



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Employee Well-Being

Wellness Matters!

Your guide to
resources supporting
employee well-being
in the OCDSB

Spring 2024





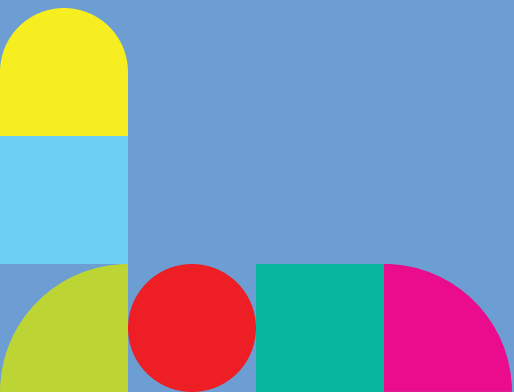
Learning



Well-Being



**Social
Responsibility**





Pillars of Well-being

There are **6** key pillars of workplace well-being:

1 Career & Occupational:

Participating in work that provides personal satisfaction that aligns with your values, goals and lifestyle. Work that is meaningful and rewarding.

2 Social & Community:

Engaging in resources to support employee engagement and recognition, work-life balance, maintaining healthy relationships with your family, friends, co-workers, peers, and greater professional and personal community. Engaging with each other to promote working conditions that are healthy, respectful and productive. This supports all of us in sustaining psychological safety and inclusive cultures.

3 Physical:

Taking care of your body and physical health in order to maintain a healthy quality of life that allows you to get the most out of your daily activities without undue fatigue or physical stress.

4 Mental & Emotional:

Prioritizing your emotional well-being including managing your emotions in positive and productive ways, acknowledging your values and attitudes and being self-aware of how others around you are impacting you.

5 Cultural & Spiritual:

Finding purpose, value and meaning in your life with or without religious beliefs, participating in activities that align with your beliefs, and values. The ability to practice your own and celebrate others' experiences, beliefs, traditions and values.

6 Financial & Economic:

Managing your finances, making informed financial decisions, being prepared for short term and long term needs and emergencies.

Career & Occupational Well-being

Resources to help you access training and professional development, tuition reimbursement, coaching, mentoring and equitable opportunities for mobility and career advancement.

Equitable Recruitment, Hiring and Promotion

The OCDSB seeks to employ a qualified and diverse workforce with the knowledge, skills, and attributes needed to ensure all students reach their full potential, regardless of their background or identity. Learn more on Equitable Recruitment, Hiring and Promotion ([OCDSB Equitable Recruitment Framework \(PDF\)](#))

Career Mobility and Advancement

The OCDSB is the largest school board in Eastern Ontario. We can offer you a wide variety of exciting career choices and opportunities for advancement. Learn more on our [Careers Page](#).

OPC Development Fund

In consultation with the Ontario Principals' Council (OPC), the OCDSB has established a professional development (PD) fund to support professional development for permanent Principals and Vice-Principals. The funds are intended to support professional development activities that are relevant to the role and support the Principal's or Vice-Principal's professional growth in some way. Eligible activities include attendance at education related conferences or workshops and tuition reimbursement for relevant courses. For more information email SystemLeadershipPositions@ocdsb.ca

New Teacher Induction Program (NTIP)

The OCDSB delivers the [New Teacher Induction Program](#) which is a requirement of the Ministry of Education. The program is designed to support the growth and professional development of new teachers, and is intended to provide new teachers with a year of professional support.



Principal and Vice Principal Mentorship Program

Principals and Vice-Principals, successful through the P/VP Selection Process are enrolled in the P/VP Mentoring program where they are matched with experienced P/VP mentors. The program offers formal and information learning experiences and a mix of operational and leadership training, coaching and networking.

Aspiring Leaders Program

The OCDSB offers a leadership development program to contract teachers to build leadership skills and capacity, give an opportunity to network with colleagues of diverse backgrounds, lived experiences and identities, and assist candidates in preparing for and exploring various leadership positions. For more information contact: SystemLeadershipPositions@ocdsb.ca

Tuition Reimbursement

The [Tuition Reimbursement Program](#) provides permanent Administrative and Support Staff opportunities for career and personal development by providing financial assistance to employees who are enrolled in programs/ courses offered by a university, college or recognized professional association.

Internships, Placement and Workplace Experience

The OCDSB works with educational institutions to provide workplace opportunities for students who are aspiring teachers, EA, ECEs, HR professionals, psychologists, speech and language pathologists, social workers, Child and Youth Workers and others.



Social & Community Well-being

Resources to support employee engagement and recognition, work-life balance, maintain healthy relationships with your family, friends, co-workers, peers, and greater professional and personal community.

Work-life Balance

Careers in the field of education are fulfilling but also quite demanding. While it is not always possible to balance professional and personal commitments, the OCDSB supports work-life balance of all employees. Your wellness matters.

Disconnecting from Work

Staff at the OCDSB are encouraged, when possible, to disconnect from work related communications. Between 6pm and 6am on Monday to Friday and on weekends and holidays, staff are asked to limit their engagement in work related communications. On weekends staff are encouraged to disengage from work communications fully. For out more information about our [Disconnecting From Work Procedure](#).

Working from Home

The majority of OCDSB employees hold essential in-person roles that preclude the ability to work from home. For other staff including many central and corporate positions, there may be an opportunity to access a hybrid work arrangement which supports employee engagement and promotes work-life balance. Read our [Working from Home \(Remote Work\) Procedure](#) to learn more.

Employee Resource Groups

OCDSB employees have developed an extensive network of identity-specific Employee Resource Groups. Learn more about [Equity and Anti-Oppression in the OCDSB](#).

Employee Resource Groups include:

- Black Educators
- Muslim Educators
- Jewish Educators
- People of Colour
- Queer & Trans Educators Network
- Learning/Attention Disorders & Allies
- Indigenous Educators

Employee Recognition

The OCDSB has a number of [employee recognition](#) initiatives including annual Retirement Ceremony, Long Term Service, Director's Citation and Employee Recognition Awards. These awards provide a valuable opportunity to recognize the OCDSB staff members for their incredible contributions to the district.



Physical Well-being

Resources to help you maintain good health through a safe physical work environment and health and dental benefits.

EdVantage Program

OCDSB employees have access to [EdVantage](#), a savings program that offers savings, contests and more to Edvantage members and their families through partnerships with retailers and businesses. Through EdVantage, OCDSB employees have access to a discounted preferred Goodlife Fitness Membership in addition to other offers that promote and support personal wellness and recreation. Please contact your supervisor or federation for more details.



Health & Dental Benefits

The OCDSB provides permanent employees with excellent benefits. Information for employees can be found on the [Staff Portal](#). Benefit information:

[ETFO and OSSTF Benefits](#)
[Union Exempt and P/VPs](#)

Disability, Accessibility and Accommodation

The [Disability Support Program](#) ensures that employees with disabilities are provided with safe, medically supported and appropriate work-related accommodations.

Occupational Health & Safety Program

The Occupational Health and Safety (OH&S) team provides advice, guidance and support to OCDSB staff on health and safety issues. A key function of OH&S is to provide advice and guidance for health and safety concerns. OH&S also investigates accidents, and manages reporting of workplace violence. OH&S also provides support to the district multisite Joint Health & Safety Committee (JHSC). Find out more information on our [OH&S Program Information](#) and [OH&S Procedures](#).

Behaviour Systems Management Training

The OCDSB provides training for staff to support the prevention and early intervention in supporting dysregulated students with a goal of ensuring student safety and reducing workplace aggression and injuries. Please contact your supervisor for more information.

Mental and Emotional Well-being

Resources to help you support your mental and emotional well-being including access to the Employee and Family Assistance Program and Mental Health Resources. Promoting Psychological Safety across workplaces.

Employee & Family Assistance Program

[ComPsych](#) is a confidential support service that can help employees take the first step toward change. The Employee and Family Assistance Program provides immediate and confidential assistance for any work, health or life concern. Compsych provides services such as:

- Counselling: Parenting, relationships, work pressures - anything causing stress
- Legal Guidance: Separation, Wills, Landlord/Tenant Issues, Real Estate, ID Theft
- Financial Guidance: Budgeting, Income Tax, Retirement Planning, Credit, Debt
- Work Life Balance: Support to find Daycares, Event Planning, Pet Care, Moving
- Health Guidance: Smoking cessation, Weight Management
- Online Resources: Help sheets, Resources, Training, Guides, Interactive activities

For more information on the EFAP program offerings, view [Guided Presentation of Employee Guidance Resources](#) and the [Compsych Poster](#).

To contact Compsych at their Dedicated Toll Free Number for OCDSB Employees or their families, please call 1-866-586-1507.

Access online resources:
www.guidanceresources.com
WebID: OCDSB

Employee Wellness

In addition to the OCDSB EFAP, the Employee Wellness division is there to support staff through challenging and difficult times by helping to access resources and support. Please reach out to Employee Wellness at employee.wellness@ocdsb.ca if you find yourself in need of accommodations, sick leave support or access to resources.

Resources and information can also be found on the [Staff Portal](#).

Attendance Support Program

The [Attendance Support Program](#)'s primary focus is to create and maintain a healthy workplace. Addressing workplace wellness issues and promoting a healthy workplace supports employees so they are able to attend work regularly.



Cultural & Spiritual Well-being

Resources to help you find purpose, value and meaning in your life with or without religious beliefs, participating in activities that align with your beliefs, and values.

Indigenous, Equity and Human Rights

While addressing these issues is the legal responsibility of every member of the OCDSB, the Indigenous, Equity and Human Rights teams coordinate these efforts by creating and supporting opportunities for engagement which honours and respects diverse lived experiences and expertise. Learn more about [Indigenous, Equity and Human Rights strategic multi-year goals and targets](#).



Office of the Human Rights and Equity Advisor

The [Office of the Human Rights and Equity Advisor](#) (O-HREA) is the OCDSB's arm's-length office committed to promoting and protecting the human rights of students, families, staff and the broader school community. The Office of the Human Rights and Equity Advisor is established to provide guidance about rights and obligations under the Ontario *Human Rights Code* and support the resolution of human rights concerns. [Policy P.147.GOV Human Rights](#) provides additional information of our commitment to building a community vested in Human Rights.

Religious and Creed Based Accommodation

The OCDSB provides employees with [Religious and Creed-based Accommodations for employees](#).

Respectful Workplace

Employees are entitled to work in a safe and respectful working environment free from harassment. The OCDSB has a robust [Respectful Workplace program](#) that allows employees to address issues or concerns within the workplace.

Translation and Interpretation Services

The OCDSB offers a variety of resources to assist English Language Learners (ELL), newcomers to Canada, and their families with translation and interpretation requirements. In addition, automatic translation is accessible on various digital tools and OCDSB platforms.

The District has also partnered with MCIS to provide a range of professional [interpretation and translation services](#) for schools.

Financial & Economic Well-being

Resources to help you understand compensation, benefits, retirement plan, financial wellness available at the OCDSB.

Compensation

The OCDSB has a comprehensive compensation (salary, benefits, pension and leave) package which is centrally negotiated but locally delivered. Each compensation package is unique to employees based on their collective agreement or employee handbook.

Unionized Employees

[Collective Agreements \(all Bargaining Units\)](#)

Union Exempt Employees

[Union Exempt Employee Handbook](#)

Principal and Vice Principal Employees

[Principal and Vice Principal Handbook](#)

Pay

Employees at the OCDSB are paid on a bi-weekly basis. Pay is deposited directly into your account by the Payroll Team. If you are in a unionized position, union dues will be deducted from your pay each pay period. Questions about your pay deductions (e.g. union dues, pension, etc) should be directed to our [Payroll Office](#).

Employee Pension

Employees of the OCDSB may be eligible for pension. If so, you will be contacted by your respective benefits or pension provider to complete your registration as a new employee. This may take 3-4 weeks. If you have any questions in regards to your eligibility, reach out to the HR Advisor in your employee group.



Life Insurance Benefits

The OCDSB provides permanent employees with excellent benefits, including life insurance and accidental death. Information for employees can be found on the [Staff Portal](#).

Financial Guidance

Through the Employee and Family Assistance Program (EFAP), [Compsych](#), services are provided related to Budgeting, Income Tax, Retirement Planning, Credit, Debt, etc.

For more information on Financial guidance, contact Compsych at their Dedicated Toll Free Number 1-866-586-1507.

Access online resources:

www.guidanceresources.com

WebID: OCDSB

Disability Benefits

The Disability Support Program ensures that employees with disabilities and who are experiencing medical illnesses or injuries of a non-occupational nature are provided with safe, medically supported and appropriate work-related accommodations.

[Disability Support Program - Workplace Accommodations Procedure](#)

Sick Leave & Short Term Disability (STD)

The sick leave benefit plan provides sick leave days for reasons of personal illness, personal injury, medical appointments and personal dental appointments. Eligible employees are allocated eleven (11) sick days paid at 100% salary each school year. Please consult your collective agreement or employee handbook to find more about eligibility for sick leave.

Long Term Disability (LTD)

Employees represented by OCETFO and OSSTF (Teachers, Student Support Professionals) are insured with OTIP. Principals and Vice-Principals are covered through the Ontario Principals Council (OPC). All other groups are covered with Canada Life. Long-Term Disability insurance provides income replacement for eligible employees who, due to illness or injury, remain unable to work after the exhaustion of the Short-Term Disability.

Your Federation representative is also available for support and assistance and may have additional resources available.





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