



Collective Agreement Cheat Sheet

- ❖ Our **Collective Agreement** is a written contract between the NNDSB and our Union(ETFO) that outlines many of the terms and conditions of employment. These terms and conditions are reached through collective bargaining between the employer and the union. Our **current daily rate is \$301.99**. LTO teachers are paid at their grid rate. Grid rate is the intersection of your QECO rating and your years of credited experience.
- ❖ For the purposes of Employment insurance, a day of work is calculated as **7 hours**
- ❖ There are **300 instructional minutes** in a teaching day. A half- day is **150 instructional minutes**.
- ❖ You are **required** to be in the school 15 minutes prior to the start of classes. Most OTs arrive sooner, but that is a choice. You may leave once students are safely dismissed.
- ❖ You should work the **same timetable** as the teacher you replace. You should do the same duty as the teacher that you replace.
- ❖ If that duty is a **before school duty or and after school duty** you must be notified in advance.
- ❖ You are entitled to **keys** which lock and unlock your classroom door.
- ❖ If you have a **prep period**, do some marking, photocopying, tidying, fine-tune a future lesson or write a note for the teacher. Your preparation period belongs to you and can not be directed by another teacher or principal.
- ❖ You are entitled to **40 uninterrupted minutes** for lunch if working a full day assignment.
- ❖ Jobs can be canceled only when you have been given a **minimum of 2 hours' notice**. If you do not have proper notice, they must still pay you for the whole assignment, up to a full day. The only exception to this is inclement weather days.
- ❖ On **Inclement weather days** you are automatically cancelled and are not entitled to two hours notice.
- ❖ If you were booked for a job and **arrive to find you are not needed**, you are still paid for the assignment up to a full day.
- ❖ On the **10th day of an assignment**, you are automatically placed on the teacher salary grid and your pay will become retroactive to the first day of the assignment.
- ❖ You may request up to a 1-year **leave of absence** without loss of position.
- ❖ **If you have a problem** with the contract, or any other issue, please feel free to contact a member from the Local Executive. We're here to serve you.