



**ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
THE HASTINGS AND PRINCE EDWARD
OCCASIONAL TEACHERS' LOCAL
HAPE-OTL
CONSTITUTION – BYLAWS – POLICIES
Revised March 2026**

DEFINITIONS:

Federation means the Elementary Teachers' Federation of Ontario (ETFO). Local means the Hastings and Prince Edward Occasional Teachers' Local (HAPE-OTL).

PARLIAMENTARY PROCEDURE:

The official authority for conducting all Local meetings shall be the current Robert's Rules of Order.

CONSTITUTION

ARTICLE I – NAME

1.1 This organization shall be known as the Elementary Teachers' Federation of Ontario Hastings and Prince Edward Occasional Teachers' Local.

ARTICLE II – JURISDICTION

2.1 The Hastings and Prince Edward Occasional Teachers' Local is a local of the Elementary Teachers' Federation of Ontario.

2.2 The jurisdiction of the Hastings and Prince Edward Occasional Teachers' Local shall be all elementary occasional teachers employed by the Hastings and Prince Edward District School Board .

ARTICLE III - OBJECTIVES

The objectives of the Local shall be:

- 3.1** to represent the members of the Hastings and Prince Edward Occasional Teachers' Local;
- 3.2** to regulate relations between the members of the Hastings and Prince Edward Occasional Teachers' Local and the Hastings and Prince Edward District School Board including, but not limited to, securing and maintaining through collective bargaining the best possible terms and conditions of employment;
- 3.3** to advance the cause of education and the status of occasional teachers in the Local, in the Federation and in the community at large through collective bargaining and political action;
- 3.4** to promote a high standard of professional ethics and a high standard of professional competence;
- 3.5** to foster a climate of social justice and to provide a leadership role in such areas as anti-poverty, non-violence and equity;
- 3.6** to promote and protect the professional interests of all members of the Local and the educational interests of the students in their care;
- 3.7** to cooperate with other organizations having the same or like objectives;
- 3.8** to develop sound financial policies for running the Local.

ARTICLE IV- MEMBERSHIP

Section 1 - Active Membership

4.1 Active members shall be members of ETFO within the jurisdiction of the Hastings and Prince Edward Occasional Teachers' Local.

Section 2 - Associate Membership

4.2.1 Associate members of the Hastings and Prince Edward Occasional Teachers' Local are those members whose application has been approved by the Local and approved by the Federation Executive and who have paid the annual fee in accordance with the Federation bylaws.

4.2.2 Eligibility for Associate Membership in the Hastings and Prince Edward Occasional Teachers' Local is as defined in Article 4.2.3 of the Federation Constitution.

Section 3 - Honourary Life Membership

4.3.1 Honourary Life membership shall be granted in accordance with established procedures as outlined in Article IV Membership, Section 3 Honourary Life Membership, of the Federation Constitution.

4.3.2 Those who have been granted an Honourary Life Membership by ETFO or a predecessor organization will have that membership continued in the Federation.

4.3.3 Honourary Life membership may be granted to retired members or staff of the Federation who have given outstanding service to the Local.

ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 1 - Rights and Privileges of Active Membership

5.1.1 An active member shall have full rights, privileges, and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.

5.1.2 The rights of an Active Member shall be:

- a) to hold office in the Local and in the Federation;
 - b) to attend meetings of the Local;
 - c) to participate in the vote on the preliminary submission in the collective bargaining process;
 - d) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
 - e) to participate in any general membership votes;
 - f) to request Local support in the grievance and arbitration process; g) to request Local support in any problem directly related to professional duties; h) to receive Federation publications and Local communications;
 - i) to request Federation support in an investigation or disciplinary procedure undertaken by the Ontario College of Teachers.
- Notwithstanding the above, a member must be in attendance to vote.

5.1.3 An active member who accepts a position as a temporary or acting Principal/Vice-Principal, which involves any responsibility for the evaluation and/or the disciplining of other members, shall have the rights, privileges and responsibilities of membership suspended for the duration of the appointment.

Section 2 - Rights and Privileges of Associate Membership

5.2.1 An Associate Member may:

- a) attend local functions in a non-voting capacity;

- b) receive such Local communications as the Local decides;
- c) serve on Local task forces and work groups as the Local decides;
- d) receive Federation publications.

Section 3 - Rights and Privileges of Honourary Life Membership 3

5.3.1 An Honourary Life Member may:

- a) attend Local functions in a non-voting capacity;
- b) receive Federation publications and Local communications;
- c) serve on Local committees, task forces, and work groups;
- d) attend the Annual General Dinner as a guest of the Local.

ARTICLE VI - CODE OF PROFESSIONAL CONDUCT

A member shall:

- 6.1** recognize the Federation and Local as the official voice of the members.
- 6.2** adhere to the Constitution and Bylaws of the Federation and the Local.
- 6.3** refrain from undertaking or supporting actions that undermine established negotiating procedures.
- 6.4** honour the terms of the Collective Agreement.
- 6.5** strive to eliminate all forms of harassment between individuals in the educational system.
- 6.6** endeavour to ensure equity and inclusiveness in the workplace, the Local and the Federation.
- 6.7** strive to achieve and maintain a high degree of professionalism and to uphold the dignity and ethical standards of the teaching profession.
- 6.8** support collective bargaining initiatives, including a strike authorized by the Provincial Executive.

6.9 Conflict of Interest – Executive Members

6.9.1 A conflict of interest or potential conflict of interest may arise in a variety of situations, including, but not limited to:

6.9.1.1 where an Executive member's private and/or financial interests are in conflict with their duty to HAPE-OTL or its members;

6.9.1.2 where an Executive member's political interest or Local's political interest is in a conflict with their duty to HAPE-OTL or its members;

6.9.1.3 where an Executive member makes a decision or acts in a manner that is not in the best interest of HAPE-OTL or its members;

6.9.1.4 where an Executive member, or a member of their immediate family, personally contracts with HAPE-OTL.

6.9.2 An Executive member who believes that he/she has a conflict of interest, or a potential conflict of interest, in a matter that is before a meeting of the Executive, the

Annual Meeting, the Representative Council, or a Committee meeting, shall, if present at a meeting considering the matter and disclose the general nature of the conflict of interest.

6.9.3 An Executive member who has disclosed a conflict of interest, or a potential conflict of interest, must:

6.9.3.1 abstain from voting or participating in the consideration of the matter that is before the meeting or,

6.9.3.2 withdraw from the meeting.

6.9.4 In the event that an Executive member has reasonable grounds to believe that another Executive member may be in a conflict of interest, or a potential conflict of interest, the Executive member shall, if that conflict has been disclosed, request that the Executive move into an Executive Session to consider the matter.

6.9.5 The Executive may, with a two-thirds vote, determine if an Executive member should abstain from voting or participating in the consideration of a matter and/or whether an Executive member should withdraw from the meeting.

6.9.6 An Executive member shall not use information that is gained as a result of their position as an Executive member and is not generally available to other members of HAPE-OTL to further or seek to further the Executive member's private interest.

6.9.7 The Executive member shall not use their position to seek to influence a decision made by another person to further the Executive member's private interest. This does not prohibit activities in which Executive members may normally engage on behalf of the members of HAPE-OTL.

6.9.8 An Executive member shall not allow their name to stand as a reference for persons applying for an ETFO staff position.

ARTICLE VII - DISCIPLINARY PROCEDURES

7.1 A complaint alleging the violation of the Code of Professional Conduct shall be submitted by a member, in writing, to the General Secretary of the Federation.

7.2 The complaint shall state the facts and shall indicate that a copy has been provided to the member about whom the complaint has been lodged.

7.3 The General Secretary shall investigate the complaint and report with recommendations for further action to the Professional Relations and Discipline Committee.

7.4 Should the General Secretary, after investigation, deem that a complaint against a member is vexatious, frivolous, or an abuse of process, the full-time released officers of the Federation will be informed of the complaint, the course of the investigation, and the rationale or reason for dismissal.

7.5 The Professional Relations and Discipline Committee shall consider complaints referred to the committee by the General Secretary and report with recommendations to the Executive.

7.6 The Executive shall determine the discipline to be enacted.

7.7 The principles of natural justice shall be followed in the disciplinary proceedings

7.8 Members found to be in non-support during a job action may be subject to disciplinary procedures that include the possibility of a monetary fine of up to \$500 per day.

7.9 Members found to be in violation of Article VI- Code of Professional Conduct, shall be subject to a range of sanctions that may include, but is not limited to, publication of name in a Federation publication, suspension of the right to hold office in the Federation, and suspension of Federation services except those required by law.

ARTICLE VIII - FINANCES

8.1 The Executive of the Local shall develop a fiscally responsible financial policy.

8.2 All financial transactions shall be signed by any two of the following signing officers: President, Vice President, Treasurer and one other member of the Executive, as decided by the Executive.

8.3 The fiscal year for the Hastings and Prince Edward Occasional Teachers' Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.

8.4 The annual fees and dues shall be as set at the Federation Annual Meeting.

8.5 If required, an all member levy may be instituted by fifty percent plus one of those members in attendance at the Local Annual General Meeting in accordance with the proposed budget.

8.6 Expenditures of monies in excess of \$300.00 require approval at an Executive Meeting with the exception of the expenses for items included in the budget.

8.7 Executive members shall receive a travel allowance at the current ETFO rate per kilometer to attend regularly scheduled Executive Meetings and official Local and Federation business.

ARTICLE IX-MEETINGS

Section 1 - General Meetings

9.1.1 A quorum for General Meetings shall be the members in attendance.

9.1.2 There shall be at least one General Meeting per year. The Annual General Meeting must be one of the General Meetings each school year.

9.1.3 The Local may hold such General Meetings of the membership as may be determined by the Executive or on the written request of at least ten percent of the membership.

Section 2 - Local Annual General Meeting

9.2.1 An Annual General Meeting of the members of the Hastings and Prince Edward Occasional Teachers' Local shall be held between April 1 and June 30 each year.

9.2.2 The Local Annual General Meeting shall:

- a) receive the annual reports of the officers and committees of the Local;
- b) elect the officers for the next year;
- c) receive the financial statements;
- d) appoint the two reviewers;
- e) approve the preliminary budget for the next year;
- f) vote on the proposed amendments to the Constitution and Bylaws;
- g) transact any Local or Federation business as determined by the approved agenda.

9.2.3 A quorum for the Local Annual General Meeting shall be the members in attendance .

Section 3 - Executive Meetings

9.3.1 Meetings shall be no longer than two (2) hours.

9.3.2 The meetings can be extended or rescheduled with the consensus of the Executive.

ARTICLE X - AMENDMENTS TO THE LOCAL CONSTITUTION

10.1 Proposed amendments to the Local Constitution and Bylaws must be submitted to the Executive by April 1.

10.2 The Executive shall publish all proposed amendments to the General Membership by email or the website, at least ten (10) days prior to the Annual General Meeting.

10.3 The Constitution and Bylaws shall be amended, only at the Annual General Meeting, if sixty percent of the members present at the Annual General Meeting vote in favour of the proposed amendment.

10.4 Policy modifications can be presented at any General Meeting and require a majority vote of the members present, to be accepted.

ARTICLE XI - LOCAL ORGANIZATION

Section 1 - Local Executive

11.1.1 (a) The Local Executive may consist of the following members and shall include:

- a) President
- b) Vice-President
- c) **Secretary/Communications Rep**
- d) Treasurer
- e) Professional Learning Chair
- f) Equity/Status Chair
- g) Health and Safety Chair
- h) Political Action Chair
- i) Chief Negotiator

j) **Goodwill/Social Chair**

k) **Executive Members-At-Large, as necessary to complete the Executive which could include, but are not limited to, Immediate Past President or Website/Social Media.**

11.1.1 (b) Two Executive positions can be held by an Executive Member.

11.1.2 The Executive of the Local shall be elected at the Annual General Meeting.

11.1.3 The term of the Executive shall be for two years.

11.1.4 The position of Past President is a one-year term, where the most recent President chooses to continue in an Executive capacity.

11.1.5 The Executive shall take office on July 1.

11.1.6 The quorum for the Executive Meeting shall be the members in attendance.

Section 2 - Stewards

11.2.1 Each school group area shall be represented by at least one member of the Executive. Stewards shall be appointed at the first Executive meeting of the school year. The Executive may appoint other Stewards as necessary until the next Annual General Meeting.

Section 3 – Committees

11.3.2 Ad hoc committees required to carry out the work of the Local may be established by the Executive or at a General Meeting as necessary. These could include, but are not limited to the following: awards, budget, communication, political action, public relations, social and benevolent.

ARTICLE XII - AUTHORITY

12.1 The official authority for any matters not specifically mentioned in the Local Constitution shall be the ETFO Provincial Constitution.

BYLAWS:

BYLAW 1: FEES

1.1 Each active member shall pay annual fees, set and allocated by ETFO Provincial, that represents a percentage of gross annual salary.

1.2 Each active member shall pay a Local levy, set and allocated by the Local, based on a percentage of the gross salary per pay period.

8

BYLAW 2: ORGANIZATIONAL DUTIES

2.1 The Local, its officers and committees, shall carry out duties and responsibilities in accordance with both the Local and ETFO policies, procedures and resolutions passed at the Local and Federation Annual Meetings.

Section 1 - Duties of the Executive

The Executive shall:

2.1.1 uphold the Bylaws, Constitution and Policies of the Elementary Teachers' Federation of Ontario.

2.1.2 execute the business of the Hastings and Prince Edward Occasional Teachers' Local in accordance with the Constitution and the decisions of the General Meetings of the Hastings and Prince Edward Occasional Teachers' Local.

2.1.3 hold at least five regular Executive meetings.

2.1.4 hold an Executive meeting

a) at the call of the President;

b) at the request of half plus one of the Executive

2.1.5 receive and approve a financial report at each Executive meeting.

2.1.6 forward to the Provincial office by August 31 of each year the annual reviewed financial statement.

2.1.7 forward to the Provincial office each year the Annual Report of the Local.

2.1.8 recommend Committee membership and appointments to the Annual General Meeting.

2.1.9 appoint and develop Terms of Reference for ad hoc committees.

2.1.10 appoint at least two signing officers of the Local.

2.1.11 appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Local representative.

2.1.12 recommend, to the Annual General Meeting, the appointment of two members, who are not part of the Executive nor related to any one serving on the Executive, to review the financial statement before it is submitted.

2.1.13 develop investment policy.

2.1.14 a) failure of a member of the Executive to attend 50% of the Executive meetings may cause the removal from their position, at the discretion of the Executive. b) Executive Members will be paid for each meeting attended or at the discretion of the President.

9

Section 2 - Duties of Officers

2.2.1 Duties of the President

- a) to be the official representative of the Local and its members;
- b) to call and to preside at Executive, General and the Annual General Meeting;
- c) to be an ex-officio member of all committees;
- d) to be one of the signing officers;
- e) to make provisions for the counselling of members as needed;
- f) to serve as a Delegate or send a designate chosen from the elected Alternates at the Provincial Annual Meeting;
- g) to keep an open, direct, two-way communication with the membership;
- h) to carry out the business of the Local between meetings of the Executive;
- i) to establish and maintain liaison with the news media, affiliated organizations, related organizations, professional publications, the Hastings and Prince Edward District School Board, its administrative staff and other groups of a related nature;
- j) to attend Representative Council meetings of the Federation and any other meetings that ETFO requests the Local President to attend;
- k) to appoint, in consultation with the Executive, a web page administrator who may or may not be a member of the Local;
- l) to monitor and enforce the Collective Agreement;
- m) to be responsible for additional duties as assigned by the Executive;
- n) to forward an updated database of member email to the treasurer and the Vice president.
- o) to write the Annual Report for presentation at the Annual General Meeting of the Local;
- q) to forward the Annual Report of the Local to the Provincial office of the

Federation by June 1;

r) to keep on file an updated copy of the Local Constitution and to notify the membership, in writing, of any proposed amendments to the Constitution before the subsequent Local meeting.

2.2.2 Duties of the Vice-President

a) to assume the responsibilities of the President upon the request of, or upon the absence of, or upon the resignation of the President;

b) to act as a member of the Nominating Committee;

c) to act as an alternate signing officer;

d) to be responsible for additional duties in consultation with the President/Executive.

2.2.3 Duties of the Treasurer

a) to keep accurate and detailed financial records of the Hastings and Prince Edward Occasional Teachers' Local based on the Local fiscal year, July 1 to June 30;

b) to make financial reports to each Executive and General meeting of the Local;

c) to make investments with the approval of the Executive;

d) to report investments during each financial report;

e) to deposit monies into the Local bank account(s);

f) to provide expense forms for the use of the membership;

g) to provide the financial report to the Local Annual General Meeting;

h) to act as a signing officer for the Local;

i) to act as a member of the budget committee;

j) to ensure that the review is completed;

k) to forward the annual reviewed financial statement of the Hastings and Prince Edward Occasional Teachers' Local to the office of the Federation by August 31;

l) to be responsible for additional duties in consultation with the President/Executive.

2.2.4 Duties of the **Secretary/Communications Rep**

a) to maintain accurate records of all meetings of the Local;

b) to maintain accurate records of correspondence received by and sent on behalf of the Local;

c) to prepare and circulate the minutes of Executive and General Meetings;

d) to give notice to the membership of all General Meetings;

e) to be responsible for additional duties in consultation with the

President/Executive.

f) maintain an email database of all Local members so that communications can be sent directly to members from the President.

2.2.5 Duties of the Chief Negotiator

- a) to be responsible, with the Executive, for the Local negotiations;
- b) to maintain liaison with the members of the Local Collective Bargaining Committee;
- c) to solicit input from the General Membership to be included in the preliminary submission;
- d) to prepare the preliminary submission, in consultation with the Local Collective Bargaining Committee and the Executive, for Federation and Local approval;
- e) to present the approved preliminary submission to the Hastings and Prince Edward District School Board for negotiation;
- f) to be in charge of the negotiations with the Board, in consultation with the Federation;
- g) to arrange for a ratification vote for the Local membership when negotiations are completed;
- h) to attend Federation training sessions for Negotiators;
- i) to be responsible for additional duties in consultation with the President/Executive.

2.2.6 Duties of the Past President

- a) to be a consultant to the President and to the Executive;
- b) to be responsible for additional duties in consultation with the President/Executive.

2.2.7 Duties of the Executive Members-At-Large

- a) to be responsible for additional duties in consultation with the President/Executive.

2.2.8 Duties of the Steward Liaison/Chief Steward

Section 3 - Duties of the Stewards

- a) to be responsible, with the Executive, for communication with members;
- b) to monitor the compliance with the Collective Agreement;
- c) to attend Steward training sessions;
- d) to attend meetings as a designate for the Steward Liaison/Chief Steward upon request;
- e) to be responsible for additional duties in consultation with the President/Executive.

Section 4 - Duties of Committees

2.4.1 Committees are responsible to the Local Executive.

2.4.2 Any Committee Chair who is not a member of the Executive may, at an Executive meeting:

- a) speak on any matter before the Executive, but may not vote;
- b) sponsor any motion concerning the Committee;
- c) speak to any motion pertaining to the Committee.

2.4.3 The General Terms of Reference for each and every Committee, whether Standing or Ad Hoc, shall be:

- a) to hold meetings as the Chair deems necessary;
- b) to take action on any matters referred to it by the Executive or the President;

- c) to initiate action on items of its own creation within the mandate of the Committee;
- d) to report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referral motions;
- e) to keep a written record of all meetings and send a copy of same to the President and all Committee members;
- f) to prepare such motions and/or notices of motion as required for the carrying out of these Terms of Reference;
- g) to suggest and prepare any by-laws and/or constitutional amendments necessary to expedite the recommendations of the Committee;
- h) to submit progress reports to the Executive as required throughout the year;
- i) to prepare a written report to be received as part of the Annual Report at the Annual General Meeting;
- j) to have the Committee Chair pass on to their successor a complete file of the minutes and reports of the work of the Committee;
- k) to provide, before September 1, to the Treasurer, a detailed accounting as to the spending of the budgetary allotment of the previous year.

2.4.4 The Collective Bargaining Committee is governed by the current Provincial, Joint Negotiation Procedures.

2.4.5 Committee membership, appointment or election of its members, and duties for the committees named in Article VI, Section 3 will be determined by the Executive for presentation at the next General Meeting of the Local.

BYLAW 3: ELECTIONS

Section 1 - Eligibility

3.1.1 An active member in good standing may be nominated to stand for elected office.

~~3.1.2 The position of President shall require a potential candidate to be currently on the Local Executive and have at least two years as an Occasional teacher in any Board prior to declaring their intention to run.~~

Section 2 - Nominations

3.2.1 Members shall be notified of the request for nominations at least thirty (30) days prior to the Local Annual General Meeting.

3.2.2 The deadline for receipt of nominations shall be ten (10) days before the Local Annual General Meeting.

3.2.3 Notwithstanding the above, nominations duly moved and seconded, for all positions except the President and the Vice-President, shall with the consent of the nominee be accepted at the Local Annual General Meeting.

3.2.4 Nomination procedures shall be developed by the Executive.

Section 3 - Election Procedures

3.3.1 The Executive of the Hastings and Prince Edward Occasional Teachers' Local shall be elected at the Local Annual General Meeting.

3.3.2 Candidates shall have the opportunity to address the members at the Local Annual General Meeting, before the election, for a maximum of three minutes.

3.3.3 The election shall be by secret ballot.

3.3.4 a) Ballots shall be counted by at least two (2) members selected at the Annual General Meeting.

b) Each candidate may appoint one scrutiner to observe the counting of the ballot for that candidate's election.

3.3.5 The vote count for all elected positions shall be released to the members following each ballot.

3.3.6 The successful candidate will have received fifty percent plus one of the ballots cast. In the event of a tie, a new ballot shall be cast. In the case of more than two nominees for any of the offices, and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority.

3.3.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.

3.3.8 The ballots will be destroyed by a motion of the Annual General Meeting immediately following the elections.

3.3.9 Elections shall be directed by one (1) active member in good standing, appointed by the Executive, who is not seeking election or appointment.

BYLAW 4 - DELEGATES TO THE ETFO ANNUAL MEETING

4.1 An active member of the Hastings and Prince Edward Occasional Teachers' Local may be nominated as a Delegate to the Federation Annual Meeting.

4.2 The Delegates for the Hastings and Prince Edward Occasional Teachers' Local to the Federation Annual Meeting shall be the President or Designate, plus one Delegate and one Alternate as specified from time to time by ETFO. The Delegate and Alternate will be nominated by the Executive.

4.3 The names of the Delegates and the Alternate shall be forwarded to the Provincial office prior to July 1.

BYLAW 5 - RESOLUTIONS TO THE ETFO ANNUAL MEETING

5.1 Resolutions to the Federation Annual Meeting shall be passed at a Local General Meeting or Executive Meeting to be held prior to March 1.

5.2 Submissions must be received by the Executive, in writing, at least five (5) days prior to the meeting.

BYLAW 6 - RELEASE TIME

6.1 The Executive shall, annually, review the Local's policy with regard to release time for the President, Executive members, Committee members, Stewards and members taking on additional responsibilities on behalf of the Union.

6.2 This policy shall be presented annually to the Local.

BYLAW 7 - COMPENSATION

7.1 Executive members and Stewards shall receive travel allowance, at the current ETFO rate per kilometer, to attend regularly scheduled Executive meetings and official Local and Federation meetings and events.

7.2 The Executive shall, annually, review the Local's policy with regard to Compensation.

7.3 This policy shall be presented annually to the Local.

7.4 Members attending conferences, meetings or other professional activities, regardless of their duration, may be compensated for overnight accommodations at the discretion of the Executive.

7.5 Compensation for overnight accommodation will not be paid if the activity is less than 100 km from the member's home.

BYLAW 8 - FILLING VACANCIES

8.1 The Executive shall be empowered to fill any vacancy of elected or appointed positions with a member in good standing.

8.2 The Executive shall be empowered to fill any open position following the Annual General Meeting.

8.3 A call-out will be made to all members who might consider serving on the

Executive. Those who express an interest will be invited to observe an Executive meeting. If the member expresses an interest in serving on the Local, the Executive will vote on their membership before the next meeting.

POLICIES:

POLICY: LOCAL RELEASE TIME

The purpose of this policy is to address the Release Time and payment of the President, Executive Members, Committee Members, Stewards and any other Members who require release time for the performance of duties or the attendance at workshops or conferences authorized by the Local Executive.

1. The President is provided release time, paid at salary grid rate by ETFO Provincial, for the performance of Union activities on behalf of the Local. Should the President require a greater amount of days than are provided by ETFO Provincial, the Local shall pay such costs as deemed necessary by the Executive.
2. Executive Members, Committee Members, Stewards and any other Members who perform duties authorized by the Executive on behalf of the Union, shall be paid release time according to the Collective Agreement.
3. Should the release time provided in the Collective Agreement be exhausted, the Executive Members, Committee Members, and any other Members performing duties authorized by the Executive, shall be paid at the daily rate by the Local.
4. Release time shall be claimed through the President using the Board's preferred method of reporting.
5. Any Member who is working in an LTO position and who requires release time, authorized by the Executive, shall be paid at the salary grid rate.
6. This Policy shall be reviewed annually by the Executive and presented to the membership.

POLICY: COMPENSATION

1. Executive members and Stewards shall receive a travel allowance, at the current ETFO rate per kilometer, to attend regularly scheduled Executive meetings and official Local and Federation meetings and events.
2. Committee Members shall receive mileage at the current Federation rate to attend meetings or functions where their attendance has been specifically requested.
3. **Communications Expense as per Constitution (formerly Honorarium)**

COMMUNICATIONS EXPENSE APPLICATION

Terms of Reference for Communications Expenses

3. The President or designate will administer the funds and report to the Executive through the Treasurer.

The Budget Committee will review annually the Communications Terms of Reference through the Budget process.

Applications for Communications funds will be accepted from September 1st to March 30.

Receipts must be submitted by no later than March 30.

All expenses must occur from July 1st to March 30th.

Expenses will be paid out following the Local AGM.

Applications for Communications expenses are to be completed only once per year.

Acceptable expenses for Communications include: Telephone expenses, Cell phone expenses, Internet expenses, Computer expenses, Fax expenses, Office Supplies expenses

Photocopies of original receipts/bills will be accepted.

In order to qualify for funding, you must be an active member of HAPEOTL at the time of the expense.

Expenses will be prorated for positions that are shared throughout the school year.

For Stewards, \$100 of the expenses will be based on attendance at meetings and the Local AGM. These meetings are prorated at \$20 per meeting.

For Committee Chairs, \$100 of the expenses will be based on attendance at the following meetings, 80% of the Local Executive Meetings and the Local AGM. These meetings are prorated at \$20 per 20%. The Local AGM would account for the remaining \$20.

The following positions are eligible to apply for reimbursement up to \$250.00 per fiscal year for Communications expenses:

-President

-Vice President

-Treasurer

The following positions are eligible to apply for reimbursement up to \$400.00 per fiscal year for Communications expenses:

-Chair of the Status of Women Committee

-Chair of the Professional Learning Committee

-Chair of the Political Action Committee

-Chair of the Equity and Social Justice Committee

-Chair of the Social/Wellness/Goodwill Committee

-Chair of the Health and Safety Committee

- Communications Rep

4. Reviewers of the financial records shall each receive a yearly Honourarium of half daily OT rate, as per current practice.

5. Gift Cards for Services Rendered: Professional development presenters, parliamentarians and others who provide service to the local who are not paid a fee may receive a \$25.00 gift card.

POLICY: GOODWILL

The Goodwill Chair will adhere to the principles as set out by the Hastings and Prince Edward Occasional Teachers' Local. The Chair will provide for the Budget Committee a budget to enable the operation of member recognition. The Executive will annually review the Terms of Reference.

1. Card

- a) Active members on the birth or adoption of a child or grandchild.
- b) Active members on the occasion of the member's marriage.
- c) Active members on the death of a student in the member's class (LTO's).
- d) Active members upon their retirement.
- e) To the family on the death of a member of the HAPE-OTL.

2. Card and/or Flowers

To an active member due to a prolonged illness (two weeks plus), or upon retirement at the discretion of the Executive **up to \$75**.

3. Card and Memorial Donation to a Charity of Choice

- a) To the family on the death of an active member **up to \$75**.
- b) Active member on the death of an immediate family member as defined as follows:
 - i) "Immediate family shall be deemed to include the Teacher's father, mother, child or children, life partner, brother, sister, grandparents, grandchildren, corresponding in-laws and the person who stood in Loco Parentis to the Teacher or to whom the Teacher stood in Loco Parentis.
 - ii) "Life Partner" shall mean any person to whom the Teacher is married or with whom the Teacher is living.
- c) To the family on the death of a Trustee of the Hastings and Prince Edward District School Board.
- d) To the family on the death of Administrative Staff of the Hastings and Prince Edward District School Board.

POLICY: PROFESSIONAL LEARNING FUNDS

This Policy has as its purpose to provide funding, on a first-come, first-served basis, to the members of the Hastings and Prince Edward Occasional Teachers' Local. A fund of \$8,000 is available to members to access for Individual Professional Development courses or workshops using the following guidelines:

1. **Active** Members may apply to the Professional Learning Chair for a maximum of \$400.00 per member, per school year, until such time as the fund is exhausted.
2. Members will be compensated for the cost of their course(s)/workshop(s) up to a maximum of \$400.
3. Members may access the fund for professional growth.
4. Members may apply to the Professional Learning Chair, in writing or by email, providing the name, a brief description of the course/workshop, the start and end dates plus receipts for all costs of the course/workshop.
5. All applications require the approval of the Executive before the awarding of funds.
6. Applications must be received after the 25th of August each year, as these funds are used up quickly.
7. All applications for the Professional Learning Fund and receipts must be submitted by June 1 of the school year in which they applied or at the discretion of the Professional Learning Chair.
8. **Members hired and working during the school year will be eligible to access the funds effective the date of hire.**
9. **In order to qualify for funding you must be a member of the Local at the time of application and also during the course, conference, workshop, and/or purchase.**
10. **New Members can not receive funds for activities completed prior to the first day of employment.**

POLICY: TECHNOLOGY FUND

The Ontario Teachers Insurance Plan (OTIP) campaign will provide funding in exchange for advertising their services. Any monies received from OTIP will be distributed to our members through the Technology Fund. Funds will be available in July each year.

To be eligible for these funds the following guidelines apply:

1. **Active** Members may apply to the President or Vice President in writing or by email, for a subsidy of their technology purchase to a maximum of \$200.00 per member, **until March 31.**
2. Occasional Teacher members are eligible to apply to the Technology Fund once every three fiscal years only (Fiscal year: July 1 – June 30).
3. Occasional Teacher members who purchase technological equipment related to professional use, within the current fiscal year, **may** be eligible to apply for a

subsidy up to \$200.00.

4. Photocopies of original receipts will be accepted due to the nature of warranties.
5. One receipt must be submitted and used by only one individual.
6. Monies shall be distributed on a first-come, first-served basis to members of the HAPE-OTL based on the eligibility criteria outlined above.
7. Applications must be received after the 25th of August each year, as these funds are used up quickly.
8. All applications require the approval of the Executive before the awarding of funds.
9. The Technology Fund is for new and career Occasional Teachers. **After March 31, other active members can apply.**
10. All applications for the Technology Fund and receipts must be submitted by March 31 of the school year in which they applied.

NEW Terms of Reference for Fund Applications

In accordance with Article L23.07a of the Collective Agreement: Any funds remaining in the Professional Development Fund (L23.06 a) and the Technological Enhancement Fund (Policy Tech Fund) may be shared among the two (2) funds after allocations from each fund have ended. After March 31 of each school year, the combined surplus from the two (2) funds, if any, will be applied to the Local HAPEOTL Executive for distribution. In the event that the combined surplus has not been fully depleted in accordance with its guidelines by the end of June, additional approvals for late applicants to the Professional Development Fund and the Technological Enhancement Fund may occur, in accordance with these guidelines, or the surplus may be re-allocated by HAPEOTL and the Board.

NEW Policy: Investment Funds

1. Funds not required for the daily operations of the local will be conservatively invested in investment instruments that afford a higher rate of return than the bank rate. (ETFO)
2. The treasurer will review the investment portfolio with the president once a month. It will be reported for information to the executive at each regularly scheduled executive meeting.
3. The final decision on the investment of local funds must be made by the local executive.
4. The Reserve Fund shall be the monies of the local and shall be used:
 - 4.1 to cover expenses as part of the operation of the local in a budget presented and passed at a general meeting of the membership.
 - 4.2 to fund special/extraordinary expenses such as, but not limited to:
 - a. office relocation
 - b. office rental increases
 - c. emergency communications/meetings
 - d. purchase of a building
 - e. contingency salaries e.g. sick leave
 - f. strike action expenses not covered by ETFO
 - g. salaries for additional executive release to assist with strike action – if required

- h. Operating expenses in case of lost income due to strike action
- i. Legal fees not covered by ETFO
- j. Hiring office staff if/when needed.