



# **RCTL**

# **New Member Guide**

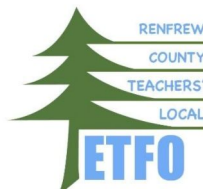
# **2021-2022**

## Information Included in Guide

1. Your Local Union Executive
2. Who to Contact with a Question or Concern
3. Funds for Members
4. Links to Documents (eg TPA)
5. Types of Leave
6. FAQ

**Remember- you can always find more information, guides, and current updates on our website:**

**[www.renfrewteachers.ca](http://www.renfrewteachers.ca)**



# 1. Your Local Union Executive

President: Kelly Melanson ([rctletfo@gmail.com](mailto:rctletfo@gmail.com))

Vice President: ([rctletfovp@gmail.com](mailto:rctletfovp@gmail.com))

Treasurer: Kayla Gilchrist

Secretary: Carrie McDonald

Family of Schools Advisor: Melanie Wagner

Family of Schools Advisor: Melissa Vena

Family of Schools Advisor: Jessica Nephin

Family of Schools Advisor: Vice President

Arnprior Family: A.J. Charbonneau, McNab, Walter Zadow

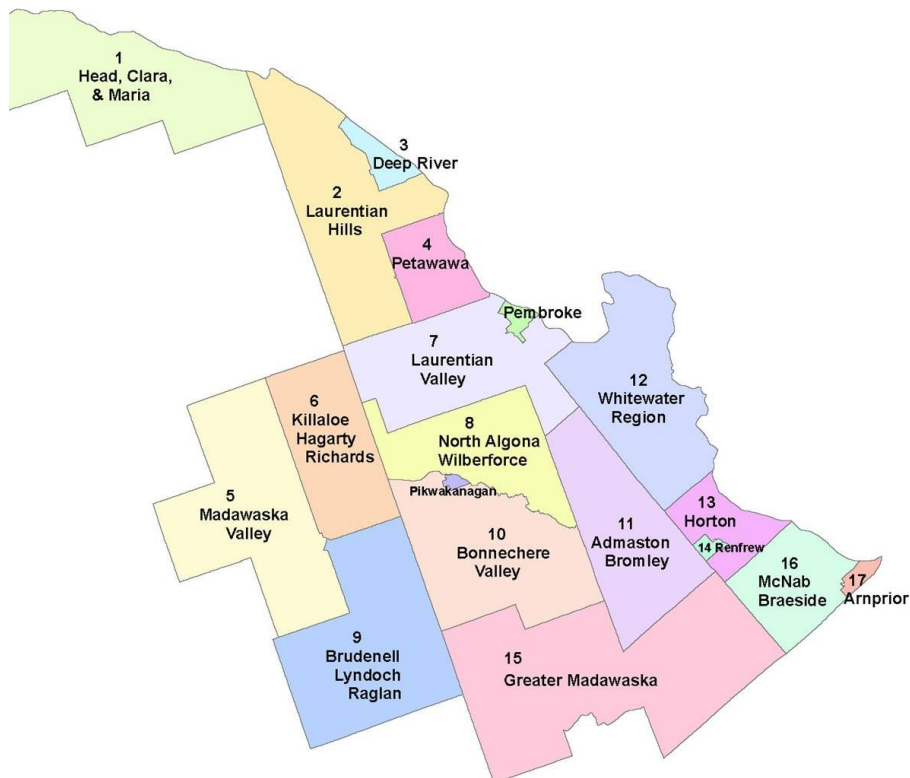
Renfrew Family: RCIS, Central, Admaston, Queen Elizabeth

Pembroke Family: Champlain, Highview, Rockwood, Beachburg

Petawawa/Deep River Family: Valour, Herman Street, Pine View, Mackenzie

Opeongo Family: Cobden, Eganville

Madawaska Family: Killaloe, Palmer Rapids, Sherwood, Whitney



## 2. Who to Contact with A Question or Concern

For questions regarding routine matters such as how to find a particular form, needing prep payback within 10 days if you missed a prep, how to access ETFO workshops, etc. you are welcome to check in with your steward first so they can assist you.

All questions related to the PD Fund or the Resource Fund should be sent directly to the vice president ([rctletfovp@gmail.com](mailto:rctletfovp@gmail.com)).

**Significant concerns or question regarding issues such as a negative teacher performance appraisal, anything related to medical documentation or medical leave, questions related to the staffing process, any allegation made against you, HR requesting a meeting with you, member issues etc should be immediately shared directly with the president (Kelly Melanson, [rctletfo@gmail.com](mailto:rctletfo@gmail.com)).**

If Kelly is not available due to a meeting or holiday and there is an emergency\*, ETFO Provincial's Professional Relations Staff (PRS) is available via 1-888-838-3836, you can let the operator know it is urgent if you are facing an emergency.

\*"emergency" in this context is defined by ETFO as:

- Police (or CAS) are on the scene
- You are facing criminal charges for an alleged criminal offence directly related to the performance of your professional duties
- You are at risk of being arrested or incarceration

### **3. PD and Resource Funding for RCTL Members**

In recognition of all the work, effort, and resources our teachers put into their professional roles, our local is pleased to offer opportunities for our members to receive some reimbursement for either PD or resources for their classroom teaching each year.

Members are eligible to apply once per year for both the PD Fund (up to \$325) and the Resource Fund (up to \$100).

The PD Fund is most often used by our members for AQ courses, but other workshops, courses, or conferences may also be eligible- please reach out to the vice president with a link for any workshop you're interested in if you are wondering if it might be eligible for reimbursement.

Our Resource Fund is most often accessed by our members seeking some reimbursement for books for their classroom, books for their own professional growth, or TeachersPayTeachers digital resources. This fund does not provide reimbursements for items such as furniture, consumables, electronics, etc. However if you have a specific item you are wondering if it might be eligible for the fund, please feel free to reach out to the vice president prior to submitting your application so you can know in advance whether or not it will likely be approved.

Please contact the vice president ([rctletfov@gmail.com](mailto:rctletfov@gmail.com)) for application forms or for any questions regarding these funds.

## 4. Links to Documents

Special Leave Application Form:

<https://docs.google.com/forms/d/e/1FAIpQLSd5abqTJq253zXzIHDIihTiUUL9FhORy171YMURVecfkujbuQ/viewform>

Aggressive Incident Reporting Tool:

[https://rcdsb.ebasefm.com/auth/login?return\\_uri=Lw%3D%3D](https://rcdsb.ebasefm.com/auth/login?return_uri=Lw%3D%3D)

Pregnancy & Parental Leave::

<https://members.etfo.ca/SupportingMembers/Resources/ForTeachersDocuments/Guide%20to%20Pregnancy%20and%20Parental%20Leave.pdf>

Employee Assistance Program: Homewood Health:

<https://homeweb.ca/>

OTIP for ETFO Group Health and Dental Benefits:

<https://planmemberlogin.otip.com/login/authenticate>

Ontario College of Teachers:

[www.oct.ca](http://www.oct.ca)

Qualifications Evaluation Council of Ontario (QECCO):

[www.qeco.on.ca](http://www.qeco.on.ca)

ETFO AQ Course Listings:

<https://etfo-aq.ca/catalogue/>

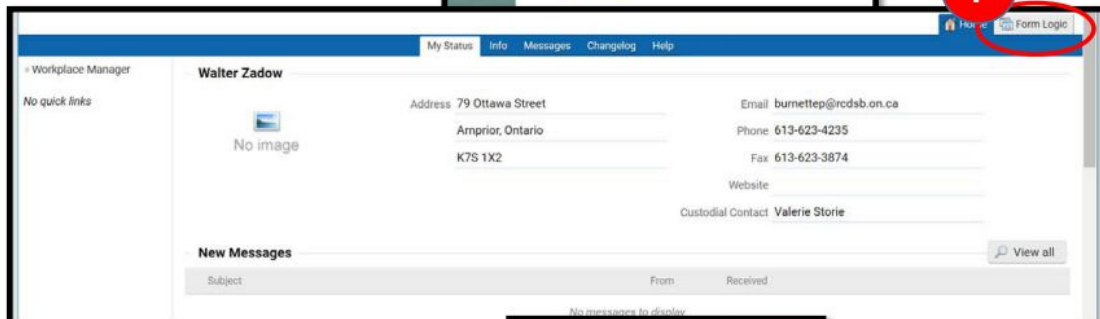
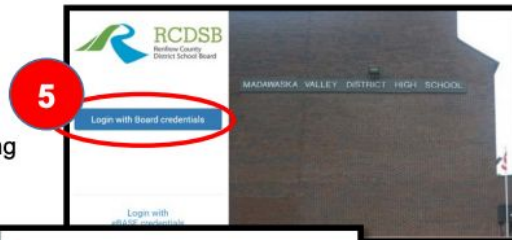
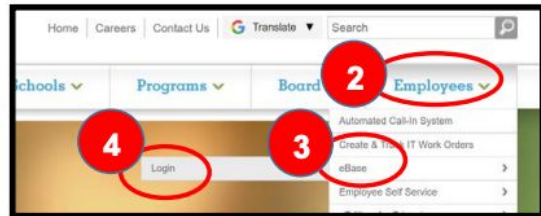
# Forms- Instructions for Safe Schools and Aggressive Incident Reporting

## Aggressive Incident and Safe Schools Reporting Instructions

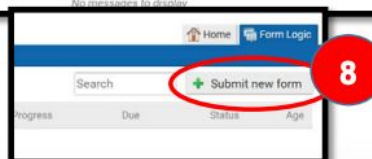
Before you report, know what you are reporting: aggressive incident, safe schools, or both?

<b>Aggressive Incident Report</b> -any workplace violence/aggressive incident involving/toward a staff member	<b>Safe Schools Report</b> -any incident of the nature that could lead to suspension or expulsion (student to student/student to staff/visitor to other)
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1. Go to [www.rcdsb.on.ca](http://www.rcdsb.on.ca).
2. Hover over **Employees** to see the dropdown.
3. Hover over **eBase** to see the **Login** option.
4. Click **Login**.
5. On the next screen, click **Login with Board credentials**.
6. On the next screen, remember to login using **your complete email address and password**.
7. On the next screen, click on **Form Logic**.



8. Click **Submit new form**.



# Forms- Instructions for Safe Schools and Aggressive Incident Reporting (cont. 2)

9. Choose your **facility** first.

10. Then, choose **Incident Reporting Forms**.

To choose **Aggressive Incident** (for any workplace violence/aggressive incident involving/toward a staff member) say **YES** to the **Aggressive Incident** dropdown.

To choose **ONLY SAFE SCHOOLS REPORT** - (for any incident of the nature that could lead to suspension or expulsion) say **NO** to **Aggressive Incident** and say **YES** to **Safe Schools**.

To choose **BOTH REPORTS**, after saying **YES** to **Aggressive Incident Report**, say **YES** when asked if you would also like to include a **Safe Schools Report**.

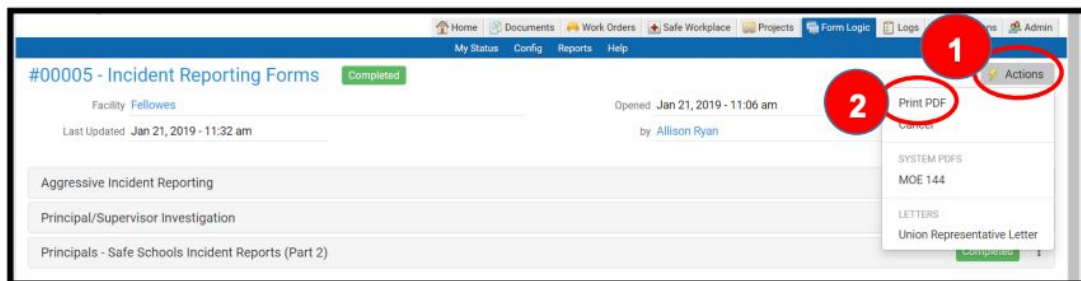
Follow the prompts throughout to submit your report.



# Forms- Instructions for Safe Schools and Aggressive Incident Reporting (cont. 3)

## Printing/Saving a copy of your Aggressive Incident/Safe Schools Report

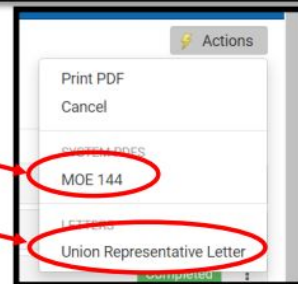
1. After submitting your report, click on the **Actions** tab.
2. Choose **Print PDF** to save a copy or print a PDF of your report.



3. You will see 2 additional choices.

**MOE144:** Allows administrators to print a Safe Schools Report for the OSR.

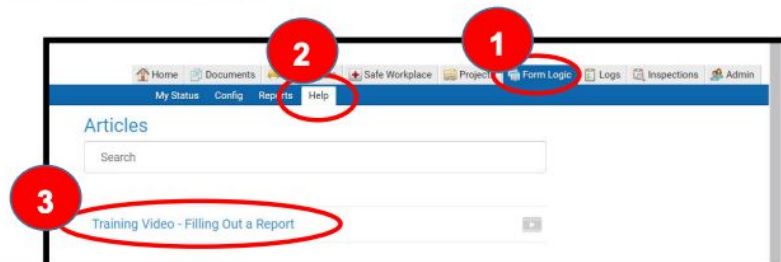
**Union Representative Letter:** When your form is completed by your supervisor, a copy of it is **automatically sent** to your Union Representative. If you wish your Union Rep to have a copy **immediately**, this option can be used.



## Still Need Help? Check out the Tutorial.

Follow the instructions on the resource titled: **Aggressive Incident and Safe Schools Reporting Instructions** to navigate to **Form Logic** on **eBASE**.

1. Click **Form Logic**.
2. Click **Help**.
3. Click **Training Video – Filling Out a Report**.



## 5. Types of Leave at a Glance

Sick Leave: Members can access up to 11 sick days per year while paid 100% salary (prorated for part time members). These can be used if you are too sick to work, or if you have a scheduled medical/dental appointment. If you have an appointment at 3pm, you would likely schedule your leave to begin at 2pm that day so you are not docked a full day of sick leave. If you use sick leave for more than 3 days in a row, you *will* be asked to provide a doctor's note, but the Board *may* ask for a doctor's note for any day you accessed sick leave.

Short Term Leave and Disability Plan: Members can access up to 120 days of short term disability paid at 90% salary. If the member did not use all of their 11 days of sick leave the previous year, each unused sick day will be used to top up their current short term disability leave to 100% pay (e.g. if the member only used 5 sick leave days last year, their unused 6 days can now be used to top up their pay to 100% for 60 days of short term disability leave). It is advisable to let the president know if you/your doctor think you might need to use short term disability leave.

Long Term Disability: Members who are completely disabled after using up all of their short term leave and disability plan days should contact the president for next steps on how to apply for a long term disability claim.

Bereavement Leave: Members may access up to 3 paid bereavement leave days to allow them to attend the funeral of immediate next of kin (parents or guardian, children, brothers, sisters, spouse, mother-in-law, father-in-law, step-parents, step-children, brother-in-law, sister-in-law, grandparents, grandchildren and sons or daughters-in-law).

Special Leave (both paid and unpaid): Members may request up to 5 special leave days each year, but be advised there is no guarantee requests for special leave will be approved. When you request a special leave day, it will ask you whether you are requesting it as a paid or unpaid day.

Additional Unpaid Leave Days: Members may request up to 3 unpaid leave days (separate from special leave) each year, and these requests cannot be unreasonably denied.