



## Members Update for May 6<sup>th</sup>, 2022

**Provincial Screening Tool** – The provincial screening tool for Education workers was updated again and **we all need to be completing our daily screening before coming to work.** Please check the current screening tool to see if you should be at work today or not - <https://covid-19.ontario.ca/school-screening/>

**Overtime & EasyConnect** - It's no surprise to anyone that I despise EasyConnect. Since bringing it online in September the system has never functioned the way it was supposed to and continues to cause headaches day after day. This is a reminder that if you accept or are scheduled to work a day shift and find out your posted afternoon position hasn't been filled – you don't have the option of just going back and working those hours as overtime or banking them as lieu time. All overtime needs to be approved by a supervisor first. If you're not sure if you are needed back at another school that pushes you past the 8 hours per day clause in our collective agreement – call and ask your supervisor first. Don't assume. Get the approval for overtime in writing by email or text or verbally from a supervisor.

**Birds, Birds and more Birds!** - Leaving this on for another week for anyone who missed it.

Usually at this time of year we have some teaching staff that bring in egg hatching stations that eventually turn into chicks. And while this is neat to watch and who doesn't think baby chicks are cute – the employer (not us) has a policy against this. There is an Animals in Schools policy that needs to be followed and birds are not permitted to be in schools. If you have a classroom(s) with the little hatching stations in them, please notify your supervisor about it and ask that they follow up with the principal. Feel free to copy one of our stewards or Executive on your email so we're aware of it and can follow up and make sure the policy is being followed. I've attached a copy of the policy at the end of the update for you to print off and keep handy for future reference.

**Upcoming Elections & Getting Involved** - Next week I'll be meeting with the Election Committee that I've selected from names of members that were not running for any position in the June election. The election committee will decide on any matters to deal with the election. I want to thank the members that volunteered to look after this important part of our Local and how it functions. As soon as they make some decisions about nominations (how and when they can be made) I will get that information out to all members through an update like this.

I also want to encourage anyone who is even remotely interested in getting involved to consider running for a position. Especially women and anyone who identifies from a minority or discriminated against group. We have a wonderfully diverse local full of members from different backgrounds, countries and upbringings and we can all learn from each other about workplace challenges from different points of view and how to address them to our benefit. We have so many talented people working alongside of us each day and I've had the pleasure of meeting many of you over the years and it would be great if our elected positions could be representative of our membership. Maybe you don't think you're ready to file grievances and argue with management – there's other committees you can help with. Maybe you're not interested in planning social outings or find health and safety boring – we can plug you in as a steward and set you up for success. Bottom line is we have many opportunities to get involved and it all starts with members making the choice to help out.

I've included the list of positions available for election with this update for you to think about where your involvement might take you!

**HR Changes** – It seems like almost weekly there's an announcement about someone new in the HR department. Could be in Wellness, could be in Staffing – could be anywhere. There were emails sent out this week from Wellness about some staffing changes coming up and while the employer doesn't have an updated "Who to Contact" document out yet until those new people actually start working – as soon as they have an update, we'll make sure it gets to all of you to reference.

**Elections, Bargaining & Contracts Oh My!** - The provincial election is in full swing across the province and June 2<sup>nd</sup> is coming up fast. I've said it before and I'll say it again – there needs to be a change at Queen's Park or else public sector workers across the province in education, healthcare, municipal and the broader public sector are all going to negatively impacted by legislation. **The most important thing you can do in order to give your job the best chance to provide something better for you and your family is vote on June 2<sup>nd</sup> like your job depends on it. Because it does.** If Doug wins another majority – it's highly likely that either another 1% cap on wages is coming or worse yet – a full wage freeze like the Liberals did with Bill 115. I'm not going to tell you who to vote for – you can look up candidates in your area and ask them where they stand on issues like free collective bargaining, real wage increases for public sector workers or a properly funded education system based on the needs of students and not an outdated financial equation.

Bargaining will likely start before the end of our contract in August. Our provincial body OSBCU will be serving notice to bargain shortly after the provincial election and that also triggers local bargaining to start as well. So, the people on your bargaining team are likely to have their summers interrupted and disrupted with meetings and trying to get the best possible deal for our members at the local level while keeping tuned in and supporting our provincial team. While we are in bargaining and need to share information at a moment's notice if necessary (even during summer) we need a reliable and up to date way of contacting all of our members even if they are on holidays. Please make sure that the Local has your most up to date personal email address and possibly a cell phone (we can send out text blasts when needed with our email software). **You can call our office and talk to Janna and confirm we have accurate information for contacting you when needed. \*\*this will also be helpful for next month's election as your ballot will be sent to the personal email address we have on file\*\***

**Structure Test Success!** - A few weeks ago, many of our members participated in a campaign to send letters to the future premier about properly funding education across the province. This was a test set out by the OSBCU and they had a goal that 60% of each local would participate and sign the letter. Well, we smashed that goal and wound up with about 75% of our members signing the letter and we fell short from being able to contact everyone so our percentage likely would've been higher than that. I'll share a small version of the banner with you and tell you that we've ordered a larger version for rallies and demonstrations. I'll also share with you that Structure Test #2 will be coming to your school in a couple weeks. I'll share more about the details next week but it will involve our members signing something AND taking a picture for us to use during bargaining. Watch for those details from our Mobilizing Team next week and if you're interested in getting involved with Mobilizing and Organizing – call the office and let Janna know and we'll get you plugged in to start making a difference!

I hope you all have a great weekend and when you leave work today, you don't think about work again until Sunday night!

Cheers,

Blake



## **June 2022 Electable Positions & Descriptions of Roles**

**Executive Positions:** - 8 positions available - President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Recording Secretary, Secretary Treasurer, Chief Steward, Membership Officer (2 positions)

**Stewards** – 10 positions available

**Health & Safety Committee** – 10 positions available

**Trustees** – 3 year trustee & 2 year trustee positions available

**Women's Committee** – 6 positions available

**C.A.R.D. Committee (Committee Against Racism & Discrimination)**

– 6 positions available

\*\* \*Executive and Committee position descriptions can be found in Sections 9 and 17 of our Local Bylaws - [CLICK HERE FOR LOCAL BYLAWS](#)

# Administrative Memorandum

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**TO: Elementary & Secondary Administrators, Managers and Supervisors**

**FROM: Executive Council**

**RE: Animals in Schools**

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Note: Service Dogs in schools shall comply with the provisions of the Use of Service Dogs in Schools for Students with Special Needs policy directive. Service Dogs, as per the Ontario Human Rights Code, Blind Persons' Rights Act and the Ontarians with Disabilities Act are to accompany their handlers in all public places including schools.

The board recognizes the educational value students achieve when animals are brought into or kept within the classroom. Animals in the classroom provide the opportunity for students to build on the skills of Empathy, Respect, and Responsibility. In order to foster concern and respect for living things, it is essential that all animals be cared for and maintained properly. Animals in HWDSB schools and/or on school grounds shall be dealt with as set forth. This will ensure the school/classroom experience of animals is respectful and responsible for everyone in the school community.

## APPROVAL

All staff must obtain written approval from their supervisor before any animal is brought into or kept within the classroom (see attached form). Principals and staff are advised to explore all options to achieve the desired learning outcomes and the use of animals must be shown to be of compelling educational benefit before approval is given. Consideration should also be given to:

- Do students or staff have any allergies to certain types of animals?
- Do students or staff have asthma triggered by certain types of animals?
- Are there any students or staff fearful of a certain type of animal?
- Are there religious beliefs that may impact on the presence of an animal in the classroom/facility?
- Is there a safety issue with the species being brought in?

In addition, some groups of people are at a higher risk of developing illnesses passed from animals to humans. This does not happen very often and the results of these infections are usually quite mild. Individuals that are potentially at increased risk include; persons with HIV or Aids, those being treated for cancer (radiation and chemotherapy), people who have had organ or bone marrow transplants, pregnant women and young children. Principals will take these risks into consideration before granting approval.

The following groups of animals are considered banned from schools:

- Exotic animals
- Stray animals
- Wild animals
- Sick animals
- Protected Animals/Species are Risk

The following animals require special care (as they are known to carry certain disease and parasites) or pose an additional safety risk; therefore, it is recommended that they not be kept or brought into classrooms.

- Birds
- Turtles
- Snakes
- Spiders

### **Process**

The staff member bringing in the animal shall complete an Animal Authorization Form. This completed form must be submitted to the principal five (5) days prior to the animal's arrival at the school. Principals may require proof (veterinarian verification) that the animal is in good health and that its vaccinations are up to date (if applicable). A copy of this Administrative Memo shall be shared with all requesting staff.

### **Third Party Providers**

When arranging to bring in animals via a third party contractor, the following steps must be taken in addition to the process outlined:

- Proof of liability insurance must be provided
- Proof of certification(s) if certifications are indicated or required
- Proof of licensing if required
- Do not sign contracts that will indemnify and hold harmless third parties

### **GENERAL GUIDELINES**

- 1) All animal waste and cage bedding material must be placed in double bagged plastic bags and sealed for immediate disposal in the dumpster outside the school twice per day by the classroom teacher.
- 2) Caretakers are not responsible for the care, maintenance, clean up and removal of animal waste/bodily fluids and/or cage bedding materials.
- 3) Staff are not to bring their pets to work except for curriculum purposes. Pets brought into schools for this purpose shall follow the procedures established in this memorandum.

- 4) Principals must inform (via school announcement or otherwise) the school population of the animal(s) being brought into the school to reduce the risk of medical reactions. Casual staff and visitors should also be notified.
- 5) Principals shall ensure that staff provides adequate care for animals and that staff maintain living conditions (cages, tanks, etc) as required.
- 6) Multiple animals and/or species in one classroom or school shall be limited at any time.
- 7) Cages and tanks must be suitable to the animals needs.
- 8) Animals must not be left in schools over the weekend or holiday periods- (tropical fish exempt).
- 9) No animals shall be left in schools over the summer break (Jul/Aug)
- 10) No animals shall be allowed to roam freely at any time. Dogs and cats must be leashed at all times.
- 11) Requests to bring animals to school shall be made at least 5 days in advance of the proposed arrival date.
- 12) Any animal brought into a school shall remain under the control of the responsible staff member at all times.
- 13) Individuals bitten or scratched shall file incidents reports. The principal will investigate all incidents and take steps to prevent recurrence.
- 14) The principal shall provide any veterinary documents in his or her possession to any requesting victim or medical practitioners.
- 15) Animals under the control of law enforcement are not subject to this memorandum.
- 16) The owner or handler of any animal is responsible for the animal's behaviour and shall be liable for all damages suffered by persons who may be bitten or injured and all damages to public or private property.
- 17) All animals shall be treated humanely by all persons on board property at all times. Animal cruelty shall be reported to the local Humane Society by the principal.
- 18) Animal remaining at a school for longer then 1 day must have a written care plan completed and submitted to the principal.
- 19) Teaching staff must advise parents prior to bringing in any animal into the classroom.
- 20) Hands must always be washed after handling animals, cages, bedding, even if gloves were worn.



# Animal Authorization Form

Form Code: **SF-36**

ISSUED: Oct 2011

REVISION #: 1.0

SUPERSEDES: N/A

As per Administrative Memo SO - 53, this form must be completed prior to bringing any animal into a school. This form must be submitted to the Principal five (5) days in advance of the proposed animals' arrival date.

Requesting Employee \_\_\_\_\_

First Date the Animal will be at the School (dd/mm/yy) \_\_\_\_\_

Room Number \_\_\_\_\_

Grade \_\_\_\_\_ Number of Students \_\_\_\_\_

List any other areas (Gym, Library) that the animal will visit  
\_\_\_\_\_

Arrival and Departure Time (If different than the school day) \_\_\_\_\_

Total Number of Days at the School \_\_\_\_\_ (Plan of care needed if more than 1 day)

Animal Species \_\_\_\_\_

Does the animal appear to be in good health? Y/N

Are vaccinations updated (if applicable?) Y/N or N/A

Are there appropriate measures in place to ensure a clean and healthy environment? Y/N

Are there proper tanks/cages/equipment available for the animal(s)? Y/N or N/A

Are there appropriate measures in place to ensure the proper feeding/care of the animal(s)? Y/N or N/A

Is the animal being brought in by a third party provider? Y/N. If yes, see requirements.

Additional Information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_