



# KPR ETFO TEACHERS' STEWARD MANUAL



# KPR ETFO

## Our History

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The Kawartha Pine Ridge Elementary Teachers' and Occasional Teachers' Federation Locals were created in 1998 and proudly represent about 2500 members across KPR.

The KPR ETFO Teachers' Local represents 1500 full- and part-time permanent teachers, providing support for working conditions, training, and opportunities for connection.

## Our Goals

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KPR ETFO aims to Support, Protect, Advocate, Connect, and Empower its members, creating a SPACE for all.

## The Structure

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The KPR ETFO Teacher's local is made up of every permanent teacher. Members are the backbone of the union.

Every two years, the membership elects representatives to the Executive. The Executive has 15 seats, including ones designated for Equity and Regional representation.

Table Officers include the Treasurer, Secretary, and VPs for Women and Political Action.

The Local Office is home to three Released Officers, who work full-time for members in the roles of President, 1st Vice President, and Member Support Officer.







**SUPPORTING**  
*each other*

**PROTECTING**  
*workers' rights*

**ADVOCATING** *for better  
working conditions*

**CONNECTING**  
*our members*

**EMPOWERING** *educators to  
collaborate, learn, & thrive*



Stewards Play a Vital Role

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# KPR ETFO Stewards —

Stewards assist colleagues in understanding and exercising their rights under the Collective Agreement, provide a valuable link to support organizing and engagement, keep members informed of important KPR ETFO and ETFO communications, and act as the union's eyes and ears on the ground.

A steward's role is to watch and listen to what is happening in the workplace on behalf of our Local. In this role, you can reach out to Released Officers about issues that the Local needs to address. This could include priorities for bargaining and advocacy. Stay alert for problems that need KPR ETFO support.



# Role of a Steward

- Advocating on behalf of their colleagues
- Referring concerns raised by members to KPR ETFO Released Officers
- Maintaining the highest level of confidentiality regarding member issues
- Staying in close communication with Released Officers
- Developing a working knowledge of the Collective Agreement
- Monitoring and enforcing Collective Agreement issues
- Standing up as a strong ally with members from equity-seeking groups
- Mobilizing members to support the union's role in bargaining, attending public rallies, etc.

**The Released Officers in the Local Office are always available to provide support, advice, and a listening ear.**

**president@kpretfo.ca  
vp@kpretfo.ca  
admin@kpretfo.ca**



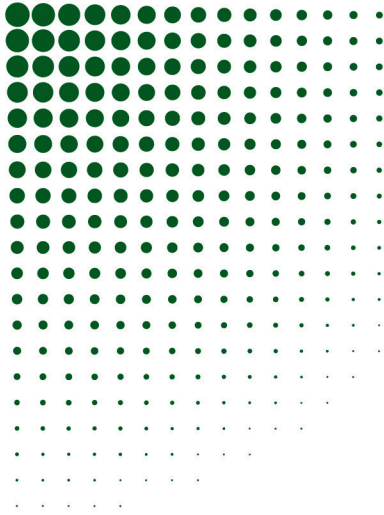
# Expectations

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KPR ETFO Stewards are expected to:

- Attend the Stewards' Retreat each fall and any other Steward meetings,
- Attend the KPR ETFO Annual General Meeting each year,
- Hold regular meetings with Administrators to develop collaborative relationships,
- Hold regular ETFO meetings with the members at their site,
- Forward emails from the President, 1st VP, and Member Support Officer,
- Ensure that members are aware of the KPR ETFO Member Portal and receive the *Good Stuff* newsletter and other communications,
- Create and maintain an ETFO Bulletin Board,
- Distribute Local and Provincial ETFO literature,
- Coordinate strike activities when necessary and act as Strike Captain.





# Steward Perks

Annual Steward Retreat

Honorarium in Thanks

KPR ETFO Swag

Mileage, Dependant Care, Food

Support & Information

Great Connections with Colleagues

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# Yearly Timeline



## September Start-Up

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- Hold steward elections if they weren't done in June and advise the Member Support Officer of the outcome at [admin@kpretfo.ca](mailto:admin@kpretfo.ca).
- Meet with all Administrators and set up weekly or bi-weekly check-ins
- Set up an ETFO board with posters, resources, and contact info
- Ensure report card timelines and expectations are clear
- Ensure staff meeting dates and times for the year are set
- Ensure IEP writing time has been offered to teachers and is transparent in allocation
- Access the Steward post for September meeting resources
- Hold your first monthly ETFO meeting
  - It can be at the end of a staff meeting once non-members leave
  - Ask members to bring schedules and check minutes: 80 duty, 240 prep, prorated for FTE
  - Promote the Benevolent Fund and sign up by October 1st
  - Remind teachers that TPA/NTIP notification is within the first 20 days
  - LTOs should be included in all ETFO meetings, except for collective bargaining discussions



## Fall

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- Update the ETFO board
- Regular meetings with Administrators
- Access the Steward post for Fall meeting resources
- Hold monthly ETFO meetings
- Ensure your site has a Health & Safety Rep
- Attend the Stewards' Retreat





## Winter

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- Update the ETFO board
- Regular meetings with Administrators
- Access the Steward post for Winter meeting resources
- Hold monthly ETFO meetings
- Remind staff of increase/decrease forms due at the end of February
- Remind staff to submit letters to request long-term leaves and self-funded leaves by the end of February



## Spring

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- Update the ETFO board
- Regular meetings with Administrators
- Register for Regional Steward Meetings
- Access the Steward post for Spring meeting resources
- Hold monthly ETFO meetings
- Ensure teachers have been given the opportunity to provide assignment preferences for next year
- Ensure teachers have tentative teaching assignments before the first Transfer Round
- Register for the Annual General Meeting and bring colleagues
- Promote and vote in any KPR ETFO Elections
- Ensure teachers have the duty schedule by the end of June
- Run a Steward election and advise the Member Support Officer of the outcome at [admin@kpretfo.ca](mailto:admin@kpretfo.ca).

# Dos & Don'ts

Being a steward can be hard!



## Do

- Monitor the implementation of the Collective Agreement
- Attend training and other workshops with the Executive team
- Listen to concerns of members and connect with the Local Office
- Communicate important messages
- Represent the interests of staff to your Administrators and meet with them regularly
- Seek advice from the Released Officers when needed



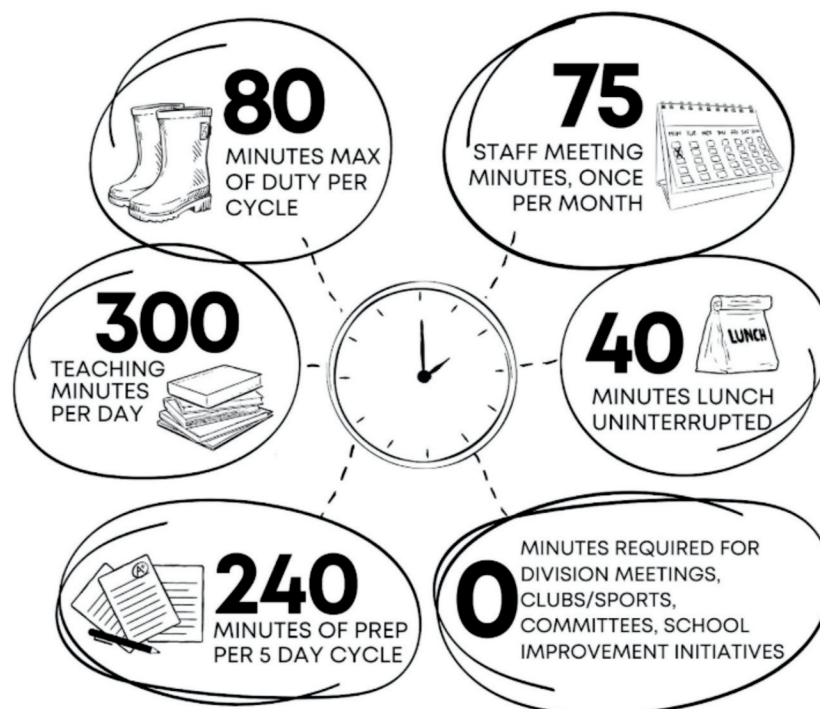
## Don't

- Think you need to solve all union-related issues
- Feel obligated to troubleshoot and resolve all conflict between staff
- Expect to know everything about ETFO and the Collective Agreement
- Volunteer as Teacher-in-Charge as it is a conflict of interest
- Accompany teachers to meetings that may be disciplinary



# Collective Agreement Highlights

- Use professional judgment in planning, assessing, and reporting
- Use lesson banks for prep payback
- Request IEP writing time, if needed
- Time must be given when classroom or assignment is changed mid-year
- There are paid days for bereavement, Holy Days, and Cultural Days of Significance
- ETFO Health & Safety reps must be released for quarterly inspections
- There cannot be meetings on report card writing days
- Schedules must adhere to Collective Agreement minutes





# Meeting with Administrators

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- Meet regularly with your Principal and all Vice Principals and all stewards
- Schedule meetings, ideally weekly or bi-weekly
- Discuss any developing issues, concerns, successes, or questions from teachers
- Discuss general feeling and morale amongst teachers, and topics teachers wish to prioritize
- Listen to concerns and answer questions from Administrators
- Reach out to the Released Officers if you are having trouble scheduling meetings
- Contact the Local Office with any issues that require support



# Advice for Challenging Situations

- Take a breath and approach the situation with a calm manner
- Take notes, listen, and reassure that you will help to the best of your ability
- Consult the Collective Agreement to find information or answers
- If you are unsure of an answer, contact the Released Officers for help
- If you have a conversation with Administrators and you'd like a written record, follow up with an email. *"Thanks for the conversation. It's my understanding that..."*
- Remove yourself from a difficult conversation by saying, *"I'm happy to collaborate with you. I'd just like to check with the Local Office for direction first."*
- Remember that you will not always be able to solve every problem. Reach out to your Released Officers for support.



# FAQs from Members

- **I've experienced violence or the threat of violence in the classroom. Where do I find the forms to fill out?**
  - Incident & Health and Safety Reporting Portal. The tile is on the home page of KPR on the Web; it looks like a clipboard.
  - Seek medical attention if required and ask the medical professional to fill out WSIB Form 8 for an injury at work.
- **When do I use the Incident Reporting Portal?**
  - SSIR - serious incidents involving students
    - swearing at staff, vandalism, etc.
  - Injury & Near Miss - you are hurt, or almost hurt, at work
    - slipping on the ice, falling ceiling tiles, etc.
  - Workplace Violence - you are hurt or threatened by someone
    - student throws a chair that hits you, parent threatens you, etc.
- **How does the Staffing Process work?**
  - Refer teachers to the Member Portal post, KPR ETFO Staffing Workshops.
  - If there are complicated situations, please contact the Released Officers.
- **Who plans for prep payback?**
  - The teacher who lost the prep and is receiving the payback chooses a lesson or activity for the class from the KPRDSB prep payback lessons or something the teacher wants to plan.
  - The teacher receiving the prep payback does not need to prepare materials unless they want to plan their own activities which require materials.
- **I am coaching a sports team. Do I get an OT to cover my class on day of the tournament?**
  - Every absence should be filled by an OT.



# FAQs from Members

- **What are the reasons for taking a personal or unpaid day?**
  - These are posted in the Member Portal.
- **Who do I contact first if I need to take unpaid days or a medical leave?**
  - Contact the Member Support Officer for help wording your email.
  - There are posts in the Member Portal that describe the process.
- **How many days of bereavement leave can I take for a family member who has passed?**
  - This depends on your relationship to the person who has passed.
  - The Member Portal has a post.
  - If you need extra travel time, contact the Member Support Officer for help.
- **I have a question about what our benefits cover. Who do I ask?**
  - Go to OTIP website where the benefits book is posted.
  - Call OTIP.
- **Where do I find PD Fund application? EIP application?**
  - These forms can be found in posts in the Member Portal.
- **Where do I find the pay grid?**
  - The pay grid is found in the Collective Agreement. It is also posted in the Member Portal.
- **Where do we find the seniority list?**
  - The new list is updated and posted each November and is available on KPR on the Web.
  - Teachers should check their position on the seniority list carefully for any possible errors and report the mistake to the Board.
  - The Member Portal has a post.

# FAQs from Members

- **I've been asked to do a medical procedure, am I required to do this?**
  - No. Teachers cannot perform physical or medical procedures. This is in our Collective Agreement.
  - Examples include: diabetic tracking, lifting students in wheelchairs, toileting, administering medication or puffers, etc.
  - If you are being told that you need to do this, please contact the Released Officers.
- **How long should staff meetings be each month?**
  - 75 minutes maximum for monthly staff meetings.
  - This includes division meetings, etc.
- **What if my Administrators change the staff meeting day or time one month?**
  - You cannot be expected to attend if the date or time changes.
  - Staff Meeting days and times are to be set at the beginning of the year.
- **My principal says I have to use "x" assessment, do I?**
  - The only assessment you must use is the Early Reading Screener for Year 2 Kindergarten to Grade 2.
  - Use your professional judgment to choose assessments from the list provided by KPRDSB of approved assessment tools. This list is on the Teaching & Learning tile under Assessment & Planning.
- **Should I be the TIC?**
  - It is a conflict of interest for a Steward to be Teacher-in-Charge. Teachers other than the steward can be the TIC, but need to be aware of the risks associated with this.
  - The Member Portal has a post.
  - Please ensure any teacher acting as TIC is aware that they will be paid extra for the work and should connect with Administrators about the process.



# Common Questions from Stewards

- **What should I do if a teacher asks me to sit in on a meeting with Administrators?**
  - If it is a meeting initiated by the teacher and you feel comfortable with it, you can sit in to support your colleague.
  - If it is a meeting initiated by Administrators, it is best for a Released Officer to attend with the member. Please reach out to the Local Office.
- **What do I do if there is a serious conflict between teachers?**
  - Encourage members to talk to each other first
  - Released Officers are always available to mediate a conversation, if needed.
- **What do I do if a teacher complains to Administrators about another teacher?**
  - Teachers are always encouraged to be professional and courteous to their colleagues. Speaking to a fellow teacher first is always preferred.
  - Teachers have a duty to notify their colleague in writing if they make a report to an Administrator that might result in discipline. The only exception is for instances of sexual interference.
  - Please ask teachers to connect with the Released Officers.
  - The Member Portal has a post.
- **Should I be the TIC?**
  - It is a conflict of interest for a Steward to be Teacher-in-Charge.
  - The Member Portal has a post.
- **What should I do if a colleague has been sent home on home assignment?**
  - Be aware that the situation is confidential and should not be discussed.
  - Ensure that the teacher has contact information for the Local Office and knows to be in touch with a Released Officer right away.



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# Important Resources —

Use this QR Code to link to valuable information.

- Presentations
- Links
- Bulletin Board printouts
- Expense form
- Current dates
- ... and more

