE VOUCHER

HSOT --- Monthly --- EXPENSE SHEET

Month: _____ Cheque # _____

Name: _____ Signators: _____

Employee Number: _____

Release	1/3 day = \$77.85
Meeting	2/3 day = \$155.70
Equivalency	3/3 day = \$233.55

Date	DESCRIPTION	RELEASE TIME* Circle 1 only.	MEILEAGE (km)	Mileage Pay (\$) \$0.65/km	MISC	PD	OTHER
		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
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		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
		1/3 2/3 3/3					
TOTALS:							

Signature: _____ Payment: _____

Date: _____

***NOTE: DO NOT include weekend dates. OT Release Time can not exceed 3/3 in 1 day.**

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APPENDIX B – PERSONAL PD FORMS

PD FUNDING APPLICATION

PLEASE READ THE FUNDING CRITERIA ON THE BACK OF THIS APPLICATION

Name: _____ Email _____
(Personal email)

Funds are requested for: Conference Workshop Resource Materials

Title: _____

Conference/Workshop Date: _____

Location/Institution: _____

Rationale for attending the conference, workshop or brief description of resources:

Registration Fee:

Travel _____ km x \$0.45: \$ _____

Parking: \$ _____

Accommodation for _____ nights: \$ _____

Supply Teacher: \$ _____

Resource Materials \$ _____

Total Amount Requested: \$ _____

Identify funding being requested from other sources:

None or \$ _____ Please Specify sources: _____

Signature: _____ Date: _____

Forward application by courier to: **District 20 OSSTF Office, c/o D20 OTBU PD Committee or email to tom.otbu@d20.osstf.ca**

FOR OFFICE USE ONLY	
Amount requested: \$ _____	Amount approved: \$ _____
Date Approved: _____	Signature of PD Chair: _____

Funding Criteria

1. Funding is to be applied towards a meeting, workshop and/or activity that leads to professional enhancement in the field of education.
2. PD Funding, to a maximum of \$200, is available to individual members on a biyearly basis.
3. Funding is not available for courses which grant certification or credit toward job qualification or salary increase.
4. The funding can be applied to the cost of registration, the cost of accommodation (excluding meals), release time and travel. Travel will be reimbursed at \$0.45/ km.
5. Funding can be applied for resource materials such as books, software, and DVDs that relate to your professional needs to a maximum of \$25.00 annually.
6. Must be willing to share benefits of activity/event for other interested teachers.

Note 1: A submitted application is not a guarantee of approval.

Note 2: Applications for resource materials may be submitted annually.

Application Process

1. Teachers are to submit requests to the D20 OTBU PD Committee. The application **must be filled out in full and accompanied by a photocopy of the conference program/course outline and the fee schedule.**
2. Incomplete applications will be returned. Submitted complete requests will be processed at the next PD Committee meeting. The D20 OTBU PD Committee will inform the member of the outcome of the application for funds before the event, where possible.
3. **Applications will be processed on a first come first served basis.** Apply early as applications will not be considered once the funding available that year has been allocated. Deadline for applications is April 30 for events that are completed by Aug. 31.
4. Approved funds will be reimbursed to the member upon proof of payment and a summary of the event/materials which may be shared with other members via our webpage.
5. Applications must be received prior to the conference.
6. Receipts must be submitted within one month following the conference.
7. Teachers must pay registration costs with their own funds.
8. You will be informed of the amount available for PD funding, prior to the conference, when time permits.
9. All outside financial support for the conference must be disclosed or the application will be rejected.