

CONSTITUTION FOR
THE HALTON DESIGNATED EARLY CHILDHOOD
EDUCATOR LOCAL
OF THE
ELEMENTARY TEACHERS' FEDERATION OF ONTARIO



2019



TABLE OF CONTENTS

TABLE OF CONTENTS.....1

DEFINITIONS:.....2

ARTICLE 1 NAME.....2

ARTICLE 2 AFFILIATION.....2

ARTICLE 3 OBJECTS.....2

ARTICLE 4 MEMBERSHIP.....3

ARTICLE 5 RIGHTS AND PRIVILEGES OF MEMBERSHIP.....4

ARTICLE 6 LOCAL ORGANIZATION.....5

ARTICLE 7 ORGANIZATIONAL DUTIES.....8

ARTICLE 8 MEETINGS.....13

ARTICLE 9 ELECTIONS.....14

ARTICLE 10 DELEGATES TO THE FEDERATION ANNUAL MEETING.....15

ARTICLE 11 RESOLUTIONS TO THE FEDERATION ANNUAL MEETING.....16

ARTICLE 12 AMENDMENTS TO THE LOCAL CONSTITUTION.....16

ARTICLE 13 FINANCES.....17

ARTICLE 14 PROVINCIAL EXECUTIVE ELECTIONS.....17

APPENDIX A COMMITTEE TERMS OF REFERENCE.....18

TABLE OF CONTENTS FOR POLICIES.....23





DEFINITIONS:

In this Constitution:

1. Federation means the provincial Elementary Teachers' Federation of Ontario.
2. Local means the Halton Designated Early Childhood Educators.

ARTICLE 1 – NAME

1.1

This organization shall be known as the Elementary Teachers' Federation of Ontario Halton Designated Early Childhood Educator Local.

ARTICLE 2 – AFFILIATION

2.1

Halton Designated Early Childhood Educators is a member Local of the Elementary Teachers' Federation of Ontario.

ARTICLE 3 – OBJECTS

The objects of the Local shall be:

3.1

to represent members of Halton Designated Early Childhood Educators.

3.2

to regulate relations between the members of the Halton Designated Early Childhood Educators and the Halton District School Board including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment.

3.3

to advance the cause of education and the status of members of the Local.

3.4

to promote a high standard of professional ethics and a high standard of professional competence.

3.5

to foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence and equity.

3.6

to promote and protect the interests of all members of the Local and the students in their care.



- 3.7 to cooperate with other organizations having the same or like objects.
- 3.8 to promote and defend the health and safety of members in the workplace
- 3.9 advocate for a socially equitable and just society
- 3.10 advocate for children by promoting excellence and lifelong learning through equitable access to an adequately funded public education system

ARTICLE 4 – MEMBERSHIP

Section 1 Active Membership

- 4.1 Members shall be all Designated Early Childhood Educators employed by the Halton District School Board.

Section 2 Associate Membership

- 4.2.1 Associate members of the Local are those members whose application has been approved by the Local and approved by the Federation and who have paid the annual fee in accordance with the Federation Bylaws.
- 4.2.2 Eligibility for associate membership in the Local is as defined in article 4.2.3. of the Federation Constitution.

ARTICLE 5 RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 1 Rights and Privileges of Active Membership

- 5.1.1 An active member shall have full rights, privileges and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.



5.1.2

The rights of an active member shall be:

- a) to hold office in the Local and in the Federation;
- b) to attend, participate, and vote at meetings of the Local;
- c) to vote on the ratification of the collective agreement; a. to participate in any membership votes;
- d) to request Local support through the grievance process;
- e) to request Local support in any problem directly related to professional Duties.

Section 2 Rights and Privileges of Associate Membership

5.2.1

An associate member of the Local may:

- a) attend Local functions, by invitation, in a nonvoting capacity
- b) receive such Local communications as the Local decides:
- c) serve on Local committees and workgroups as the Local decides.

Section 3 Code of Conduct

A member shall:

5.3.1

Recognize the Federation as the official voice of all the Active Members of the Federation;

5.3.2

Adhere to the Constitution and Bylaws and Directives of the Federation;

5.3.3

Support collective bargaining initiatives, including a strike authorized by the Executive;

5.3.4

refrain from undertaking or supporting actions which undermine established bargaining procedures;

5.3.5

Honour the terms of the Collective Agreement;

5.3.6

Strive to eliminate all forms of harassment between individuals in the educational system;

5.3.7

Endeavour to ensure equity and inclusiveness in the workplace;

5.3.8



strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of our profession;

5.3.9

A Member who is representing ETFO on the Local Executive and/or Provincially shall strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the Elementary Teachers' Federation of Ontario.

5.3.10

Any discipline deemed necessary, in regards to the action or inaction of a Member, will proceed only after advisement from the Provincial Federation. The appeal process would take place through the provincial Federation.

ARTICLE 6 LOCAL ORGANIZATION

Section 1 Local Executive

6.1.1

The Local Executive shall include the following positions:

- a) President;
- b) Immediate Past President, where the most recent President chooses to continue to serve in an Executive capacity;
- c) Vice President;
- d) Secretary;
- e) Treasurer ;
- f) Executive Member;
- g) When no Past President is available, one additional Executive Member shall be elected.

6.1.2

The Executive of the Local shall be elected at the Local Annual Meeting.

6.1.3

All active members of the Local shall be eligible to vote for the persons seeking election to the positions listed in article 6.1.1.

6.1.4

The term of office for the Local Executive shall be 2 fiscal years.

6.1.5

The Local Executive shall take office on July 1.

Section 2 School Contacts



6.2.1

School Contacts

6.2.2

Members at each school are encouraged to nominate and elect a DECE to be the School Contact annually in the fall.

6.2.3

The School Contact will update the school's information regarding permanent DECE staff info and provide changes in staffing and School Contact person to the Local President annually in the fall.

Section 3 Committees

6.3.1

There shall be the following standing committees:

- a) Collective Bargaining
- b) Elections
- c) Budget
- d) Professional Learning
- e) Status of Women

The Local will endeavour to have the following committees

- a) Social
- b) Political Action

6.3.2

Additional ad hoc committees may be appointed by the Executive to carry out the work of the Local.

Section 4 Filling Vacant Positions of the Executive

6.4.1

The Executive shall appoint a successor to an unexpired term or vacant position that occurs between July 1 and December 31.

6.4.2

The Executive may appoint a successor to an unexpired term or vacant position that occurs between January 1 and June 30.

6.4.3



Candidates for appointment to fill a vacancy at the position of President, Vice President or Secretary/Treasurer shall be members of the Executive.

6.4.4

Candidates for appointment to fill a vacancy at the position of Executive Member shall be active members in good standing of the Local.

6.4.5

If a member of the Local Executive should take a statutory leave, that member has a right to take their position back on the Local Executive after their leave is completed.

6.4.6

If a member of the Local Executive should take a leave for a secondment that is one year or less in length, that member has a right to take their position back on the Local Executive after their secondment is completed

6.4.7

It will be the responsibility of the Executive to determine if a vacancy of this nature be filled by election or appointment or be left unfilled. All other vacancies on the executive will be filled according to the subheading clauses under “In the First year of Executive Office Term” and “In the Second Year of Executive Office Term”.

In the First year of Executive Office Term;

6.4.8

The Executive will call for an election at the next all member meeting if the vacancy of a local executive member falls in the first year of a term.

6.4.9

If the vacancy is for a released position, the eligible candidates for election will be open only to those on the current executive. If it is for a non-released position, nominees/candidates can apply as per the Election Procedures in Article 9 and must be members in good standing of the Local.

In the Second Year of Executive Office Term;

6.4.10

The Executive shall appoint a successor to an unexpired term or vacant position that occurs between July 1 and December 31 of the second year in the term of office.

6.4.11



The Executive may appoint a successor to an unexpired term or vacant position that occurs between January 1 and June 30 of the second year in the term of office.

6.4.12

Candidates for appointment to fill a vacancy at the position of President, Vice President or Secretary/Treasurer shall be members of the Executive.

6.4.13

Candidates for appointment to fill a vacancy at the position of Executive Member shall be active members in good standing of the Local.

ARTICLE 7 ORGANIZATIONAL DUTIES

Section 1 Duties of the Executive

The Executive shall:

7.1.1

uphold the Constitution, Bylaws and policies of the Elementary Teachers' Federation of Ontario and shall be responsible for administering the affairs of the Local between annual meetings in accordance with the provisions of the Local Constitution and Bylaws.

7.1.2

hold and attend at least 4 regular Executive meetings per fiscal year.

7.1.3

hold and attend an Executive meeting at the call of the President.

7.1.4

receive a financial report at each Executive meeting.

7.1.5

forward to the provincial office by September 30 of each year the annual audited financial statement.

7.1.6

Forward to the provincial office by June 1 of each year the annual report of the Local.

7.1.7

appoint and develop terms of reference for ad hoc committees.

7.1.8

Appoint at least 2 signing officers of the Local.

7.1.9



appoint when necessary, in accordance with Article VI, a successor to complete any unexpired term of an elected or appointed Local representative.

7.1.10

to recommend the appointment of the auditors to the Fall Business Meeting.

7.1.11

to develop investment policy.

7.1.12

Encourage Members to actively participate in the Local

7.1.13

To liaise with all committees where possible.

7.1.14

A member representing ETFO and the Local Executive shall maintain confidentiality.

Section 2 Duties of Officers

7.2.1

The duties of the President shall be:

- a) to be the spokesperson for the Local;
- b) to be the official representative of the Local and its members;
- c) to be one (1) of the signing officers;
- d) to be an exofficio member of all committees;
- e) to preside at meetings of the Executive;
- f) to inform and advise members on issues concerning the Local;
- g) to administer the affairs of the Local between meetings of the Local Executive in accordance with the Constitution and Bylaws.
- h) Call meetings of the membership when necessary
- i) ensure that decisions are consistent with the Local Constitution and Priorities, ETFO Policies, position statements and the Collective Agreement, and are in the best interests of the Local Membership, and reflect the direction of the Executive
- j) be responsible for all correspondence and communication on behalf of the Local;
- k) represent the Local at all functions organized by the Local or assign an alternate when necessary
- l) oversee the setup and content of the Local website
- m) assume the role of Chair of a committee until such time as a Chair can be replaced
- n) hold the Chief Negotiator role on the Collective Bargaining committee.



- o) supervise the operation of the local office

7.2.2

The duties of the VicePresident(s) shall be:

- a) in the President's absence, to assume the responsibilities of the President;
- b) to be responsible for additional duties as assigned by the President and/or Local Executive.

7.2.3

The duties of the Treasurer shall be:

- a) to keep accurate and detailed financial records of the Local based on the Local fiscal year July 1 to June 30;
- b) to make a financial report to each Executive and Membership meeting of the Local;
- c) to make investments with the approval of the Executive;
- d) to report investments during each financial report;
- e) to ensure the audit is completed;
- f) to forward the annual audited financial statement of the Local to the provincial office of the Federation by September 30.
- g) serve as Chair of the Budget Committee to prepare the annual budget.
- h) act as one of the financial signing officers for the Local
- i) present budget information for discussion at the Local Annual Meeting and a proposed budget for ratification at the Fall General Meeting

7.2.4

The duties of the Secretary shall be:

- a) to maintain accurate records of all meetings of the Local;
- b) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- c) to prepare and circulate minutes of Executive and Membership meetings;
- d) to forward the annual report of the Local to the provincial office of the Federation by June 1.

Section 3 Duties of Committees

7.3.1



Committees are responsible to the Local Executive.

7.3.2

The Elections Committee:

- a) shall consist of the Past President and 2 other members;
- b) shall be appointed by the Executive;
- c) shall be responsible to receive nominations and publish a list of nominees for Local elections.
- d) Shall be willing to waive their member right to accept a nomination for an elected position at the current years Local Annual Meeting.

7.3.3

The Collective Bargaining Committee:

- a) shall consist of the President, Secretary and up to 4 other members;
- b) shall be appointed by the Executive;
- c) shall be responsible to assist in the preparation and negotiation of an approved preliminary submission.
- d) The Local President will be the Chief Negotiator, or have authority to appoint a designate Chief Negotiator

7.3.4

The Budget Committee:

- a) shall consist of the President, the treasurer and up to 2 other members;
- b) shall be appointed by the Executive;
- c) shall be responsible to develop and present a budget for approval by the membership at the Fall Business Meeting.
- d) The treasurer shall be the chair of the budget committee.

7.3.5

The Professional Learning Committee:

- a) shall consist of at least one Executive member and up to eight (8) additional members of the Local
- b) shall be appointed by the Executive
- c) shall be responsible for providing professional learning opportunities for members in accordance with the Terms of Reference outlined in Appendix A

7.3.6



The Social Committee

- a) shall consist of at least one Executive member and up to 3 additional members of the Local
- b) shall be appointed by the Executive
- c) shall be responsible for providing opportunities for social events and networking in accordance with the Terms of Reference as outlined in Appendix A

7.3.6

The Status of Women's Committee

- a) Shall consist of at least one Executive Member and up to 10 additional women members of the Local
- b) Shall apply to sit on the committee
- c) Shall be responsible for developing and promoting programs that enhance the health and well-being of women
- d) Shall explore issues pertaining to women
- e) Shall investigate and inform members regarding gender equity and equality issues

7.3.7

The Political Action Committee

- a) Shall consist of at least 1 Executive Member and up to 10 additional members of the Local
- b) Shall apply to sit on the committee
- c) To make recommendations about possible strategies to enhance the profile of political issues within the membership, locally, provincially and nationally.

ARTICLE 8 – MEETINGS

Section 1 Membership Meetings

8.1.1



A quorum for membership meetings shall be 50% plus 1 of the membership in attendance and eligible to vote at the time the agenda for the general meeting is approved.

8.1.2

The official authority for conducting all Local meetings is the current Robert's Rules of Order.

8.1.3

The Local Annual Meeting shall be presided over by a Parliamentarian who is not an active member of the Local.

Section 2 All Member Meetings

Local Annual Meeting

8.2.1

A Local Annual Meeting of the members of the Local shall be held no later than the end of the second week in June.

8.2.2

The Local Annual Meeting shall:

- a) receive the annual reports of the officers and committees of the Local;
- b) elect the Local Executive for the next year;
- c) approve the signing officers;
- d) approve changes to the Constitution and Bylaws of the Local.
- e) elect Delegates to the Provincial Annual Meeting as outlined in Article 10

Section 3 Fall Business Meeting

Fall Business Meeting

8.3.1

A Fall Business Meeting shall be held no later than the end of October.

8.3.2

The Fall Business meeting shall:

- a) receive the annual reports of the officers and committees of the Local;
- b) approve the budget for the current fiscal year;
- c) receive the financial statements as certified by the auditors;

ARTICLE 9 – ELECTIONS

Section 1 Eligibility

9.1.1



An active member in good standing may be nominated to stand for elected office.

9.1.2

An active member in good standing and that has served on a full two year term on the local executive will be eligible to be nominated and campaign for the position of Local President.

Section 2 Nominations

9.2.1

Members shall be notified of the request for nominations 60 days prior to the Local Annual Meeting.

9.2.2

The deadline for receipt of nominations shall be determined by the Executive by March 1. Written notice of the deadline for receipt of nominations shall be provided to the membership at least 30 days prior to the date chosen.

9.2.3

Nominations from the floor will only be accepted for a position for which no nominations were received.

9.2.4

Nominations from the floor will not be accepted for the position of President.

Section 3 Election Procedures

9.3.1

The Executive of the Local shall be elected at the Local Annual Meeting.

9.3.2

Candidates shall have the opportunity to address the Local Annual Meeting before the election.

9.3.3

The election shall be by secret ballot.

9.3.4

Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

9.3.5

The vote count for all elected positions shall be released to the members present following each ballot and be published in the minutes of the Local Annual Meeting.



9.3.6

To be declared successful a candidate for President, Vice-President, or Secretary/Treasurer must obtain a majority of the ballots cast by the members present.

9.3.7

An unsuccessful candidate may seek another position on the Executive for which the member is eligible by dropping down.

9.3.8

The ballots will be destroyed by motion of the Local Annual Meeting immediately following the elections.

ARTICLE 10 DELEGATES TO THE FEDERATION ANNUAL MEETING

10.1

An active member of the Local may be nominated as a delegate to the Federation Annual Meeting.

10.2

Delegates to the Federation Annual Meeting shall be elected at a Local Membership meeting called by the Local Executive prior to June 1.

10.3

Delegates and Alternates duly elected to attend Provincial Annual Meeting will be responsible for registering their attendance and child care requirements as per current ETFO Provincial practices.

10.4

The President shall be a delegate to the Federation Annual Meeting.

10.5

Number of Delegates will follow ETFO Provincial Delegate and Alternate Memorandum related to the allocation of delegates each year

10.6

If more people apply than there are spaces, an election will be held at the Local Annual Meeting according to Article 9, Section 3 of the constitution

10.7

In the event that one of the elected delegates cannot attend, the person with the next highest votes for the Local Annual Meeting will be asked to attend

ARTICLE 11 RESOLUTIONS TO THE FEDERATION ANNUAL MEETING



11.1

Resolutions to the Federation Annual Meeting shall be considered at a Local membership meeting to be held prior to March 1.

11.2

Resolutions to be considered at the Local membership meeting may be sent to the President of the Local at least 20 days prior to the meeting.

11.3

All resolutions that will be considered at a Local membership meeting shall require a mover and a seconder who are members in good standing of the Local.

11.4

Notice of Resolutions meeting will be given to members at least 30 days in advance. Any motions from members may be pre-submitted or duly moved and seconded at the meeting for consideration.

ARTICLE 12 AMENDMENTS TO THE LOCAL CONSTITUTION

12.1

Proposed amendments to the Local Constitution must be submitted electronically to the Executive 20 days prior to the Local Annual Meeting.

12.2

The Executive shall publish all proposed amendments to the membership at least 14 days prior to the Local Annual Meeting.

12.3

The Constitution shall be amended if 60% of the members present at the Local Annual Meeting vote in favour of the proposed amendment.

12.4

Any changes to the constitution will be effective in the new fiscal year that they are passed on July 1st

ARTICLE 13 FINANCES

13.1

The Local shall retain the financial records of the Local for a period of six years plus the current year.

13.2



All financial transactions shall be signed by two signing officers, one of whom shall be the President.

13.3

The fiscal year for the Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.

13.4

The Local President shall receive \$2640.40 in a Responsibility Allowance from Local Funds each year.

13.5

The Local budget shall endeavor to have 6% of net revenue (excluding the release time funding amount) allocated to women's programs.

ARTICLE 14 PROVINCIAL EXECUTIVE ELECTIONS

14.1

Any Halton DECE Member wishing to run for a position on the Provincial Executive is required to submit a formal request for support in writing with any monetary requests for campaign donations to the President of the Local.

14.2

The local executive will meet to review the request for support and give their approval or denial by motion before April 1st. Approval or denial will be communicated in writing to the applicant/candidate. If the request is denied, the Member may choose to run from the floor at the Provincial Annual Meeting.



Terms of Reference and Committee information for

THE HALTON DESIGNATED EARLY CHILDHOOD
EDUCATOR LOCAL

OF THE

ELEMENTARY TEACHERS' FEDERATION OF ONTARIO

Table of Contents

Committee Chair Responsibilities
Committee Member Responsibilities
Committee Meeting Location
Budget Committee Terms of Reference
Collective Bargaining Committee Terms of Reference
Elections Committee Terms of Reference
Political Action Committee Terms of Reference
Professional Learning Committee Terms of Reference
Social Committee Terms of Reference
Status Of Women Committee Terms of Reference

APPENDIX A - Committee Terms of Reference

For each of the following committees of the Local,
The Committee Chair shall:

- 1) commit to a two (2) year term as committee chair,



- 2) be elected by the committee members on a two (2) year term,
- 3) Call a committee meeting in consultation with the Local President,
- 4) Record minutes of all committee meetings
- 5) Provide each committee member with minutes from meetings for approval at each successive meeting,
- 6) Shall prepare and present a report to the membership at the Local Annual Meeting.

The Committee Members:

- 1) Shall commit to a two (2) year term to participate and serve on any committee
- 2) Shall attend all meetings of the committee, to the best of their ability, to best serve the needs of local members
- 3) Shall be responsible to hold biennial elections for Committee chairperson at the last committee meeting prior to June 30th.
- 4) The committee members will conduct a vote to elect a committee chair using the election guidelines policy as their guide.

Committee Meetings

- 1) Shall be held at the Local office whenever possible and feasible.

Budget Committee

The Budget Committee shall work under the following general Terms of Reference:

- a) To establish guidelines on an annual basis for the preparation of the budget
- b) To ensure that the budget reflects the priorities of the Local
- c) To follow ethical budgeting practices

Collective Bargaining Committee

The Collective Bargaining Committee shall work under the following general Terms of Reference:

- a) Ensure that written records are kept of all committee and negotiation meetings
- b) Applications for members to apply to sit on the CBC will be posted on the website and sent in a timely newsletter before Local negotiations begin.
- c) To develop a survey for all members to have input into local bargaining issues
- d) To review survey results and determine local priorities based on the survey
- e) Conduct negotiations for a collective agreement governing terms and conditions of employment based on the priorities of the general membership and the priorities of the Federation



- f) Arrange for a ratification vote for the general membership of the Local when negotiations are completed
- g) Remain in office until the collective agreement is signed
- h) The committee members will adhere to strict confidentiality with respect to negotiation meetings and committee meetings, and all collective bargaining aspects
- i) All communications around Local collective bargaining will be released only by the President or Chief Negotiator

Elections Committee

The Elections Committee shall work under the following general Terms of Reference:

- a) To prepare the list of nominees for all Executive positions
- b) To report the list to the Membership at least fifteen (15) calendar days prior to the Local Annual Meeting
- c) To assist in conducting all elections in accordance with the election procedures
- d) To assist in conducting elections for delegates to the ETFO Provincial Annual Meeting

Political Action Committee

The Political Action Committee shall work under the following general Terms of Reference:

- a) To make recommendations concerning political strategies concerning issues pertinent to members of the local, that reflect the priorities of the Federation
- b) To plan and coordinate activities that enhance and promote the image of DECEs and ETFO within the Local and the community
- c) To plan and promote opportunities that will foster and encourage greater political involvement and awareness by ETFO DECE members
- d) To research and make recommendations regarding the policies and political parties and other organizations interested in education while ensuring alignment with Federation initiatives and strategies
- e) To work with other labour and community groups to further the cause of public education and unionism
- f) To liaise with other committees of the Local as necessary

Professional Learning Committee



The Professional Learning Committee shall work under the following general Terms of Reference:

- a) To communicate with ETFO Halton DECE Local regarding the planned professional learning opportunities to take place over the school year
- b) to provide high quality and practical professional learning opportunities through both Local and Provincial presenters
- c) to provide support and opportunities to Halton DECE Local members to apply their professional strengths in a presenter's role both Locally and Provincially
- d) to follow the PL budget as determined by the membership for the year and submit requests in writing for consideration of additional funds to the Executive before spending
- e) to present a Professional Learning Report at Executive and General Membership meetings of the Local, highlighting the past and upcoming events and opportunities
- f) to liaise with other committees of either the Local or other ETFO Locals as necessary

Social Committee

The Social Committee shall work under the following general Terms of Reference:

- a) to communicate with ETFO Halton DECE Local regarding the planned social events and networking opportunities to take place over the school year
- b) to provide a variety of opportunities for members to participate in and gather for social and networking purposes
- c) to follow the social budget as determined by the membership for the year and submit requests in writing for consideration of additional funds to the Executive before spending
- d) to present a Social Committee Report at Executive and General Membership meetings of the Local, highlighting the past and upcoming events and opportunities
- e) to organize social events or activities open to all members and their families when indicated
- f) to liaise with other committees of either the Local or other ETFO Locals as necessary

Status of Women Committee

The Status of Women Committee shall work under the following general Terms of Reference:



- a) To make recommendations to the Executive for possible action on issues related to the status of women
- b) To make recommendations to the Executive on outreach to community-based women's organizations.
- c) To advise the Executive on how to include women members in all aspects of ETFO's organization and programs.
- d) To advise the Executive on how to promote opportunities for networking, leadership and professional learning/curriculum for women members.



POLICIES OF
THE HALTON DESIGNATED EARLY CHILDHOOD
EDUCATOR LOCAL
OF THE
ELEMENTARY TEACHERS' FEDERATION OF ONTARIO

TABLE OF CONTENTS:

EXECUTIVE MILEAGE POLICY.....	24
HARASSMENT POLICY.....	25
WORKPLACE VIOLENCE POLICY.....	26
WORKPLACE VIOLENCE PROGRAM.....	28
WORKPLACE VIOLENCE REPORTING FORM.....	29
LOCAL ELECTIONS POLICY AND GUIDLINES.....	31

HDECE MILEAGE POLICY

The HDECE Local will reimburse members of the Executive for travel for Union business as listed below when the Executive member is expected to attend. Union business shall include the following:



- a) Executive meetings;
- b) Board meetings;
- c) Labour Council meetings; and
- d) meetings/functions at the request of the President or Executive.

Mileage may be reimbursed for Executive members for other Union business with the approval of the President. The President may bring requests to the Executive.

In addition to the above, the President or designate will be reimbursed for mileage when carrying out the role of President.

It is understood that where mileage is paid for by another source (ETFO, the Board, etc) the Local will not pay for that expense.

Mileage forms should be submitted to the Treasurer monthly. All expenses must be submitted to the treasurer no later than June 15th for the Treasurer to finalize the books for the fiscal year end. Failure to provide mileage forms for travel prior to this date will result in non-payment. The President may approve payment of forms submitted after June 15th in exceptional circumstances.

1.1 Mileage will be reimbursed based at .35 cents per kilometer.

1.2 The Mileage policy may be reviewed by the Executive on a yearly basis.

Halton DECE HARASSMENT POLICY

The management of the ETFO Halton Designated Early Childhood Educators' Local (HDECE) is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace.



Workplace harassment, like workplace violence, can arise from a variety of sources, such as other workers, supervisors, managers, executive members, visitors, parents, students, intimate partners or family members. Everyone in the workplace must be dedicated to preventing workplace harassment.

Everyone is expected to uphold the Workplace Harassment Policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace; a comment or conduct that is known or ought reasonably to be known to be unwelcome. This may include offensive jokes, bullying, cyber bullying, displaying offensive pictures, etc. Workplace harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

The Workplace Harassment Policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Staff are encouraged to report any incidents of workplace harassment to the Local President. Reported concerns, complaints, or incidents of workplace harassment will be investigated and dealt with in a fair and timely manner while respecting individual privacy as much as possible. Nothing in this Workplace Harassment Policy prevents or discourages an individual from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. An individual also retains the right to exercise any other legal avenues that may be available.

The Workplace Violence Policy should be consulted whenever there are concerns about violence in the workplace.

Signed: _____ Date: _____

HDECE WORKPLACE VIOLENCE POLICY

The management of the ETFO Halton Designated Early Childhood Educators (HDECE) is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.



Workplace violence, as defined by the Occupational Health and Safety Act includes:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence, like workplace harassment, can arise from a variety of sources, such as other workers, supervisors, managers, executive members, visitors, parents, students, intimate partners or family members. Everyone is expected to uphold the Workplace Violence Policy and to work together to prevent workplace violence.

There is a Workplace Violence Program that implements the Workplace Violence Policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance; a process for individuals to report incidents, or raise concerns; and set out how the employer will investigate and deal with incidents or complaints of workplace violence.

HDECE, as the employer, will ensure the Workplace Violence Policy and the supporting Workplace Violence Program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from workplace violence.

Supervisors will adhere to the Workplace Violence Policy and the supporting Workplace Violence Program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with the Workplace Violence Policy and the supporting Workplace Violence Program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats using the Workplace Violence Reporting Form.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.



The Workplace Harassment Policy should be consulted whenever there are concerns about harassment in the workplace.

Signed: _____ Date: _____

HDECE WORKPLACE VIOLENCE PROGRAM

Measures and Procedures to Control the Risks of Workplace Violence

- A minimum of two workers will be in the building at all times
- In the event that a worker may be alone, the following steps shall occur:

- all outside doors will be locked



- lights will be on in the area in which a worker will be working
- emergency contact information will be available and near all phones
- Workers will be advised of potentially violent people that may / will be entering the building
- Workers will immediately contact their supervisor when encountering an aggressive or violent member or other person who enters the building and complete the Workplace Violence Reporting Form.
- The Workplace Violence Reporting Form will be reviewed on an annual basis each September, and as required throughout the year

Measures and Procedures for Summoning Immediate Assistance

- Call for your supervisor's assistance
- In the absence of a supervisor, and no one else is available, the worker shall call the police

Measures and Procedures for Workers to Report Incidents of Workplace Violence

- Report violent incidents and / or threats to your immediate supervisor as soon as possible using the Workplace Violence Reporting Form
- When the incident requires contacting police, the worker will report the incident to their supervisor immediately following the report to police

Measures and Procedures for how the Employer will Investigate and Deal with Incidents or Complaints of Workplace Violence

- The supervisor will investigate the incident following the initial report from the worker and complete Part C of Workplace Violence Reporting Form.
- Follow-up to the investigation will be done in a timely manner and reported back to the worker who made the complaint
- The incident will be documented and maintained in a secure location for a period of time of no less than 5 years
- The supervisor will debrief, with the worker, immediately following the incident.

HDECE Workplace Violence Reporting Form

UNION LOCAL: **HDECE**

Date: _____

Time: _____

Report Completed By: _____

A. Description of Violent Incident:

B. Police Contact Information (if reported to Police)

Name of Investigating Officer: _____

Date: _____

Time: _____

C. Management Response:

D. Debriefing Meeting Completed

Date: _____

Signature:

This form is to be kept on file at the UNION LOCAL office and a copy is to be given to the worker for their records.

- File copy
- Member copy

LOCAL ELECTIONS POLICY AND GUIDELINES

Confirmation of Candidacy

Your candidacy is official when you receive:

- a) A confirmation letter from the Elections Committee
- b) A copy of the Candidate Guidelines.
- c) Until such time as your candidacy is official, campaign activities are prohibited. Campaign strategies and activities are strictly limited to those outlined in these guidelines at the times indicated.
- d) A head and shoulder picture (hard copy and jpeg file);
- e) A campaign article (maximum words for President, 500; Vice President, 300; all other positions, 250) submitted in both hardcopy and a Word compatible e-file

Campaign Activities



UNTIL SUCH TIME AS NOMINATIONS ARE OFFICIAL, CAMPAIGN ACTIVITIES ARE NOT PERMITTED.

Once you have received confirmation of your nomination and the Candidate Guidelines from the Elections Chairperson, you may commence your campaign. Campaign activities are designed to ensure that the process is fair and equitable for all candidates.

CAMPAIGN ACTIVITIES ARE STRICTLY LIMITED TO THOSE OUTLINED IN THE CANDIDATE GUIDELINES.

- a) Candidate articles and pictures will be featured on the HDECE website.
- b) Campaign giveaways are prohibited. Campaign giveaways are defined as tangible items traditionally provided in the candidates' display area designed to give the delegates a physical reminder of an individual's candidacy. They include items such as consumable samples, trinkets, gadgets, knick-knacks, buttons, or any other form of reminder of a material nature.
- c) Members may conduct interviews and/or question and contact candidates by telephone (or any other means) before the Spring Annual Meeting that is not during board paid time or local released time or during locally union sponsored events.
- d) Candidates/Members shall not host a website for candidates as a campaign strategy or activity, nor use Social Media sites/pages for campaigning.
- e) Candidates are limited to producing one piece of campaign material that the local will publish and post on the candidate's behalf on the local's website.
- f) There is to be NO campaign materials handed out at the meeting place
- g) No financial costs to the local shall be used for campaigning.
- h) The campaign materials will be posted by the local no later than 14 days before the election date. The deadline to submit campaign material is 20 calendar days before the distribution date.
- i) There shall be no campaigning in schools.
- j) Complaints about violations of these campaign procedures should be made to the chair of the elections committee who will investigate the complaint. Should a candidate be found to be in violation of the procedures, they shall be directed to end the behaviour that violated the procedures. Should the candidate continue to violate the procedures, the chair of the elections committee shall announce the violations at the local annual meeting prior to the start of the elections.
- k) The local will not provide candidates with members' personal information.

Guidelines for Federation Annual Meeting Delegate and Alternate Positions



- a) An application indicating interest using the website form or by self-nominating from the floor at the local annual meeting will be accepted
- b) If the number of applicants as a delegate or alternate exceed the Provincial number of allotment, elections will be held at the local annual meeting
- c) If the number of applicants is equal to or less than the Provincial number at the time of the agenda item is introduced and duly called for at the local annual meeting, upon the close of the call for additional names, those applicants will be acclaimed to the position of delegate/alternate. If any positions remain after the acclamation, another form will be posted on the website and the Executive will select by lot for the remaining position(s).
- d) Campaigning is not permitted for these positions.
- e) Applicants will be given the opportunity to address the membership via speech at the Local Annual Meeting for up to 2 minutes.
- f) Order of speeches shall be determined by drawing of lot