



October 25, 2006

To: Branch Presidents
Principals

From: Casey Kalvaitis, President, O.S.S.T.F. District 20
Dawn Beckett-Morton, Executive Officer of Human Resources

The Board and O.S.S.T.F. have reached a settlement around the scheduling and reporting of on-calls and supervisions in our secondary schools. The following outlines the items agreed to by both the union and the Board.

Supervisions:

All teachers (with the exception of the Self-Contained Life Skills Centres teachers and Gary Allan High School teachers) are to be included on the school supervision schedules and are to complete approved supervision duties as assigned. Such supervision duties will be assigned in an equitable manner.

On Calls:

An on-call is used to replace an absent teacher regardless of teacher assignment.

All teachers will be included in the on-call pool. No teacher will be exempted from classroom on-calls regardless of teaching assignment.

Every teacher's timetable will show the teaching periods to which the teacher has been assigned and the periods in which a teacher may be assigned on-call/supervision duties in accordance with the Collective Agreement.

Over the course of the school year, all teachers will be assigned an equitable number of on-calls up to the maximum number of on-calls allowed under the Collective Agreement and based on the needs generated in different periods of the school day. In each semester the number of on-call assignments must be equitably assigned within each period of the school day to all teachers having on-call duties during that period. Schools with a common lunch may not designate the lunch period as an on-call period for any teacher regardless of teacher assignment. This does not preclude a teacher being assigned an on-call during a common lunch period provided the teacher assigned such an on-call has forty minutes of uninterrupted lunch time.

On-call assignments will be posted on each school's CHATT conference by the start of the school day in addition to any school based practices that might exist. Such a report may be revised over the course of the day to reflect changes in on-call assignments. While it is recognized that CHATT is the preferred method of communication for daily on-call assignments, those schools that have some other school based practice for communicating this

information, may continue their current practice, for the 2006 – 2007 school year only. For schools using a system different from CHATT, a copy of the on-call schedule for each day must be placed in the Branch President's mailbox before the beginning of the school day. In the event the on-call schedule is revised over the course of the school day, a revised version of the schedule will be placed in the Branch President's mailbox by the end of the school day. On-call assignments must be reported daily on CHATT beginning September 1, 2007.

Tracking:

Each school will post the on-call/supervision schedule for each semester on the school's CHATT conference by the end of the first week of classes in each semester. For schools that schedule supervisions in two week blocks of time or monthly, each revised schedule must be posted on the school's CHATT conference within three school days of the new schedule taking effect. All teachers are to be included on the schedule. **At the end of each month during the school year, schools will make available to branch presidents the total number of supervisions and on-calls performed by each teacher for that month.**

Questions regarding this settlement can be directed to Kelley Terry, Senior Manager of Human Resources or Stephen Lindeman, Staff Officer, O.S.S.T.F. District 20.