

D20

DISTRICT PROCEDURES HANDBOOK

O.S.S.T.F. DISTRICT 20 - HALTON

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District Procedures Handbook

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DISTRICT PROCEDURES

PROC – 1 DISTRICT EXECUTIVE OPERATIONS

1. Rules of order will follow Robert's Rules as outlined in Section 13 O.S.S.T.F. Handbook.
2. District Executive meetings will begin at 5:00 p.m. and end no later than 9:30; barring motion to extend to a specific time.
3. Items for District Executive agenda will be submitted to District President one week in advance of the District Executive meeting.
4. A copy of minutes will be sent out by the Friday following the meeting.
5. Reports requiring District Executive approval of recommendations, and not judged to require immediate action, will be presented for information only at first reading.

PROC – 2 DISTRICT EXECUTIVE MEMBERS

(A) Duties

1. Receive, maintain and interpret Minutes of all District meetings.
2. Call meetings of his/her Bargaining Unit for the discussion of O.S.S.T.F. matters, to provide information to promote awareness, or to seek input.
3. Attend all District Executive functions or provide an Alternate.
 - District Executive Meetings
 - Workshops
 - District Meetings
 - Others as called by the President.
4. Report to Bargaining Units all pertinent business of District Meetings, preferably in writing.
5. Keep staff informed of District and Provincial business both current and projected.
6. Report Bargaining Unit concerns to District Executive in writing, if possible, noting both the Bargaining Unit concerns and the number of staff who have expressed this concern.
7. Become familiar with the policies and programs of District and Provincial Federation.
8. Direct members to the appropriate resources. Advise members of their rights and responsibilities. Act as an objective resource person in any dispute between members. Refer to District Office as necessary.
9. Solicit representatives for District Committees, both Standing and Ad-hoc. Keep in touch with committee members from his/her Bargaining Unit.

10. Report to Federation Office all information requested. Cooperate in the administration of O.S.S.T.F. surveys and questionnaires.
11. Check with the District Office about the distribution of unofficial promotional materials.
12. Monitor the application of the Collective Agreement.

(B) Term

1. District Executive members serve a one year term.

(C) Election/Appointment

1. Appointment of District Executive will take place in September.
 - (a) A meeting of all Bargaining Unit Presidents (or designated alternates) and one member from each Bargaining Unit (selected by the Bargaining Unit) will be called by the president of the largest Bargaining Unit prior to September 30th.
 - (b) At this meeting, a District President will be elected from amongst the presidents for a one year term.
 - (c) A Secretary-Treasurer and a Vice-President shall also be elected.
 - (d) Assignments for District-wide coordination of Communications, Collective Bargaining, Excellence in Education, Rights and Equity, Professional Development, and Political Action shall take place at this meeting.
 - (e) If a vacancy is created, the Bargaining Unit shall replace that member on District Executive at its earliest convenience.

PROC – 3 DISTRICT OFFICE

- (a) A District Office is located at 3410 South Service Rd., Burlington.

PROC – 4 FINANCIAL PROCEDURES

A. SPENDING

1. Funds to be spent in the District are established by the District Budget based upon the recommendations from the Finance Committee.
2. Each line item in the Budget shall have an identified signing authority.
3. Signing authorities shall estimate their financial requirements for the operation of their committee for the succeeding year, and submit those estimates to the District Finance Committee c/o the District Office on or before March 1st for use in preparation of the Budget.
4. Signing authorities shall be responsible for overseeing the disbursement of funds from their line item of the Budget. If meetings for the benefit of O.S.S.T.F. members are held outside Halton, the chair must clear the event with the Secretary-Treasurer in advance.

5. Signing Authorities are defined as follows:

President: for Members of Executive and all Standing Committee Chairs.

Standing Committee Chairs: for Members of their committees

Treasurer: for other claims not covered by the above

6. Claims for expenditure reimbursement are submitted with receipts, except for Child or Elder Care expenses and kilometrage, on the District's Expense Claim Form. Expenditures requiring receipts must have the signature of the signing authority.

B. EXPENDITURES DEFINED

TRAVEL:

- 7.1 Members of the District who serve on District Executive or on District committees are entitled to kilometrage for their trips to District Office and other authorized destinations. The amount paid is based upon the additional distance driven beyond a normal daily trip to and from your workplace.
- 7.2 Members are not entitled to Travel Expenses to attend General Meetings of the membership.
- 7.3 The Travel reimbursement rate will be **\$0.45/km.**
- 7.4 Claims for reimbursement are submitted on the District's Expense Claim Form to the Administrative Assistant.

MEALS:

7.5 Meal expense is provided when Federation business requires the Member to work through the meal hour. Meal expense is paid as per Guidelines.

REFRESHMENTS:

7.6 Refreshments are provided for meetings that do not take place over the meal hours. Refreshment Expense is paid as per Guidelines.

CHILD OR ELDER CARE:

7.7 Reimbursement is provided for members who require Child or Elder Care beyond their normal daily care arrangements. Child or Elder Care Expense is paid as per Payment Schedule.

7.8.1 GUIDELINES FOR MEALS AND REFRESHMENTS:

Refreshments at meetings	\$3.00/person
<u>Restaurant Meals:</u>	
Breakfast	\$8.00/person
Lunch	\$10.00/person
Dinner	\$20.00/person
<u>Catered Meals:</u>	
Breakfast	\$ 8.00/person
Lunch	\$12.00/person
Dinner	\$15.00/person

7.8.2 PAYMENT SCHEDULE:

(a) Kilometrage is \$0.35/km	
(b) Child or Elder Care	\$150.00/year
Hourly Rate \$5.00	\$25.00/day

C. OVER-EXPENDITURES:

8.1 Signing authorities who have under-estimated their budget expenses may apply for additional funding by submitting the details and rationale to the District President and District Secretary-Treasurer before the over-expenditure takes place. District Executive will examine the request and has the authority to approve or reject the over-expenditure request.

8.2 All over-expenditures which may be supplemented by Provincial O.S.S.T.F., the Halton Board of Education, or other funding sources require the approval of District Executive/ Council **before the over-expenditure takes place.** These over-expenditures will appear in the line item, with a side note indicating the rebates that are applicable to that budgeted account.

D. INCOME

9. Allocation:

9.1 The total amount rebated to District 20 on the Provincial Funding Master, plus other OSSTF rebates (see examples below), plus interest earned on savings/investments, plus any miscellaneous income earned by the District will be allocated as outlined below:

- (a) to pay for the District expenses, itemized in the Annual Financial Report, that were charged to District budget line items
- (b) after (a) above, the remainder to each Bargaining Unit in proportion to its FTE count as compared to total District FTE (FTE counts taken from the Funding Master)

10. Other Rebates:

Professional Development Funds
Provincial O.S.S.T.F. Special Projects
Provincial O.S.S.T.F. Excellence in Education
Provincial O.S.S.T.F. Political Action - Special District Programs
Annual Meeting of Provincial Assembly (AMPA)

E. INVESTMENT:

11.1 The District should make investments that are readily converted into cash.

11.2 The District needs to assess its monthly expenditures and invest monies that mature monthly.

11.3 Working Capital to cover projected monthly expenditures should be maintained in the Saving/Chequing Accounts. Transfers from maturing investments to the Saving/Chequing Accounts should occur to meet monthly needs.

11.4 The date of the maturing investments should be based on the projected monthly requirements. Investments that could be considered are Term Deposits, "T" bills, Guaranteed Investment Certificates and the like.

11.5 Before considering any other type of investment the Treasurer at the O.S.S.T.F. Provincial Office should be consulted.

PROC - 5 AWARDS

RECOGNITION OF FEDERATION INVOLVEMENT

(a) Federation Pins

- (i) A Federation Pin shall be presented to members of District Executive/Council and Chairpersons of Standing Committees at the beginning of their second term if they have not previously received one.

(b) Certificate of Recognition of District Service

- (i) A certificate will be presented to members of Executive/Council and chairpersons of Standing Committees when the individual vacates the position.
- (ii) Certificates will be presented to the recipients by the District President at the regular June Council meeting of the school year in which the recipient is vacating the position.

(c) District 20 Outstanding Service Award

- (i) All District 20 members are eligible for this award.
- (ii) Any member may nominate another member
- (iii) Nominations shall be solicited by and forwarded to the District Executive
- (iv) Nominations shall be recognized in the district newsletter.
- (v) Recipients will be recognized in the district newsletter.
- (vi) Suggested Criteria:
 - participation on Council, Executive, district ad-hoc committees or standing committees
 - outstanding service to fellow members
 - other service to the Federation.

PROC – 6 COLLECTION OF STRIKE FUNDS

(a) Membership Collection

1. Members of Halton District 20 may be requested by District Executive to make a voluntary contribution for the purpose of moral and financial support for fellow members in other Districts, Divisions or units across the province where a strike is in progress.
2. Funds collected from Members in District 20 will be disbursed according to the following criteria:
 - (a) The members to whom funds will be sent will have been on strike for a minimum of four (4) weeks.
 - (b) A separate collection of funds for support to members on strike may be collected for each District, Division, Unit individually.

3. Receipts for strike funds collected will be issued at the request of the members.
4. A complete accounting of the total amount collected and distributed by District 20 will be provided by the Secretary-Treasurer to Council, the Executive and through workplace representatives.
5. Any voluntary contribution other than those indicated in 1 through 4 may be approved by the Executive.

(b) **Line Item Disbursement**

1. Contributions from this account are to be made to Districts, Divisions or units, which are on strike.
2. Contributions in excess of \$1000 are to be approved by Executive
3. Contributions up to \$1000 may be made by the President. Further contributions to the same bargaining unit can only be made with the approval of Executive

PROC - 7 EXCELLENCE IN EDUCATION PROJECTS

- (1) To assist with public relations projects that demonstrate the excellence of Ontario's schools;
- (2) To address misconceptions about teachers and other educational workers;
- (3) To address misconceptions about secondary schools;
- (4) To bring the community into schools for events not funded by other sources;
- (5) To promote public and parental awareness of educational change;
- (6) To present the excellence and strengths of the public secondary system in Halton;
- (7) To reinforce the pride of Halton's educational workers in their own skills, their profession, and what they offer to students;
- (8) Funding is intended as "seed" money for innovative projects that should serve as models for others to follow;
- (9) Projects will be funded in this way only once, normally to a limit of \$500 (unless additional funding is made available from the Provincial budget), with preference being given to projects which have sought alternate funding;
- (10) Projects will normally be funded to not more than \$500. If larger amounts are required, additional funding may be available from the Provincial budget.

- (11) A written report of your project, along with an accounting of expenses (including receipts), must be submitted to the District office within 8 weeks of completion of the project, or by June 29th, whichever comes first.
- (12) Project sponsors should be willing to report on their project if a request is made.
- (13) Excellence in Education "Funding Application" forms must be submitted for a request to be considered (additional information is welcomed) Applications will be considered once in the school year, and **must be submitted by November 1st**. Late applications will be considered only if extra funds exist.

For applications or more information, contact the District 20 Office.

PROC - 8 DELEGATES TO PROVINCIAL ASSEMBLY

1. The number of delegates each Bargaining Unit is entitled to send to the Annual Meeting of the Provincial Assembly (AMPA) shall be as determined by OSSTF Provincial Office (including at least one alternate for EACH Bargaining Unit).
2. Each Bargaining Unit will determine the selection process for choosing its delegates, ensuring that its delegate list is communicated to the District office by the end of January.