

Professional Relations Services

Professional relations staff are part of ETFO's Protective Services Area. PRS staff are there to assist members who are experiencing professional difficulties, and to help prevent such problems from arising in the first place. Educating children is a complex task carried out in a highly regulated and litigious climate. Through intervention, advocacy, education, and advice, professional relations staff help smooth the way. They are there to advise members of their options, responsibilities, and rights related to a wide variety of workplace issues.



WORKSHOPS & CONFERENCES

Staff offer workshops at the local level throughout the year focused on a variety of issues such as: managing difficult workplace situations, pregnancy and parental leaves, managing workload and stress, dealing with allegations of assault, parent teacher relationships, professional boundaries, safe schools legislation, performance appraisal, professionalism, harassment and discrimination. Contact your local ETFO office to find out what is planned in your area. In addition, provincial conferences are held each year.

Please check our website for upcoming events: www.etfo.ca

CLOSE the GAP

Elementary Teachers' Federation of Ontario
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T 416-962-3836 • F 416-642-2424 • www.etfo.ca
Toll Free 1-888-838-3836



PROFESSIONAL RELATIONS

/// PROTECTIVE SERVICES ///



MEMBER PROTECTION

Here are some of the areas in which professional relations staff provide support to ETFO members:

- Teacher performance appraisals (TPA)
- Criminal allegations related to employment responsibilities
- Difficulties with students, other staff, parents, and school administrators
- Questions of ethics and professionalism
- Ontario College of Teachers complaints
- Employment Insurance
- Maternity and parental leaves
- Discrimination and harassment (on the basis of race, sexual orientation, disability, etc.)
- Long-term disability (LTD)
- Resignations and terminations
- Return to work/accommodation issues
- Stress and sick leave
- Workplace Safety and Insurance Board matters (WSIB)
- Health and safety



YOUR LOCAL AND PROVINCIAL ETFO OFFICES ARE AVAILABLE TO PROVIDE ASSISTANCE WHEN YOU NEED IT.

MEMBER EDUCATION

Preventing professional difficulties is a major objective of ETFO. Professional relations staff have developed a broad range of resources to assist members in understanding their rights and responsibilities.



PRS Matters

PRS Matters is a regular publication devoted to topics which affect members – for example, professionalism, professional boundaries, EQAO testing, conflict resolution, teacher performance appraisal, bullying and cyberbullying, reporting workplace accidents, voluntary extra-curricular activities, electronic communication. This publication is mailed to all local presidents and school stewards, and can also be accessed by going to www.etfo.ca and clicking on “Advice for Members.”

Voice

ETFO’s magazine, *Voice*, which is mailed to all members five times a year, contains a regular column devoted to professional relations issues.

Additional Resources

After the Chalk Dust Settles (wellness and professionalism); *It Can Happen to You* (video – allegations against teachers); *Parent Teacher Relationships: Putting the Pieces Together*; *Pregnancy & Parental Leave: A Guide to Rights and Responsibilities*. These items are available through **ShopETFO** at www.etfo.ca.

A Member’s Guide to the Workplace Safety and Insurance Board can be downloaded at www.etfo.ca under “Advice for Members.”

CRIMINAL ALLEGATIONS



If you are contacted by the police or Children’s Aid Society (CAS) regarding an allegation against you:

1. Do not participate in or consent to an interview.
2. Make no statement to anyone regarding the allegation/charges.
3. State that: “I am willing to cooperate but I am unable to comment until I contact my Federation and legal counsel.”
4. Call ETFO professional relations services staff at **416-962-3836** or **1-888-838-3836** and state that your call is **URGENT**.

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“After hours” emergency assistance
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WHAT IS AN EMERGENCY?

- Police (or CAS) are on the scene
- You are facing criminal charges for an alleged criminal offence directly related to the performance of your professional duties
- You are at risk of being arrested or incarcerated

WHAT SHOULD I DO?

- Call the numbers listed above – a voice message will provide the necessary instructions to put you through to an operator. You will be asked a few quick questions and where appropriate, a criminal lawyer will be contacted and you will be connected immediately.