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SUMMARY OF 2013 B MEMORANDA**

**B Memoranda are available on the Ministry of Education website:

http://faab.edu.gov.on.ca/B_Memos_2013.htm

Memorandum	Subject	Content
B1 January 2, 2013	Enhancements to the Memoranda of Understanding	This memorandum details regulations that have been filed that change some of the provisions in the memoranda of understanding (MOUs) negotiated between the Ministry of Education and education sector unions. The government intends to set aside funding and make provisions necessary to support the financial implications of these enhancements.
B2 January 3, 2013	Technical Clarifications to the Memoranda of Understanding	This memorandum details regulations that have been filed that clarify some of the provisions of the memoranda of understanding (MOUs) negotiated between the Ministry of Education and the education sector unions. These changes are to be incorporated into local collective agreements and are in addition to the enhancements detailed in Ministry Memorandum 2013:B1.
B3 January 21, 2013	Implications of the MOU with CUPE and Further Technical Clarifications	<p>On December 31, 2012, the Canadian Union of Public Employees (CUPE) reached a memorandum of understanding (MOU) with the Ministry of Education. This memo advises boards that regulations and consequential amendments to existing regulations under the <i>Education Act</i> and the <i>Putting Students First Act</i> (PSFA) have been filed that recognize the provisions in the CUPE MOU, as they apply to CUPE members. These regulations also recognize where, in some cases, the provisions of the CUPE MOU represent an enhancement to the current collective agreements or contracts of employment of other school board employees. Changes impact the following areas:</p> <ul style="list-style-type: none"> • Sick leave credits • Unpaid days • Minimum grid increments • Maternity leave • Waiting period for LTD • Top-up for graduated return to work <p>Other clarifications are made in the following areas:</p> <ul style="list-style-type: none"> • WSIB top up • Calculation of one-time payout of non-vested sick days • Grid movement clarification • Update on short-term sick leave and pensionable income <p>As well the memo details a change to the enrolment register instructions for recording absences.</p>

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<p>DM January 30, 2013</p>	<p>Student Injury Prevention Initiative Funding</p>	<p>This memorandum advises school boards that the Ministry is allocating one-time funding in the amount of approximately \$20 million for the 2012-13 school year to be used for the purpose of student injury prevention initiatives. There are two funding sources:</p> <ul style="list-style-type: none"> • Improving student safety in technological education facilities and science labs, • Securing entry to elementary schools (Safe Welcome Program) <p>The attachment to this memo contains a table detailing the funding allocations for each school board. The funding will be transferred to each school board in February 2013.</p>
<p>B4 February 27, 2013</p>	<p>2013 Proportions of Enrolment for purposes of Education Act, subsections 238(2) and 257.8(3)</p>	<p>The Ministry of Education is required to publish, for each common jurisdictional area, the proportion of enrolment between school boards by municipality. These proportions, which are updated annually, are to be used by municipal clerks and treasurers to distribute taxes on business property (i.e. commercial, industrial and pipeline), payments in lieu or any other rateable property which does not have designated tax support to school boards. The proportions to be used for 2013 are attached as Table A.</p>
<p>B5 March 27, 2013</p>	<p>Grants for Student Needs Funding and Regulations</p>	<p>Total GSN funding for 2013–14 is projected to remain stable at about \$21 billion.</p> <p><u>Labour Framework</u></p> <ul style="list-style-type: none"> • The 2013–14 GSN regulations are consistent with the terms of the current labour framework, however there are continuing discussions with ETFO and OSSTF. • The Ministry has agreed to provide boards with additional funding in 2012–13 to address specific pressures identified in the labour framework discussions. Funding for the following will be allocated to boards based on their reported expenditures over the course of the year: <ul style="list-style-type: none"> • A one-time payout, based on a formula set out in regulation, for non-vested sick days that do not qualify as retirement gratuities; • Introduction of an upper limit – 10 years – for the number of years that must be worked to qualify for the payout of retirement gratuities; and • Funding for a one-year rolling sick bank that can be used to top up salary from 90 to 100 percent. • In 2013–14, the teacher, principal, and vice-principal salary benchmarks have been reduced by 1.5 percent to recognize the three unpaid PA days. The funding related to other staff who bargain collectively will not be adjusted. • In 2013–14, the Ministry will continue to implement a

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		<p>reduction in the benefits funding benchmarks as part of the phase out of retirement gratuities.</p> <ul style="list-style-type: none"> • The Teacher Qualifications and Experience Allocation in the GSN will continue to recognize grid movement based on the 97th day provisions. • Consistent with the current labour framework, supply teacher benchmarks for 2013-14 have been increased to support changes to the sick leave plan. <p><u>Other Changes</u></p> <ul style="list-style-type: none"> • A four-year secondary school strategy, including administrative and funding changes related to the 34-credit threshold, is being implemented starting in the 2013–14 school year. • The Student Transportation Grant will be increased by 2 percent in 2013–14 to recognize higher operating costs. • To assist school boards with the employers’ share of OMERS contributions in the final year of the increase, the Ministry will allocate an additional \$9M in funding. • The Ministry will provide a 2 percent cost benchmark update to the non-staff portion of the School Operations Allocation benchmark in 2013–14, to assist boards in managing the increases in commodity prices. The electricity component of the School Operations Allocation benchmark will increase by 7.9 percent. • 2013–14 will be the fourth and final year of the phase in of data from the 2006 Census. • School boards will also receive: <ul style="list-style-type: none"> • \$150M for School Condition Improvement to address school renewal needs. These funds must be used for expenditures that meet the requirement to be capitalized. • \$40M for temporary accommodations to be used for portable moves, leases, and purchases, as well as lease costs for permanent instruction space. • First-time Equipping and Minor Renovations Funding will be provided to school boards in 2013–14 to support Year 5 of the FDK implementation.
<p>B6 March 27, 2013</p>	<p>2013-14 Funding in addition to Grants for Student Needs</p>	<p>For the 2013-14 school year, the ministry is allocating \$182.56 million to school boards and school authorities, in addition to funding provided through the GSN, to sustain supports to priority education initiatives. Within this amount:</p> <ul style="list-style-type: none"> • \$123.84 million has been allocated board by board in this memorandum; and • \$58.72 million has been allocated by program, with board allocations to be confirmed later in the year.
<p>B7</p>	<p>Changes to the</p>	<p>In the memorandum of January 3, 2013:B2 – Technical</p>

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<p>March 30, 2013</p>	<p>Requirements for the Wind-up Payments for Non-vested Retirement Gratuities</p>	<p>Clarifications of the Memorandum of Understanding, the Ministry advised of regulations that clarified some of the provisions of the MOU, including the pay-out of non-vested retirement gratuities. This memorandum is to advise that school boards are now required to pay up to 25 cents per dollar of the employee’s salary under the wind-up payment formula. The wind-up payment is the lesser of the amount as calculated under the board’s collective agreement as at August 31, 2012 or the amount calculated based on the new formula.</p>
<p>B8 April 15, 2013</p>	<p>Update to the Capital Funding Policy to Replace Child Care Spaces in Replacement Schools</p>	<p>This memorandum informs school boards of an update to the Ministry’s policy that funds the replacement of child care spaces for children aged 0 to 3.8 years old located in schools that are scheduled to close or to be rebuilt (Memorandum 2012: B3, dated February 24, 2012). The update to the Capital Funding Policy to Replace Child Care Space in Replacement Schools aligns this policy with the Schools-First Child Care Capital Retrofit Policy. This alignment will provide capital funding to school boards to rebuild existing school-based licensed child care spaces for four and five year olds to spaces that can be licensed for children aged 0 to 3.8 years old.</p>
<p>B9 May 8, 2013</p>	<p>Implications of the MOU with OSSTF</p>	<p>On April 18, 2013, the members of the Ontario Secondary School Teachers' Federation (OSSTF) voted in favour of the agreement that had been reached with the Province at the end of March. This memorandum is intended to advise school boards of the steps, both regulatory and otherwise, that the Government is taking to facilitate the implementation of this MOU, including the modification of current collective agreements at the board level. In particular, the following items are to be appended to, and form part of, the existing local collective agreement without amendment:</p> <ul style="list-style-type: none"> • Job Security for Support Staff • Maternity Benefits • Voluntary Unpaid Leave of Absence Program for All Bargaining Units • Unpaid Days and Offsetting Measures for Teacher Bargaining Units • Reconciliation for Teacher Bargaining Units • Attendance Recognition • Sick Leave/Short-Term Sick-Leave Disability Plan • Long-Term Disability • Non-vested Retirement Gratuity for Employees • Specialized Job Classes <p>Other matters mentioned in the memorandum include Implementation Committee, hiring practices, maternity leave, unpaid days, sick leave credits, attendance recognition and calculation of non-vested sick days.</p>

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<p>B10 May 17, 2013</p>	<p>Systems Support to Implement Labour Framework Reforms</p>	<p>On December 17, 2012, the Ministry advised school board Superintendents of Business that funding would be allocated to school boards on a board-by-board basis to help implement the benefits plan reforms included in the <i>Putting Students First Act</i>. Specifically, this funding was to be used to help boards meet the cost of enhancing payroll and HR systems and for staff training. Since that time, changes have been negotiated to the benefit plan reforms as well as to the reforms related to compensation. These changes have put additional implementation pressure on school boards. To help boards meet this new challenge, \$15 million is being made available to boards for the additional costs of:</p> <ul style="list-style-type: none"> • integrating payroll and benefits systems; • increasing the functionality of existing HR and payroll systems to effectively process unpaid days and retirement gratuities, sick leave claims and maternity benefits; and • staff training to support system enhancements and modifications, as well as any costs associated with temporary staffing.
<p>B11 May 21, 2013</p>	<p>Implications of the 2013 MOU with CUPE</p>	<p>On May 10, 2013, representatives of the Canadian Union of Public Employees (CUPE) reached a memorandum of understanding (MOU) with the Province that augmented the terms of the MOU signed on December 31, 2012. This memorandum is to advise school boards of the steps, both regulatory and otherwise, that the Government is taking to facilitate the implementation of this MOU, including the modification of current collective agreements at the board level. Changes contained in the 2013 CUPE MOU are to be appended to, and form part of, the collective agreements with the agreement of the local unions and their respective school boards. In particular, the following items are to be appended to, and form part of, the existing local collective agreement without amendment:</p> <ul style="list-style-type: none"> • Sick Leave/Short-Term Sick-Leave Disability Plan • Offsetting Measures • Specialized Job Classes • Non-vested Retirement Gratuity for Employees • Letter of Understanding – job Security for Support Staff – addendum.
<p>B12 May 27, 2013</p>	<p>Implications of the Updated MOU with OECTA</p>	<p>On July 5, 2012, the Government signed a memorandum of understanding (MOU) with the Ontario English Catholic Teachers Association (OECTA) as a framework to guide local bargaining for 2012-2014. On May 17, 2013, OECTA and the Government agreed to an update of the MOU. The updated OECTA MOU, as well as the MOU from July, 2012, is available for viewing on the Ministry of Education website. This</p>

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		<p>memorandum is to advise boards of the steps, both regulatory and otherwise, that the Government is taking to facilitate the implementation of OECTA's updated MOU, including the modification of current collective agreements at the board level. The memorandum includes information pertaining to the following areas:</p> <ul style="list-style-type: none"> • Maternity Leave • Voluntary Unpaid Leave of Absence Program (VLAP) • Unpaid Days • Reconciliation Committee • Attendance Recognition • Sick Leave/Election of Short-Term Leave and Disability Plan • Calculation of Non-vested Sick Days • Use of Sick Leave • Adjudication • Partial Days • Workplace Safety Insurance Board (WSIB) • WSIB/Long-Term Disability • Maternity Benefits • Benefits • Grid Qualifications • Local Bargaining • Top-up Days • Documents Pertaining to the 2008-12 Collective Agreement
<p>B13 June 14, 2013</p>	<p>Request for Capital Priorities</p>	<p>School boards are requested to provide the ministry with an update of their Capital Priorities. Highlights of this memorandum are as follows:</p> <ul style="list-style-type: none"> • Boards to submit Capital Priority projects expected to open no later than the 2016-17 school year. • The deadline for Capital Priorities submission is October 31, 2013. • Business Cases will be required only for the board's top 8 Capital Priorities. This includes submission for projects to be undertaken using board funding. • Boards must have an updated ministry approved Capital Analysis and Planning Template (CAPT) in order to receive a Capital Priorities funding allocation. • Projects that address accommodation pressures (eg., growth) and/or projects undertaken in conjunction with an FDK project are ministry priorities. • The Capital Priority Business Cases will be available for Boards to update in the next few weeks. <p>Boards will be required to submit their board approved updated Capital Priorities by October 31, 2013.</p>

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<p>B14 June 18, 2013</p>	<p>Implications of the Updated MOU with AEFO</p>	<p>On August 9, 2012, the Government signed a memorandum of understanding (MOU) with l'Association des enseignantes et des enseignants franco-ontariens (AEFO) as a framework to guide local bargaining for 2012-2014. On June 12, 2013, AEFO and the Government agreed to an update of the MOU. The updated AEFO MOU, as well as the MOU from August, 2012, is available for viewing on the Ministry of Education website. This memorandum is to advise boards of the steps, both regulatory and otherwise, that the Government is taking to facilitate the implementation of AEFO's updated MOU, including the modification of current collective agreements at the board level. The memorandum includes information pertaining to the following areas:</p> <ul style="list-style-type: none"> • Local Discussions • Maternity Leave • Voluntary Unpaid Leave of Absence Program (VLAP) • Unpaid Days • Reconciliation Committee • Attendance Recognition • Sick Leave/Election of Short-Term Leave and Disability Plan • Short-Term Sick Leave and Top-up • Non-Vested Retirement Gratuities for Teachers
<p>B15 June 27, 2013</p>	<p>Amended Regulations on Sick-Leave and Non-vested Retirement Gratuities</p>	<p>This memorandum is to provide school boards with more details on the context and content of recent amendments to the sick leave and non-vested retirement gratuities regulations. Over the past few months, the Ministry of Education has been working closely with teacher federations and other major employee representatives to reach new agreements and memoranda of understanding (MOUs), as well as to update existing MOUs. As a consequence of revisions to some of the provisions negotiated previously, Ontario Regulation 1/13 needed to be amended to align with, and support, the new and updated MOUs. A consolidated version of the regulation is available for viewing the e-laws website.</p>
<p>B16 June 28, 2013</p>	<p>Terms and Conditions of Employment for Principals and Vice-Principals</p>	<p>As a result of various changes to the labour framework for 2012-14, modifications are now needed to the terms and conditions of employment for principals and vice-principals. This memorandum is to advise school boards of the modifications that are to be made to these terms and conditions of employment. The memorandum includes information pertaining to the following areas:</p> <ul style="list-style-type: none"> • Local Discussions • Sick Leave/Short-Term Sick Leave and Disability Plan • Maternity Benefits

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		<ul style="list-style-type: none"> • Unpaid Days and Offsetting Measures • Non-Vested Retirement Gratuity for Principals and Vice-Principals
B17 July 4, 2013	Implications of the MOU with ETFO	<p>Effective, June 23, 2013, the members of the Elementary Teachers’ of Ontario (ETFO) voted in favour of the agreement in principle that was reached with the Province on June 13, 2013. With the exception of the sick-leave provisions, which are retroactive to September 1, 2012, all other provisions are effective on the dates indicated in the Memorandum of Understanding (MOU). For further details, please refer to the ETFO MOU, which are available for viewing on the Ministry of Education website.</p> <p>As noted in previous correspondence, the provisions of the collective agreements established under the <i>Putting Students First Act, 2012</i> and the <i>Education Act</i> continue in force over the two-year term of the current labour framework. The memorandum includes information pertaining to the following areas:</p> <ul style="list-style-type: none"> • Local Bargaining • Maternity Leave • Sick- Leave/Short-term Leave and Disability Plan (STLDP) • Short-Term Sick Leave and Top-up • Long-Term Disability • Voluntary Unpaid Leave of Absence Program (VLAP) • Unpaid Days • Reconciliation Committee • Attendance Recognition • Specialized Job Classes • Job Security for Support Staff • Calculation of Non-vested Retirement Gratuities • Implementation Committee • ETFO Salary Differential • Workload Study • Regulation 274 Hiring Practices
B18 July 31, 2013	Initiative to Encourage Joint Use/Collaboration Between School Boards on Capital Projects	<p>This memorandum is to announce a new initiative to support joint use projects and encourage greater collaboration between school boards in meeting their accommodation and capital needs. The initiative is comprised of the following two components:</p> <ol style="list-style-type: none"> 1. Proposals submitted for joint use capital projects and other collaborative capital solutions between school boards will be given first consideration for funding approvals under the Capital Priorities Funding Program. 2. A consultation strategy to be launched this fall to identify and share opportunities, challenges and best practices

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		associated with joint use schools and other collaborative capital project arrangements.
B19 September 18, 2013	Implications of the MOU with Collaborative Education Support Staff (CESS) Unions	<p>On June 27, 2013, many of the remaining unions that are part of the Collaborative Education Support Staff (CESS) group signed a MOU that updates the terms of previous MOUs to include labour enhancements that were negotiated with other unions subsequent to the MOUs signed in 2012. These bargaining agents are:</p> <ul style="list-style-type: none"> • Canadian Office and Professional Employees • Custodian Association of Huron Perth • Educational Resource Facilitators of Peel • Essex and Kent Counties Skilled Trades • Labourer's International Union of North America (LiUNA) • Ontario Public Service Employees Union • Service Employees' International Union • Unite Here <p>For further details, please refer to the CESS MOU, which can be found on the Education Labour Updates page on the Ministry website.</p> <p>As noted in previous correspondence, the provisions of the collective agreements established under the Putting Students First Act, 2012 and the Education Act continue in force over the two-year term of the current labour framework. This memorandum includes information pertaining to the following areas:</p> <ul style="list-style-type: none"> • Local Bargaining • Maternity Benefits • Sick- Leave/Short-term Leave and Disability Plan • Unpaid Days and Offsetting Measures • Attendance Recognition • Retirement Gratuities • Specialized Job Classes • Job Security for Support Staff • Long term Disability • Benefits
B20 September 18, 2013	Clarification Regarding Appending of Memoranda of Understanding and Additional Funding	<p>The purpose of this memo is to provide clarification about the Ministry's expectations concerning the appending of terms of the Memoranda of Understanding (MOUs) to collective agreements and about additional funding.</p> <p>The attestation form you received with the Deputy Minister's memo of August 20, 2013, refers to "appending the 2013 MOUs." This means appending the provisions in the 2013 MOUs that are specified as needing to be appended to collective agreements, without amendment. The 2013 MOUs</p>

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		<p>themselves outline the items that are to be appended. All MOUs can be found on the Education Labour Updates web page, http://www.edu.gov.on.ca/eng/studentFirst.html. As a result of ongoing discussions with the ICE Working Group, the Ministry is now confirming the following additional supports, which will be conditional on boards complying with the MOU requirements:</p> <ol style="list-style-type: none"> 1. Maternity Leave – the Ministry will provide up to approximately \$25M provincially per school year, and on an ongoing basis, to reflect the expanded maternity leave benefits which increase the minimum benefit period from 6 to 8 weeks. 2. Attendance Recognition – the Ministry will provide up to approximately \$30M provincially in 2013-14, on a one-time basis, to cover any incremental costs relating to payments made to eligible staff that use less than 6 sick days. This figure, and any funding considered, will need to be reconciled with actual experience – particularly if the average number of sick days taken drops as a result of this incentive, which would create additional savings.
<p>B21 September 25, 2013</p>	<p>Eligibility for Conditional Support for Appending Terms of 2013 Memoranda of Understanding</p>	<p>One of the measures that the government has used to support the process of appending MOUs to collective agreements was making some of the funding for MOU implementation contingent on school boards appending the applicable terms of all relevant 2013 MOUs to local collective agreements by September 30, 2013. This memorandum is intended to provide further clarity about eligibility for conditional support for appending terms of 2013 Memoranda of Understanding.</p> <p>A school board that, on or before September 30, 2013, provides the required attestation that it has appended the relevant provisions of the respective 2013 MOUs to its respective collective agreement will be eligible to receive 100 percent of its conditional funding subject to the reconciliation process.</p> <p>In cases where school boards attest that they have appended the relevant provisions of the 2013 MOUs to their respective collective agreements after the September 30, 2013 deadline, conditional funding amounts will be adjusted as follows:</p> <ul style="list-style-type: none"> • 75 percent of conditional funding for boards appending by October 14, 2013; • 35 percent of conditional funding for boards appending by October 31, 2013; and • 0 percent of conditional funding where boards do not append by October 31, 2013.

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		<p>In addition to declines in conditional support, and as a further consequence of failing to append the relevant provisions of the 2013 MOUs, the Ministry will now have the ability to withhold part, or all, of a non-compliant board’s School Board Administration and Governance Grant. There would be further communication with any individual board prior to the proposed exercise of this ability.</p> <p>The government understands that there have been instances where consensus could not be reached with the local bargaining agents to append the applicable terms of all relevant 2013 MOUs. In keeping with the government’s undertaking to support the process of appending applicable terms of 2013 MOUs, the government will be making regulatory changes to recognize that where school boards can demonstrate that they have taken “reasonable steps” to append the terms of MOUs on or before September 30, 2013, these steps will be deemed as sufficient to permit release of the full amount of the conditional funding for which they are eligible.</p>
B22 October 10, 2013	Amended Regulation on Sick-Leave Credits and Sick Leave Gratuities	<p>On September 25, 2013, the Ministry wrote to school boards regarding measures being taken to support school boards’ efforts to append the applicable terms of all relevant 2013 MOUs to their local collective agreements. All 72 schools boards have submitted documentation attesting that steps in the appending process have occurred. The Ministry is currently reviewing this documentation with respect to eligibility for conditional funding.</p> <p>Today, a regulation under the Education Act has been filed that aligns Ontario Regulation 1/13 Sick Leave Credits and Sick Leave Credit Gratuities with the memoranda of understanding (MOUs).</p> <p>The regulation also includes two added provisions dealing with the following matters:</p> <ul style="list-style-type: none"> • Application of sick-leave model to support staff groups • LTDI elimination periods greater than 120 days
B23 November 19, 2013	Education Programs - Other (EPO)	<p>To improve the efficiency and effectiveness of EPO funding program, the Ministry of Education is developing a more systematic approach on EPO funding management to address communication, reporting, monitoring and program integration. The new approach is based on the results of sector and ministry consultations. The following changes will be implemented:</p>

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		<ul style="list-style-type: none">• A school year based EPO TP agreement• Standardized and simplified financial reporting and timing• Early announcement of most EPO funding to assist boards with budget planning and effective use of resources <p>This memorandum also communicates to boards the intention of the Ministry to recover from school boards unspent copyright related savings.</p>
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