

Bare Essentials: January 15, 2018



**ETFO Niagara Local, 2601 Highway #20, R.R. #1 Fonthill, ON, Units 5 & 6, L0S 1E6
(905) 892-2917 Toll Free: 1-866-419-9484**

ETFO Niagara Winter AGM – February 15, 2018

The ETFO Niagara Winter Annual General Meeting is slowly creeping up. It will take place on Thursday, February 15, 2018, at Amici's in Thorold, from 4:30 – 6:30 PM. Since this is an election year, candidates running for Executive positions will be speaking to the membership. Also, during the aforementioned meeting, resolutions for the Provincial AGM will be debated. Adhering to the guidelines set forth in our Local Constitution, the items to be debated need to be shared with members at least 7 days prior to the Annual General Meeting. ***This means that any resolutions to the Provincial AGM need to be submitted to the ETFO office by Thursday, January 25, 2017.*** The Resolution Form can be found online at www.etfoniagara.ca, under the "Forms and Documents" tab. Should you have any questions, please contact Brian Barker at vp1@etfoniagara.ca.

To register to attend the meeting, please sign up online via Eventbrite at:

<https://etfoniagarawinteragm1718.eventbrite.ca>

Payroll Deduction Reminder

Start of a new calendar year brings the "adjustments" (a nice word for reduction) to your pay for the start of 2017. These include:

- Deductions for Canada Pension and Employment Insurance have begun again and the 2017 Federal and Provincial Tax Basic Exemption rates take effect.
- **2018 membership fee (\$150) to the Ontario College of Teachers will be deducted on the January 15th pay cheque. Teachers on leave have until April 15th, 2017 to make their fee payment directly to the College of Teachers.**

Please share this information with colleagues on leave.

Staffing Timelines and Reminders

With the ringing in of the New Year comes the beginning of the staffing process in the DSBN. At this time every year we bring to your attention the following:

Request For Teacher Initiated Potential Administrative Transfer

- A request in writing must be made to your principal and to ETFO, listing reasons for a potential administrative transfer **by February 1, 2018.**

Request For Increased/Decreased Teaching Time

- Request for Increased Teaching Time Forms, Decrease Teaching Time Forms are available in [First Class](#) (Ed. Centre -> Human Resources-> Elementary Staffing Information – Teachers)
- **Copies must be provided to ETFO, your Principal and the Human Resources-Teacher Staffing Department by February 1, 2018**

Request For Teacher Initiated Exchange

- **The Request for Exchange form will be available as a Google Doc to teaching staff by January 19, 2018**
- **Teachers must fill out the Google Doc by February 15th** - Deadline for "Requests for Transfer". Only staff who submit a Request for Exchange will be considered
- The HR Department will share the Exchange List with all principals, teachers and ETFO by March 2, 2018
- To be eligible for the exchange list:
 - A teacher is not undergoing an administrator initiated out-of-cycle TPA
 - A teacher doesn't have an unsatisfactory review on their most recent TPA
 - The teacher has not been declared redundant or surplus
 - The teacher does not have an ongoing issue that is being investigated by the OCT, the DSBN or the Police

Should you have any questions regarding this process, please contact one of your released officers.

A Second "Wellness for Educators" Session Added

This year, a joint initiative between ETFO Niagara and CBT Niagara has led to the creation of a "Wellness For Educators" workshop. The goal of this 6 session course is to gain skills to support students experiencing a range of mental health and personal challenges. Additionally, this course will provide participants with strategies to manage one's own well-being and health, and prevent burnout, in order to maintain the ability to provide the highest level of care and compassion to one's students and family. **Due to an overwhelming demand, a second session has been added.** The tentative dates of the second session are the following Mondays: March 19, 26, April 9, 16, 23 and 30.

There are only 10 spots available, which will be on a 'first come, first served' basis. To participate, please register via Eventbrite at <https://etfoniagarawellnessforeducatorsspring1718.eventbrite.ca>. If you have any questions, please contact Jada Nicklefork (pres@etfoniagara.ca).

ETFO Niagara Elections Update

This year is an election year for the ETFO Niagara Local Executive. The Elections Committee have been busy developing the campaign guidelines for the ETFO Niagara Elections for Local Executive and Delegates to the Annual General Meeting. The Elections Guidelines were sent out to schools last week and are now posted on the ETFO Niagara, under the Elections tab. **The nomination form is available on the ETFO Niagara website, and the nomination process will close on January 31, 2018.** If you have any questions, please contact Wendy Bateman, Elections Chair (wendybats36@yahoo.ca).

Retirement Information Session – Thursday, February 1, 2018

Are you in the last 5 years of your career and thinking about retiring? ETFO Niagara will be holding **only one workshop** for those interested members to provide them with information to help guide them through this important life decision. **The Retirement Information Session will take place on February 1, 2018, at Amici's in Thorold, beginning at 4:30PM. This information will be about the Ontario Teachers' Pension Plan, as well as benefits that are available to retirees through OTIP. There will also be a presentation by representatives of the DSBN to go over the specifics and procedures that are required to retire from the Board.** To register for the event, sign up at <https://etfoniagararetirement1718.eventbrite.ca>. Look for a poster that will arrive shortly at your school via the courier.

Upcoming Local Workshops

ETFO Niagara is working hard to provide various workshop opportunities for members over the course of the school year, covering a vast range of diverse topics. Listed below are some of the different workshops that are being offered over the next couple of months:

- **Pregnancy/Parental Leave Workshop – Thurs., January 25, 2018** – Are you a first time parent, or need a brush up on the processes involved with a pregnancy/parental leave? This workshop is designed to give the important details before the birth of your little one. Register at <https://etfoniagarapregparental1718.eventbrite.ca/>
- **Wellness Wednesday: “Protect, Prepare and Prevent” – Wed, January 31, 2018** – Staying healthy during the winter months can be a challenge. Being protective can help prevent illnesses from occurring. This wellness workshop will allow participants to create their own doTerra oil takeaways with naturopath, Dr. Charlene Kush. Register at <https://etfowellnesswednesdaysjanuary2018.eventbrite.ca>
- **Deconstructing Stereotypes of Aboriginal People Workshop – Tues., February 20, 2018** – Are you interested in having courageous conversations to address negative attitudes of Aboriginal people? This engaging workshop explores historical and contemporary issues related to aboriginal people, the influence and impacts of media, and the role they can play in deconstructing stereotypes. Register at <https://etfoniagaradeconstructingstereotypes1718.eventbrite.ca>

Pop Goes The World! ETFO Pop Culture Trivia Night

It's that time of year again! **On Friday, February 9, 2018, ETFO Niagara will be hosting its 12th Annual Pop Culture Trivia Night. It will take place at Amici's in Thorold. The cost of the event is \$160 for a table of up to 10.** All proceeds from the night will be donated to the Kristen French Child Advocacy Centre in St. Catharines. To register, please send the registration form and a cheque payable to ETFO Niagara through the school courier. If you have any questions about the event, please contact Brian Barker (vp1@etfoniagara.ca).

ETFO Niagara Ski Days – January 27 and February 24, 2018

On Saturday, January 27th, and again on February 24th, 2018, ETFO Niagara and Edge Imaging are sponsoring the annual ski days at Kissing Bridge in Glenwood, New York. DSBN, HWDSB teachers, family, friends and neighbours are invited to participate. We have arranged a great price for ski lift tickets for this special event. **Lift tickets will cost \$40.00 Canadian**, and will include a lesson for those 9 or over. Individuals will be responsible for their own transportation. Again this year, we are arranging rental of equipment at the ski hill at a reduced rate of \$20.00 CAD. As usual there will be food and drink specials offered to our group in the Lake Effect Saloon starting in the early afternoon. There will be no advance sign up or payment necessary. We will be set up in the Lake Effect Saloon and will sell you your tickets there. This will be a **cash only arrangement, at this price.** Make sure you see us at the Lake Effect Saloon in the main lodge at the Central Ski Hill to get this greatly reduced lift ticket price.

Need more information? Email Don Wood (dwood125@cogeco.ca) or Peter Maliphan (PMaliphan@hwdsb.on.ca)

Health and Safety: Workplace Violence and Harassment

Everybody is entitled to a safe and healthy work environment. In fact, the Occupational Health and Safety Act sets out roles and responsibilities for all workplace parties with respect to workplace violence and harassment.

Workplace violence means:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. This may include may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

What to do if you have been subjected to this behaviour?

Anyone who meets the definition of a worker may initiate a complaint based on reasonable grounds. Individuals who believe that they have been subjected to such conduct may report the violence/harassment. In addition, those who have witnessed violence/harassment directly, or have reasonable grounds to suspect that it is occurring, may initiate a report. Anonymous reports will not be entertained. If you have any questions regarding the process, or require some advice pertaining to the reporting of violence and/or harassment, please don't hesitate to call one of your released officers at (905) 892-2917 or 1-866-419-9484.

Save The Date

Thurs., January 25, 2018 – Pregnancy/Parental Leave Workshop
Wednesday, January 31 – Wellness Wednesday: DoTerra DIY
Thurs., February 1, 2018 – Retirement Workshop
Fri., February 9, 2018 – ETFO Pop Culture Trivia Night
Thurs., February 15, 2018 – Winter AGM
Tues. February 20, 2018 – Deconstructing Stereotypes of Aboriginal People Workshop
Fri., April 20, 2018 – ETFO Niagara Silent Auction
Wed., May 23, 2018 – Spring AGM

OTIP You Choose Contest

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Visit www.OTIPinsurance.com/YouChoose to learn more.

*Restrictions apply. See details. You must speak with an OTIP broker on the telephone to be eligible for the \$25 gift card. Must be a resident of Ontario and a member of the education community. Valid on quotes for policies expiring in the next 60 days. Promotion ends August 31, 2018. Maximum of one gift card per household. Visit OTIPinsurance.com/YouChoose for full terms and conditions. The merchants represented are not sponsors of the rewards or otherwise affiliated with this company. The logos and other identifying marks attached are trademarks of and owned by each represented company and/or its affiliates. Please visit each company's website for additional terms and conditions.

