

2009 - 2010

# O.T. INFORMATION BULLETIN




HALTON  
O.E.C.T.A.  
OCCASIONAL  
TEACHERS



.....BECAUSE WE GIVE A HOOT ABOUT KIDS.....

ONTARIO ENGLISH  
**Catholic Teachers**  
ASSOCIATION



**Richard Brock**  
President

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[www.haltonoecta.com](http://www.haltonoecta.com)

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~ Protocol For Reporting Complaints  
Regarding Occasional Teachers ~

OCTOBER 21, 2009

**#3**

....FROM THE DESK OF YOUR PRESIDENT: RICHARD BROCK...

**2009 / 2010 MEMORANDUM**

**Information # 8**

<b>TO</b>	:	All School Principals
<b>FROM</b>	:	J. O'Hara, Executive Officer
<b>DATE</b>	:	October 20, 2009
<b>RE</b>	:	<b>Protocol for Reporting Complaints Regarding Occasional Teachers</b>

From time to time, Human Resource Services receive inquiries from administrators, teachers and other staff members regarding the procedure to be followed in reporting incidents involving Occasional Teachers. Please advise your staff of the following protocol.

The protocol is as follows:

1. The staff member should report the incident and the circumstances relating to the incident to the Principal or Vice Principal.
2. The Principal or Vice Principal will, whenever possible, meet with the Occasional Teacher and advise him/her of the concerns. If the occasional teacher has already completed the assignment at the school, the appropriate school administration should call Human Resources Services and obtain the location of the occasional teacher's next work location or request that Human Resources contact the occasional teacher and request that they contact the Principal or Vice Principal immediately. Should the occasional teacher not make himself/herself available or fails to respond to the request, the Principal may refer the concerns directly to Human Resources Services.
3. Should the concerns be unresolved, the Principal or Vice Principal may refer the matter to Human Resources Services.
4. The Principal will forward a copy of the School's Administration's concerns to the Executive Officer, Human Resources Services and the school Superintendent.
5. Human Resources Services will arrange a meeting with the occasional teacher to discuss the concerns and take any appropriate action that may be necessary. Human Resources Services will provide a copy of the School's Administration concerns to the Occasional Teacher at the meeting.

cc: M. W. Pautler  
Superintendents of Education  
Vice Principals  
K. Boyd  
R. Brock  
C. Tobin  
T. M. Davis  
M. Lilly