OSSTF/FEESO

Educational Support Professionals Bargaining Unit
(ESP BU)

Member's Handbook 2025-2026

ESP
Educational Support Professionals

OSSTF District 25, Ottawa-Carleton
Ontario Secondary School Teachers' Federation

9 Corvus Court, Ottawa, ON, K2E 7Z4
Tel.: (613) 729-7211
Fax: (613) 729-8565

WELCOME TO THE EDUCATIONAL SUPPORT PROFESSIONALS BARGAINING UNIT

We are members of the Ontario Secondary School Teacher's Federation (OSSTF/FEESO). OSSTF/FEESO represents Teachers and Educational Workers throughout Ontario.

About District 25

Within the Ottawa-Carleton District School Board (OCDSB), OSSTF/FEESO represents the following employee bargaining units:

ESP	Educational Support Staff
PSSU	Plant Support Staff Unit
PSSP	Professional Support Staff Personnel
PECCS	Professional Educators and ESL Child Care Staff
SSP	Student Support Professionals
TBU	Teacher Bargaining Unit
OTBU	Occasional Teacher Bargaining Unit

Together we make up District 25, Ottawa-Carleton

About the ESP Bargaining Unit

Your Bargaining Unit Executive is an elected body of members that are here to assist and represent you. Contact information can be found below.

If you are new to the OCDSB, on behalf of the Bargaining Unit, please accept our sincere welcome and wishes for success in your new position.

How to Contact Us

Name	Position	Location	Work Phone
Melodie Gondek	President	9 Corvus Court	613-729-7211 x203
Leif Walther	Protective Services Officer	9 Corvus Court	613-729-7211 x202
Judy Soifer	Vice-President	Adult High School	613-239-2707
Erin Marin	Secretary/Communications Officer	Business and Learning Technologies	613-596-8211
Saul Mogelonsky	Treasurer	Colonel By Secondary School	613-745-9411
Deborah Langdon	Health and Safety Officer	Business and Learning Technologies	613-596-8211
Chelsea Forsberg	Education Services Officer	Business and Learning Technologies	613-596-8211
Maushumi Afroze	Executive Officer	Manordale Public School	613-226-6393
Keilan Falari	Executive Officer	Business and Learning Technologies	613-596-8211
Kelly Mills	Executive Officer	Business and Learning Technologies	613-596-8211

The ESP President and Protective Services Officer are on full-time release for 12 months of the year during their elected term. The remaining executive members volunteer their time to your bargaining unit.



Board mail to: OSSTF/FEESO District 25
9 Corvus Court

Email: melodie.gondek@d25.osstf.ca
leif.walther@d25.osstf.ca

OSSTF/FEESO Website: www.osstf.on.ca
OSSTF D25 Website: http://www.d25.osstf.ca/

OSSTF/FEESO – YOUR FEDERATION

Ontario legislation requires that all teachers become members of a teachers' federation. It further stipulates that teachers in a public secondary school are members of the Ontario Secondary School Teachers' Federation (OSSTF/FEESO).

In Ottawa-Carleton, all unionized Education Workers voted to join OSSTF/FEESO. Our district has six Bargaining Units, four of which represent Education Workers.

However we became members, the strength of OSSTF/FEESO is in what members voluntarily do on behalf of our Federation and the cause of public education.

OSSTF/FEESO is an organization of teachers and education workers. It's your union, your professional organization, your advocate.

The agreements it negotiates are called *collective agreements,* because we work on behalf of all of the membership.

Hence our motto:

LET US NOT TAKE THOUGHT FOR OUR SEPARATE INTERESTS,
BUT LET US HELP ONE ANOTHER

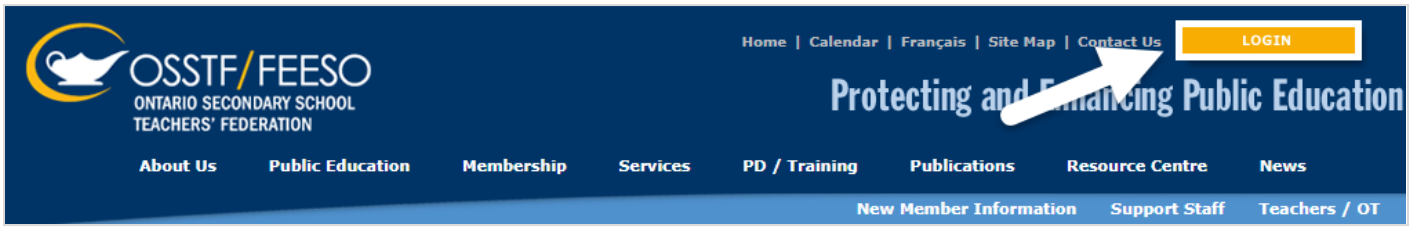
MEMBER LOGIN TO OSSTF/FEESO WEBPAGE

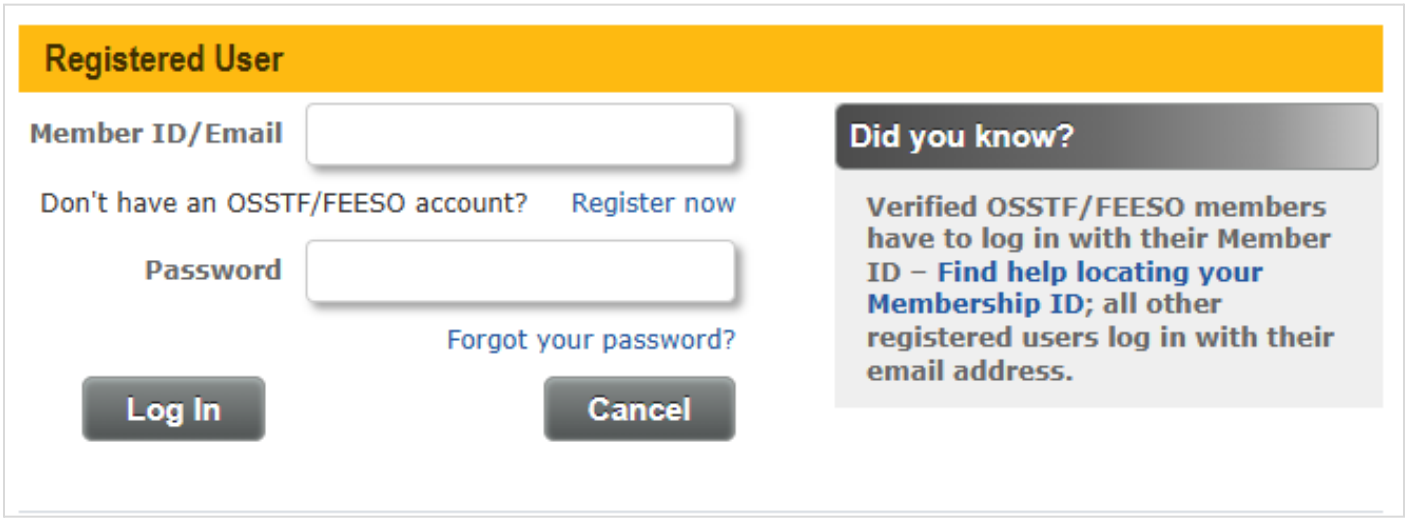
OSSTF/FEESO has created a member only login on their website at

http://www.osstf.on.ca

Information that is confidential for OSSTF/FEESO members will be posted on this site, including bargaining updates. Please check it regularly.

How to use this site
Click on the Orange button





Enter your OSSTF/FEESO Membership ID and password **in the above** fields and click the Login button.



OSSTF/FEESO Membership ID
Your OSSTF/FEESO Membership ID can be found on your OSSTF/FEESO Membership Card and contains digits only. This card will be mailed to your home address in the Autumn of the new school year.

Password
This is assigned when the account is created and is communicated directly to members. It is case sensitive and can be changed upon successful login under the "Options" button.

If you do not have a card yet or have mislaid it, please call Provincial Office at 1-800-267-7867 and ask for membership services. Or, email the Membership database team at membership-database@osstf.ca

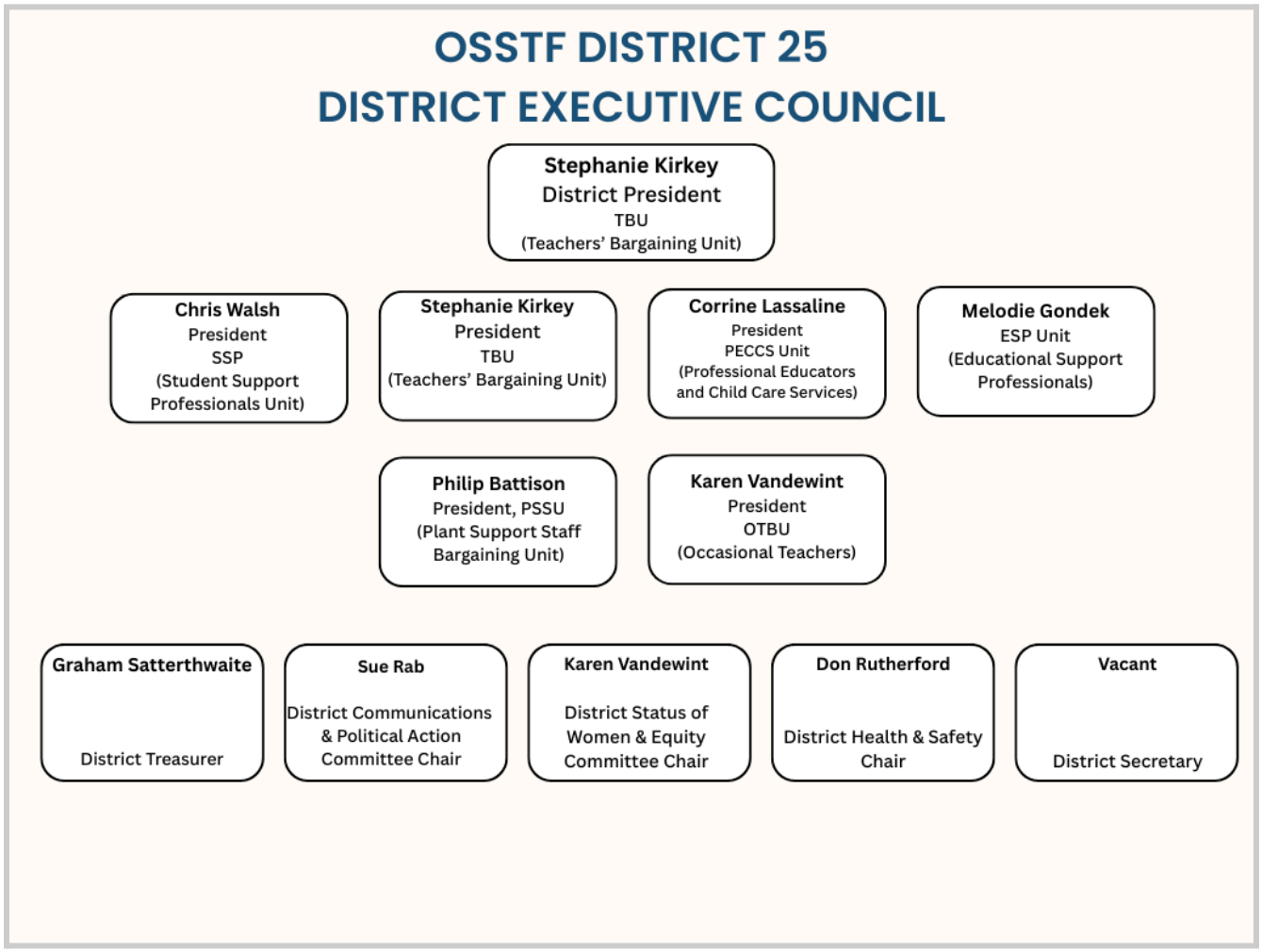
NOTE: Local leaders do not have access to your login information.

How Does OSSTF/FEESO Work for YOU?

- ✔ legal assistance to members
- ✔ assistance for grievances and arbitration
- ✔ advice, guidance and suggestions on a day-to-day basis
- ✔ coaching for career and professional growth
- ✔ training and professional learning opportunities
- ✔ input to the Board on members' behalf regarding working conditions, operational requirements, policies and procedures, budget preparation, etc.
- ✔ funds to members in financial emergencies
- ✔ regular access to information
- ✔ strategies for workplace difficulties
- ✔ assistance in workplace mediation
- ✔ regular communication through a newsletter & President's Updates.
- ✔ protection of membership rights through collective bargaining
- ✔ resources for personal and professional success
- ✔ job protection through negotiation with the Ottawa-Carleton District School Board
- ✔ representation for members at performance and disciplinary meetings
- ✔ assistance in WSIB or LTD claims, appeals and modified work programs

How Can the Bargaining Unit Assist YOU?

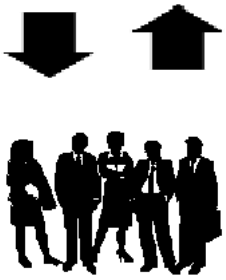
- ✔ assisting members with questions and concerns
- ✔ advocating on your behalf
- ✔ accompanying you at Employer/Employee meetings
- ✔ health and safety concerns in the workplace
- ✔ ensuring equity in working conditions and services/programs
- ✔ tracking job competitions and staffing
- ✔ provide updates on the labour movement & political actions
- ✔ representing members and their issues at Labour Management meetings, Negotiations and various other Board meetings
- ✔ help with LTD and WSIB claims
- ✔ any other issue that arise on a day to day basis


OSSTF DISTRICT 25
DISTRICT EXECUTIVE COUNCIL
Stephanie Kirkey
District President
TBU
(Teachers' Bargaining Unit)
Chris Walsh
President
SSP
(Student Support Professionals Unit)
Stephanie Kirkey
President
TBU
(Teachers' Bargaining Unit)
Corrine Lassaline
President
PECCS Unit
(Professional Educators and Child Care Services)
Melodie Gondek
ESP Unit
(Educational Support Professionals)
Philip Battison
President, PSSU
(Plant Support Staff Bargaining Unit)
Karen Vandewint
President
OTBU
(Occasional Teachers)
Graham Satterthwaite
District Treasurer
Sue Rab
District Communications & Political Action Committee Chair
Karen Vandewint
District Status of Women & Equity Committee Chair
Don Rutherford
District Health & Safety Chair
Vacant
District Secretary

YOU and the Big Picture



YOU



Your Executive Members



The Bargaining Unit



District Executive Council

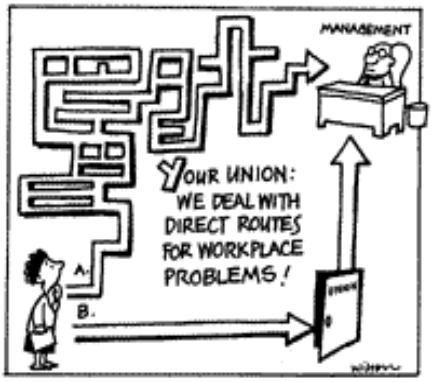
OSSTF Provincial Office

OSSTF/FEESO DISTRICT 25 OFFICE

Our Office is located at:
9 Covus Court, Ottawa ON, K2E 7Z4

Map to District 25 Office

Please call ahead of time at **613-729-7211** to make an appointment. If you would like to see a specific person. If you're not sure who exactly to talk to, don't worry - we work as a team. If you would like to drop by for general information, our office hours are Monday to Thursday 8:00 a.m. to 5:00 p.m. & Friday 8:00 a.m. to 4:00 p.m. during the school year.
Our fax number is 613-729-8565.



WHO TO CALL IN A PROFESSIONAL EMERGENCY

If you are called to a meeting with school administration in order to discuss your job performance, including any action that may lead to discipline, you have the right to Federation representation. Contact your President **Melodie Gondek** or Protective Services Officer **Leif Walther** at 613-729-7211 **before** attending the meeting. If both of the Unit officers are unavailable, members should call the **OSSTF/FEESO Provincial Office in Toronto at 1-800-267-7867** and ask to speak to the duty officer. Whether you just need a few words of advice or to have a lawyer retained to represent you, you will receive the necessary support.

Do not admit to having done anything improper in connection with your job or your profession until and unless you have consulted with OSSTF/FEESO.

Benefits

Your Collective Agreement negotiated between OSSTF/FEESO and the Board, entitles you to participate in a number of benefit programs, including:

- Health Insurance
- Group Life Insurance
- Long Term Disability
- Dental Care
- Vision Care

If you have any question concerning coverage or problems in dealing with OTIP, please contact OTIP directly:

Benefits Services 1-866-783-6847
Hours of operation: Monday to Friday 8 a.m. to 7 p.m. (ET)

Benefits Services - Technical Support 1-888-521-0023
Hours of operation: Monday to Friday 8 a.m. to 7 p.m. (ET)

You may also email donna.morrison@osstfbenefits.ca with specific coverage issues. Your President, Melodie Gondek and/or your Protective Services Officer, Leif Walther, will provide federation support if you encounter difficulties.

Employee Assistance

Members may also access a Board-sponsored Employee Assistance Program (EAP) if they experience difficulties of a personal, financial, or psychological nature through ComPsych. Free confidential service can be arranged by calling 1-866-586-1507
www.guidanceresources.com
WebID: OCDSB

Long Term Disability

You also have a Long-Term Disability Insurance (LTD). This plan is owned and operated by the OCDSB. Please contact your HR Administrator for assistance. This plan is a compulsory condition of employment and premiums are deducted on your behalf. It does not apply to term or casual employees.

Leaves

Your Collective Agreement sets out entitled leaves, their length, with or without pay, and whether it is automatic or at your supervisor's discretion. Leaves include:

- Sick Leave
- Compassionate Leave
- Special Leave (for urgent &/or essential business)
- Pregnancy/Parental Leave
- Religious Leave

Check your collective agreement for details. For further assistance, contact your representatives at the District Office.

Committees that look after your interest

Bargaining Unit:

Labour Management Committee
Collective Bargaining Committee
Grievance Appeals Committee
Professional Development Committee
Constitution Committee
Pay Equity Committee
Budget Committee
Equity, Diversity and Inclusion Committee

District Committees:

Communications Committee
Political Action Committee
Equity Committee

Joint Bargaining Unit and Board Committees

Health and Safety Committee
Pay Equity Maintenance Committee

OCDSB Committees with Federation Representation

Board Budget Committee
Committee of the Whole
Regular Board meetings
Special Education Advisory Committee
Ottawa- Carleton Assembly of School Councils (OCASC)
Benefit Review Committee



OCDSB Gmail

Each employee of the Board will have an email address assigned in the following convention:

firstname.lastname@ocdsb.ca

You should contact Client Service Centre at 613-596-8273 for information about how to set up and access your account.

If you have any questions or need assistance using GEM, please contact Client Service Centre (clientservicecentre@ocdsb.ca).

Edvantage



These deals can be accessed from the D25 or OSSTF/FEESO webpage by clicking on the Edvantage Logo, and using your OSST/FEESO membership number.

Please call **1-800-267-6847 for assistance.**

Edvantage

PROVINCIAL OFFICE

49 Mobile Drive
Toronto, ON M4A 2P3
Phone: 1-800-267-7867
Fax: 1-416-751-3394

www.osstf.on.ca

DISTRICT OFFICE

9 Corvus Court
Ottawa, ON K2E 7Z4
Phone: 613-729-7211
Fax: 613-729-8565

www.d25.osstf.ca

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

133 Greenbank Road
Nepean, ON K2H 6L3
Phone: 613-596-8211
Fax: 613-820-6968

www.ocdsb.ca

Business and Learning Technologies Client Services Centre

B&LT Service Enquiries: 613-596-8273

BENEFITS
Telephone:
613-596-8211 Ext. 8388

OTHER CONTACTS

Employee Assistance Program
Contact information for ComPsych:

Dedicated toll-free number for OCDSB employees:
1-866-586-1507
Website:
www.guidanceresources.com
WebID: OCDSB

Ontario Municipal Employees' Retirement System (OMERS)
1 University Avenue, Suite 700
Toronto, ON M5J 2P1
Tel: 1-416-369-2400
Toll Free: 1-800-387-0813
Fax: 1-416-360-0217
http://www.omers.com/

ONTARIO TEACHERS INSURANCE PLAN (LTD) (OTIP)
240 Catherine Street, Suite 206,
Ottawa, ON K2P 2G8
Tel: 613-567-6847
Fax: 613-567-6850
https://www.otipservices.com/

Ottawa Carleton Assembly of School Councils www.ocasc.ca

People for Education www.peopleforeducation.com

Ottawa and District Labour Council www.ottawalabour.org

The Ontario Federation of Labour www.ofl.ca

Ontario Ministry of Education www.edu.gov.on.ca

Canadian Labour Congress www.canadianlabour.ca

Educators Financial Group www.educatorsfinancialgroup.ca

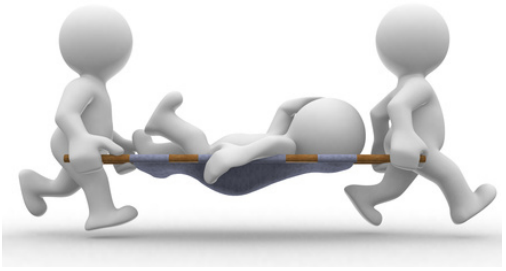
Workplace Injuries or Illnesses



Workplace injuries may occur in our line of work. Although we can't always prevent workplace illness or injuries, we need to protect ourselves as best as we can through the use of safe practices. When injuries do happen, they need to be reported regardless of how serious they are. That cut, bruise, or stiffness resulting from a hit, punch, trip, fall or lift may have seemed insignificant at the time, but complications may come back to haunt you. The employer cannot help to remedy the situation if they are not aware of problems that arise. We can help you through the process. Many members wait until their claim is denied by WSIB before they contact our office. **It is better to have assistance from the beginning of this process than to wait until we have to appeal a claim.**

What to do if you are injured

1. Complete the Worker's Accident Report form via eBase.
2. If medical attention is required, don't wait. Go immediately! If your family doctor is not available, go to the emergency department. Inform the physician that it is a work related injury and that they will need to complete **Form 8** and forward it to WSIB.
   You should **not** be charged for this.



3. Retain receipts for any prescriptions or other medical related expenses.
4. **Contact Melodie Gondek or Leif Walther at the union office (613) 729-7211 for assistance. We can help you to complete the forms and direct you through the process.**

Add Your Other Frequently Called Telephone Numbers

Name/Division	Telephone Number