



**Hello Secondary Teachers,**

**It has been the highlight of my time in the position of VP Secondary to visit old friends and meet new members at our OECA lunches which will wrap up in January with a final visit with our members at the CEC. I have always felt that being present and accessible is the key to effective representation and I have tried my best to be there for all members throughout my career and in my new role. A few important updates as we enter the final couple of weeks before a well deserved winter break.**

**1. Report Card Verifications: After almost 3 years since a grievance was filed in December 2022 for the sudden switch to teachers having to print their own Report Card Verifications we have been able to come to an agreement with the board that teachers no longer have to print these verification sheets as was practice prior to 2022 "Teacher copies will be printed and placed in staff mailboxes on the day marks, comments and learning skills are due".**

**2. ASP Notifications/Meetings: The board confirmed that reports for Attendance Support Program (ASP) will be run monthly this year. This means we will be seeing more teachers potentially be called to meetings throughout the year. If you are asked to attend an Employee Attendance Support Meeting, make sure you contact the Unit Office. OECA will reach out in advance and discuss the situation, and I will attend the meeting to support you.**

**3. Safe Schools and Violent Incident Reporting: A reminder that completing Safe Schools (SSIR) and Violent Incidents Reports (EVIR) are a legal responsibility when you witness a violent incident or a suspendable offence. As well for most violent incidents both forms should be filled out. Violent incidents involving students are suspendable offences and should trigger the SSIR form being filled out as well Please see OECA Waterloo website members side under the Health and Safety**

**Tab for specifics on how to fill these out**

**4. October on call Payouts:** October on call violation payouts have been reviewed by HR and should be on your next pay on December 11th. The hope is November on calls are reviewed this month as well and reflected on your second pay in December.

**5. New Top Up Procedure:** Permanent part time teachers looking to top up your part time status for next semester there will be a new procedure this year and going forward through Apply to Education Postings. There will be a notification sent to all teachers on December 9th and postings close on the 12th (but only permanent part time are eligible to apply to these).

**6. Correspondence via Email with the Unit:** When seeking advice or sharing situations at your school you are strongly encouraged to use your personal email rather than your board email and send to my OECTA email (vp-secondary@waterloocatholicteachers.ca).

Please do not hesitate to reach out to me if you have any clarification about the above topics or have any other questions or concerns.

**Ted Mukhar**

**VP Secondary**

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If you are in need of immediate assistance due to a work related incident, please call OECTA Provincial at 1-800-268-7230 and ask for a Duty Officer.