

**To:** ETFO Thames Valley Teacher Local Members  
**From:** Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)  
**Date:** October 15, 2021  
**Regarding:** Weekly Update (6)

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## Meet the Teacher Nights and Parent/Teacher Interviews

A link to the ETFO TVTL Communiqué regarding Meet the Teacher Nights and Parent/Teacher Interviews accompanies this weekly update.

## Collective Agreement Highlight

### Records Management and Access to Personnel File

Collective Agreement states the following:

- L37.03** The primary non-medical personnel file respecting a Teacher shall be maintained in the Human Resource Services Department of the Board, recognizing that certain nonmedical personnel material may be situated at the Teacher's school or worksite. **Material in such a file shall be available to the Teacher for inspection in the presence of appropriate Board personnel at a mutually agreeable time during regular working hours.**
- L37.04** **A Teacher shall be provided with a copy of all materials contained in her/his personnel file when so requested.** Teachers shall receive copies of any materials placed in their personnel and school or worksite files which shall normally occur within five (5) school days of the material being filed. Additional copies shall be made available to the Teacher upon request where the Teacher has misplaced his/her material.
- L37.05** Where a Teacher authorizes in writing access to her/his personnel and school or worksite files by a Union Representative acting on the Teacher's behalf, the Board shall provide such access at a mutually agreeable time during regular working hours, as well as copies of materials contained therein, if also authorized and requested.
- L37.06** Upon the permanent transfer of a Teacher from a school or worksite, the Teacher's Certificate of Registration, Certificate of Qualification, employee number, data required for completing Ministry of Education and Training reports and all Board initiated documents in the school or worksite personnel file related to performance, conduct or discipline shall be forwarded to the Teacher's new school or worksite. All other information in the school or worksite file shall be returned to the Teacher or transferred to the Teacher's new school or worksite at the Teacher's discretion.

Teachers are reminded that the **cost** of providing personnel file copies **is borne by the employer**, not the employee.

## Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, October 15 at 6:00 p.m. and **ends** on Sunday, October 17 at 6:00 p.m.

### It is the duty of the Local to:

- Defend the **Collective Agreement** and the rights of Teachers under it.
- Ensure that the provisions of the **Occupational Health and Safety Act** are vigorously enforced.
- Bring to the attention of TVDSB ongoing Teacher concerns, with the expectation that these concerns will be taken seriously and resolved quickly.
- Communicate with Teachers in a clear, concise, and timely manner.

For more information regarding this *Communiqué*, please contact the Local office by phone at 519-474-3150 or by email at [etfotvtl@etfothamesvalley.com](mailto:etfotvtl@etfothamesvalley.com).

c. *ETFO TVTL Released Officers*  
*Terry Card, President, ETFO Thames Valley Occasional Teacher Local*  
*Elizabeth Kettle, ETFO Provincial CB Staff Officer*  
*Linda Nicholls, Human Resources Superintendent*