WROTL Operating Procedures

Updated June 2026



Table of Contents

1. Expense Claims and Travel Expenses
2. Paid Release Time
3. Lieu Time for Released Officers
4. Executive Email Motions
5. Conflict of Interest Guidelines
6. WROTL General Members Attending Executive Meetings
7. Investments
8. Donations
9. Local Member at Provincial Functions
10. Roles & Responsibilities of Delegates and Alternates of the WROTL to the Federation Annual Meeting
11. Workshop/Presentation Guidelines for Payment of Fees 12. Attendance of Members at WROTL Events
13. Severe Weather and Meeting/Event Cancellations
14. Door Prizes
15. Dependent Care
16. Honorary Life Member
17. Long Service Awards
18. Committee Appreciation
19. Invitations to the WROTL Annual Meeting
20. Membership Development Fund
21. Technology

Operating Procedure #1

Expense Claims and Travel Expenses

Latest Revision February 2024

1. The President shall approve and sign all expense claims prior to submission to the Treasurer for payment. Claims must be submitted on the designated expense forms with all receipts attached. Travel costs will be paid based on the travel expense form log.

2. Gratuities

   a. When at Federation events, especially those that are overnight or at the Federation Annual Meeting:

   - $5.00/day to Housekeeping Staff for room cleaning, with the money to be left daily in the room; Additional money may be left for housekeeping when a suite is rented for use by multiple people at an event.

   - Up to $5.00 per bag for a bellhop is considered appropriate

   - $10.00 is considered appropriate when the bellhop has to load, deliver and unload a cart for the delegation at FAM

   - Usually WROTL members would look after their own suitcases on overnight trips since most suitcases are on rollers

   - Up to $5.00 for other hotel staff for services performed, as appropriate

   - Up to 15 – 20%, depending on the level of service, for meals but must be included in the amounts set as maximums by ETFO.

   - Transportation should be up to 15 – 20%, depending on the level of service

   These tips can be listed on the expense form for ETFO or for the Local. Anything greater than $10.00 must have a paper receipt to accompany the claim.

   b. At Local events, a gratuity of 15% - 18% may be considered for catering expenses, when not already included as part of the billing. This may be claimed on the appropriate expense claim form.

3. The President's expenses shall be approved by the First Vice-President or Treasurer prior to submission to the Treasurer for repayment.

4. All financial transactions shall be signed by two of the signing officers. The signing officers shall be the President, First-Vice President and Treasurer.

5. At no time will blank cheques be signed by a signing officer.

6. Minutes of the Local Annual Meeting shall be delivered to the Education Credit Union to verify the signing officers. The address is as follows:

   Education Credit Union (Windsor Family Credit Union - WFCU)

   The new signing officers shall present themselves to the Education Credit Union (WFCU) to complete the necessary forms to be recognized as signing officers, prior to September 1.

7. All expenses for the July 1st to June 30th period shall be filed on a regular basis. The last date for submission of expenses will be June 30th.

8. Corporate credit cards will be issued only to the President and the First Vice President of the Local.

9. Release time for Federation events shall be approved by Executive motion.

10. Release time claims, whether submitted to Provincial for reimbursement or paid by the Local, shall be reviewed and approved by the President prior to payment.

11. The Treasurer shall present a report at Executive meetings of expenses incurred during the previous month and the current amounts in the bank accounts. It is expected that capital or operating expenditures in excess of $400.00 will be presented for Executive consideration prior to purchase.

12. Travel expenses are only to be paid when a member is acting on behalf of the Local. Members are expected to choose the most effective and efficient route.

   12.1 DEFINITION re Regular/Usual Work Location

      a. Released Officers: the regular /usual work site/location is at the WROTL Office, 470 Weber St. N., Waterloo.

      b. LTOs: the regular/usual work site/location of members in an LTO position will be the site/location to which they have been assigned for their LTO.

      c. Daily OT Members: the regular/usual work site/location of daily OT members will be the agreed upon site/location for that day only.

   12.2 When the WROTL Office becomes the regular/usual work site/location for that full day, no travel expense will be paid to and/or from the WROTL Office.

   12.3 It is understood that the Office Administrator is a unique position, and as such, their compensation package does not include paid travel expenses when working from the WROTL office. However, when travel to and from other work locations as required while fulfilling duties for the Local, travel expenses will be paid as per the Claimable Travel Expenses cited below.

12.4 The following conditions will apply:

Claimable Travel Expenses	Non-Claimable Travel Expenses
The member is not working at their usual work location and/or not during the regular school day.	The member is at their regular work location during regular working hours.
The member is completing errands away from their regular work location.	
For activities/meetings that occur outside the regular work hours but the member is already present at the usual work location where the activity/meeting is being held, the member may claim the travel expense from that location to home or back to their usual work location, whichever is appropriate.	

12.5 Travel expense claims are calculated from home or work site/location, on the day of the Federation meeting/activity, and return to home or work site/location.

12.6 The rate at which the travel expense is paid shall be calculated annually and approved by the Executive prior to the Fall General Meeting. Consideration shall be given to other published travel expense rates (ie,. the CRA, the CAA, the WRDSB and Ontario Government rates) when making the determination. The result will be conveyed at the Local Annual Meeting as part of the Budget report.

12.7 An additional $$0.05 per km will be paid per additional passenger while that passenger is present in the vehicle, and when carpooling is effective and efficient.

12.8 Travel expense forms must be submitted to the Local Treasurer by June 30.

13. Expenses for the month of June must be submitted by June 30.

Operating Procedure #2

Paid Release Time

Latest Revision February 2023

1. Release time will be paid to an Executive member, with the exception of the President and the First Vice President, when conducting approved Local Federation business based on the current local daily rate. Executive members must submit a Work Equivalency Reimbursement form to the President, for approval, when requesting such payment.

2. A day is considered to be eight (8) hours of working time in keeping with the hours of insurable employment as defined in the collective agreement of the Elementary Teachers' Federation of Ontario – Waterloo Region Occasional Teachers' Local (ETFO-WROTL). Should the entire half day or full day not be required for the specified Federation activity, the remaining time will be used for other Federation purposes, either on that day or at another time.

3. Executive Members, excluding released officers, may receive up to six and a half (6.5) days for attendance at executive meetings and local general meetings. In addition, Executive members may receive compensation as set out below. Most compensation will be paid at the daily rate:

   • The First Vice President position shall be a 1.0 FTE release position, with 0.25 FTE of this position compensated by ETFO provincial office.

   • The Second Vice President may be compensated for up to eight (8) days per school year for attending provincial meetings, as well as other duties assigned to the Second Vice President.

   • The Treasurer may be compensated for up to fifty (50) days per school year for carrying out the treasurer's duties and attending provincial meetings.

   • The Communications' Officer may be compensated for up to fifteen (15) days per school year for maintaining the website and other social media outlets for the Local, attending provincial meetings, Waterloo Regional Labour Council meetings and any other duties assigned by the President.

   • Executive members-at-large may be compensated for up to three (3) days per school year for liaison duties and responsibilities as designated by the President and/or the Local Executive, and attending provincial meetings.

4. With the exception of the PL Committee chair, committee chairs may be compensated

for up to four (4) days per school year for carrying out the duties of a committee chair, as determined by the Terms of Reference for that committee, and one (1) day for attending provincial meetings. The chair of the PL Committee may be compensated for up to six (6) days per school year and one (1) day for attending provincial meetings. A reasonable amount of preparedness for committee meetings is expected. Reimbursement will be from the scheduled start time to the adjournment of committee meetings/events. Other committee members will not be considered for release time reimbursement payment, except in unusual cases as predetermined and approved by the Executive.

5. At the discretion of the Executive, and with prior approval, release time may be provided to a Local member who provides service to the Local.

6. At the discretion and prior approval of the Local Executive, and depending on the needs of the Local in a given year, release time guidelines may be altered as needed.

7. A Work Equivalency Reimbursement form must be completed and submitted for approval by the President, as outlined in the policy for expense claims.

8. All payments for work reimbursement will be done through either the WRDSB or through the ETFO provincial office, if the individual is a teacher but not an employee of the WRDSB.

9. With the exception of the President, who receives a responsibility allowance often per cent (10%) of Grid Level A4, Step 10, per year, and the First Vice President who receives a responsibility allowance of five per cent (5%) of Grid Level A4, Step 10 per year, no other honorarium payment will be made to any Executive member for work equivalency reimbursement. The released officers' responsibility allowances will be paid through the WRDSB payroll system.

10. No member will accrue hours for the purposes of paid release time when attending provincial events for which they would normally not be paid, i.e., workshops that occur on weekends or in the evening, the Federation Annual Meeting, overnight meetings (the overnight or non-meeting time portion), etc.

Considerations for Reimbursement of Time Worked by Executive Members

1. A reasonable amount of preparedness for Executive meetings is expected. Reimbursement will be from the scheduled start time to the adjournment of Executive meetings.

2. It is expected that Executive members will be familiar with our major documents. No reimbursement will be available for reading the Collective Agreement or Constitution and Bylaws, etc.

3. An Executive member who chooses to sit on standing committees apart from those identified as being in their portfolio, will not be reimbursed for attending those meetings, unless they are the chair of that committee.

4. Reimbursement will be available for one Executive member or a committee chair who is identified as ‘site manager’ for any WROT Local workshop/event. Their duties may include room set-up, pick up of refreshments, managing the sign-in process, handling member issues at the event, providing/assigning speaker introduction and thanks, accommodating requests of the speaker, i.e. equipment, photocopying. Time shall be workshop hours plus reasonable pre meeting preparation and post meeting clean-up time.

5. Reimbursement may be claimed for time at member meetings at which Executive members are expected to be present and expected to mingle with members and answer questions/direct members to information etc., i.e. Fall General Meeting, Winter General Meeting, Local Annual Meeting and New Member Meetings. Time for Executive social portions of the meetings will not be reimbursed, i.e. the dinner part of the Local Annual Meeting, Christmas/year end Executive dinners, going for a beverage following a meeting, etc.

6. Reimbursement for GHOTs shall be 8 hours. Reimbursement for EOT, Staff Advisory, TIE, or other meetings where attendance is requested by the President will be 4 hours, with the understanding that if the time spent is considerably less than 8 or 4 hours, it will be used for office assistance or deducted from committee work, etc.

7. Federation work, where attendance is requested by the President outside of school hours will be reimbursed for hours spent. i.e. EasyConnect workshop with Manager of Human Resources, Health and Safety Training, etc. Successful completion of the program will be expected in order to qualify for reimbursement. This will be considered Federation Professional Learning as it can be used to benefit all members on an ongoing basis.

8. Hours spent at workshops for personal growth will not be reimbursed, i.e. Assessment workshops.

9. Executive members are not eligible for reimbursement of dependent care expenses for those activities and events where they are already being reimbursed for their time, i.e. at Executive meetings, at committee meetings where they are the chair and/or where their position on the committee is part of their role description. For those committees on which they choose to serve, in addition to their position portfolio, Executive members can claim dependent care expenses since they are not being otherwise reimbursed for their time.

10. Reimbursement forms will be available in the Local office or electronically. All claims are to be submitted at least twice during the school year, and by June 30th at the very latest.

Operating Procedure #3

Lieu Time for Released Officers

June 2026

Released officers are paid a salary based on their experience level according to the salary grid. Additionally, they receive a responsibility allowance, according to the Constitution & Bylaws. However, released officers are often required to work additional hours beyond the normal working day including evenings, weekends, summer break, holidays, etc.

Released Officers may claim lieu time for additional hours worked, not to exceed twenty (20) work days per year. Lieu time must be claimed during a normal working day and cannot be scheduled/booked for more than three (3) consecutive days at a time. Booking of lieu days will take into consideration the operational needs of the local. With the prior approval of the Executive, additional lieu time may be granted in unusual circumstances.

It shall be the responsibility of the released officers to track their lieu time and keep a written record. Accumulated lieu time will be reported to the Executive on a regular basis.

Operating Procedure #4

Executive Email Motions

Latest Revision November 2024

The President of the Local has the authority to make decisions between Executive meetings that cannot wait until the next scheduled Executive meeting. However, situations sometimes arise, between Executive meetings, where an Executive decision must be made, or when the President would prefer that the Executive make the decision on an issue. With the ability to hold either in-person or virtual meetings, these discussions and decisions can be facilitated. In the rare circumstance where neither of these meetings can occur, this policy for online motions will provide guidance as to the manner in which motions, discussions, and votes will be conducted.

Eligibility:

It is appropriate for any Executive member to put forward a motion, provided that the President/Designate has been informed beforehand, and that there are time considerations necessitating expedience. It must be of an urgent nature. An online motion may be deemed out of order if it is decided that the motion could reasonably wait until the next Executive meeting. All motions, discussion and voting will be conducted online, with the President serving as chair.

1. All motions, discussion and voting will be conducted online, with the President/Designate serving as Chair. All online motions must be sent out from the WROTL office.

2. In submitting an online motion, the mover will provide a rationale in writing, including the name of the seconder. Debate will begin immediately following the posting of the motion.

3. Opportunity for debate, in the form of emails, will be provided to all members of the Executive through the “reply all” format. These emails must be displayed to all members of the Executive. The Chair will set a time period providing a minimum of 24 hours. The timing includes regular working days only. Weekends and holidays will be excluded. After the minimum 24 hours for debate, keeping expedience in mind, Roberts’ Rules will still determine the process for amendments or for a call to end debate. The President/Designate, as chair, will put the question at the end of the set time period or earlier if there is a successful motion to end debate.

4. Once the question has been put, all members will have the opportunity to cast their votes. Voting will end once all members have cast their vote or 24 hours have elapsed. A quorum (BYLAW I - DUTIES OF THE EXECUTIVE, Section 1 - Executive, Subsection 1.1.4) of voters must vote in order for the decision to be considered valid. A template can be provided for the Executive members to indicate their vote: in favour of, opposed to, or abstaining from voting on the motion. All Executive member votes will be shared with all Executive members.

The chair will announce the result of the vote to all the Executive members.

5. A record on the disposition of an online motion shall be placed in the next Executive meeting Agenda under Business Arising, with the mover's name, the seconder's name, the date that motion was addressed and the result recorded, for the minutes.

Operating Procedure #5

Conflict of Interest Guidelines

January 2023

A conflict of interest or potential conflict of interest may arise in a variety of situations. These may include but are not limited to:

- where an Executive/Committee member's private and/or financial interests are in conflict with their duty to the Local or its Members;
- where an Executive/Committee Member's political interest or Local's political interest is in conflict with their duty to the Local or its Members;
- where an Executive/Committee Member makes a decision or acts in a manner that is not in the best interest of the Local or its Members;
- where an Executive/Committee Member, or a Member of their immediate family, personally contracts with the Local.

An Executive/Committee Member who believes that they have a conflict of interest, or a potential conflict of interest, in a matter that is before a meeting of the Executive, General Meeting(s), the Local Annual Meeting, or a meeting of a Standing Committee, shall, if present at the meeting considering the matter disclose the general nature of the conflict of interest.

An Executive/Committee Member who has disclosed a conflict of interest, or a potential conflict of interest, shall:

- abstain from voting or participating in the consideration of the matter that is before the meeting by withdrawing from the meeting for the discussion and/or vote on this issue.

In the event that an Executive/Committee Member has reasonable grounds to believe that another Executive/Committee Member may be in a conflict of interest, or a potential conflict of interest, the Executive/Committee Member shall, if that conflict has not been disclosed, request that the Executive/Committee move into an In Camera Session to consider the matter.

The Executive/Committee may, with a two-thirds vote, determine if an Executive/Committee Member shall abstain from voting or participating in the consideration of the matter that is before the meeting by withdrawing from the meeting for the discussion and/or vote on this issue.

An Executive/Committee Member shall not use information that is gained as a result of their position as an Executive/Committee Member and is not generally available to other Members of the Local to further or seek to further the Executive/Committee Member's private interest.

An Executive/Committee Member shall not use their position to seek to influence a decision made by another person to further the Executive/Committee Member's private interest. This does not prohibit activities in which Executive/Committee Members may normally engage on behalf of the Members of the Local.

Operating Procedure #6

WROTL General Members Attending Executive Meetings

December 2018

1. Members of the WROTL roster may attend an Executive meeting, as a guest with the prior permission of the President.
2. Any member of the roster wishing to attend an Executive meeting must give a minimum of two (2) working days written notice of attendance to the President.
3. Guests at Executive meetings shall be observers only, and may not participate in discussion or votes of the Executive. An exception to provide information to the Executive may be made at the request of the President.
4. Executive meeting guests will not be present during in-camera sessions of the Executive.

Operating Procedure #7

Investments

June 2022

a. Funds may only be invested in Term Deposits, Credit Union Investment shares, GICs, Money Market Funds, or Government Bonds.

b. Investment may only take place in credit unions.

c. Decisions regarding investments shall be made by Executive motion.

d. All monetary funds of the Local shall be held with due regard for the insurable limits placed on deposits in the Province of Ontario. Whenever reasonably possible, the majority of the Local's funds should be insured.

Operating Procedure #8

Donations

Latest Revision February 2023

1. Donations in Memoriam

Upon the death of a member of the general membership, a member of the Executive, or an Executive member's immediate family member, the Local will donate up to $50 to an appropriate charity. A card will be sent to members or their families in bereavement situations.

2. Charitable Donations

Priority for charitable donations made by the WROT Local Executive on behalf of the membership must benefit local children of elementary school age. Those charities that support women's issues, and/or those charities acknowledged by ETFO may also be considered. Committees may suggest additional organizations to be considered, with final approval by the Executive.

Donations will be done each year, just prior to the December Holiday Break and at the end of June. An Executive member can bring the request for a donation to the attention of the Executive, at any time when extenuating circumstances might facilitate such a request. At the end of June all remaining monies in the Donations budget line will be sent to the ETFO Humanitarian Find.

The amount for each charitable donation will not exceed two hundred dollars ($200.00). In cases where ETFO appeals for fund to support natural disasters, etc, the amount approved by the Executive shall not exceed five hundred dollars ($500.00).

3. Political Donations

a. All requests for support shall be submitted to the Local Executive in writing.

b. The decision to support a candidate is at the discretion of the Local Executive.

c. Approved offers of support shall be communicated to the candidate in writing.

d. Any offers of financial support shall not be construed as a political endorsement of the candidate by the officers of the Local.

e. A proper receipt is required when a donation is made to a candidate.

f. Donations authorized by the WROTL Executive to candidates running for political office will not exceed the following amounts:

- Municipal Elections – upon request, candidates who are members of the Local – not to exceed one hundred, twenty-five dollars ($125.00) per candidate

- Provincial/Federal Elections – no amount will be paid for any candidate,

according to Provincial ETFO direction and the law.

- Provincial Federation Elections – upon request, not to exceed two hundred, fifty dollars ($250.00) per candidate.

The general membership shall be notified when Charitable or Political donations are made by the Executive.

Operating Procedure #9:

Local Members at Provincial Functions

Latest Revision December 2024

Preamble: The Executive recognizes the important training opportunities for Executive members and/or Committee Chairs by having them attend Provincial meetings. Decisions on the attendance of such members, based on Local funding costs, will be made by the Executive, through motion, prior to the event. Budget restraints and the relative importance of each particular session will be taken into account when making the motions and decisions.

Single room accommodation may be authorized by the President, upon request, when a member is attending a Federation or Provincial function that has been previously approved by the Executive or for a member that has been accepted to ETFO Union School or Collective Bargaining Academy.

Part A: Local Members at ETFO Provincial Functions

1. **Leadership Training**: This usually occurs at the end of September each school year. ETFO Provincial determines who, in addition to the President, may attend. The President or designate automatically attends at Provincial expense. The following expenses are covered by the Provincial office and/or the Local:

   • accommodation

   • meals

   • travel expenses

   • dependent care and

   • release time

   These expenses are reimbursed for all Local members attending. If financial support for some chairs is not provided by the Provincial office, the Local Executive will approve, by motion, the costs for those people on the Executive and/or Committee Chairs who will attend, following the recommendations of the President.

2. **Representative Council/Meetings**: These are held for two days each in October, February and May of each school year. The President or designate of the Local automatically attends in a voting capacity at Provincial expense. An additional member of the Local Executive may attend at the Local's expense, provided a motion is passed by the Local Executive prior to the event being held. In general, it would be the First Vice President or Second Vice President who would attend with the President, if such a motion is passed. Release time, accommodation, travel costs and dependent care costs are paid by the Local for two days for those members attending Representative Council meetings.

3. **Federation Annual Meeting**: This meeting is held in August, in Toronto. Determination of members attending is partially covered by the Constitution. The number of delegates is determined by Provincial Office, based on the previous year's numbers, as sent in by the school board (one year out of date). The President and First Vice President or designates attend by virtue of their positions. Additional delegates are elected at the Winter General Meeting. All members in good standing may choose to stand for election at the Winter General Meeting. The prescribed number of delegates and up to two alternates may attend the Federation Annual Meeting. Costs for delegates are the responsibility of the ETFO Provincial Office. Usually, all costs for alternates are the responsibility of the Local. The possibility of a member having observer status for one day at the Federation Annual Meeting, with all related costs covered by the Local, must be determined through Executive motion, prior to June 30, preceding the Federation Annual Meeting.

Part B: Local Members at Provincial Occasional Teachers' Functions

1. **GHOTs (Golden Horseshoe Occasional Teachers') Meetings**: These meetings are held once per month in the months of November, January, March, and April. The President/Designate of the Local attends at Local expense (travel and lunch costs). An additional member of the Local may attend a GHOTs meeting, provided a motion has been passed by the Local Executive prior to the meeting being held, with priority given to the Executive members who haven't yet attended such a meeting. All travel, meal and release time expenses are paid by the Local. All members of the Executive are open to attending a GHOTs meeting. It is usual that a different member of the Executive would attend, with the President/Designate, on each occasion.

2. **POTs (Provincial Occasional Teachers) Meetings**: These meetings are held twice each year for 2.5 days each, in mid-September and early June. They are held in various locations around the province. Overnight accommodations for two and sometimes three evenings (depending on the meeting location), travel and meals, release time costs as well as possible dependent care expenses are covered by the Local. Because they tend to be rather costly meetings, only the President/designate and usually one other person from the Executive attend. At the September POTs meeting the President/designate shall attend and the First Vice President may attend. At the June POTs meeting the current president/designate, and the incoming president of the Local shall attend. In the event that the current president and the incoming president of the Local are the same person, the incoming First Vice President may attend the June POTs meeting with the President**.** In the event that the head of the delegation is not the President, the head of the delegation shall attend the June POTs meeting. When finances allow, and with the prior approval of the Executive, additional Executive members and/or FAM delegates may attend POTs meetings.

3. **Other Occasional Teachers' Meetings and Conferences**: it is expected that the following members may attend the specified meetings, with prior approval by the Executive.

- CBOTs - the President and the 1st Vice president who are the Chief Negotiator and the Chair of the Collective Bargaining Committee, respectively
- PAROTs - the chair of the PA/PR Committee
- PLOTs - the chair of the Professional Learning Committee
- SHOTs - the 1st Vice President who is the Joint Health and Safety Representative
- TROTs - the Treasurer

Part C: Local Members at Labour Organization Events

1. OFL/CLC (the Ontario Federation of Labour Convention and the Canadian Labour Congress Convention) are attended by the President or their designate (1st VP). In the event that the President and 1st Vice President are unable to attend, the chair of the PA/PR Committee may attend with prior Executive approval.
2. WRLC – (the Waterloo Regional Labour Council meetings) are attended by the 1st Vice President, the PA/PR chair, and other delegates approved by the Executive.

Part D: TIE (Together in Education)

The Committee consists of the presidents of the local OSSTF - District 24 (Ontario Secondary School Teachers' Federation - District 24), OECTA (Ontario English Catholic Teachers' Association - Waterloo), ETFO - WR (Elementary Teachers' Federation of Ontario - Waterloo Region), and ETFO - WROTL (Elementary Teachers' Federation of Ontario - Waterloo Region Occasional Teachers' Local). The President and the 1st Vice President attend.

Operating Procedure #10:

Roles & Responsibilities of Delegates and Alternates of the WROTL to the Federation Annual Meeting

Latest Revision November 2015

1. The Local President or his/her designate shall chair the Local delegation and shall have the final authority to make decisions for the Local Delegation to the Federation Annual Meeting. Only the Local President or designate has the authority to revoke a Delegate's/Alternate's credentials at the Federation A.M.

2. The ETFO – Waterloo Region Occasional Teachers' Local Delegates to the Federation A.M. will be elected by the Local membership at the Local Annual Meeting in May. Unsuccessful candidates for the Delegate positions will be considered as Alternates for the Federation A.M. The final decision for Alternates will be made by the Local President.

3. All elected Delegates and selected Alternates represent the ETFO - Waterloo Region Occasional Teachers' Local.

4. Delegates and Alternates shall attend meetings and training sessions prior to the ETFO Annual Meeting, and attend all Local Caucuses and business meetings at the Federation A.M. These may include breakfast and lunchtime meetings.

5. Delegates and Alternates must vote in accordance with instructions the Local has chosen, by majority vote, to give to the delegation as a whole. When no vote is taken, but a direction has been given through discussion and agreement at the June POTs (Provincial Occasional Teachers) meeting, the Delegates and Alternates will vote in accordance with those directions, unless a different option is discussed and agreed upon. Where no direction has been given by the Local and/or POTs, Delegates/Alternates are free to vote as they choose. A "consensus" vote means the majority of members have come to a decided direction for the vote on a particular resolution, and all the Local Delegates/Alternates will vote in the direction given unless they have voiced their alternative position ahead of time. A "block" (en bloc) vote requires that Delegates/Alternates MUST vote in the agreed upon manner (at POTs or the Local Delegates and Alternates meeting) for a particular resolution. Revisions to these directions may occur at the OT Caucus, just prior to the start of the Federation A.M., or at any time throughout the A.M. when an OT caucus is called. The POTs "whip" will provide direction to the Delegates/Alternates, for voting, when a caucus is called.

6. Should a Delegate/Alternate choose not to follow the directions given by the Local, the President/designate shall have the authority to replace the Delegate/Alternate.

7. Should a Delegate need to leave the floor of the Federation A.M. at any time, the Delegate will request that an Alternate replace the Delegate to ensure that no delegate seats are empty at any time. Alternates must be prepared and available to assume the seat of a delegate as needed.

8. It is expected, in usual circumstances, that all Delegates and Alternates will participate in the activities of the Local delegation during the time period of the Federation A.M. (Monday to Thursday). This would include evening activities as well, except in unusual circumstances as authorized by the delegation chair.

9. “Spirit wear” chosen by the delegation will be worn at the opening of the Federation A.M. During the remainder of the meeting, it will be worn as often as possible and when appropriate, at the discretion of the Delegate/Alternate.

10. The Federation A.M. gala event, on Wednesday evening, requires each Delegate/Alternate to wear more formal attire as this is a dressy occasion. Throughout the remainder of the A.M., Delegates and Alternates are asked to dress respectably, remembering that they represent the members of the Waterloo Region Occasional Teachers’ Local.

(referenced from Robert’s RONR, 11th Edition, Chapter XIX, CONVENTIONS, p. 600)

Operating Procedure #11:

Workshop/Presentation Guidelines for Payment of Fees

Latest Revision January 2023

When any committee, or the Executive, is planning a workshop or presentation to the general membership, the following guidelines will apply:

1. Any proposed workshop or speaker shall be discussed with the committee before the workshop/presentation is offered to the OT members or the speaker is confirmed. It is imperative that the potential speaker /presenter understands that the final decision will be made by the committee, or in some circumstances, the Executive of the Local, and therefore, a commitment to engage the person's services is not in place until that decision by the committee/Executive is made.

2. When a committee member approaches an individual or group for a speaking engagement or workshop presentation, the committee member needs to determine what costs may be involved, e.g. speaker/presenter fee, materials cost, travel expenses, accommodation costs, meal expenses, dependent care expenses, etc. The speaker(s)/presenter(s) shall be made aware that the proposal must be approved by the host committee before the engagement is confirmed. The committee member shall request an outline or synopsis of the potential workshop/presentation. Once the confirmation is made, a written agreement will be made and the speaker/presenter will receive a copy.

3. In every case, each speaker/presenter will receive a small gift. The gift shall not exceed twenty-five dollars ($25.00).

4. The following guidelines apply to the various types of speakers/presenters involved:

   All fees/payments for speakers/presenters, who are contributors to the Ontario Teachers' Pension Plan, must go through our Board payroll or through the ETFO office.

   a. Professional Speakers – the committee will have the information as to the speaker's total costs and will make a decision whether or not to engage the services of the individual prior to the commitment being made.

   b. Speaker/Presenter from the ETFO Provincial Office – if the individual is a member of the ETFO provincial staff, all other costs will be undertaken by the provincial office, unless otherwise specified ahead of time. If it is a "Presenters on the Road" workshop, ETFO pays part of the costs and the remaining predetermined costs are paid by the Local. If there is another format being used by the ETFO provincial office for presenters, e.g., splitting the costs between the Local and the ETFO provincial office, the committee will make the determination ahead of time whether or not to enter into this agreement.

c. ETFO-WROT Local Speaker/Presenter – speakers will be paid up to one hundred dollars ($100.00) per hour of the presentation as a fee/payment to a maximum total amount equal to the amount received for a day of occasional teaching at the current daily rate. If the workshop is more than a half day, the presenter will receive an additional $100.00. All costs will be finalized prior to the event.

d. ETFO-WRT Local Member - speakers will be paid up to one hundred dollars ($100.00) per hour of the presentation as a fee/payment to a maximum total amount equal to the amount received for a day of occasional teaching at the current daily rate. One day of occasional teacher coverage may be given in lieu of money. If the workshop is more than a half day, the presenter will receive an additional $100.00. All costs will be finalized prior to the event.

e. "Public" Speakers/Presenters – this would refer to presenters from social agencies, businesses, universities, etc. The Local will pay agreed upon expenses. If there is no expense involved, a small donation to a charitable organization may be given, as predetermined by the committee/Executive.

f. Trained ETFO Members – e.g., if the services of a Parliamentarian are used, the costs involved would be predetermined. In usual circumstances there is a minimum three-hundred-dollar ($300.00) fee per meeting plus travel expenses.

g. Presentations During the Regular School Day – if the presenter would normally be working during the school day at their school, their replacement occasional teacher coverage would be covered and paid to the Board, based on either a half-day or full-day presentation. Additionally, the speaker would receive a fee of up to one hundred dollars ($100.00) per hour of the presentation to a maximum total amount equal to the amount received for a day of occasional teaching at the current daily rate, and other agreed upon expenses.

h. Outside the Regular School Day – the presenter would be paid up to one hundred dollars ($100.00) per hour of the presentation to a maximum total amount equal to the amount received for a day of occasional teaching at the *current* daily rate, plus other agreed upon costs.

i. WRDSB (non-ETFO) Staff – non-teaching staff would be presented with a small gift only. If there are other costs involved, these would be finalized prior to the event.

j. Members of the ETFO - WROT Local Executive – for the non-released Executive members who are required to present at a function as part of their Executive responsibility, e.g., new teacher orientation, general membership meetings, etc., travel and material costs would be covered as well as work reimbursement at the daily OT hourly rate. Released officers of the Local may receive lieu time as well as travel and materials costs.

Operating Procedure #12:

Attendance of Members at WROTL Events

January 2025

PREAMBLE: *Because of the number of members who do not show up for WROTL events, after registering for these events, it has become necessary to put measures in place that will, hopefully, deter members from not showing up. No-shows prove to be very costly to the Local.*

1. Members will be required to pay a small deposit when they register for any event which an expense is incurred. The amount will be twenty ($20.00) dollars per event. If there is no cost for the event, a line indicating this ("No registration fee required") will be put in the advertising of the event.

2. Registration will be done through Eventbrite. There will be a cutoff date for registration. Payment for event fees and any resources will be charged separately through Eventbrite. The First Vice President will be responsible for accepting the Eventbrite event information and registration fees. Money that is collected will be deposited to the Committee Room Rental/Event Fees line in the budget, line 555. If the event is held in more than one session, the registration fee will be refunded, in full, to participants who attend all sessions following the last session of the event. Committee Chairs must let the First Vice President know who registered and did/did not attend the actual event, immediately following the event.

3. Immediately following the WROTL event, the First Vice President will:

    a. Refund the full deposit amount to those who did attend the event, ensuring no cost to the member.

    b. Not return the registration fee to those who registered but did not attend the event and did not provide the local office with a minimum of twenty-four hours notice that they would be unable to attend. Extenuating circumstances may be considered.

There will be a new line on the registration form for each event indicating that the member understands the new policy. It is suggested that this information also be put in a newsletter so that members understand why this step is being taken. It will also indicate that members can call the office and speak to the First Vice President if they have questions.

Operating Procedure #13:

Severe Weather and Meeting/Event Cancellations

March 2026

Severe weather conditions refer to circumstances such as ice, fog, rain, sleet, snow, wind and/or frigid temperatures and wind chills that may raise concerns regarding the safety of members travelling to and/or from ETFO-WROTL meetings or events.

1. When the Waterloo Region District School Board (WRDSB) closes schools and buses are cancelled due to severe weather, the ETFO-WROTL office will be closed and all in-person ETFO-WROTL meetings/events will be cancelled. Meetings and/or events will be rescheduled as required.
2. When the WRDSB cancels buses at the beginning of the school day due to severe weather, but schools remain open, the ETFO-WROTL office will remain open and regularly scheduled meetings/events may take place.
3. Members should use their judgment in deciding if they are able to travel safely to scheduled meetings/events. Absences at Executive meetings due to severe weather will not reflect negatively on attendance expectations.
4. When the WRDSB cancels evening programming and/or facility rentals due to severe weather, the ETFO-WROTL office will be closed and all regularly scheduled in-person meetings/events will be cancelled. Meetings and/or events will be rescheduled as required.
5. When the WRDSB closes schools after the start of the day due to severe weather, the ETFO-WROTL office will be closed and all in-person ETFO-WROTL meetings/events will be cancelled. Meetings and/or events will be rescheduled as required.

Operating Procedure #14:

Door Prize Eligibility

Latest Revision February 2023

1. When prizes are purchased for Local Federation events, every attempt should be made to purchase from local independent businesses and those that are union friendly.

2. All members of the Local and guests are eligible for door prizes at Local Federation workshops or other events, with the exception of the Executive and/or hosting committee members at the event. Committee members who attend as guests of the event would be eligible.

Operating Procedure #15:

Dependent Care

Latest Revision January 2023

It is the intent of the WROTL that its members shall not suffer undue financial hardship when attending WROTL events, and those sponsored by the provincial ETFO office, because of the need for dependent care for family members. Therefore, reimbursement will be provided, upon request, as follows:

1. Payment for Child and Adult Dependent Care shall be up to $60 for the first dependent and $10 for each additional dependent to a maximum of one hundred dollars ($100) per day of the event of the Local. If the event is sponsored by the provincial ETFO office, and dependent care is not provided, the Executive shall determine whether to provide dependent care to its Local members who attend the event.

2. If special circumstances require additional financial support, the member must contact the Local Office, for approval, prior to the meeting/event being held, for which they are requesting assistance, ie. overnight care, medically fragile dependents.

3. Payment for child care is limited to dependents eighteen years (18) of age and under.

4. Payment for adult dependent care is limited to an adult whose care is the responsibility of the member.

5. Payment shall not be made when a family member, who does not regularly charge for such care, provides care on this occasion.

6. All requests must be made within thirty days (30) of the Local activity.

7. Original, signed receipts from the provider must accompany the member's request, with the proper completed Dependent Care Subsidy form, listing the names of the dependents and the date of the activity/event for which financial support is being sought.

8. All requests must be submitted to the President of the Local at the Local office. Requests shall be charged to the budget line for dependent care.

9. Executive members and committee chairs who are being reimbursed for release time are not eligible for dependent care reimbursement.

Operating Procedure #16:

Honorary Life Member

Latest Revision March 2023

In accordance with the Constitution & Bylaws, an Honorary Life Membership may be awarded to a retired member of the WROT Local:

A nomination must be made to the Executive no later than five (5) years after the retirement of the member. A recognition award shall be provided to the recipient(s) of Honorary Life Membership. The member shall be recognized at the Local Annual Meeting or other general membership meeting.

The nominated applicant must have been a member in good standing at the time of their retirement and demonstrated experience and commitment to the Local/Federation.

Selection Criteria: A minimum of ten (10) points must be recorded in order for a nomination to be considered:

The nominated applicant must have been a member in good standing at the time of their retirement and demonstrated experience and commitment to the Local/Federation.

1. WROTL President:

3 points for the first term and 1 point for each additional term to a maximum of *8 points*.

2. WROTL Executive Member:

1 point per term to a maximum of 6 points.

3. WROTL Members appointed/elected to represent the Local with the Waterloo Region District School Board (on various Board committees/events. e.g. the EOT):

1 point per term to a maximum of 6 points.

4. WROTL Member appointed by the Executive to represent the Local or ETFO in outside organizations (e.g. the Waterloo Regional Labour Council): *1 point per term to a maximum of 6 points.*

5. Member of the provincial ETFO Executive or its predecessors (FWTAO and OPSTF):

10 points for the first term and 1 point for each additional term to a maximum of 15 points.

6. Member of an ETFO Provincial Committee member/provincial task force/work group:

1 point per term to a maximum of 5 points.

7. Chair of an ETFO provincial committee/task force/ work group chair: *1 point per term, to a maximum of 5 points.*

8. WROTL committee/work group/task force member and/or chair: *1 point per term up to a total of 5 points per committee/work group/ task force with 1 additional point for chair per yearly term to a maximum of 10 points.*

9. WROTL or provincial presenter workshop/credit course/keynote on behalf of, or with the endorsement of the WROTL:

1 point per course, etc., to a maximum of 5 points.

10. Governor of OTF:

3 points for the first term plus an additional point for each year of service to a total of maximum 8 points.

11. OTF or CTF committee member or delegate:

1 point per term to a maximum total of 10 points.

Operating Procedure #17:

Long Service and Retirement Awards

Latest Revision December 2024

1. The Local will recognize long serving members at the Fall General Meeting.
2. Years of service will be calculated by the member's start date with the WRDSB as an occasional teacher.
3. The following are the suggested tokens of recognition for long service. They may be changed as determined by the Executive.

	Years of Service	Cost per Unit
1	5	$15
2	10	$25
3	15	$50
4	20	$100
5	25	$150
6	30	$200

4. Members receiving a long service award will be sent a letter of congratulations and will be invited to attend the Fall General Membership Meeting. They will be presented with their award and a certificate of accomplishment at that meeting.
5. When members are not able to attend the specified meeting to receive their award and certificate, they may receive their award and certificate at the Waterloo Region Occasional Teachers' Local Office, when they request it, and it is within the same school year.
6. The Local will recognize members who are retiring from the WRDSB to a pension, as well as those that are re-retiring, at either the Fall General Meeting or the Spring Annual Meeting, whichever is more appropriate. Members must notify the Local of their retirement.
7. Members who are retiring to a pension will be presented with an appropriate gift. Members who are re-retiring will be presented with a flower.

Operating Procedure #18:

Committee Appreciation

December 2024

1. Committee members of the Waterloo Region Occasional Teachers' Local shall receive a token of appreciation from the Local. It shall be the responsibility of the committee chair, in conjunction with the First Vice President, to determine the eligibility of each committee member for receiving this token.
2. The appreciation token shall be presented at the Local Annual Meeting by the First Vice President, or designate.
3. The token of appreciation shall be a gift card, and/or other small gift, not to exceed fifteen ($15.00) in value.

Operating Procedure #19:

Invitations to the WROTL Annual Meeting Dinner

December 2024

Invitations to the Local Annual Dinner shall be issued to the following people:

- Human Resources Officers with whom the Local works closely
- Anyone who has been part of the immediately preceding Local Annual business meeting
- OT Presidents whose Locals border the perimeter of our own Local; ie., Avon Maitland, Upper Grand, Grand Erie, Hamilton-Wentworth, Thames Valley
- Presidents of our sister Locals: OSSTF, OECTA, WR DECE, ETFO WR, EAA
- Chair of the Board and Director of Education
- ETFO President or designate, ETFO Executive Liaison
- Any additional guests determined by the current President or a vote of the WROT Local Executive

Operating Procedure #20:

Membership Development Fund

Latest Revision October 2024

The Membership Development Fund (MDF) provides ETFO - Waterloo Region Occasional Teachers' Local (ETFO – WROTL) members with funding to support their Professional Learning.

Members are eligible to apply once they have completed their probationary period with the WRDSB. Resources and courses will be eligible for the subsidy if they have been purchased and/or completed after the member's probationary period is completed.

Applications must be for:

- *courses/activities/conferences that are relevant to professional learning as it informs elementary classroom practice or courses offered through ETFO that encourage union involvement. Due to limited funding, we cannot support programmes for personal growth, such as fitness classes, general interest courses, etc.*

- *professional development books, digital resources or membership fees that provide access to resources (excluding OCT Fees) that support their professional learning in an elementary classroom.*

Applicants will be required to briefly describe how their activity or resource will assist in their professional growth and must be a member at the time the expense was incurred, at the time of the application, and on the date of completion for courses/activities (if applicable).

Officers and members of the ETFO-WROTL Executive and Committees are eligible to apply as long as they are not part of the decision process.

The maximum amount of money available to an applicant, for each school year is:

- one hundred, seventy-five dollars ($175.00) for professional learning activities

- fifty dollars ($50.00) for professional learning resources

Applications must be submitted after the completion of activities and include:

- proof of payment for registration costs, or for the purchase of the book/resource

- documentation showing proof of successful completion (within the current financial year)

Operating Procedure #21:

Technology

January 2025

Allocation of Computers

The following computers should be available in the WROTL office:

President	1 stand alone desktop computer with wide or side by side monitors 1 laptop computer
First Vice President	1 stand alone desktop computer with wide or side by side monitors 1 laptop computer
Treasurer	1 laptop or 1 desktop computer with single screen
Office Administrator	1 stand alone computer with side by side monitors
Other	Access to 1 laptop computer as needed

Total number of computers: 7

Updating of Hardware and Software:

Computer hardware and software need to be updated on a somewhat regular basis.

1. Software - the replacement time is usually when the company which provides it will no longer support the current version being used in the office, or when the software becomes damaged or no longer fulfills the purpose for which it was purchased.

2. Hardware - the replacement cycle is somewhat as follows. There are no hard and fast timelines. However, it is imperative that hardware be replaced before it is totally damaged, if possible, or when it becomes so inefficient that it becomes tedious and not cost effective to keep using it.

    a. Desktop Stand-Alone Computers - Usually these computers should last at least 4 – 5 years. The rule of thumb is to look at the length of the warranty period and multiply this by 150%. i.e., if the warranty period is 3 years the computer should be expected to last about 4.5 – 5 years. If the machine is still usable it may be allocated elsewhere in the office at that time, or may continue in its current role until a later date.

    b. Laptop computers - the replacement time is often reduced by 25% of the warranty period. This would depend on the user and the usage, whether the

laptop is being carted around to various venues. So, if the warranty period is 3 years, a good rule of thumb would be to look at replacement every 2.5 – 3 years. If the laptop doesn't leave the office and the user is careful, it may last longer. If the battery on a laptop "dies", it is unlikely that a replacement can be obtained and the laptop would have to be replaced.

Disposal of Old Technology – older computers can be repurposed in a variety of ways. They can be "cannibalized" for replacement parts, have the hard drive stripped and then sold/donated elsewhere, or can be kept in the office as backup for a period of time.

Cell Phone Allocation and Replacement Policy –only the President and the First Vice President have a cellphone for business purposes. They are on a 2- or 3-year contract. They should be replaced at the end of this contract.

Other Items for Maintenance Consideration: computer projector, computer server, television.

It will be the responsibility of the office staff to keep an updated inventory of equipment so that the budget committee can examine it at the time of preparing the next year's budget, to determine what equipment needs to be replaced after executive approval.