

Okanagan Skaha Teachers' Union

697 Martin Street, Penticton BC V2A 5L5

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Staff Rep Handbook



As of September 20, 2023

OSTU Contacts

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Pro D Chair -	Jessica Okayama	pd67@bcff.ca

Office location:

697 Martin Street
Penticton, BC
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Key Contacts:

1. OSTU Executive:

<http://ostu.ca/Contact%20-%20Executive.html>

2. OSTU Staff Reps:

<http://ostu.ca/Contact%20-%20Staff%20Reps.html>

3. Pro D Reps -

<http://www.ostu.ca/Pro%20D.html>

4. Health & Safety Reps –

<http://www.ostu.ca/Contact%20-%20HS%20Reps.html>

(From the OSTU Constitution)

3.4 Staff Representatives

1. Staff Representatives shall be elected on or before the 15th of June, or as soon as is practical, for the following year, by members of the staffs to be represented.
2. In the event of a vacancy occurring, the vacancy shall be immediately filled by an election at a meeting of the staff.
3. Representation to the Representative Assembly shall be at the rate of one (1) representative for every twenty-five (25) staff members or portion thereof.
4. Where adjustments in representation are necessary, they shall be made according to the teacher population of each staff as of September 30th.

School Staff Committees

ARTICLE A.29 SCHOOL STAFF COMMITTEES

1. The Employer and the Union encourage each school to develop a staff committee.

To this end, staff committees shall:

- a. be established at the beginning of each school year;
- b. consist of a size and membership to be determined by the staff;
- c. review and make recommendations on matters relating to staff concerns;
- d. have the right to receive budget information and make presentations to the Administrative Officer(s) regarding the school's annual budget.

2. The school administration shall consider recommendations put forward by the staff committee.

Should the school administration not act on a recommendation, of the school Staff Committee, the Administrative Officer shall provide reasons. If the recommendations are

in writing, the reasons shall be in writing. If the recommendations are oral, then the reasons shall be oral.

Important Links

1. **BCTF Code of Ethics** – [BCTF Code of Ethics](#)
2. **Calendar** –
 - A. School Calendar
https://www.sd67.bc.ca/apps/pages/index.jsp?uREC_ID=1102394&type=d&pREC_ID=1374502
 - B. OSTU Calendar
<http://ostu.ca/Calendar.html>
3. **Class Size & Composition Language (Restored Language)** –
<http://ostu.ca/files/Docs%20-%20OSTU%20-%20Stripped%20Language%202002.pdf>
4. **Local Collective Agreement** –
<http://ostu.ca/files/Docs%20-%20OSTU%20-%20LCA%20-%20Nov%203,%202021.pdf>
5. **Conflict Resolution Protocols:**
 - (a) **OSTU & OSTU** – see BCTF Code of Ethics below.
 - (b) **OSTU & CUPE**
<http://www.ostu.ca/files/Docs%20-%20OSTU%20-%20CUPE%20&%20OSTU%20Protocol.pdf>
6. **Converting to Continuing:**
<http://ostu.ca/files/Docs%20-%20OSTU%20-%20Covert%20to%20Continuing.pdf>
7. **Grievances:**
[OSTU Staff Reps](#)
8. **Leaves** – All leaves are found in **Section G** of our Local Collective Agreement

Unwell Family Member? Please read the following:

<http://ostu.ca/files/Docs%20-%20Leaves%20Related%20to%20Unwell%20Family%20Member.pdf>

Common Leaves:

- (a) **Article G.3 – Family Responsibility Leave** – Five (5) Days (**Unpaid**)
 - To be used for the care, health or education of a child in employee's care

- The care or health of any other member of the employee's immediate care

(b) **Article G.4 – Bereavement Leave** – Five (5) Days (**Paid**)

- To be used in case of death of immediate family member

(c) **Article G.5 – Unpaid Discretionary Leave** – Three (3) Days (**Unpaid**)

(d) **Article G.20 – Sick Leave** (**Paid**)

(e) **Article G.23 – Funeral Leave** (**Paid**)

- Shall be granted up to one-half (1/2) day leave with pay to act as a pallbearer at a funeral.

(f) **Article G.32 – Special Circumstances Leave** – Four (4) Days (**Paid**)

- To be used for personal reasons, family illness or emergency situations
- Paid leave at 1/240 of annual salary
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9. **Parent Complaints:**

<http://ostu.ca/files/Docs%20-%20Member%20Support%20-%20Parent%20Complaints.png>

10. **Retiring Teacher:**

<http://www.ostu.ca/files/Retirement%20-%20Handout%20-%202019.pdf>

11. **Staff Meetings:**

ARTICLE D.26 STAFF MEETINGS

1. The principal shall give seven (7) days' notice of regular staff meetings.
2. All staff members shall have the right to place items on the agenda of regular staff meetings. An agenda of items shall be given to teachers two (2) days prior to any regular staff meeting.
3. Written minutes of staff meetings shall be kept and circulated to all staff members.
4. Staff meetings shall be held only on prescribed school days as defined in this Agreement.
5. Except by agreement with the staff, meetings shall not be scheduled to commence more than one-half (1/2) hour prior to the beginning of classes nor to conclude later than two (2) hours after the dismissal of students.
6. There shall be a maximum of one (1) regular staff meeting per month.

12. **Salary Grids:**

<https://www.bctf.ca/services-guidance/salary-and-collective-agreements/view-salary-grids>

13. **Supervision:**

ARTICLE D.24 SUPERVISION DUTIES (NOON HOUR SUPERVISION)

1. Teachers shall not be required to perform noon-hour supervision.
2. Other supervision duties shall not be increased.