

Roles and Responsibilities of the Association Staff Representatives



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Regional Training Session
October 2021

What is Political Action?

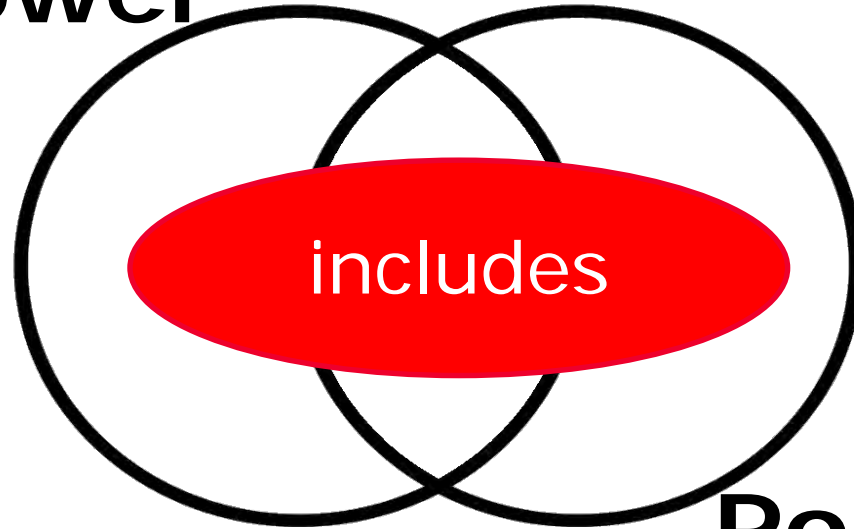


Political Action



It can be as simple as wearing a ribbon in support of an awareness campaign or responding to an action alert.

Political Power



Political Bargaining

**Political
Bargaining**



Collective Bargaining

Elect an education friendly government



Negotiate a fair collective agreement



Political Action & Political Bargaining



Volunteer
in an
election
campaign

Organize
a debate
at
election
time

Run for
office

Write a
letter
to the
editor

Join a
coalition

Meet
with
MPPs

**Your activities
could grow.**



Many of the skills you have developed as teachers are directly transferable into the political arena. Teachers are highly skilled in interpersonal communication, assessment and planning.



Imagine what can be achieved when we use multiple political action tools and our collective power for change.



SAY NO TO HYBRID LEARNING

**THE HYBRID
MODEL
FAILS
STUDENTS.**

Students learn best when they have individual support and undivided attention from their teachers.

[Learn More](#)



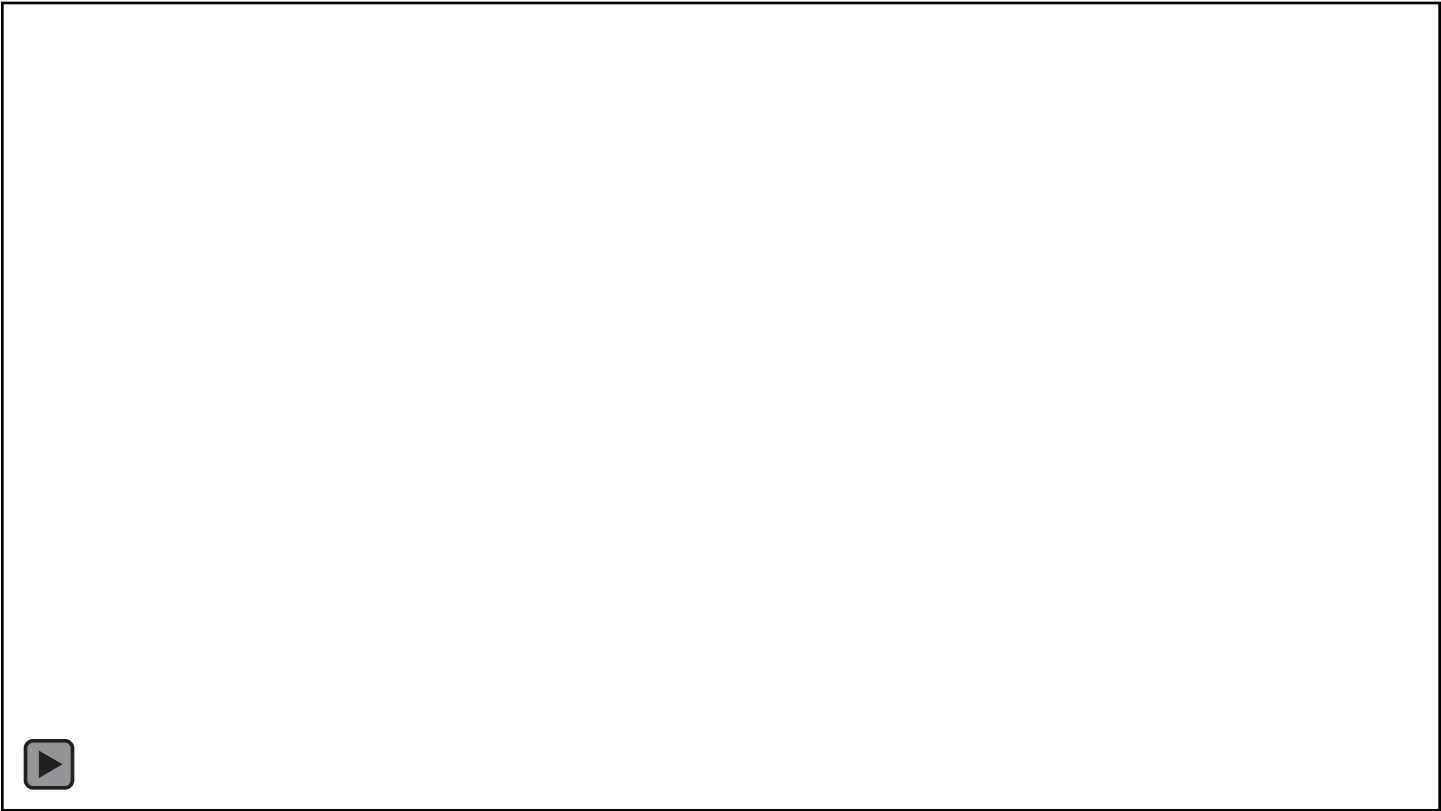
WOW

WORKING ONTARIO WOMEN

“UNINVITED”

NEWS STORIES





I'M SPEAKING

Tell your story. Record a selfie video.

I'M
SPEAKING
> RECORD
YOUR VIDEO

<https://actwow.ca/im-speaking>

2021 -2022 PD Line-up Includes:

- Additional Qualification Courses
- Book Club
- Conferences
- Mini Courses
- Office Hours
- PD Network (PDN)
- Resources
- WebExperiences



Association Staff Representative Handbook 2018-2019

- Being an Effective Association Staff Representative
- Bargaining and Contract Services
- Performance Appraisal Procedures
- Occupational Health and Safety
- Counselling and Member Services
- Leadership Training
- Advocacy and Member Engagement
- Professional Development
- Government Relations
- Communications

The Association Staff Rep. is...

- The face of the Ontario English Catholic Teachers Association.
- The nearest direct contact with the Association.
- The person to whom members first turn for assistance.
- The one members first look to for advice.
- The first to make contact with any issue or problem.
- The KEY LINK between the member in the workplace and the local office.

Duties of the Association Staff Rep.: Maintaining Information

- Copies of any newsletters, documents etc. from Provincial – Catholic Teacher, Provincial Bargaining Updates, etc.
- Local newsletters, minutes of executive and general meetings, Local Bargaining Updates, etc.
- Copies of collective agreement.
- Seniority Lists, Transfer policy and other relevant documents.

Duties of the Association Staff Rep.: Distributing Information

- Where necessary, make copies of the printed information for each member, Local Newsletters, notice of any meetings etc.
- Keep a bulletin board and always keep it current.
- Keep copies of any documents in your filing system.
- If filing system is electronic, DO NOT save on Board server.
- Ensure that members get information sent from OECTA Provincial Office e.g. Catholic Teacher, etc.

Duties of the Association Staff Rep.: Collecting Information

- Information is sometimes requested by the Provincial or Local organization.
- It is VERY important that this information be collected accurately, completely and in a timely manner.
- Many responses to issues are based upon the accuracy of the information that is provided.
- The nature of the information may include the Local staff directory, Local staffing information, Provincial staffing information.

The Association Staff Representative Meetings

- The Association meeting within the school is the best opportunity for the members to hear directly about particular Association issues.
- The meeting should be specific to a particular issue(s). Don't call a meeting just to have a meeting.
- If possible, provide a written agenda ahead of the meeting.

The Association Staff Representative Meetings

- In advance of collective agreement ratification meetings and for general meetings, impress upon each member the importance of their personal attendance at the meeting, whenever possible.
- Always have an Association Meeting following a meeting of the Association Staff Reps.
- A detailed meeting on the collective agreement must be held before any ratification meeting.

The Association Staff Representative Obligations to Membership

- All members are equal, don't pick favourites.
- Put yourself in the complainant's role.
- Tell the complainant all he or she should know.
- Listen and be patient.
- Advocate don't judge.
- Do NOT promise the member anything.

The Association Staff Representative Assisting the Membership

- On any matter of which you are unsure, always consult with the local office.
- Unit President should always be made aware of issues within the school.
- Always be timely.
- If a member has a problem: Meet today - don't delay.

The Role of the Association Staff Rep. Meetings with Admin. or Other Member(s)

- The member has the right to ask in advance the nature of the meeting and the questions to be asked.
- The member has the right to Association representation at the meeting.
- If the Association Staff Rep. attends the meeting, they do so with all rights and privileges granted under the collective agreement and Labour Relations Act.
- The member should inform the Principal that the Association Staff Rep. will attend.

The Role of the Association Staff Rep. Meetings with Admin. or Other Member(s)

The Association Staff Rep. should determine the following:

- The purpose of the meeting.
- The time and date of the meeting.
- Who will be attending the meeting.
- Has there been or will there be any reporting to any outside agency.
- Inform the principal if someone from the Local Unit Office will attend.

The Role of the Association Staff Rep. Meetings with Admin. or Other Member(s)

- Before attending any meeting the Association Staff Rep. must contact the local president to request permission to attend.
- If the Principal attempts to block the attendance of the Association Staff Rep. at the meeting, the local president must be informed immediately.
- Prior to the meeting the Association Staff Rep. should meet with the member to discuss their role at the meeting.
- The Association Staff Rep. should indicate their role at the beginning of the meeting.
- The Association Staff Rep. should provide copies of any notes taken at the meeting to the Unit President. If member requests notes, direct them to the Unit President.
- **Notes are NOT to be provided to the administration.**

The Role of the Association Staff Rep. and Meetings

- If the meeting is scheduled with a superintendent and/or an outside agency, or the member has been notified that the meeting could be disciplinary in nature...
 - Impress upon the teacher how important it is that they say nothing.
 - The Local office must be notified immediately.
- The Association Staff Rep., in consultation with the local president, may advise the member **NOT TO ATTEND** the meeting until the president or unit officer is able to attend.

The Role of the Association Staff Rep. and Meetings – potential discipline

- Any meeting with the principal, superintendent, CAS, Police, or a harassing parent...

Call the OECTA Local Office!

The Role of the Association Staff Rep. and Meetings

- If the member is directed by the Principal to attend a meeting involving any outside agency, without having contacted the local president:
- THE TEACHER MUST SAY ONLY the following:
- “I am willing to cooperate with this investigation, however, I cannot make any comments until I speak to my OECTA President.”

The Role of the Association Staff Rep. and Meetings – if non-disciplinary

- Attend and take notes.
- Refer to Collective Agreement or other relevant documents if necessary.
- If any meeting becomes confrontational, aggressive, or threatening, the member has the right to ask that the meeting be suspended.
- As the Association Staff Rep., you too have the ability to end the meeting.

Role in Collective Bargaining

Importance of a Collective Agreement:

- Establishes “rules of play” between the employer and the worker.
- Sets the playing field so that all know the rules of engagement.
- “*Collective*” means that it applies to all and that all must play by the rules. There is no opt-out clause in a collective agreement.

Role in Collective Bargaining

Working with a settled contract:

- ongoing contract maintenance is very important.
- begin to collect issues for next round;
- the contract cycle continues.
- continue to identify grievances for the Unit.

Duties of the Association Staff Rep.: Strike Action

Strike Action Includes:

- Work to Rule.
- Partial Withdrawal of Service (Rotating Strike).
- Full Withdrawal of Service.

The Strike Manual

- The Local Unit Office will have a copy of the Strike Manual on hand and, if and when a strike action is imminent, the Local Unit President will ensure that you, as the Association Staff Representative, are aware of your responsibilities.

The Labour Relations Act: Rights of the Association Staff Rep.



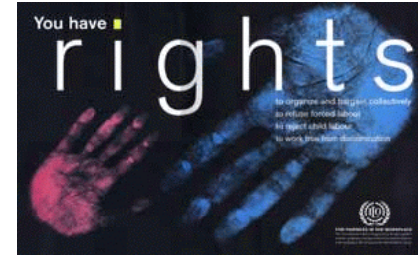
- As a Principal manages a school, the Association Staff Rep. assists the Local OECTA Unit in ensuring that Teachers' rights are upheld and that the collective agreement is being followed.

The Labour Relations Act: Rights of the Association Staff Rep.



- The Labour Relations Act protects union representatives WHEN THEY ARE ACTING IN that role
- You have the ability to question, challenge, debate with your Principal without being threatened or implied that you are being insubordinate.

The Labour Relations Act: Rights of the Association Staff Rep.



- Employers not to interfere with employees' rights
- 72. No employer, employers' organization or person acting on behalf of an employer or an employers' organization,
 - (a) shall refuse to employ or to continue to employ a person, or discriminate against a person in regard to employment or any term or condition of employment because the person was or is a member of a trade union or was or is exercising any other rights under this Act;
 - (b) shall impose any condition in a contract of employment or propose the imposition of any condition in a contract of employment that seeks to restrain an employee or a person seeking employment from becoming a member of a trade union or exercising any other rights under this Act; or
 - c) shall seek by threat of dismissal, or by any other kind of threat, or by the imposition of a pecuniary or other penalty, or by any other means to compel an employee to become or refrain from becoming or to continue to be or to cease to be a member or officer or representative of a trade union or to cease to exercise any other rights under this Act. 1995, c. 1, Sched. A, s. 72

The Labour Relations Act: Duties of the Association Staff Rep.



- Sec. 74 OLRA – “not in a manner that is arbitrary, discriminatory, or in bad faith in the representation of any of the employees in the unit.”
- Decisions on how and where to proceed – Contact the Unit President.
- Teachers do have the right to not have a representative if they so wish.

Duty of Fair Representation (DFR)



- “Arbitrary”
- “Discriminatory”
- “Bad Faith”

Duty of Association Staff Rep. Cooperation vs. Co-option

- Confidentiality
- Cooperation
- Co-option
- Coercion

Duty of Fair Representation (DFR)



Reminders:

- Treat all members as equals, don't pick favourites.
- Have empathy for the complainant.
- Tell complainant everything they need to know.
- Listen and be patient.
- Advocate don't judge.
- Do NOT promise the member anything.

The Chain is only as Strong as each Link



- The most important link between the Association and the individual member is through that relationship which is developed by the Association Staff Rep. and the local Executive.
- The link is only as good as that confidential relationship which allows the individual member to raise any issue knowing that it will be kept in confidence by you.

Parting Thoughts...

- Always provide a forum for all opinions.
- Avoid personal or value judgments regarding policies and positions.
- Keep a record of questions and comments.
- Relay written materials produced by the Association.
- Don't be afraid to ask questions - contact the Unit Office or OECTA Provincial if no one is available locally.

When in Doubt????

CALL OECTA

Questions

