

LOCAL POLICIES & PROCEDURES
Lambton Kent Elementary Occasional Teacher Local
(2016)

Table of Contents

Section 1 Operations

- A. Executive and Committee Expectations
- B. Goodwill, Gifts, and Donations
- C. Professional Learning
- D. Provincial Meetings
- E. Release Days
- F. Travel
- G. Communication
- H. Office
- I. Conflict of Interest

Section 2 Financial Business

- A. Discretionary Spending
- B. Investments
- C. Cheque Signing
- D. Credit Cards

Section 1 - Operations

A. Executive and Committee Expectations

1. Executive and committee members shall endeavour to work as a team, to foster an atmosphere of goodwill and trust, to promote and advance the work of the Local, and to promote mutual respect, understanding, and cooperation as the basis of interaction among all members.
2. Executive and committee members shall familiarize themselves with and abide by the current collective agreement, Local Constitution, and the LKEOT Policies and Procedures document.
3. Executive members are expected to be available to members, as needed, to listen to concerns and refer them to appropriate resources. Executive members are expected to report member feedback to the Executive.

B. Goodwill, Gifts, and Donations

1. Members who are ill for an extended period of time shall be acknowledged with a card. Additional support will be given if deemed appropriate by the Executive.
2. Gifts and honoraria will be given with the approval of the Executive.
3. The Local will endeavour to make a donation each year to a charitable organization working on behalf of children and pertaining to elementary education or children's health. Preference for this donation shall be given to groups or organizations working within Lambton and Kent Counties.
4. Other donations shall be made with the approval of the Executive.

C. Professional Learning

1. The Professional Learning Chair shall make recommendations to the Executive regarding Locally- hosted Professional Learning activities.
2. Professional Learning activities shall be scheduled a minimum of two (2) times each school year.
3. Professional Learning opportunities shall alternate between Lambton and Kent Locations.
4. A honourarium, in the form of a gift card, or a donation of up to \$100 be given to Guest Speakers for a 1.0 workshop and up to \$50 for a 0.5 or afterschool workshop.

D. Provincial Meetings

1. Provincial Annual Meeting

- a. The Local shall pay for Monday-Wednesday night single room accommodation for all delegates and alternates
- b. The local will assume all costs associated with the unpaid alternate.

2. Fall and Spring POTS

- a. The Local shall pay the expenses required to send the President and Vice President (or designate) to the meeting(s) of Provincial Occasional Teachers.
- b. The Local shall pay for release, single room accommodation (if necessary) and travel.

3. Other Provincial Meetings

- a. The Local shall pay expenses not covered by ETFO Provincial when members are mandated to attend meetings or conferences.
- b. Payment will be at the provincial rate.
- c. Financial support from the Local for conferences or meetings not mandated by Provincial or the Local must be approved by the Executive prior to the meeting or conference.
- d. President attending meetings and members attending conferences as committee chairs or as Local representatives (i.e., Rep Council, H&S, CB, Leadership, etc.) may select single room accommodation. Fifty (50) percent of the single room supplement will be covered by the Local.
- e. Members who attend conferences by choice/interest (i.e., PL, And Still We Rise, etc.) are responsible for 100% of the single room cost.

E. Release Days

1. The Local shall include in the annual budget a sum of money to release or provide OT coverage for members of the Executive or committee chairs (excluding the President) based on the current Local daily rate;
 1. Up to 50 days to be used as required to carry out duties on behalf of the Local to be approved by the President
 2. When requesting release, Executive members must submit a request to the President for approval.
 3. At the discretion and prior approval of the Executive, release time may be provided to a Local member who provides a service to the Local.
 4. At the discretion and prior approval of the Executive, and depending on the needs of the Local in a given year, the above release time guidelines may be altered as needed.
 5. All payment for work release days shall be processed through LKDSB payroll.

F. Travel

1. Members of the Executive who travel by automobile to conduct work on behalf of the Local will be reimbursed at the same rate as the Provincial association.
2. Mileage claims should indicate the point of origin, point of destination, number of kilometers travelled, and the purpose of the trip.

G. Communication

1. Members will receive a minimum of two (2) e-newsletters from the Local President per school year.
2. The Local website will be regularly updated with information pertinent to the membership. The Collective Agreement and Local Constitution will always be made available on the website.
3. The Local office will request non-Board email addresses from the membership for the purpose of relaying important information concerning the business of the Local. Members who choose not to share their email addresses will be directed to check the web site on a regular basis.

H. Office

1. The location of the Local office will be at the discretion of the President.
2. Files and member records will be maintained at the Local office in a secured location.
 - a. General files will be culled on a five (5) year cycle.
 - b. Financial information will be culled on a seven (7) year cycle.
 - c. Files related to grievances and collective bargaining will not be culled.
3. Upon completion of a term, all files and equipment will remain property of LKEOT and be forwarded to the successor.

I. Conflict of Interest

1. A conflict of interest is a situation in which someone has competing professional or personal interests that would make it difficult to fulfill their duties fairly or where someone stands to profit personally from the decision.
2. Should an Executive or committee member declare a conflict of interest in a personal matter before the Executive or committee, the Executive/committee member shall withdraw at the inception of the process or immediately upon becoming aware of the conflict and continue not to be able to participate in any or all aspects of the process.
3. The member will withdraw from voting or participating in consideration of the matter, unless all of the Executive/committee members present at the meeting agree that the Executive/committee member may participate in consideration of the matter.

Section 2 - Financial Business

A. Discretionary Spending

1. The President, using their own discretion, may make purchases up to \$300 without prior approval of the Executive.

B. Investments

1. The Local may conservatively invest monies when there is a significant surplus in the chequing account. Investments are to be made in cashable GICs which do not exceed one (1) year.

C. Cheque Signing

1. At no time will blank cheques be signed by a signing officer.
2. The minutes of the Local Annual Meeting in an election year shall identify the signing officers who are elected.

D. Paying of Local Expenses

1. Upon request of the President or Treasurer, meeting shall take place to conduct the business of the local (pay invoices or expense reports).
2. All expenses for the current fiscal year must be received by the Treasurer by August 30th.

E. Credit Cards

1. No corporate credit cards will be issued to the Local.