

TSU FACT SHEET: INVESTIGATIONS

General Guidelines:

- Any effort to address a complaint or allegation should be consistent with the TSU/TCDSB collective agreement, legislation and board policies
- Under TCDSB Policy H.M. 30, “anonymous complaints shall not be acted upon.”
- Under TCDSB Policy H.M. 30, “A staff member has a right to be informed, as soon as practicable (usually within three working days), of the nature and the specifics of a complaint.”
- In any investigation, you have the right to have an OECTA representative present during every step of your involvement – (this is not subject to administrative discretion)
- It is the administrations duty to investigate, **NOT** the teacher.
- Document your involvement in any investigation, and we recommend you contact TSU before you make any statements

Informal Complaints (dialogue based but may be documented)

- Before you discuss specific issues or events with either the TCDSB, CAS. or the police ... phone TSU or Provincial OECTA for advice Say: “I am prepared to cooperate, but need to speak to my union representative first.”
- State facts, do not offer opinions, do not assume, infer, or mind read.
- **Nothing** that you say is “confidential” or “off the record”
- Before agreeing to meet request administration provide the purpose and agenda for the meeting.

Formal Complaints (Being documented)

- You are obligated to attend a formal meeting if directed by administration but you have the right to representation. The association will request that the meeting be at a mutually agreeable time.
- If directed your duty is to attend the meeting, NOT make a statement. Listen, make notes and then seek advice through OECTA.

Investigation of a Colleague

- OECTA will help to ensure your comments are factual, succinct, and avoid opinions, judgments, assumptions, inferences or mind reading.
- If you do not have any facts or specific information to offer, do not feel pressured to make a statement
- If you are unsure of what you should or should not report, call TSU or the provincial office
- Do not discuss the case with students, parents, your colleagues or other members of the school community (under the TCDSB *Respectful Workplace Policy*, discussing an allegation or complaint against a colleague could be considered harassment and undermines trust and respect.)

Contact Numbers

TSU (416) 633 – 5502

OECTA (416) 925 – 2493