

Appendix A

MEMORANDUM OF AGREEMENT

Between:

THE PROVINCIAL SCHOOLS AUTHORITY

(the "Employer")

- and -

THE PROVINCIAL SCHOOLS AUTHORITY TEACHERS

(the "Union")

Unless otherwise specified in this Agreement, all terms in Article 4.6.1 of the collective agreement apply to teachers covered by this Agreement.

1. Work Unit and Employees Covered

This Agreement regarding working conditions applies to Pre-School Home Visiting Teachers, Resource Consultants and Educational Coordinators ("teachers") working in the Resource Services Units that are associated with the provincial schools in London, Brantford, Milton, Belleville and Ottawa.

2. Hours of Work

Teachers will work thirty six and one quarter (36.25) hours per week on average for each month during the school year.

Teachers will schedule their work day between the core business hours of 8:00am – 5:00pm. The start time and end time of the work day is flexible within the core business hours. The actual start time on any given day, with the exception of PD Days and management meetings, shall be determined by the teacher. Appointments and / or travel requested outside of core business hours must be by mutual consent of the teacher and manager, and must be in writing with a copy provided to the union within five (5) working days.

Teachers will start their work day either at their designated office or at their first appointment. A teacher's travel time from home to their office or from home to their first appointment will not be included in their work day except in the following situation: if the teacher's travel time from home to their first appointment is greater than the normal travel time from their home to their office, the teacher can include the difference as part of their work day. For example, if the normal travel time from a teacher's home to their office is 30 minutes, but the travel time from home to their first appointment is 45 minutes, the teacher may include 15 minutes travel time in their work day.

Teachers will end their work day either at their office or at their last appointment. A teacher's travel time from their office or their last appointment to their home will not be included in their work day except in the following situation: if the teacher's travel time from their last appointment to their home is greater than their normal travel time from their office to their home, the teacher can include the difference as part of their work day. For example, if the normal travel time from a teacher's office to their home is 30 minutes, but the travel time from their last appointment to their home is 45 minutes, the teacher may include 15 minutes paid travel time in their work day.

Teachers will include a 40 minute paid lunch break in their daily schedule. Should a teacher include a lunch break in their daily schedule that is longer than 40 minutes, the time in excess of 40 minutes will be unpaid time and the teacher will adjust the length of their work day accordingly.

3. Outlook Calendars, Monthly Logs and Pre-Approval for Variable / Flex Time

Teachers are expected to maintain up to date calendars in Outlook and to be accountable for their time. Teachers will submit a Pre-approval Form for Variable / Flex Time and a Monthly Log in accordance with the Collective Agreement and the terms of the Minutes of Settlement between the parties dated October 27, 2017.

4. Office Time

Teachers may use office time to complete including but not limited to preparation, report writing, completion of pre-approvals to do visits / travel / request variable / flex time and do IFIS. It is not an expectation that all reports will be written in the office. It is an expectation that reports are to be written during the 36.25 hours worked per week on average for each month and during core business hours. No manager shall require a teacher to write reports outside of core business hours without approving variable / flex time. Reports may be written remotely during work hours by teachers when travelling, however this does not mean that teachers have a general entitlement or ability to complete their written reports at home. In circumstances where a teacher would like to work on their written reports during non-working hours while they are travelling (e.g. when at a hotel in the evening), teachers must request pre-approval to do so.

5. Travel

Teachers will follow the Management Board of Cabinet Travel, Meal and Hospitality Expenses Directive when travelling.

Fleet vehicles can be reserved in advance and picked up at any provincial school or OPS Motor Pool Location of the teachers choosing.

If a teacher is required to obtain a rental car during the winter months, he / she can request that the vehicle be equipped with snow tires. The Employer will cover the cost of a midsize vehicle during the winter months for safety purposes but will not bear any additional costs for renting a different type and/or size of vehicle for safety or other purposes.

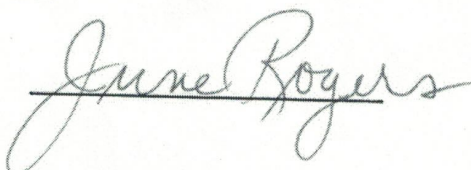
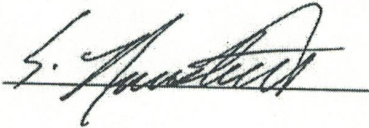
The Employer will provide a drop box for rental car keys at provincial school locations where rental cars are available for pick up and drop off (e.g. Milton).

Teachers do not accrue time for overnight stays unless they have received pre-approval for completing reports or other work related duties during non-working hours (e.g. at a hotel in the evening).

6. Term

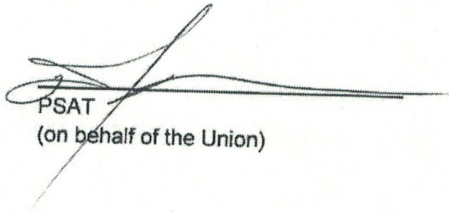
This Agreement will remain in effective until August 31, 2019. The parties may meet in 2019 to discuss the applicability of the agreement beyond August 31, 2019. It is understood that the parties are not precluded from meeting earlier to identify and discuss concerns with the terms of this agreement.

Signed on this 16 day of January 2018



OSSTF
(on behalf of the Union)

THE EMPLOYER


PSAT
(on behalf of the Union)